



# CHRISTIAN LIFE COLLEGE

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Est. 1949

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Academic Catalog  
2019-2020

*Stockton  
Christian Life College*

*Contact Information:*

*Christian Life College  
9023 West Lane  
Stockton, CA 95210  
College office: 209.476.7840  
Fax: 209.476.7868  
Website: [www.clc.edu](http://www.clc.edu)*

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## Approvals and Endorsements

### WASC Senior College and University Commission

Stockton Christian Life College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501 (510)748.9001.

The WSCUC accreditation process aids institutions in developing and sustaining effective educational programs and assures the educational community, the general public, and other organizations that an accredited institution has met high standards of quality and effectiveness.

### State of California

Stockton Christian Life College (hereinafter, Christian Life College, or the College) is a private institution incorporated under State Laws of California and approved (meaning in compliance with state standards as set forth in the educational code) to operate by the Bureau for Private Postsecondary as a Degree-Granting Institution Pursuant to California Education Code.

### Bureau of Citizenship and Immigration Service

The College is approved by the Bureau of Citizenship and Immigration Services, United States Department of Justice for the training of non-immigrant students.

### Social Security Administration

The College is approved by the Social Security Administration for Dependency Benefits.

### United Pentecostal Church, Incorporated (UPCI)

The College is endorsed by the Division of Education of the United Pentecostal Church International, Inc., Hazelwood, Missouri.

## Mission Statement

*The mission of Christian Life College is to equip learners for a life of commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God.*

*“Called to Serve, Empowered to Lead”*

## Vision Statement

Fulfillment of our mission will be accomplished by:

1. Commitment to Christ as demonstrated by:
  - Belief in and devotion to the Lord Jesus Christ
  - The pursuit of Christian character in word and deed
2. Biblical Fidelity as demonstrated by:
  - Commitment to the Bible as the inerrant word of God and final authority of faith and practice
  - A hermeneutic that is consistent with Oneness Pentecostal theology
3. Educational Excellence as demonstrated by:
  - Competency in oral and written communication, information literacy, quantitative reasoning, and critical thinking in the context of a Christian worldview
  - Pursuit of truth within the highest standards of academic rigor
  - Personal inquiry and lifelong learning
4. Lasting Service to the Kingdom of God as demonstrated by:
  - An appreciation of and interaction with the global community
  - Preparation for engagement with diversity of expression and cultures
  - Service and leadership in the local church
  -

## Statement of Faith

Christian Life College fully affirms and believes:

1. In the divine inspiration of all Scripture as the inerrant, infallible Word of God.
2. In the absolute Oneness of the Godhead in Jesus Christ and the absolute deity of Jesus Christ. (“Hear, O Israel: The Lord our God is one Lord” [Deuteronomy 6:4]).
3. In the new birth, which is repentance with Godly sorrow, accompanied by restitution whenever possible, water baptism by immersion in the name of the Lord Jesus Christ for the remission of sins (Acts 2:38), and the baptism of the Holy Ghost with the initial evidence of speaking with other tongues as the Spirit gives utterance (Acts 2:4).
4. In the necessity of a holy life unspotted by the world, exemplified by the believer’s action, word, and deed.
5. In the personal, literal, and bodily pre-millennial and pre-tribulational coming of Jesus Christ
6. In the free moral willpower of man who can apostatize, backslide, and be lost.
7. In the need of a determined effort to preach this gospel to the whole world.

We abide by and fully endorse the Articles of Faith of the United Pentecostal Church International, Inc., and we wholeheartedly support its programs and leadership.

## Institutional Learning Outcomes

Upon successful completion of the any program at Stockton Christian Life College, graduates will be able to:

1. Obtain a foundational knowledge in information literacy and quantitative reasoning.
2. Demonstrate effective oral and written communication skills.
3. Apply critical thinking skills to address common and complex challenges inherent within the global community.
4. Exhibit personal commitment to the Lord Jesus Christ, His Word, and to the pursuit of godly character.
5. Integrate the pursuit of truth with a lifestyle of Christian service.

## Statement of Nondiscrimination

In compliance with federal and state regulations, Christian Life College admits students of any race, gender, color, national and ethnic origin, physical ability, status as a veteran, or any other characteristic protected by law to all rights, privileges, programs, and activities offered to students at the College.

The College cooperates with the “Family and Privacy Act” of 1974.

## Accommodations for Students with Disabilities

The policy and intent of Christian Life College is to fully and completely comply with the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, to the extent that they apply to the college. CLC will not discriminate against an otherwise qualified student with a disability in the admissions process, or any academic activity or program, including student-oriented services. CLC will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the college, or unless it would fundamentally alter a degree or course requirement. Qualified students must request reasonable accommodations for disabilities through the Coordinator of the Learning Resource Center.



## Statement on Diversity

Christian Life College desires to be an educational institution where all students flourish, possessing equal opportunity for success. Our distinctiveness and diversity enhances the body of Christ. The College believes that the whole counsel of God includes an emphasis that new birth in Christ supersedes any racial, gender, or socioeconomic lines (Gal. 3:27-29). In accordance with federal law, the College subscribes to and encourages the equal right of all people to pursue excellence in their lives without racial and ethnic prejudice or inhibition. We seek to treat people with love, respect, dignity and fairness and affirm the uniqueness of each person.

Additionally, believing that cultural diversity will help build leaders of character who are able to serve in an increasingly multicultural society, the College seeks to develop an intentionally diverse academic community. In order to create an environment for our students to learn, the importance of balancing respect for other cultures with a healthy acknowledgement of the strengths and limitations of their own.

As a result, the College expects all students, staff, and faculty to remove from their behavior and speech, as well as from their thinking, all indications of bias with regards to age, race, ethnicity, gender, socioeconomic status, or physical ability. Racism in any form will not be tolerated in community life on this campus, and will be met with disciplinary measures.

Diversity encompasses inclusion and respect. It appreciates one another, moving beyond mere tolerance to celebrate our differences.

## General Information

### Degrees Offered

The degrees following are granted by this institution and approved under the provisions of the California Education Code Section 94310:

- Associate of Arts in Business Administration
- Associate of Arts in Bible and Theology
- Associate of Arts in General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music
  - Emphasis in Leadership
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Bible and Theology
- Bachelor of Arts in General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music
  - Emphasis in Leadership

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## Student Records

Enrollees are advised and cautioned that California state law requires this educational institution to maintain school and student records for no longer than a five-year period, with the exception of transcripts.

## Job Placement Statement

Graduation from the College does not insure or imply automatic acceptance by any local district of the United Pentecostal Church for licensing as a minister. A Christian Life College degree does, however, meet all the academic criteria required for licensing by the United Pentecostal Church International, Inc. The criteria for personal fitness and spiritual assessment are entirely in the hands of the district board involved.

## College Financial Health Statement

The College has no pending petition in bankruptcy, nor is operating as a debtor in possession. The College has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## College Catalog

The Catalog is produced and updated annually by the College, and provides an official record of the policies and provisions that govern this educational institution.

Printed copies of the Catalog may be obtained by submitting a written request to the Registrar, Christian Life College; 9023 West Lane, Stockton, CA 95210 Electronic copies of the Catalog are also available on the College website at [www.clc.edu](http://www.clc.edu)

## Catalog Edition

This edition of the Catalog is for the academic year 2019-2020. All requirements will be in place from August 1<sup>st</sup> 2019- July 31<sup>st</sup> 2020.

## Unanswered Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: the Bureau for Private Postsecondary Education at

### **Mailing Address:**

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

### **Physical Address (as of November 20, 2010):**

*Bureau for Private Postsecondary Education*  
*2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833*  
Phone: (916) 431-6959 / Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) / Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Toll Free: (888) 370-7589 / Licensing Fax: (916) 263-1894 / Main Fax: (916) 263-1897 / Enforcement STRF/Closed Schools Fax: (916) 263-1896

## **Prospective Students Responsibility to Review catalog**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **School Performance FACT SHEET**

A School Performance FACT SHEET is available by sending a written request to Christian Life College, 9023 West Lane, Stockton, CA 95210, or by calling the College office at: 209.476.7840, Fax: 209.476.7868 and is also on the college wwebsite: [www.clc.edu](http://www.clc.edu).

## **Right to File a Complaint**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Location of Class Sessions**

All class sessions are held at the Stockton Christian Life College Campus, 9023 West Lane, Stockton, CA 95210.

## Historical Sketch

### The CLC Story

As he surveyed the landscape of the Oneness Pentecostal movement in the 1940s, Rev. Clyde J. Haney became aware of the need to train laborers to work in God's harvest. This training would have the two-fold purpose of providing men and women a foundation of sound Apostolic doctrine and would also prepare them to answer their God-given callings as they endeavored to proclaim the gospel to a world in need. In 1949, in the basement of the First United Pentecostal Church of Stockton, CA, Rev. Haney opened the first of several short-term Bible institutes. The students in this initial class, affectionally known as the 49ers, included Clarence Riddlesberger, Jerry Renison, Jack Renison, Ollie Faye Renison, Elva Sanders, Dwight Gritts, and Ralph Santos.

On October 5, 1953, Rev. Clyde J. Haney officially founded Western Apostolic Bible College in order to expand his vision of providing Apostolic ministerial training. One year later, in the summer of 1954, Western Apostolic Bible College was officially recognized by the United Pentecostal Church International as a ministry training school and was endorsed by its Division of Education. Both the acceptance and endorsement were later ratified by the 1954 UPCI General Conference in Columbus, Ohio. On behalf of the entire movement, General Superintendent A.T. Morgan dedicated WABC to God's continual service.

Throughout its first decade of existence, the College experienced rapid numerical growth and adapted to meet the needs of the movement. The Cherokee Road campus housed a vibrant community of spiritually-minded students, many of whom began to impact the Oneness Pentecostal movement as they moved into ministry roles upon completing their studies at WABC. In 1964, the College enacted a major change which is still in effect today when it expanded its curriculum to begin offering a four-year Bachelor of Arts degree in Bible and Theology.

While there is much to be celebrated from these early years, on October 15, 1971, the college's story took a tragic turn. On this day, Founder and President Clyde Haney was killed in an automobile accident while on a hunting trip. The influence that this great man had on the operation and mission of the college cannot be overstated; the school was thrust into a time of deep loss and sorrow. Into this void of pain and confusion stepped Vice President Paul Price, who with wisdom and grace assumed leadership of the College until a permanent successor could be found.

After several months of consideration, Rev. Kenneth F. Haney left his position as International Pentecostal Conquerors President of the UPCI to become the Senior Pastor of Stockton's First United Pentecostal Church and the President of WABC. As the son of the late Clyde Haney, he continued the original mission of the College and infused it with a grand vision to bring Pentecostal revival to the entire world. Under his leadership, the College's global missions program was expanded as graduates were commissioned to labor in the harvest around the world.

Under Kenneth Haney's leadership, the church in Stockton experienced great revival and growth. As a result, more of his time was devoted to meeting the needs of the rapidly growing congregation. To help facilitate the expansion that was taking place in both the church and school, several men stepped forward to oversee the day-to-day operations of the College: Philip Dugas (1975), J.T. Pugh (1978-1979), and Dan

Rigdon (1980-1981). These Presidents were highly qualified and influential leaders who worked closely with Kenneth Haney to keep the mission and vision of the College on track.

In 1980, the name of the College was changed to its current designation, Christian Life College. In 1983, the curriculum was again expanded to also include an Associate of Arts degree, which provided students a clear pathway for academic achievement on their way to earning their bachelor's degrees. Due to changes in the California code regulating higher education, in 1994 the College applied for state approval to operate as a degree-granting institution. After a rigorous screening process which included a self-study and several site visits, this approval was granted by California's Bureau for Private Postsecondary and Vocational Education (BPPE). At first, only two programs were recognized – Bible and Theology and Christian Music. In 2000, BPPE granted approval for CLC to offer a third degree program, Biblical Studies, which eventually grew into the present day General Ministry program.

In September of 2001, Kenneth Haney was elected as the General Superintendent of the UPCI, necessitating his stepping away from being the Senior Pastor of Christian Life Center and the President of Christian Life College. Following this decision, Nathaniel K. Haney was elected as the new Senior Pastor of the church while Daniel L. Segraves was chosen to lead the College as its next President.

In the summer of 2004, Nathaniel Haney was elected as Chairman of the Board of Directors and Chancellor of the College. Working together to move the college forward, Rev. Haney and Dr. Segraves instituted several steps to realign CLC's culture with the two-fold purpose established many years prior by Clyde Haney. As the grandson of the founder, Nathaniel Haney provided a direct link to the long-standing heritage of spiritual formation, holiness, and apostolic doctrine espoused since the College's inception. As the son of the longest serving President, he also reiterated the College's mission for worldwide evangelism and harvest. In May of 2007, feeling a call to advance Oneness Pentecostal theology through the ministry of writing, Daniel Segraves transitioned his ministry to the St. Louis area. As a result, Nathaniel Haney was tasked with filling both the offices of President of the College and Chairman of the Board. Under his leadership, the College continued on the path of spiritual renewal and also experienced a steady increase in enrollment.

In 2015, Christian Life College underwent several significant changes in its leadership structure and operations. This was due to the Board of Directors' unanimous decision to seek regional accreditation with the Western Association of Schools and Colleges Senior University Commission (WSCUC). In January of that year, Eli M. Lopez was chosen to lead the day-to-day operations as the President of the College while Nathaniel Haney maintained his position as Chairman of the Board. In December of the same year, after a review of the College's history and standing, CLC was granted Eligibility status with WSCUC.

Recent years have seen several significant developments take place at CLC. In 2016, the Business Administration program was launched, with the purpose of providing business training in the context of the Christian worldview. Additionally, the College continued to move forward in the process of becoming accredited. Spearheaded by CLC's Accreditation Committee, a rigorous institutional report was crafted to demonstrate the CLC's readiness for inclusion in the higher education community. In November of 2017, a WSCUC site team visited the campus to conduct an on-site analysis of the school's progress towards compliance with accreditation standards. Having received a positive review from the site team, CLC was granted Candidacy status in March of 2018. One year later, in March of 2019, a second site visit was

conducted with another positive recommendation provided by the site team. On July 12 of the same year, WSCUC's Commissioners officially granted regional accreditation to CLC.

From its inception in 1949 until today, Christian Life College has endeavored to fulfill its two-fold purpose: the propagation of sound doctrine and the training of workers to gather in a great harvest of souls for God's kingdom. Throughout its storied history, CLC has established a legacy of producing world changers – men and women who have honorably served and led the church with excellence and anointing. Perhaps most exciting of all is the knowledge that the best days for this College are yet to come. To those who are seeking to find a high-quality education within the Oneness Pentecostal worldview, CLC stands ready to offer this instruction and training. To every prospective student, our staff, students, and alumni invite you to make our story your story.

## From the President



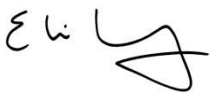
Welcome to Christian Life College.

You are doing more than enrolling in a school, you are joining a family. Back in 1949, Clyde Haney started Western Apostolic Bible College with the purpose of equipping men and women to answer their God-given callings. By reaffirming sound biblical doctrine, this school has helped take the Oneness Pentecostal movement to new heights globally. As a CLC student, you are now part of a great heritage of faith, joining with thousands of other past and present CLC students to reach the world for Jesus Christ.

It is a focus of this school to help every student have a genuine walk with God. Prayer and devotion are hallmarks of our ministry, and we want you to plug into what God is doing on our campus. As a God-centered school, we have established policies, guidelines and rules in place to facilitate an environment of spiritual health and unity. While we all have different personalities and come from different backgrounds, at CLC we learn to join together for a higher purpose.

The faculty and staff are here to assist you on your academic and spiritual journey. We hope your time here will be productive and enjoyable. Most of all, we pray that you will have a life-changing encounter with the Lord as you allow Him to accomplish His will in your life.

Again, welcome to the family.

A handwritten signature in black ink, appearing to read 'Eli Lopez'.

Respectfully,  
Eli Lopez

*Christian Life College*  
*President*

## Administration

### BOARD OF DIRECTORS

Nathaniel Haney, Chairman	Stockton, California
Albert Butler	Stockton, California
Ronnie Mullings	Bakersfield, California
Rick Keyes	Turlock, California
Beth Jan Smith	Kennewick, Washington
Janice Ivey Smith	Stockton, California
Steve Widhalm	Lodi, California
John Barron	Stockton, California
James Blackshear	Anchorage, Alaska
William Riddell, Secretary	Stockton, California

### ADMINISTRATIVE LEADERSHIP

Eli Lopez	President/Chief Executive Officer
William E. Riddell	Vice President of Finance/Chief Finance Officer
Micah Johnson	Vice President of Academics/Academic Dean
Laird Sillimon	Vice President of Operations/Chief Operations Officer
Tamara Fitzpatrick	Accrediting Liaison Officer/Title IX Coordinator
Richard Bishop	Dean of Students/Director of Student Services



Joanne Gresham	Director of Recruitment and Retention
James Langston	Director of Human Resources
Ken Fitzpatrick	Director of Institutional Research
Tim Miller	Director of Information Technology
Regina Lopez	Director of Learning Resources
Jasmin Johnson	Director of Online Services
Jennifer Llamas	Registrar
Sandy Ali	Bookstore Manager
Israel Rodriguez	Assesment Coordinator

## Faculty Roster

### *Alphabetical Listing*

#### **Faculty**

1. Tamara Fitzpatrick – Professor  
(Juris Doctor from Lincoln Law School; MBA in Non-Profit Management from Hope International University; BA in Music Management from CSUS; BS in Business Finance from CSUS)
2. Micah Johnson – Professor  
(Enrolled PhD Theology (Systematic Theology), University of South Africa, MA in Biblical and Theological Studies from Western Seminary; AA and BA Bible and Theology from Christian Life College)
3. Eli Lopez – Professor  
(Enrolled in PhD in Interdisciplinary Studies: Ministry and Leadership at Amridge University, MA, Theological Studies, Evangel University, BA, Bible and Theology, Christian Life College)
4. Dr. William Riddell – Professor  
(PhD in Communications from Regent University; Enrolled in MA Biblical and Theological Studies; MBA from University of the Pacific; BS in Business Administration from CSU Stanislaus)

## Faculty, Cont'd

1. Josh Abrego, Assistant Professor  
(Enrolled PhD Theology and Religion, University of Birmingham MA in General Ministry from Assemblies of God Theological Seminary)
2. Richard Bishop – Assistant Professor
3. (MA, Leadership and Ministry, Assemblies of God Theological Seminary; BA, Bible & Theology from Christian Life College)
4. Dale Delp – Assistant Professor  
(MS in Deaf Education, Lewis and Clark College, Portland, OR)
5. Morgan Ellis – Assistant Professor. Adjunct  
(MA, Christian Leadership Multnomah University, BA Biblical Studies, Christian Life College)
6. Ken Fitzpatrick – Assistant Professor  
(MS in Engineering Management from National University, BS in Mechanical Engineering from Oakland University)
7. Tara Fontanoza – Assistant Professor  
(Enrolled EdD – Reading, Language, Literacy, Concordia University, MA in Teaching with Specialization in Reading from National University)
8. Marlon Gayle – Assistant Professor, Adjunct  
(EdD University of the Pacific, MA in Curriculum and Instruction from University of the Pacific, BA in International Studies from University of the Pacific; )
9. Dr. Paul Green – Assistant Professor, Adjunct  
(DBA, Harvard Business School, MBA, Drexel University, BS Business Administration with Specialization in Information Systems, CSU Fresno))
10. Kim Haney - Assistant Professor  
(Enrolled MA Practical Theology, 2020, BA in General Ministry, Christian Life College)
11. Mychail Haney – Teaching Assistant  
(Enrolled MA , Bible & Theology, Southwestern Assemblies of God University, BA General Ministry, Christian Life College)
12. Jasmin Johnson – Assistant Professor, Adjunct  
(M.Ed. in Teaching and Learning, Liberty University, BA in Biblical Studies, Christian Life College))
13. James Langston– Assistant Professor, Adjunct  
(MBA, with a specialization in Human Resources from National University, BA Behavioral Science, National University, BA Bible & Theology, Western Apostolic Bible College/Christian Life College, BS

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Computer Science, University of Pacific)

14. Jennifer Llamas – Assistant Professor  
(Enrolled PhD, Education with specialization in Higher Education Leadership, Management, and Policy, MS Justice Studies with emphasis in Legal Studies, Grand Canyon University, BA Justice Studies Grand Canyon University, BA Bible & Theology, Christian Life College)
15. Regina Lopez – Assistant Professor, Adjunct  
(MA Education in Curriculum and Instruction, University of Phoenix, BA Bible & Theology, Christian Life College, BA Communication with Emphasis in Intercultural Communication University of Arkansas, BA Spanish, University of Arkansas)
16. Vani Marshall – Assistant Professor, Adjunct  
(MS Psychology, Concordia University, BA Counseling NZSA College)
17. Angela Meeks – Teaching Assistant  
(BA General Ministry Emphasis in Media & Communication, Christian Life College)
18. Melissa Meeks – Assistant Professor, Adjunct  
(MA in Christian Ministry Emphasis in Worship, Hope International University, BA Christian Music, Christian Life College)
19. Tim Miller - Assistant Professor, Adjunct  
(MA in Ministry and Leadership from Western Seminary, BA Biblical studies, Christian Life College)
20. Philip Morlock – Assistant Professor, Adjunct  
(M.Div Military Chaplaincy, Liberty University Rawlings School of Divinity, BA Bible & Theology, Christian Life College)
21. Michael Muniz – Assistant Professor, Adjunct  
(MBA. University of Phoenix, BS Business Management, University of Phoenix, BA Bible & Theology, Christian Life College)
22. Andrew Puentes – Assistant Professor  
(MA Greek and New Testament Studies, Amridge University, BA Bible & Theology, Christian Life College)
23. Lynn Richardson – Assistant Professor, Adjunct  
(Doctor of Pharmacy from University of the Pacific)
24. Josh Rivas – Assistant Professor, Adjunct  
(MA Film and Television Producing, Regent University, BA Bible & Theology, Christian Life College)
25. Tina Royer – Assistant Professor, Adjunct  
(MA, English Concentration-Creative Writing Composition, Sacramento State University, BA

English, Sacramento State University)

26. JS Sable – Assistant Professor  
(MA Old Testament Studies, Amridge University, BA Christian Music, Christian Life College)
27. Laird Sillimon – Assistant Professor  
(MBA Emphasis in Leadership, Grand Canyon University, BS Mechanical Engineering, Howard University, AA Christian Music, Christian Life College)
28. Joshua Shalapsik – Teaching Assistant  
(Enrolled MA Theological Studies, Assemblies of God Theological Seminary, BA Christian Music, Christian Life College)
29. Chris Stevens – Assistant Professor, Adjunct  
(MA in Leadership Studies from St. Mary's College of California, BA in Bible and Theology from Christian Life College)

## Campus Facilities

Christian Life College is located on a campus of approximately 20 acres at 9023 West Lane in Stockton, California. Of the seven large buildings on this campus, five exist almost exclusively for the use of the college; two are used by the College in a shared relationship with other ministries.

The 10,000 square foot Darryl L. Siebold Communications Center houses the main business office for the college, seven faculty offices, three staff offices, bookstore, two classrooms, canteen, main office for the KYCC radio network, five staff offices for the radio network, three broadcasting studios, a mail room, and two storage rooms.

The 12,000+ square foot Hogue Library building features the College library, containing over 18,000 volumes, a computer laboratory, nine faculty and staff offices, an audiovisual storage room, a keyboard lab for music students, and four large classrooms. Access to the Library is permitted during normal business hours.

The 10,000 square foot Student Center features a dining room capable of seating 300 people, an executive dining room capable of seating 35 people, a modern commercial kitchen, including freezer and cooler, and two 1200 square foot apartments, both occupied by College staff families.

The 25,000 square foot auditorium, Christian Life Center, features an auditorium seating 2,100, a chapel seating 200, a main office area, a conference room, a kitchen, 14 staff offices, two nurseries, and two classrooms. Though this facility is shared with the church, the College uses the main auditorium, chapel, classrooms, and offices daily.

On occasions the College uses the gymnasium of Stockton Christian Academy for student activities.

### Student Housing / Dormitories

The College has two identical dormitory buildings, one for men and one for women. Each contains 32 rooms, 28 of which will house three students; four of which will house two students. Each room features a private bath, air conditioning, heating, telephone service, and custom made furniture. Each dorm room has a full bath, telephone jack, and a heater/air conditioner combination with a maximum space for four students. Each student area has a twin size bed with four drawers and storage area under the bed, one mirror, and closet space. Students should bring bedding, linens, towels, irons, and personal items. Because students must share the dormitory rooms, most of the appliances, such as telephones, vacuum cleaners, irons, and ironing boards, may be shared. Coin-operated washing machines and dryers are provided. Computers are provided in the library, though many students find it more convenient to have their own computer. For additional information regarding permitted items in Dormitories, refer to the College Student Handbook.

The large common area in front of the dormitories features a softball field with bleachers and a snack bar, and other exercise areas.

## Student Life

### Automobiles and Licensure

Students 18 years of age or over may operate a vehicle in California with a valid out-of-state operator's license provided they do not take employment in the state. In the event that a student takes employment, he or she must obtain a California license as well as proof of insurability within (10) days of employment.

California state law requires motor vehicle insurance. Out-of-state minors (under 18) must request their insurance agent to file form SR-22 with the Department of Motor Vehicles (DMV) in Sacramento, California. The DMV will then send a letter to the student verifying that the form has been received. The student must take this letter to the Stockton office of the DMV for issuance of his or her license. A minor's out-of-state license is valid for ONLY 10 DAYS in California. An International driver's license is NOT valid in California.

### Study Groups

The College encourages students to form study groups for each course. Some courses require group projects and/or study groups. However, mixed gender study groups may not meet in the dorms. The College library is designed to foster student interaction for learning purposes. Its hours of operation are intended to maximize student access. Study groups may also meet in the student center. Permission of the Campus Pastor is required for study groups meeting in the student center after its normal hours of operation. Mixed gender study groups meeting off campus must follow the normal College procedures for group outings.

### Ministry Involvement

Students are expected to become involved in lay-leadership experiences while attending the College. Students from the surrounding area attending CLC should remain faithful to their local church. Students from outside of the local area will find a wide variety of ministry experiences available. Students work together with local ministry leaders to put their academics into real-world practice. Experience in cross-cultural evangelism and discipleship is available through numerous ministries and para-church ministries sponsored by Christian Life Center.

### Socials

Activities are scheduled frequently during the semester, such as the annual get-acquainted picnic at the beginning of school and an outing to San Francisco, Yosemite National Park, and the Pacific Ocean beach.

### Banquets

The student body and various teams under faculty supervision plan special social functions such as team socials, holiday banquets, and the End-of-year banquet. Banquets provide delicious food, wholesome fellowship, and inspiring messages from special guest speakers.

## Student Associations

### Ministerial Association

The Ministerial Association provides an opportunity for practical experience in the pulpit ministry. Association members may have the opportunity to minister at the Christian Life Center satellite churches as well as churches in the Western District and elsewhere.

### Missions Team

The Missions Team is for those students who feel a calling to home or foreign missions work. Students are able to gain experience in home missions projects in the surrounding areas. They may also participate in a number of outreaches on foreign soil.

### Music Team

The Music Team actively supports the Music Department with fund raising projects, provides the music for all College services, conducts off-campus concerts, and participates with the Ministerial Association and Missions Team in crusades and other special services.

### Drama Team

The Drama Team provides experience in evangelism and discipleship through dramatic events. These range from humorous skits and mini-dramas to full-length dramatic presentations. The drama team often participates with the Ministerial Association and Missions Team in special outreaches. It also brings dramatic performances to churches in various parts of the United States.

### Deaf Ministry Association

The Deaf Ministry Association provides a forum where students can develop their knowledge of American Sign Language and cultivate further appreciation for the need for interpreters and community engagement in both public and ministry contexts. The Deaf Ministry Association endeavors to help students bridge the cultural and linguistic gap between the deaf and hard of hearing community and the church. The mission of the Deaf Ministry Association will be achieved by seeking active involvement from participating students with local deaf and hard of hearing communities and ministry opportunities.

## Admissions Policy

Admission to Christian Life College is based upon a careful evaluation of each individual's application file.

Individuals seeking admission into any course of study resulting in earned academic credit must submit an application for admission to the Office of Admissions. In addition, all required supporting documents must be received before an admission decision can be made. Successful applicants will demonstrate qualities and proven skills necessary for academic success, intellectual and spiritual engagement at Christian Life College. Registration for classes and dorm room assignment will be possible only after the Admissions Committee has granted approval for admission.

Once the completed file has been processed, the Office of Admissions will give notification. Applicants are evaluated on academic achievement, the quality of their essay, and the strength of their recommendations. Christian Life College reserves the right to require a personal interview before a final decision is reached.

Applications are valid for two years from the date filed. A new application is required if a student does not enroll within two years.

All documents contained in the applicant's file are the property of the college and will not be returned or reproduced for the applicant or other interested persons.

### Application submission

#### TIMELINE AND FEES:

##### Fall Semester

Early submission: **July 1st** \$30 application fee waived  
 Submission dates: **July 2-15<sup>th</sup>** \$30 non-refundable application fee  
 Late submission: *after July 15<sup>th</sup>* \$55 non-refundable application fee

##### Spring Semester

Early submission: **November 1st** \$30 application fee waived  
 Submission dates: **November 2-15<sup>th</sup>** \$30 non-refundable application fee  
 Late submission: *after November 15<sup>th</sup>* \$55 non-refundable application fee

### Eligibility for Admission

Admission to Christian Life College for all degree programs are open to all qualified applicants\*; persons of any race, color, national and ethnic origin, disability, and gender; all rights, privileges, programs and activities generally made available to students at Christian Life College.



Every application is carefully reviewed and considered by the Office of Admissions and the Admissions Committee.

Incomplete application packages will not be processed.

### **Academic Achievement**

Admission to Christian Life College requires a high school diploma or GED.

- Recommended minimum High School/College GPA of 2.0.
- Applicants with a GPA below 2.0 may be admitted on a academic probation, only.

Students admitted on academic probation:

- May be limited to General Education Program for the first two semesters.
- Must have a minimum 2.0 GPA prior to enrolling for a second year in any degree program.
- May not hold any office within the Student Senate while on academic probation.
- Must be enrolled in no more than 13 credits per semester.
- May be required to meet weekly with an Academic Advisor to monitor assignment completion, grades, and academic progress.
- May be required to attend regular Writing Center appointments and/or peer tutor.

Students provisionally accepted:

- Will need to fulfill all outstanding criteria before full acceptance is granted.

### **Application Process**

#### **Application Documentation**

The completed application must be accompanied by a non-refundable \$30 application fee, 500-word statement of purpose, SAT,ACT or CLT official test score, medical form with physician signature, pastoral recommendation, two personal reference letters, \*official transcript(s) - homeschool transcripts must be verifiable by a certified program, and current professional photo. Photocopies are not acceptable.

#### **Obtain Official Application for Admission**

- Online at <https://clc.edu/>
- Call the College Office at (209) 476-7840 during Admission Department office hours.  
M-TH | 9:00 am – 4:00 pm (PST)

#### **Statement of Purpose**

Submit an essay; 500 words, 12pt, times new roman font and double-spaced. The statement should include: Your purpose for choosing CLC, your call to ministry, and a brief biographical sketch. This essay must be a digitally executed file. (.doc, .docx, .pages, .pdf, etc.) Handwritten is not acceptable. Upload with your online application.

#### **Recommendations**

All applicants must provide email addresses for their pastor and two general recommendations.

- 1) The applicants Senior Pastor must complete pastoral online reference form. Recommendation form must be completed to reference the nature of the applicant's Christian Character and commitment

to ministry. The admissions office will email a pastoral reference form link to the pastor listed in the student application.

- 2) Two general reference forms; one each from the following categories and who have known the applicant for at least two year. (Teacher, school counselor, employer, and/or mentor.) The admissions office will email a general reference form link to each of the personal references listed in the student application.

### **Official Transcript**

Applicants must request an official transcript from his/her high school or college. Official Transcripts are required, must be mailed from the originating Institution, and must be accompanied by the official Institution seal or an official stamp. Photocopies of the transcripts are not acceptable. Mail to: Christian Life College, Office of Admissions, 9023 West Lane Stockton, and CA 95210.

**SAT, ACT, CLT** test results must accompany the application in order for the application to be complete. Register for SAT, ACT or CLT test dates and locations at [collegeboard.org](http://collegeboard.org).

- Required for admission and should accompany application.

### **Student Health Requirement**

Applicants are required to complete the Medical Information document provided in the application package. Medical forms include detailed instructions for completion, including a required signature from applicant's physician.

Disclosing specific medical conditions or disabilities under the "Medical Disclosures" portion of the form are optional and not a requirement for enrollment or housing. Any information disclosed on the form is kept in strict confidence.

NOTE: Health Insurance is necessary for On-Campus students.

### **Vaccination Policy**

The State of California mandates that first-time enrollees, 18 years old or younger, must provide proof of immunization against Hepatitis B. All students born on or after January 1st, 1957 must also provide proof of one MMR (Measles, Mumps, and Rubella) vaccination.

Hepatitis B Immunization: The State of California mandates that first-time enrollees who are eighteen years of age or younger provide proof of full immunity against Hepatitis B prior to their enrollment. Students who enroll at Christian Life College, and who will still be under eighteen years old by the beginning of the Fall Semester, will receive the Hepatitis B information in the mail. The immunization consists of a series of three vaccinations. Students can receive further information from their health care provider or county health department.

MMR (Measles, Mumps, Rubella): MMR is required for all new and readmitted students born on or after January 1st, 1957. Requirements may be satisfied by, providing proof of at least one MMR immunization or blood test, (titer) showing immunity. While only one MMR vaccination is currently required, two are highly recommended. Note: Opting out of immunizations for religious purposes will require an affidavit.

### **Notification of Application Receipt and Acceptance**

The Office of Admissions will notify the applicant, in writing, of applicant's admissions status, upon receipt and review of the completed application, and all required supporting documents.

### **Admissions Policy for international Students**

**1. Complete an international student application and Submit an international Student Deposit. (Deposit begins at \$3,600.00 USD and may be up to 50% of tuition.)**

**2. Submit Reference Forms and Letters of Recommendation.**

A total of three references is required for all applicants. One reference must be from a local pastor, appointed missionary, or organizational leader plus two additional references from two persons who are not a family member.

**3. Submit a Health Form.**

All applicants are required to Submit official immunization records. It is advised that international students obtain health insurance for the duration of their study.

**4. Submit Official Transcripts.**

A transcript is a document that reflects the completion of applicant's secondary school education or the equivalent. Transcripts list the courses taken, the grading scale used, and the grades (marks) obtained.

Christian Life College requires that all transcripts sent to us also be accompanied by an American GPA equivalent (given on a 4.0 scale). This evaluation must be done by a credential evaluation service. If your transcript does not already give a cumulative GPA on a 4.0 scale, then please have such an evaluation performed. We suggest the following two evaluators, though others are available. Look for a credential evaluation service that holds an NACES (National Association of Credential Evaluation Services) membership, to ensure the highest degree accuracy in your transcript evaluation. Please follow the instructions on the evaluators' websites.

*[World Education Services](#)*

*[Educational Credential Evaluators](#)*

All transcripts must be officially translated into English, and bear both the original signature (not a photocopy) of the school official and the official school seal.

Transfer Students (those who have completed any post-secondary coursework) must also have their college or university transcripts submitted, likewise officially translated into English. Transfer students seeking transfer credit should make sure to have a course-by-course evaluation.

Please keep in mind that it may take several weeks for your school to process and mail an official transcript (in addition to the time the transcripts spend in transit, which varies from country to country). Likewise, the evaluation process may also take several days or weeks. Accordingly, please submit your transcripts requests early in the application process.

**All official and evaluated transcripts should be sent to:**

**Christian Life College**

**Attn: Admissions Department**

**9023 N. West Lane, Stockton, Ca 95210**

**5. Submit TOEFL Scores**

Applicants whose native language is not English or whose secondary schooling is not delivered in English for a minimum of three years are required to submit TOEFL scores. To be considered for admission to Christian Life College, applications must earn a score of at least 8- on the internet-based (iBT) TOEFL or a 500 on the paper-based version.

## 6. Statement of Purpose

All applications must submit a 500 word essay discussing your purpose for choosing CLC, your call to ministry, and a brief biographical sketch. **Essays must be submitted in a digital format, Times New Roman 12 pt. font; hand written essays may not be submitted.**

## F1 Student Visa

Upon acceptance to Christian Life College and payment of international student deposit, student will be issued a Form I-20. This form allows approved applicants to secure an appointment with the U.S. embassy or consulate located in the student's home country. All nonimmigrant students are required to obtain a student visa with the exception of students coming from Canada. Christian Life College does not provide visa services. Approved applications should visit <https://www.ice.gov/sevis/students> for instructions on obtaining a qualified visa.

Approved applicants whose home country is Canada are not required to obtain a student visa. These students are only required to obtain a Form I-20 from Christian Life College and pay associate fees. Approved applications should visit <https://www.ice.gov/sevis/students> for further instructions.

## Down Payment

All nonimmigrant students are required to submit a down payment to begin their first year of study. This down payment must be submitted to the college prior to being issued the Form I-20.

## Employment Opportunities for International Students

Nonimmigrant students are admitted into the United States to study. For these students to work in the United States, specific authorizations must be obtained. Not following the regulatory employment authorization is a violation of states and could jeopardize a student's ability to remain in the United States or return for future visits.

Nonimmigrants who choose not to pay their full annual tuition, room and board, and other fees at the beginning of each academic year may apply for Christian Life College's on campus employment program for international students. For more information on Christian Life College's employment opportunities for nonimmigrant students, please contact the Christian Life College Front Office at: 209-476-7840.

## Required English Proficiency

All College classes are instructed in English. Students from countries where English is not the first language must have a score of at least 500 on the TOEFL exam to be admitted to the College. The College does not offer English language services.

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## Registration Process

The Enrollment Calendar is printed prior to the beginning of each semester. Students should enroll according to their scheduled time and date. The process for enrollment includes the following steps:

**Application:** Obtain, complete and submit an Application for Admission.

**Transcripts:** Request that your official high school transcript be sent to the Office of Admission and Records. Submit your request early so your transcripts will arrive at the College prior to the start of the semester.

**Prerequisites:** Many courses have prerequisite course that must be completed. Prerequisites are listed in the Course Descriptions section of this Catalog. Be sure you've met the prerequisites for a course before enrolling in that course.

**Orientation:** All new and returning students must participate in Orientation. Refer to the Academic Calendar for orientation dates.

**Assessment:** Take required assessments. Times and location of assessments are given to students during Student Orientation.

**Academic Advising:** Students will be contacted by their Academic Advisor. Their Advisor will help determine what is essential for their Educational Plan. Students are able to access a recommended course sequence for their own personal use. Along with documents and tools provided by their Academic Advisor.

**Pay tuition:** Pay fees and tuition to the College office which is important for Financial Clearance.

## Dismissal Policy

The College reserves the right at any time to dismiss or suspend a student whose attendance, academic standing, financial obligation, or conduct is not satisfactory.

## Harassment Policy

The College, especially on the basis of sex, race, color, national origin, ancestry, age, disability, or any other legally protected status prohibits harassment of any kind. Harassment may include any verbal, written, graphic or physical conduct that interferes with the person's work or academic performance, has the purpose or effect of interfering with the person's status or participation in a college course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

For purposes of applying this policy, sexual harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same or opposite gender.

Harassment is often defined by the person(s) receiving it. Inappropriate conduct may be harassment even if the individual did not intend to harass. The type of conduct, not the intent, is what is important. While it is not possible to list all conduct or circumstances that can be considered prohibited harassment the following are some examples:

Any intentional and knowingly unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of a legally protected status;

Implied or overt threats of physical violence, physical acts of aggression, threatening or intimidating conduct directed at another person because of any legally protected status;

Demeaning jokes, taunting, racial slurs and derogatory names, innuendos or other negative or derogatory remarks relating to any legally protected status;

Graffiti, slogans, markings, or visual displays, such as cartoons, drawings, posters or computer images, which depict slurs or derogatory sentiments or images;

Unwelcome sexual advances, propositions, requests for sexual favors or other conduct of a sexual nature;

References to sexual conduct, comments or inquiries about sexual activity or physical features;

Physical interference with normal work or movement or unwelcome sexual touching;

Criminal offenses directed at persons because of their legally protected status; and/or

Promising or providing some favorable action or benefit if a person will submit to or tolerate prohibited harassing behavior.

Sexual misconduct (or sexual offense) is a broad term encompassing any sexual behavior that was committed without effective consent. It includes but is not limited to: sexual assault, sexual battery, sex discrimination, and stalking. Domestic, dating, or relationship violence is any physical, sexual, or psychologically abusive behaviors used by an individual against a partner or former partner in an intimate relationship.

During Orientation, new students are educated about sexual misconduct and relationship violence, including where to find the College's policies, bystander intervention, and how to report incidents.

Procedures to Follow in the Event of Sexual Misconduct or Relationship Violence Victims of sexual misconduct or relationship violence are encouraged to report the incident to any of the following: President; Campus Pastor; Dean of Students; Title IX Coordinator or Any member of the faculty or staff.

These individuals are required by law to report any knowledge of sexual misconduct, including sexual assault, to the College Title IX Coordinator. If an individual becomes the victim of sexual assault, it is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. A victim has the option of reporting a sexual crime directly to the Stockton Police Department, or College personnel will assist the victim with this process upon request.

### **Verification of Enrollment**

Upon written request, verifications of enrollment are provided free of charge, by the College Office. Please allow three to five working days for processing.

## Financial Plans

### Terms:

All fees are payable at the time of registration for each semester. A student's registration is not complete until his/her bills have been paid or satisfactory financial arrangements have been made in the College office.

### Payment Plans:

Plan A: Full payment of entire school year at the time of registration.

Plan B: Semester Payments – tuition and fees due prior to registration.

Plan C: Installment Plan. A down payment of \$2550.00 (All majors) is required at the time of registration (1275 for each semester). Seven payments each semester are due from all students on the first and the fifteenth of each month. A payment plan processing fee of \$100 per semester will be added to your school bill. Students must keep account current to qualify for installment plan.

If a student's account becomes delinquent for two payments, the student may be assessed a late charge of \$25. If satisfactory arrangements are not made to bring the account up-to-date, the student is subject to suspension from classes and possible dismissal. The Administration will decide at its own discretion what terms are "satisfactory."

Final Examinations will not be given to students are not financially cleared. Degrees and transcripts will not be issued to students who have unpaid accounts. Graduation may be denied to those who have not paid all balances due.

## On-Campus Students

The College requires single, full-time students (except residents of San Joaquin County) to reside on-campus in the College Dormitories. An On-Campus student is defined as a single person enrolled in a minimum of 12 semester hours and who resides in the college dormitories. On-Campus students are obligated to all campus activities and rules. Students may elect to stay on campus during semester breaks, but no food service is provided during these periods.

Residency exceptions may be granted under extraordinary situations. Such requests for off-campus residency must be presented in writing to the Administration for consideration. The final residency decision rests with the Administration.

Campus residents must pay the Room Maintenance fee at the time of Registration.

No student will be admitted to a dormitory without a Christian Life College receipt for tuition down payment. No student will be admitted to campus dormitories until one week prior to registration. A request for early arrival must be presented in writing to and approval obtained from the College Office at least one week in advance.

Married full-time or part-time students may reside off-campus because on-campus housing is not available for married students. There are several apartment complexes within a short distance of the college. Off-campus housing is available within a 5-mile radius of the campus. The College will provide some information to students to assist them in their search for housing, but the College assumes no responsibility to find or assist students to obtain off-campus housing.

## Academic Fees and Charges

(Fees are subject to change without notice)

### Full-time Students

Tuition: 12-18 Units (per semester)	\$2,500
Excess Units (per unit)	\$130.00

### Part-time Students<sup>i</sup> (less than 12 units)

Tuition (per unit)	\$200.00
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### One-Time Fees:

Application (nonrefundable)	\$30.00
Class Changes (add/drop) (per form submitted) <sup>1</sup>	\$10.00
Directed Study (per unit)	\$200.00
Dormitory Maintenance Fee	\$100.00
Graduation Application <sup>2</sup>	\$75.00
Late Registration <sup>3</sup>	Up to \$100.00
Comprehensive Fee (per semester) <sup>4</sup>	\$250.00
Returned Check Fee	\$15.00
Housing - Room & Board (per semester)	\$2,150.00
Student Tuition Recovery Fund (STRF) fee	0.00
Transcript Fee (per transcript) <sup>5</sup>	\$10.00
Transcript Fee (per transcript) (expedited)	\$15.00
Payment Plan setup fee (per semester)	\$100.00
Transportation fees (per trip)	
-Between Bay Area and Stockton	\$60.00
-Between Sacramento and Stockton	\$40.00
Estimated costs of books per year	\$750.00
Late charges (after each 30 days past due)	25.00

**TOTAL ON-CAMPUS CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$9,800 (\$4,900.00 SEMESTER), INCLUDING ROOM DEPOSIT.**

### **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

BA Bible & Theology, General Ministry or Business Administration:

<sup>1</sup> After the first full week of instruction.

<sup>2</sup> The Graduation Application Fee must be paid at the time of application for graduation. This fee is non-refundable.

<sup>3</sup> Late registration of less than 3 business days \$25.00, from 3-5 business days \$50.00 and more than 5 business days \$100.00.

<sup>4</sup> To defray the costs of student activities, student officers, and technical support systems.

<sup>5</sup> Transcript Request have an additional Processing Fee of \$10.



Associates of Arts: \$19,800 (two-year program, including books, room and board).

Bachelor of Arts: \$19,800 (two-year program, including books, room and board). Both programs (four years): \$39,600

**THE TOTAL CHARGES THE ON-CAMPUS STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**  
**\$9,900 annual / \$4,950 Semester enrollment**

### **Payment Setup Fee**

Students who opt to pay their bill in an approved payment plan will pay a \$200 setup fee per year. This fee is waived if semester is paid in full.

### **Textbooks**

Textbooks are purchased separately from all other school costs and must be paid for at the time of purchase. Textbooks may be purchased from the College bookstore or, when available, from other sources. Students purchasing their textbooks from outside sources are cautioned to be certain they are obtaining the correct edition. Textbook costs vary, depending upon the courses taken. The estimated annual cost of textbooks is \$750.00.

<sup>1</sup> Part-time students must make a down payment of a minimum of one-third of their total charges for the semester. The balance of the charges due may be paid in equal weekly installments, but must be paid in full by the end of the semester.

### **Cancellation Policy**

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. A student may cancel their enrollment agreement and withdraw from the institution by filling out the enrollment withdrawal form and submitting to the college office. CLC shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

### **Withdrawal Policy**

Students may add or drop a class within two weeks of the first day of class. A drop from a class will not appear on transcripts.

Students may withdraw from a class without academic penalty within 60% of the class hours for the semester. (For example, within a 15-instructional week semester, a student may withdraw from a class until the 9th week of instruction without academic penalty. A grade of W will appear on the transcript with no bearing on their GPA).

Students who withdraw after 60% of the class hours for the semester will receive an F for that course.

To officially drop a class, a student must withdraw through the College Office before the deadline dates published in the Academic Calendar.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

## **Leave of Absence Policy**

Students in good academic standing may request a leave of absence in writing to the Vice President of Academics. One year is the maximum amount of time for a leave of absence. Students requesting re-entry may be required to take written or performance examinations prior to re-acceptance into the College.

Any student who has exceeded the one-year limit a leave of absence wishing to re-enter the College must re-apply following all enrollment procedures and meeting all enrollment requirements.

## **Refund Policy**

The College has adopted a refund policy which is believed to be just and equitable and in compliance with the Education Code of the State of California. This policy is subject to change without notice to comply with the laws of the State of California.

This refund policy applies directly to tuition, room and board, and selected fees. Some fees are non-refundable as indicated in this catalog. Refunds for On-Campus students will be prorated from the first day of the semester and based on the actual number of days elapsed until written Notice Of Withdrawal is given to the College Office.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

## **Bookstore Refund Policy**

All sales in the Christian Life College Bookstore are final.

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## State Of California - Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Financial Aid

### Federal Financial Aid

The College does not participate in any Federal Financial Aid programs.

### State of California Financial Aid

The College does not participate in any State of California Financial Aid programs.

### Repayment of Financial Aid

If a student obtains a loan to pay for an educational program, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### Financing Assistance

Financial assistance is available from several sources. Some students have been successful in obtaining financial aid from corporations, churches, and various government and charitable organizations. A few of the more common forms of financial aid are listed below. Part-time, on-campus employment is also available on a limited basis to assist some students.

All financial aid submitted to the College as payment will be applied as a tuition credit. The down payment will be reduced only if the total tuition credit exceeds the remaining balance. For assistance in applying for scholarships and discounts contact the College Financial Officer, William E. Riddell, at 209-476-7840 or [riddell@clc.edu](mailto:riddell@clc.edu).

### Sheaves for Christ Scholarship

The International Youth Division of the United Pentecostal Church International, Inc. offers a limited number of tuition scholarships for students attending endorsed Bible colleges. Application should be made directly to the General Youth Division, UPCI World Headquarters 36 Research Park Court, Weldon Spring, MO 63304 (Phone: 314-837-7300).

### **Children of Active UPCI Foreign Missionary Scholarship**

Full-time students who are children of active UPCI Foreign missionaries will receive a scholarship covering their full tuition. Children of retired or former UPCI missionaries are also invited to apply for full or partial scholarships, as funding allows.

### **Children of Active UPCI Home Missionary Scholarship**

Full-time students who are children of active UPCI Home missionaries may apply for a scholarship. Scholarships will be awarded as funding allows.

### **Married Students’ Spousal Discount**

The spouse of a full-time student will receive a 50% discount on tuition for each semester that the married student maintains a course load of at least 12 semester units of credit. (Discount applied only toward tuition. This does not include any other fees or music lessons.) The spousal discount will be applied to the spouse enrolled for the smallest number of credits. This discount may not be combined with any other financial aid.

### **Returning Student Scholarships**

#### **Media Scholarships:**

Two full scholarships are awarded each year to full-time students who are interested in developing their skills in media technology. Additional partial scholarships may also be available as they are funded by Christian Life Ministries.

#### **Studying Servant Scholarship:**

This Scholarship is awarded to the Sophomore, Junior, and Senior students with the highest GPA. at a Chapel service in the Fall Semester.

### **Financing Options**

There are several options for financing a Christian Life College education. The College is approved to participate with private educational lenders such as Sallie Mae to help students and their families bridge the gap between the cost of education and the amount covered by other financial support (e.g., employment, family contributions, etc.).

## **Academic Calendar**

### **Fall 2019**

Dorms & Cafeteria Open	Wednesday, August 14
Financial & Academic Check-In	Wednesday-Friday, August 14-16
First-Year Placement Testing	Friday, August 16 & Monday, August 19
Registration & Orientation	Fri., Monday-Tuesday, August 16, 19-20
Classes Begin	Wednesday, August 21
Labor Day Picnic (no classes)	Monday, September 2
Last Day to Enroll	Wednesday, September 4
Last Day to Withdraw without “W”	Wednesday, September 4

Lifeline Conference	Friday, September 11-15
Last Day to Withdraw with "W"	Tuesday, October 22
Home Missions Seminar with Bro. Staten	Sunday-Wednesday, November 3-6
Thanksgiving Break	Wednesday-Friday, November 27-29
Course Evaluations	Monday-Friday, December 2-6
Final Exams	Tuesday-Friday, December 12-13

## Spring 2020

Dorms & Cafeteria Open	Thursday, January 2
Financial & Academic Check-In	Thursday - Friday, January 2-3
Incoming First-Year Orientation	Thursday, January 2
Incoming First-Year Placement Testing	Thursday-Friday, January 2-3
Registration	Monday-Tuesday, January 6-7
Classes Begin	Wednesday, January 8
Last Day to Enroll	Wednesday, January 22
Last Day to Withdraw without "W"	Wednesday, January 22
Landmark Conference (no classes)	Wednesday-Friday, Jan. 28-31
President's Day (no classes)	Monday, February 17
Last Day to Withdraw with "W"	Wednesday, March 11
Spring Break	Monday-Friday, April 13-17
Final Exams	Tuesday-Friday, May 5-8
End of the Year Banquet	Friday, May 8
Commencement Ceremony	Saturday, May 9

## Academic Policy

### Statement on Academic Freedom

Faculty and students, having experienced a new-birth according to Acts 2:38, are called to know, love and serve Jesus Christ. Christian Life College is a place to encounter this living God while developing educational goals within the context of spiritual discipline and biblical knowledge. This relationship elicits

a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the power of the Holy Spirit to understand the Gospel and to lead a new life characterized by that relationship. For those who seek and embrace this truth, Christian Life College offers an institution of genuine academic freedom.

As such, Christian Life College embraces the traditional freedoms of scholarship, inquiry, and dialog, together with the responsibilities implicit in its mission. The following statements articulate the College's principles of individual and institutional academic freedom. They are strongly informed by the doctrines of the Articles of Faith of the United Pentecostal Church.

### **Individual and Institutional Academic Freedom**

Christian Life College balances and distinguishes between individual and institutional academic freedom - both are necessary to maintain our unique intellectual climate.

#### **Individual Academic Freedom**

At Christian Life College, academic freedom celebrates the value of free inquiry and the freedom of conscience of each person is fully respected. Apostolic tradition affirms the great value of individual and social inquiry as suggested in the Acts 17:11: "These were more noble than those in Thessalonica, in that they received the word with all readiness of mind, and searched the scriptures daily, whether those things were so." In light of this, we are called to search for truth and greater understanding wherever evidence leads. However, it is also the case that any appeal to the principle of academic freedom in order to justify positions that contradict the principles embraced by this college and written into its Mission and values or its By-laws would constitute an obstruction and even betrayal of the College's identity and mission.

#### **Institutional Academic Freedom**

Christian Life College defines itself as a Oneness Apostolic College and maintains its identity by the appropriate exercise of its institutional academic freedom, expressing the privilege universities have to pursue their distinctive missions. This time-honored concept of academic freedom guarantees institutional autonomy.

The College is established with under the spiritual leadership and prayers and financial support of Stockton Christian Life Center ("Church"), and by the approval of the Division of Education of the United Pentecostal Church ("DOE"). Nevertheless, as an institution, the College is owned and operated by an independent Board of Directors. As such, Christian Life College provides a college education within an atmosphere that is consistent with the ideals and spiritual principles of the Church and the Articles of Faith of the United Pentecostal Church International. Faculty must live lives reflecting faithfulness to the Word of God and sign a statement reflecting that fidelity. Approved Faculty from other churches or denominations must agree to respect the nature of the College and its mission, while the College in turn respects their religious convictions.

Thus Christian Life College, as an Apostolic institution, informs and carries out its teaching, and all other activities within the context of Apostolic ideals, principles and attitudes. This differs clearly and deliberately from a public College that is legally bound to the separation of church and state. It is not expected that the faculty will agree on every detailed point of doctrine, much less on the issues in the academic disciplines that commonly divide faculties everywhere. It is expected, however, that differences will be engaged in a spirit of Christian unity and love so that questions will be raised in ways that seek to strengthen rather than undermine faith.

### **Abuses of Institutional Freedom**

Institutional academic freedom is critical for the College with its apostolic mission. Academic freedom must include an individual's freedom to ask tough questions as well as the institution's freedom to claim a religious identity. There is no way to completely eliminate the friction between individual and institutional academic freedom, without suppressing the claims of one freedom or the other. Thus, the College establishes principles and procedures to reduce conflict and that help the Board of Directors, faculty, and administration navigate through differences as they arise.

### **Limitations on Individual and Institutional Academic Freedom**

Individual and institutional academic freedom are subject to reasonable limitations based on careful consideration of what lies at the core of the mission of the College. In general, a limitation is reasonable when the faculty behavior obstructs or betrays the College's identity and mission. A faculty member is considered innocent of the academic freedom violation until it be can fairly established that he or she is aware that the expression violates the standard. Examples would include articulating positions with students or in public that:

1. Dispute or oppose fundamental College doctrinal position, its mission, vision, values, or purpose.
2. Intentionally attack or mock the College, Church or leadership; or
3. Breach Christian Life College's employment requirements or standards as outlined in the Employee Handbook.

These principles shall be interpreted and applied with humility and love through established College procedures. The ultimate responsibility to determine harm to the College or its mission, however, remains vested in the College's governing bodies - including the College CEO/President, the Faculty Senate and, finally, the Board of Directors.

Faculty members who feel that their academic freedom has been abridged or have a grievance against the handling of any issues related to their academic freedom may file a grievance as outlined under Faculty Grievance Procedures (See Faculty Handbook).

### **Summary**

Individual academic freedom is almost always unrestrained and institutional intervention is rare. Individual faculty freedom is essentially unrestrained except for matters that obstruct or betray the College's identity and mission and values. Faculty members approach their commitment to the College with a sense of fidelity to that mission. Institutional intervention is rare and limited to cases the College's trustees or administration determines a compelling threat to Christian Life College's identity or mission. The faculty, administration, and the board should work together in a spirit of Christian love, trust, and charity. The faculty has an obligation of dealing with sensitive issues sensitively. Christian Life College expects Apostolic Christian faculty to be faithful to doctrine, and to be respectful of the College's mission.

### **Conclusion**

Christian Life College is a Oneness Pentecostal college. Its mission is to provide students an opportunity to encounter Jesus Christ and to grow in a deep personal relationship with Him. The college encourages study and inquiry and academic excellence. For those who embrace the truth Christ reveals, Christian Life College offers a genuine academic freedom.

### **CLC Online**

While maintaining various on-campus programs in Stockton, California, the College has developed a plan to educate individuals who will not have an opportunity to study on the campus. Student may choose to



study a limited number of courses online. CLC Online follows the same policies and procedures applying to all students (on or off-campus) as stated in this catalog.

Christian Life College is committed to the preparation of students for apostolic ministry. Realizing that many cannot live on-campus in Stockton, CA because of family and professional commitments, the College offers a limited number of its courses for those students who can only attend class via the online classroom. On-line courses include the same content, textbooks, supplementary material, and assignments as the on-campus course of the same name, and are authored by Christian Life College faculty members. The intent is to reproduce the on-campus classroom atmosphere as closely as possible.

Delivery modalities of on-line courses may include audio or video recordings of actual classroom lectures, discussions, other student-teacher interaction, and materials developed by the instructor exclusively for CLC Online. Courses are delivered to the student through the Online Classroom (Canvas), which provides students the opportunity to interact with other CLC Online students through secure chat rooms and discussion boards.

Students in CLC Online Campus (Distance Learning) not offered in real time shall have all materials for the first session mailed within seven days after institution accepts the student for admission. Full refunds may be given upon written notice of cancellation prior to the receipt of all materials. No refunds will be issued after receipt of all materials. If cancellation notice is received within the cancellation time, a full refund will be issued within 45 days. The institution shall transmit all lessons and materials to the student if (A) the student has fully paid for the educational program; (B) after having received the first lesson and initial materials, request in writing that all the material be sent.

If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

## **Course Offerings**

Christian Life College seeks to continually make improvements in its curriculum and academic requirements. In addition, the College may make changes from time to time in order to meet standards for improvement, authorization, and endorsement. Therefore, changes to this catalog may be made without notice. Courses listed here shall be offered as designated except in cases where there are insufficient numbers of students or in the case a qualified faculty member is not available. The College reserves the right to offer new courses in addition to those listed in this catalog.

## **Unit of Credit**

All courses must meet a minimum of 15 instructional hours for each semester unit of credit granted. An instructional hour is defined as 50 minutes of classroom instruction, guided practice, discussion, or other activity supervised and facilitated by an instructor as part of the normal teaching-learning process. A three-unit course will usually meet for three 50-minute periods each week for 15 weeks.

One credit hour of college work is defined as “approximately three hours of recitation study or laboratory work per week” throughout a semester. This means one hour of lecture is equal to two hours of outside

class study or three hours of laboratory with no outside work. Faculty members' assignments should be geared to this definition in such a way that students with average college ability, putting in this amount of effort, might earn an average grade ("C"). For a course that is 3 credit-hours, students should expect to spend between 6 and 9 hours per week outside of class studying the materials and performing assignments.

### **Student Classification**

The criterion of determining a student's class status is based on the number of units successfully completed as follows:

Freshman	0-29 semester units
Sophomore	30-59 semester units
Junior	60-89 semester units
Senior	90 and above semester units

### **Grading**

The College uses the following scale in assigning semester grades:

Letter Grade	Grade Point		
	4.00	A	100 % to 93.5%
A	3.67	B+	< 90.5 % to 87.5%
A-	3.33	B	< 87.5 % to 84.5%
B+	3.00	B-	< 84.5 % to 80.5%
B	2.67	C+	< 80.5 % to 76.5%
B-	2.33	C	< 76.5 % to 72.5%
C+	2.00	C-	< 72.5 % to 67.5%
C	1.67	D+	< 67.5 % to 63.5%
C-	1.33	D	< 63.5 % to 59.5%
D+	1.00	D-	< 59.5 % to 57.5%
D	0.67	F	< 57.5 % to 0.0%
D-	0.00		
F	N.A. (Transfer or P/F)		
P	N.A. Incomplete		
I	N.A. (Retaken)		
R			

The student's grade point average (GPA) is the ratio of grade points earned to the number of hours attempted.

The grade "P" is used in Pass-Fail courses where the nature of the course does not lend itself to establishing a letter grade. Passing units apply toward graduation but do not affect the grade point average.

The grade "W" (Withdrawal) is used for courses for which the student withdrew before the published Last Day to Withdraw. No credit is granted for the course and the grade is not considered in determining the grade point average.

A contest of grade must be made in writing, using the form provided, within two weeks after the last day of semester finals.

If course work is incomplete at the end of the semester due to factors beyond the control of the student, such as extreme sickness or the funeral of a close relative, an instructor may report the grade as incomplete. An “I” (incomplete) may remain on the transcript for 24 weeks. This grade is temporary and may be changed upon completion of the course requirements. Students who are reported as incomplete by their instructors must complete course requirements 24 weeks after the last day of semester finals. If coursework has not been completed after 24 weeks, Incomplete grades are entered in the student records as a letter grade determined by the teacher of record.

## Academic Honors

Exceptional scholarship is recognized upon graduation according to the following scale.

Highest Honors (Summa Cum Laude)	3.70-4.00
High Honors (Magna Cum Laude)	3.50-3.69
Honors (Cum Laude)	3.30-3.49

## Rules of Conduct

It is expected that all students will be loyal to the school. Classroom disorder of any kind will not be tolerated. Students must show diligence in their studies, and all students are expected to take notes on classroom subjects. Under no circumstances are students to argue or be disrespectful with the teaching faculty concerning tests or grades. Students are invited to discuss or counsel with the teacher concerning problems or grades in a respectful way. On doctrinal teaching, all discussions are to take place intelligently and spiritually with proper adult learning decorum, which includes considerable respect for the instructor.

## Use of Electronic Devices

The College prohibits the use by students of cell phones and pagers in class sessions. As a member of the CLC academic community, each student has a responsibility to professors and fellow students who are members of the College community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. All such devices must be turned off and cannot be used during class.

Laptop computers, handheld or wireless, and similar electronic devices may be used for taking notes in class, subject to professor’s approval. If these devices are used by the student while in class, the device must always be kept in a silent mode during class sessions and they may be used for academic use applicable to that course only. Accessing the Internet, texting and other similar activities during class is prohibited. All special circumstances or exceptions must be cleared through the Academic Dean.

Electronic devices are never allowed to be used during exams. Use of an electronic device during an exam, may lead to a charge of “cheating” or academic dishonesty, which may result in being expelled from the class.

## Plagiarism/Cheating

Reporting student academic dishonesty is critical to preserving and advancing Christian integrity. As an academic community CLC must have guidelines in place to hold those who violate these standards

accountable and to sharpen the thinking of those who believe that ethical compromise is inconsequential or irrelevant. Furthermore, reporting is an effective way for professors to identify repeat offenders. Without reporting, a student could plagiarize and cheat without anyone being aware of the consistent pattern of misconduct that marks this student as dishonest and therefore ineligible for Christian service.

A student who submits material as his/her own work which has been copied in whole or in part from another person's work without proper acknowledgment. Material, whether published or unpublished, copied from another author not identified by the use of quotation marks and documentation with specific citation of the source.

A student who uses another author's work as a guide for research or as an outline for a paper without giving proper acknowledgement to the author. Paraphrased material must likewise be attributed to the original author. Copying another student's work, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism, just as is copying material from printed books and magazines without giving credit to the original source.

Christian Life College defines cheating as follows:

- Using unauthorized notes or other material when taking an exam.
- Copying another person's work and submitting it as his/her own.
- Having another person do his/her work and submitting it as his/her own.
- Submitting a paper for more than one course without the knowledge and consent of the instructor.
- Copying answers to exam questions.
- Unauthorized securing of exam questions from any source.
- Aiding another person in securing unauthorized copies of exam questions.

## Reporting Procedures

**First Offense** – The professor will confront the student with the information and evidence that has formed the basis of the perceived infraction. The student should be given an opportunity to respond. Taking the student's response into account, the professor will indicate to the student what action will be taken according to the college policy and what procedures will be carried out for reporting the matter to the Academic Dean's office. The professor will have the student sign the academic misconduct incident report and give the student a copy of the report. For the first offense, the student will receive a grade of "zero" for the assignment. The professor should then communicate to the student that another incident of plagiarism will result in the grade of "F" for the course.

**Second Offense** - To report a second offense, the professor should follow the same steps as for the first offense. However, if there is a second offense, the professor will be responsible to submit a copy of the academic misconduct incident report to the Academic Dean's office, which will be placed in the student's file. If this is the second offense, the student will fail the course.

**Third Offense** - the same steps as for the second offense should be followed. The student is placed on disciplinary probation and may be subject to dismissal from college.

## Auditing Courses

The College permits students to audit any course with approval of instructor for personal enrichment. Auditing students receive all course materials, but do not complete assignments or tests. Auditors do not

receive college credit for work accomplished, and are required to pay enrollment fees for the course. There is no discount in price for auditing. If the auditing students later desire to earn credit for the course, they must register for the course, take the required examinations, complete all assignments, and fulfill all course requirements.

### **Credit by Examination**

Under special circumstances and with the concurrence of the Department and Vice President of Academics, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at the College with a grade of “C” or better.

Successful completion of a course by examination is recorded on the permanent record as a “P” grade. The “P” grade does not enter into the computation of the student’s grade point average.

A maximum of 15 units of credit may be allowed by special examination. The units granted by Credit by Examination may not be used to establish full-time or part-time status or to satisfy the 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, social security, etc. Students will be assessed the regular enrollment fee per credit hour for all challenged courses.

Procedures:

1. Prior to the fifth week of instruction, visit the instructional areas division office to determine if an instructor is available to conduct the exam.
2. Obtain a Credit by Exam form from the College office and submit it to the Admissions Office for verification of eligibility.
3. Take the completed form to the College Office to pay the Credit by Exam fee.
4. Contact the instructor to schedule a time and location to take the exam.

When you have completed the exam, the instructor will submit the completed form to the Office of Admissions and Records. Either a Pass or a No Pass mention will be entered on your transcript at the end of the semester.

### **CREDIT BY EXAMINATION**

Christian Life College, as a member of the College Entrance Examination Board, recognizes the merits of the Advanced Placement (AP), College Level Examination Program (CLEP) and the International Baccalaureate (IB), and will grant credit for passing scores in certain tests offered through these programs. A student may earn a maximum of 30 semester units of transfer credit.

Under special circumstances and with the concurrence of the Department and Vice President of Academics, students who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled.

- The faculty in each discipline shall determine which courses in their discipline are open for credit by examination. Each program keeps an approved list of courses that are open to credit by special examination.
- The special exam may require more than one session and may consist of problem solving, report writing, essay writing, research, oral presentation or other methods of assessment as determined by the instructor of record.
- A student may earn no more than fifteen (15) cumulative units through the credit by special examination procedure.
- Students may not use the credit by examination procedure to challenge a course in which they have previously earned a grade.
- The special examination may be taken only once.

Procedures:

1. Prior to the fifth week of instruction, visit the instructional areas division office to determine if an instructor is available to conduct the exam.
2. Obtain a Credit by Special Examination form from the office and submit it to the Registrar's Office for verification of eligibility.
3. Take the completed form to the office to pay the Credit by Exam fee.
4. Contact the instructor to schedule a time and location to take the exam.

When you have completed the exam, the instructor will submit the completed form to the Registrar's Office.

Successful completion of a course by examination is recorded on the permanent record as a "P" grade. The "P" grade does not enter into the computation of the student's grade point average.

**The units granted by Credit by Examination may not be used to establish full-time or part-time status or to satisfy the 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, social security, etc. Students will be assessed the regular enrollment fee per credit hour for all challenged courses.**

### **Articulation / Transfer Agreements**

The College has not entered into articulation or transfer agreements with other colleges or universities.

### **Transferred Credits**

Students may petition the College to accept credits earned at other institutions, by submitting official transcripts from other colleges to the Admissions Office and Academic Department for evaluation. The maximum number of credits which may be transferred to the College for any degree program is 30 units

for an Associate's degree and 60 units for a Bachelor's degree. To be granted an Associate's degree, transfer students must be in residence at the College for a minimum of 30 units of credits. To be granted a Bachelor's degree, transfer students must be in residence at the College for a minimum of 60 units of credits.

Transfer students who do meet the in-residence requirements may petition the Transfer Credit Committee for possible additional credit transfer.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

"The transferability of credits earned at Christian Life College is at the discretion of an institution to which you may seek to transfer. Acceptance of degrees earned in any Christian Life College degree program is also at the discretion of the institution to which you may seek to transfer. If Christian Life College credits or degrees are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that attendance at Christian Life College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Christian Life College to determine if your credits or degree will transfer."

For high school graduates, baccalaureate level courses taken at a regionally accredited college or university, and in which the student earned a grade of "C" or better (or "P" if the courses were offered on a Pass/ Fail basis), are eligible for transfer toward a Christian Life College degree. College courses taken by high school students must meet the following accreditation criteria in order to be transferable to a Christian Life College degree:

The college or university issuing the transcript must be an institution of higher education accredited by a regional accrediting body, national accrediting body, or professional accrediting body recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

Courses taken at an unaccredited institution will be considered on a case by case, course by course basis.

Applicants may be asked to provide course syllabi or other evidence needed to make those judgments. If experience shows that CLC can have confidence in a given unaccredited institution, then the Registrar's Office may place it on a list of "approved colleges," which will facilitate the transfer process. Christian Life College reserves the right to withhold recognition of credits awarded by any college or university that does not, in the opinion of the administration, meet sufficient academic standards.

Once admitted to Christian Life College as a degree-seeking student, students may choose to take courses concurrently at another college. Courses taken at other institutions which are not pre-approved will have no guarantee of being accepted for credit toward a Christian Life College degree. Coursework proposed for transfers, which were taken concurrently, upon submission of an official transcript recording the coursework, be evaluated for suitability of transfer.

Christian Life College does not grant credit for remedial coursework, college orientation, high school level courses, or General Education Development (GED) tests. The College also does not grant credit for duplicated courses (e.g. Beginning Composition completed at one college and Freshman English completed at another). If a course has been repeated for credit, the last grade earned will be used in the evaluation of



the acceptance of credit. Students who transfer credits from non-English-speaking countries must provide Christian Life College with a certified translation of transcripts and course descriptions, as well as a detailed and comprehensive evaluation of the transcripts performed by Global Credential Evaluators ([www.gcevaluators.com](http://www.gcevaluators.com)) or some other service approved by the College. A copy of the transcript in the native language must accompany the certified translation.

## **Concurrent Enrollment**

Because of the very heavy academic load expected by Christian Life College on its students, CLC strongly discourages its students from concurrently enrolling in courses at other colleges while enrolled at CLC. Students who desire to enroll in courses at another institution are advised to discuss these cases individually with their advisor and/or Vice President of Academics.

## **Academic Probation and Dismissal Policies**

The mission of Christian Life College is to encourage and educate students to attain their academic goals and move on to ministry careers. In the pursuit of that mission we are also responsible to hold firm to the standards of rigor and excellence in the academic expectations of our students. When students fail to achieve minimum standards it is our responsibility to set in motion policies and procedures that encourage and support student success. The following Probation and Dismissal Process is designed for student success.

The College has firm minimum academic standards, and if a student fails to achieve these standards, the College has intervention policies and procedures that encourage and support student's success. If a student does not attain the minimum standards after intervention, the student may be dismissed from the College.

### **PROBATION:**

A student that fails to achieve a 2.0 or better GPA that results in a cumulative GPA of less than 2.0 are placed on academic probation. These students are required to:

- Meet with the Academic Dean to prepare a plan that will guide the student to get on track academically.
- utilize the resources available on campus to help them improve their academic performance and attain academic success
- Limit enrolled units until they student achieves a 2.0 GPA or better.

Students on academic probation, or who do not achieve an overall 2.0 GPA will not be allowed to graduate.

## **Course Repetition**

Generally, each course may be taken only once. Except for the following specific conditions, repetition of courses will not be allowed.

A student may repeat a course twice in which a substandard grade was received. A substandard grade is defined as "D," "F," or "NP." The grade and credits earned in the final enrollment shall be used exclusively in determining the grade points earned for that particular course.

Where the college finds, upon student petition, that a student received a satisfactory grade and there is a significant laps of time since the grade was obtained, the college may permit a student to repeat a course

if the college finds that another institution of higher education to which the student seeks to transfer has established a recency requirement, or the course at the college has an established recency prerequisite. Grades awarded for courses repeated under these circumstances shall not be counted in calculating the student's grade point average.

## **Transcripts**

Official transcripts from Christian Life College may be obtained by submitting a Request for Transcript and paying the Transcript Fee. Requests for official transcripts can be initiated at the College Office, or by fax.

## **Retention of Student Records**

The College maintains student records indefinitely.

## **Learning Resources**

The Learning Resource Center (LRC) is an extension of the Christian Life College experience, and exists to serve the academic needs of our student body. Located in the Hogue Library, the LRC provides a space where students can gather resources, sign up for academic tutoring, and have a quiet place to study. The LRC consists of four main areas: Reading and Writing Center, tutoring services, library resources, and computer lab.

The Writing Center is a campus resource for Christian Life College Students. Its primary purpose is to provide academic help in writing. Students are encouraged to bring course writing assignments to the Writing Center for tutoring. The consultants will help the students with clarity on assignments, how to outline particular essays, structure of paragraphs and much more. The center is available for students throughout all stages of the writing process from pre-writing to proofreading. Students will receive applicable feedback during review for construction and correction.

## **Attendance Policy**

Students may be dropped by the instructor from a course if, for any reason, they are absent from class sessions which total more than 20% of the class hours for the semester. For example, in a two-unit class, within a 15-instructional week semester, a student may miss a total of 6 hours, but would be dropped upon missing a 7th hour. Students are responsible to be aware of their own attendance record.

Three occurrences of tardiness equal one absence. A student is considered absent if the student is not in the classroom 15 minutes after the official class start time or leave the classroom 15 minutes prior to the official end time.

There will be no excused absences given to students for missing a class hour with the exception of school sanctioned events.

There will be no academic penalties for school sanctioned events. Practices and preparation for school sanctioned events are not included in excused absences. For further information on a list of school sanctioned events, or sanctioning an event, refer to the current Student Handbook.

### **Excessive Absenteeism**

Students dropped from a course for excessive absences will receive an “F” on their transcripts for that course. This grade will be used in computing probation or disqualification. A history of excessive absenteeism is recorded as a part of the student’s permanent file, and may be reported to corporations, churches, or district boards seeking a reference for that student from the College. Students who fall below full-time enrollment as a result of being dropped for excessive absences may be suspended or expelled from the College.

### **Directed Study**

Students may petition the Academic Committee to complete a course by Directed Study. If the Academic Committee grants approval of the Directed Study Petition, the requirements for the Directed Study are at the discretion of the faculty member, but must be at least equivalent to that required of in-class students. A Directed Study course must be completed by the start of Final Exams of the semester in which it was granted. Faculty members are not required to offer Directed Study.

In general, Christian Life College does not grant Directed Study Request except in extenuating circumstances.

No more than 2 Directed Study Requests will be permitted per academic year per student.

Minimum cumulative GPA required for approval of any Directed Study request is 2.0.

Directed Study Requests will not be granted after the 12<sup>th</sup> week of instruction.

### **Independent Study**

Independent Study is a special study program between the instructor and the student and must be approved in advance by the Academic Committee. Generally, these are rare instances. An independent study permits students, who are deemed responsible and able, to engage in advanced and concentrated study within their major as an elective credit up to a maximum of three credits/units. The student must submit a petition for the proposed Independent study; it must be signed by the assigned faculty member who will supervise it; and the petition must be approved by the academic committee. No additional tuition fees are required by the student and faculty are not additionally compensated for their oversight.

### **Reinstatement to a Course**

To make up for absences caused by extenuating circumstances, students may petition for Reinstatement to a course by completing a Directed Study Request and submitting it for review to the Academic Committee

The instructor may reinstate a student dropped from a course provided the instructor believes the student can successfully complete the course in the current semester. The course instructor shall determine the granting and conditions of the Directed Study.

## Excused Absences

A student wishing to apply for an Excused Absence must obtain a note from the Campus Pastor or Dean of Students in verification of the situation necessitating the absence. The instructor may or may not grant an Excused Absence. Excused Absences **ARE** counted toward dismissal, but are not considered in assigning grades. Students who obtain an Excused Absence for a day when a course meets more than one period will be counted absent from only one class period of that course on the day the excused absence occurred. Examples of Excused Absences include sickness and work training.

## Administrative Absences

Administrative Absences may be granted for students who miss class sessions while participating in official College activities or assisting in pre-approved College business. Administrative Absences do not count toward dismissal or assignment of grades. Administrative absences are granted at the discretion of the Executive Committee of Christian Life College.

## Chapel Sessions

Attendance is mandatory for on-campus students at all chapel sessions and other meetings of spiritual instruction include weekly church services and a variety of small group meetings. Chapel sessions are conducted two times per week, Wednesday Morning Praise and Friday Real Time. Excessive absence from chapel sessions may constitute grounds for probation, imposition of fines, removal from student office, or suspension from the College.

# Student Grievances

## Student Grievance Procedures

Students are protected against any unreasonable, unlawful, false, malicious, and inappropriate behavior by faculty, staff, or any official of the College.

Formal grievances must be filed as soon as possible following the alleged violation, or from the time that the student learns of the basis of the grievance. Students should meet with the Dean of Students regarding the complaint/grievance prior to starting the process. Student grievances commonly fall into one of three categories: Academic, Non-Academic, and Discriminatory.

### Academic Grievances:

When the student believes that a grade for any course is in error, he/she should contact the Academic Dean.

### Non-Academic Grievances:

Non-academic grievances must also be pursued according to procedure. Such grievances include, but are not limited to:

- Any act or threat of intimidation or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy.

### Grievances Alleging Discrimination:

Students wishing to file complaints alleging discrimination on the basis of race, religion, age, gender, color, physical disability, mental disability or any other category of unlawful discrimination should contact the President.

#### Grievance Procedure –Level I (Informal)

Any student who believes an injustice has occurred against him/her should try to resolve the problem through an informal conversation with the Instructor, staff member, or college official involved before filing a formal grievance.

If the student finds no resolution after these informal meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the Dean of Students. If the Dean of Students is unable to assist the student in resolving the issue satisfactorily, the student may take the grievance to the next level.

(Note: if the grievance involves the Dean of Students, the student shall follow the subsequent procedures with the help of the President.)

In cases involving sex discrimination (including sexual harassment), students may withdraw from the informal grievance process at any point and proceed to Level II (Formal). In cases involving sexual assault, domestic or relationship violence, or stalking, the informal grievance process is not appropriate and the complaint will proceed directly to Level II (Formal).

#### Grievance Procedure –Level II (Formal)

After meeting with the Dean of Students and still finding no resolution to the issue, the student shall complete a “Statement of Grievance,” containing their name, the name of the accused, a brief summary of the complaint (including all significant dates, locations and circumstances related to the incidents in question), and documentation of the failed attempts to resolve the issue informally. Copies of any additional evidence may be attached to the statement. The “Statement of Grievance” must be submitted within 14 days of the meeting with the Dean of Students to the College President. Once filed, the College will take the following actions:

1. The Dean of Students shall inform the aggrieved student of the procedures, and of their associated rights and responsibilities.
2. The accused faculty/staff member shall receive a copy of the “Statement of Grievance” from the Dean of Student’s Office within 14 days.
3. The accused will have 14 days to respond in writing. The accused has the right to ask other any other member of the College community to serve as an advisor.
4. Both the aggrieved student and the accused may solicit documentation from other persons to support their positions.
5. Once the Dean of Students receives the response of the accused, he shall forward all documents to the President, who appoints a Grievance Review Committee and Chair.
6. This Grievance Review Committee will make one of the following determinations within 2 days:
  - a. The complaint of the student is not grievable.
  - b. There is insufficient evidence to warrant further action.
  - c. The case should proceed to formal action, Level III.

7. The Grievance Review Committee shall make a written report of its determination, which shall be sent to the aggrieved student, the accused, and the President of the college within 2 days.
8. Naturally, the accused will not be assigned to either of the two Grievance Committees.

#### Grievance Procedure –Level III (Grievance Hearing)

If the Grievance Review Committee determines that further action is warranted, the following actions shall be taken:

1. The President will appoint the Grievance Hearing Committee, which must commence deliberations within 5 days of the report from the Grievance Review Committee.
2. The President shall send confidential packets to the members of the Grievance Hearing Committee prior to the hearing.
3. The Grievance Hearing Committee will normally be comprised of the following, at the discretion of the President: (The President will appoint the Chair to this committee)
  - a. Dean of Students
  - b. Vice President of Academics
  - c. A member of the Student Life Committee
  - d. Two administrators, usually the Director of Admissions and Vice President of Finance.
4. The grievant and the defendant shall be present to answer questions at the hearing.

The grievant may have an advisor. The defendant also has the right to be accompanied by an advisor in the formal grievance hearing.

5. The hearing shall be closed to the public. There shall be a single verbatim record, such as a tape recording, of the entire hearing. The record shall be the property of the College.
6. Once the hearing is convened, the Chair will state the purpose, process, and guidelines.
7. The grievant will then be allowed to make a statement specific to the grievance and the requested outcome.
8. Next, the defendant is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
9. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Hearing Committee. No new charges shall be admitted for consideration.
10. The members of the Grievance Hearing Committee may then ask questions specific to the case. Discussion, clarification and additional comments are allowed.
11. When the Chair determines that the committee has all the necessary testimony and information it needs, he/she calls for a recess as the members deliberate and come to a decision. The grievant and the defendant may be excused.
12. In cases involving sexual discrimination, including sexual assault, domestic or relationship violence, or stalking, the victim need not be physically present. The victim may choose to participate in the

hearing through the means of technology from an off-site location or at the hearing location separated from the accused by a barrier. The victim's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct.

13. The Grievance Hearing Committee will assess whether to reject or support the grievance using a preponderance of the evidence standard. The Grievance Hearing Committee will deliver one of the following decisions within 2 days:
  - a. To reject the grievance and deny the requested outcome.
  - b. To support the grievance and approve the requested outcome.
  - c. To support the grievance and approve a revised outcome.
14. Within 24 hours of a decision from the Grievance Hearing Committee, the Chair will concurrently provide written notification of the decision and the process of appeal to the grievant, and the defendant.

#### Appeal Process –Level I (College President)

If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the College President. Such an appeal must be submitted in writing within 14 days of the decision. The College President has 14 days to respond to the appeal. The College President will present his/her decision to both parties concurrently and in writing.

#### Appeal Process –Level II (Board of Directors)

If either party is dissatisfied with the decision of the College President, an appeal may be submitted to the Board of Directors through the College President. Such an appeal must be submitted to the College President by certified mail within 14 days of notification of the decision regarding the first appeal. The Board of Directors shall have two consecutive Board business meetings to review the appeal before making a final decision. The Board of Directors may not overturn the College President's decision without reviewing a transcript of the hearing. The Board will present its decision to the original grievant, defendant, and the College President concurrently and in writing.

The decision of the Board of Directors completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board's decision shall be kept on file in the College President's office.

#### Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual agreement by all parties.

## Degree Programs

In alignment with the mission, each degree offered is clearly defined in terms of entry-level requirements and levels of student achievement necessary for graduation. CLC's curriculum is designed to equip learners with tools to lead and serve in the community upon graduation. The degree programs at CLC are designed to have sufficient depth and breadth to prepare students for their lasting service to the kingdom of God.

The awarding of a bachelor degree requires the completion of 120 semester credits. These 120 semester credits consist of typically 60 credits in the degree and emphasis, 50 credits in General Education and College Core, and 10 open electives. Students complete a minimum of 30 credits in the following

disciplines: Communications, English, Mathematics, Humanities, Social Science, Natural Science, and Life Long Learning.

Christian Life College does not award credit for prior experiential learning.

Students fulfill the lower division requirements for the Bachelor of Arts degree by earning an Associate of Arts degree in the same discipline. These degrees are nested in three areas of study: Bible and Theology, General Ministry, and Business Administration.

Students will not be allowed to enroll in the capstone courses until achievement of all required undergraduate coursework is completed. In general, registration in any 400-level course will require all undergraduate courses to be satisfied prior to enrollment.

Each program consists of a specific path for achieving timely degree completion, which CLC conceptualizes as two years for the Associate of Arts degree and four years for a Bachelor of Arts degree. As the student advances through the program, prerequisite courses are completed which build toward a mastery of the learning outcomes. In this way, students are becoming more developed in the desired outcome rather than simply collecting units.

The Associate and Bachelor of Arts degree programs determine the educational structure of the college. Each program is structured with basic educational requirements that satisfy the core competencies. Upon the selection of a major, the student will be required to complete the courses listed as required for that major.

Graduates from the AA and BA programs are expected to demonstrate competency in the same program learning outcomes, in their respective discipline. Competency should be achieved at a level of proficiency appropriate for the Associate's and Bachelor's degree. In general proficiency is measure at the three levels: Introductory, Developmental, and Mastery.

### **Degree Program Requirements**

In alignment with the mission, each degree offered is clearly defined in terms of entry-level requirements and levels of student achievement necessary for graduation. CLC's curriculum is designed to equip learners with tools to lead and serve in the community upon graduation. The degree programs at CLC are designed to have sufficient depth and breadth to prepare students for their lasting service to the kingdom of God.

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Each program consists of a specific path for achieving timely degree completion, which CLC conceptualizes as two years for the Associate of Arts degree and four years for a Bachelor of Arts degree. As the student advances through the program, prerequisite courses are completed which build toward a mastery of the learning outcomes. In this way, students are becoming more developed in the desired outcome rather than simply collecting units.

## **Declaration/Change of Major**

A student is required to declare a major after one year of enrollment . A student may defer declaration of a major for up to one year. A student may change his/her major in pursuit of a degree by completing a Change of Major Request form. Changes of Major Request forms must be submitted to the College Office and must be approved by the Vice President of Academics. Students should be aware that changing majors may necessitate additional semesters of study to fulfill all requirements of the newly selected degree program.

## **Methods of Instruction**

The methods of instruction provided for all courses may include but is not limited to, lecture, pre-recorded lectures, pre-recorded video lectures; seminars; PowerPoint-type presentations; written supplemental instructional handouts; supplemental information provided through course presentation systems such as Canvas; and applied ministry opportunities.

## **Seminars**

To help fulfill its educational mission, the College may offer seminars for the entire student body. Both academic and social benefits are gained from these seminars. Attendance at these seminars is mandatory for all on-campus students.

## **Academic Advising**

Students are responsible for the selection of courses required to complete a degree program. Students are assigned an Academic Advisor to assist them in Registration and to provide guidance in the selection of required courses to complete degree program requirements. Students are responsible to maintain their Educational Plan current each semester.

In situations where an Academic Adviser has given information contrary to this Catalog, the Catalog is the final authority. Students are responsible for verifying all information they obtained from an Advisor by consulting this Catalog and other pertinent written policies of the college.

Individual student semester registration forms must be approved and signed by the student's Academic Advisor each semester at the time of registration.

Electives may be taken from any area of the college. If students register for courses for which there are prerequisites, those prerequisites must be fulfilled before registration. Many electives and some required junior-senior courses are offered in only in alternating years.

The College may cancel classes for which there is insufficient enrollment or in the case that a qualified instructor is not available.

Courses transferred from other colleges may be substituted for required courses at the discretion of the transfer credit committee. Refer to the policy for transfer of credit.

## Refusal to Provide Copies of Documents Originating from another Institution or Agency

Christian Life College does not release documents that have been furnished to it by another educational institution or agency. CLC is not the official, legal custodian of record for any documents that did not originate at Christian Life College and therefore declines to release them. This includes documents such as high school records, ACT/SAT scores, AP/IB scores or college transcripts from other institutions. These records are for our internal college purposes only. Please contact the originating agency, organization or institution that produced the original records to obtain an official copy.

## Associate of Arts Degree

The Associate of Arts (AA) program is designed to introduce the student to the basic studies required for the various vocations of Christian leadership, and to fulfill the prerequisites to the Bachelor of Arts Degree programs offered through Christian Life College. Most students will be able to complete the Associate of Arts degree in four full-time semesters of study

Degree programs and concentrations area offered at the Associate level include

- Bible and Theology
- Business Administration & Management
- General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music
  - Emphasis in Leadership

### The AA Program is designed to:

- Provide general studies on a beginning collegiate level.
- Help the student discover their calling.
- Lay a foundation of basic theological studies preparatory for the BA advanced studies (e.g. Theology of the Church; music theory).
- Fulfill the prerequisites of the BA program upon successful completion.

## Bachelor of Arts Degree

Each Bachelor of Arts degree program contains the same core theological and general education AA degree program courses. The BA then diversifies to specialized courses in the specific degree program. Each BA degree program is designed to prepare one for further study at the graduate level. Most students should be able to complete the Bachelor of Arts in eight full-time semesters of study.

Degree programs and concentrations area offered at the Bachelor of Arts level include

- Bible and Theology
- Business Administration & Management
- General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music

- Concentration in Leadership

The BA Program is designed to:

- Provide specific studies on an advanced collegiate level
- Help the student develop their calling
- Build upon the foundation of the AA through in-depth academic and scholastic studies (e. g. Systematic Theology; choral arranging).
- Prepare the student for graduate studies upon successful completion

## **Bible & Theology**

The Bible and Theology Program is designed for the student who desires to draw closer in a personal relationship with Jesus Christ through a study of Scripture. Students in this program will gain a broad understanding of the Bible, its origin, authority, and hermeneutical principles. This program provides students with: 1) a concentrated exposure to Oneness Pentecostal Theology, 2) the skills for preaching and teaching, 3) a pathway to contribute to scholarly research through theological writing, and 4) a practical application of theology through ministry opportunities.

## **Bible and Theology Program Learning Outcomes**

**Upon completion of the Bible and Theology program graduates will be able to:**

1. Identify the significant characters of the Bible, its culture, and events, as well as the Bible's principal theological themes.
2. Articulate basic elements of Oneness Pentecostal theology, providing clear biblical support, found in both the Old and New Testaments.
3. Describe, compare, and contrast major theological systems in order to formulate sound theological positions.
4. Describe the key issues involved in the major theological controversies that have occurred throughout the history of the church.
5. Employ effective, compassionate skills for use in various ministry settings.
6. Demonstrate the correct application of hermeneutical principles in order to develop 1) A proper interpretation of a biblical text 2) A basic knowledge exegetical study using the original biblical languages.

### **Provided Equipment and Resources**

Each Student has access to the Library located on the CLC Campus. Christian Life College maintains its library collection and learning resource services at its West Lane campus. The college library holds more than 18,000 volumes with the majority of the collection specializing in theological and biblical subjects. Students also have access to seven PC computers with limited printing available. The College also provides students with network access to the Internet via wireless and Ethernet connections from student housing and from on-campus workstations. The library has a dedicated fileserver, and the Computer Services department installs, maintains and provides technical support for all library software.

For the Associate Degree, Bible and Theology major, students must fulfill the requirements as listed in the column headed "AA - BT".

**For the Bachelor Degree, Bible and Theology major, students must fulfill the requirements for both the Associate of Arts degree in Bible and Theology, and the requirements for the Bachelor of Arts in Bible and Theology as listed in the column headed “BA - BT”.**

### **Possible future occupations**

The purpose and mission of Christian Life College to equip learners for a life of commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God. The types of ministries and careers our degrees lead to will vary upon individual choice. Below are some suggested career objectives for the Bible and Theology degree:

- Pastor or associate pastor
- Spiritual Care
- Church Administration
- Missions Work
- Graduate Religious Education

## **General Ministry Program**

### **Purpose**

*The purpose of the General Ministry program is to train and prepare learners for a life of commitment to Christ and lasting service to the kingdom of God by offering an inter-disciplinary selection of ministry and theological studies, with special focus given to the Bible as the infallible guide for faith and practice.*

### **Description**

The General Ministry Program is designed for learners who desire to develop a strong personal relationship with Jesus Christ through a study of Scripture and ministry service. Students in this program gain a broad understanding of the Bible and its authority combined with a study of contemporary ministry expression. This program provides a foundational education for service and leadership in the church combined with the practical application of theology through the study of ministry duties and opportunities.

### **General Ministry Program learning outcomes:**

Upon completion of the General Ministry program graduates will be able to:

1. Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
2. Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
3. Understand and apply biblically based and practical skills for use in various ministry and professional settings, including teaching, organizational leadership, the use of modern media arts, evangelistic mission, and music ministry expression.

## Emphasis Tracts

While the General Ministry program offers a complete stand-alone degree, learners may also select an emphasis. Emphasis courses provide instruction and training for preparation for a specialized ministry. The General Ministry concentration tracts are:

- Christian Music
- Missiology
- Media and Communication
- Leadership

### Provided Equipment and Resources

Each Student has access to the Library located on the CLC Campus. Christian Life College maintains its library collection and learning resource services at its West Lane campus. The college library holds more than 18,000 volumes with the majority of the collection specializing in theological and biblical subjects. Students also have access to seven PC computers with limited printing available. The College also provides students with network access to the Internet via wireless and Ethernet connections from student housing and from on-campus workstations. The library has a dedicated fileserver, and the Computer Services department installs, maintains and provides technical support for all library software.

The Associate of Arts in General Ministry degree provides a basic education for lay leadership in the local church.

The Bachelor of Arts in General Ministry degree provides education preparatory to full-time clergy or lay leadership.

For the Associate of Arts Degree in General Ministry, students must fulfill the requirements as listed in the column headed "AA - GM".

For the Bachelor of Arts Degree, General Ministry, students must fulfill the requirements for both the Associate of Arts degree in General Ministry, and the additional requirements for the Bachelor of Arts in General Ministry as listed in the column headed "BA - GM".

## Christian Music Emphasis

### Purpose

The Christian Music emphasis trains learners to play skillfully on their instrument, sing on pitch with persuasive interpretation, lead congregations in worship, teach vocal parts to vocal groups, and work effectively with pastoral and other ministry staff in a local church.

### Description

The Christian Music Emphasis is designed for learners who desire to draw closer to Jesus Christ in a personal relationship through the ministry of music. This tract is designed for students who desire to define a theology for worship and music in the contemporary church and equips them for practical music ministry expression as they investigate various music ministry opportunities.

### Christian Music Emphasis Learning Outcomes

Upon completion of the Christian Music Emphasis tract graduates will be able to:

1. Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
2. Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
3. Understand and apply biblically based and practical skills for use in various ministry and professional settings, including teaching, organizational leadership, the use of modern media arts, evangelistic mission, and music ministry expression.
4. Demonstrate the knowledge of the aural and written skills associated with the grammar of music, including notation, chord progressions, part-writing, and melody harmonization.
5. Execute functional skills of at least one musical instrument as demonstrated through a developed technical skill, artistic interpretation, listening skills, good quality of tone, and the ability to perform jointly with other musical instruments.
6. Demonstrate leadership ability to the music ministry by situational analysis and providing recommendations for the growth and development of individuals and groups, and to work with a church staff.

#### Provided Equipment and Resources

To compliment and reinforce the Christian Music curriculum students have access to nine keyboards, three pianos, and three drum sets. A number of computers are equipped with Music and recording software including: a.) Sabelius, b.) Ear Master c.) Sonar d.) Studio One e.) FL Studio f.) Pro Tools g.) Sample Tank h.) Smart Music and i.) Finale.

For this Associate of Arts Degree, General Ministry major, and students must fulfill the requirements as listed in the column headed "AA - CM".

For this Bachelor of Arts Degree, General Ministry major, students must fulfill the requirements for both the Associate of Arts degree in General Ministry, and the additional requirements for the Bachelor of Arts in General Ministry as listed in the column headed "BA - CM".

### Missiology Emphasis

#### Purpose

*The Missiology concentration equips learners for the practical expression of local and global missional service with instruction pertaining to the contextualization of the gospel for diverse cultures and settings and to identify the role of the church in the fulfillment of Christian mission.*

#### Description

The Missiology Concentration is designed for learners who desire to draw closer to Jesus Christ in a personal relationship through the expression of missional service. This tract is designed for students who seek to define a theology for missions and evangelism in the contemporary church, who wish to identify and develop a passion for evangelism and outreach, who desire to acquire the skills for active ministry in the field of missions, and who desire to investigate various evangelistic and mercy ministry opportunities.

#### Missiology Concentration Learning Outcomes

Upon completion of the Missiology Concentration tract graduates will be able to:

1. Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.

2. Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
3. Understand and apply biblically based and practical skills for use in various ministry and professional settings, including teaching, organizational leadership, the use of modern media arts, evangelistic mission, and music ministry expression.
4. Demonstrate the ability to create strategic missiological tactics based upon ethnographic research.
5. Articulate and defend a biblical rationale for the missional role of the church.

### **Provided Equipment and Resources**

Each Student has access to the Library located on the CLC Campus. Christian Life College maintains its library collection and learning resource services at its West Lane campus. The college library holds more than 18,000 volumes with the majority of the collection specializing in theological and biblical subjects. Students also have access to seven PC computers with limited printing available. The College also provides students with network access to the Internet via wireless and Ethernet connections from student housing and from on-campus workstations. The library has a dedicated fileserver, and the Computer Services department installs, maintains and provides technical support for all library software.

For this Associate of Arts Degree, General Ministry major, students must fulfill the requirements as listed in the column headed "AA - MS".

For this Bachelor of Arts Degree, General Ministry major, students must fulfill the requirements for both the Associate of Arts degree in General Ministry, and the additional requirements for the Bachelor of Arts in General Ministry as listed in the column headed "BA - MS".

## **Leadership Concentration**

### **Purpose**

The Leadership concentration equips learners with a foundational knowledge of the principles of Christian leadership so they will be able to recognize, answer, and fulfill the call to leadership with instruction based upon scriptural precedence and the study of practical leadership expression.

### **Description**

The Leadership Concentration is designed for learners who desire to draw closer to Jesus Christ in a personal relationship as they embrace their calling to serve as leaders in His kingdom. This tract is designed for students who seek to understand the dynamics of effective leadership, who seek to define a theology for leadership, and who wish to identify and develop their calling to Christian ministry service.

### **Christian Media and Communications Concentration Learning Outcomes**

Upon completion of the Christian Media and Communications Concentration tract graduates will be able to:

1. Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
2. Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
3. Understand and apply biblically based and practical skills for use in various ministry and professional settings, including teaching, organizational leadership, the use of modern media arts, evangelistic mission, and music ministry expression.

4. Identify and describe the essential characteristics of effective ministry leadership.
5. Analyze and interact with cultural and organizational dynamics to guide the implementation of visionary strategies in ministry.

### **Provided Equipment and Resources**

Each Student has access to the Library located on the CLC Campus. Christian Life College maintains its library collection and learning resource services at its West Lane campus. The college library holds more than 18,000 volumes with the majority of the collection specializing in theological and biblical subjects. Students also have access to seven PC computers with limited printing available. The College also provides students with network access to the Internet via wireless and Ethernet connections from student housing and from on-campus workstations. The library has a dedicated fileserver, and the Computer Services department installs, maintains and provides technical support for all library software.

For this Associate of Arts Degree, General Ministry major, students must fulfill the requirements as listed in the column headed "AA - MS".

For this Bachelor of Arts Degree, General Ministry major, students must fulfill the requirements for both the Associate of Arts degree in General Ministry, and the additional requirements for the Bachelor of Arts in General Ministry as listed in the column headed "BA - MS".

## **Christian Media and Communications Emphasis**

### **Purpose**

The Media and Communications concentration equips and train learners in the practical application of media production for professional and ministerial purposes, as well as to provide them with a foundation in the theoretical understanding of communication and mass media within a Christian worldview.

### **Description**

The Christian Media and Communications Concentration is designed for learners who desire to draw closer to Jesus Christ in a personal relationship through the ministry of modern media expression. This tract is designed for students who seek to define a theology for media and communications in the contemporary church, who wish to identify and develop a passion for digital presentation through diverse forms of media, and who desire to investigate various media ministry opportunities.

### **Christian Media and Communications Concentration Learning Outcomes**

Upon completion of the Christian Media and Communications Concentration tract graduates will be able to:

1. Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
2. Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
3. Understand and apply biblically based and practical skills for use in various ministry and professional settings, including teaching, organizational leadership, the use of modern media arts, evangelistic mission, and music ministry expression.
4. Demonstrate a basic knowledge of communication theory and the principles of mass media and how it applies to Christian communication.
5. Describe and analyze media through a historical-critical lens and a Christian worldview.



6. Demonstrate the ability to apply production techniques to the process of creating projects in a breadth of contemporary media formats.

#### Provided Equipment and Resources

To compliment and reinforce the Media and Communications curriculum students have access to four iMac Computers with macOS Sierra, which are formatted with quality software including Final Cut Pro X, Adobe Photoshop CC (2018), Adobe InDesign CC, Adobe Photoshop Lightroom Classic CC, Compressor, Keynote, PowerPoint, and ProPresenter Software. Each Media student will also have access to three digital cameras and three video cameras. Canon models: T1i DSLR, EOS 70D SLR, EOS 5D Mark III. Each Digital Camera is fitted for multiple lenses. 18---55mm (x2), 55---250mm, 70---200mm. Video cameras are SONY AX2000 (x2), Canon XA20.

For this Associate of Arts Degree, General Ministry major, and students must fulfill the requirements as listed in the column headed "AA - MC".

For this Bachelor of Arts Degree, General Ministry major, students must fulfill the requirements for both the Associate of Arts degree in General Ministry, and the additional requirements for the Bachelor of Arts in General Ministry as listed in the column headed "BA - MC".

#### Potential Careers and Job Opportunities

The purpose of the General Ministry program is to equip students for lasting service to the kingdom of God by offering an inter-disciplinary selection of ministry and theological studies. The types of ministries and careers our degrees lead to will vary upon individual choice. Below are some suggested career objectives for General Ministry degree:

- Pastor or Associate Pastor
- Church Administration
- Church Leadership
- Age Group Ministries (Children, Youth, Young Adult, etc.)
- Music Ministry
- Missions Work (Local and Global)
- Media Ministry
- Christian Education

Learners who successfully complete the General Ministry program will be prepared to continue their education at the graduate level in a corresponding field of study.

#### Business Administration & Management

Business Administration & Management (AA & BA) is designed for those who wish to acquire a professional discipline within the context of a Christian lifestyle. This program offers a broad and integrated approach to business administration that assesses the social, legal, and economic dimensions of business.

The degree includes the opportunity to develop skills in marketing, product development, sales force management, advertising, promotion, and non-profit corporate management. The major combines quantitative methods such as economics, law, and human resource management, with qualitative skills in

communication, organizational behavior, and systems theory. Management expertise is applied in virtually all areas of business and industry within the context of Godly biblical principles. It is our belief that Biblical teachings are foundational in good business practices within a community.

**Upon completion of the Business Administration & Management program graduates will be able to:**

1. Explain the major concepts in the functional areas of accounting, marketing, finance, and management.
2. Evaluate the legal, social, and economic environments of business.
3. Describe the global environment of business.
4. Describe and explain the ethical obligations and responsibilities of business.
5. Apply decision-support tools to business decision making.
6. Construct and present effective oral and written forms of professional communication.
7. Apply knowledge of business concepts and functions in an integrated manner.

### **General Education and Theological Studies Course Requirements**

The fear of the Lord is the beginning of knowledge and wisdom (Proverbs 1:7; 9:10). True understanding is “the knowledge of the holy” (Proverbs 9:10). We believe all individuals must have a correct understanding of the Scriptures in order to integrate knowledge in any discipline. The College provides an opportunity for the student to gain a broad understanding of the Word of God and Christian leadership.

The Christian Life College General education program provides learning experiences to enhance and complement the academic majors and provides the student with an integrated Christian worldview. Studies in general education offers an understanding and awareness of broad areas of language, history, philosophy, communication, science, and human development, an essential aspect in shaping godly attitudes and behavior in our contemporary world.

In each degree program, specific General Education and Theological courses must be successfully completed for graduation.

The College has integrated outcomes for the General Education and Theological Studies requirement in each degree program it offers. Each four-year graduate will fulfill no less than thirty general education units and eighteen theological units.

**Theological Studies Program Learning Outcomes:**

Upon successful completion of the Theological Program graduates will be able to:

1. Articulate basic elements of Oneness Pentecostal theology, providing clear biblical support, found in both the Old and New Testaments.
2. Describe, compare, and contrast major theological systems in order to formulate sound theological positions.
3. Demonstrate knowledge of principle theological themes, and practice of spiritual disciplines found in the OT and NT.

**General Education Program Learning Outcomes:**

Upon successful completion of the General Education Program graduates will be able to:

1. Apply systematic methods of problem-solving, comparative analysis, and creative, ethical decision-making in order to communicate effectively and efficiently in diverse social contexts. (Critical thinking, w/o comm., qr)
2. Demonstrate knowledge and understanding of the contributions to human knowledge and culture from the physical and biological sciences, the humanities and creative arts, and the social sciences. (il, ct, wc)
3. Demonstrate civic and spiritual responsibility as an informed citizen knowledgeable about historical events, current issues, and government structures relevant to community, state, national and global issues. (qr, ct, il)
4. Form and articulate sound decisions to improve personal and environmental well-being through the analysis and communication of scientific information. (qr, ct, il, wc, oc)
5. Demonstrate the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information.
6. Spiritual Worldview: 1) Demonstrate the development of a Christian-world view through the integration of faith with learning and real-world situations; and 2) Demonstrate application of Christian faith to ethical and social issues for service to the community.

### **Provided Equipment and Resources**

Each Student has access to the Library located on the CLC Campus. Christian Life College maintains its library collection and learning resource services at its West Lane campus. The college library holds more than 18,000 volumes with the majority of the collection specializing in theological and biblical subjects. Students also have access to seven PC computers with limited printing available. The College also provides students with network access to the Internet via wireless and Ethernet connections from student housing and from on-campus workstations. The library has a dedicated fileserver, and the Computer Services department installs, maintains and provides technical support for all library software.

## **Potential Careers and Job Opportunities**

The purpose and mission of Christian Life College to equip learners for a life of commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God. The types of ministries and careers our degrees lead to will vary upon individual choice. Below are some suggested career objectives and job vocations for the Business Administration degree:

- Accounting
- Auditing
- Banking
- Human Services
- Non-profit Administration
- Office Administrator
- Entrepreneur
- Marketing

**General Education Courses - Associate Degree Requirements**

General Education Area	Individual Course	Number of Courses Required (Minimum)	Course Units	Units Required
A. (Communications)	Fundamentals of Speech	1	2	2
	College Composition and Writing	1	3	3
	Argumentation and Critical Thinking	1	4	3
B. (Natural Sciences) <i>OR</i>  C. (Social Sciences)	Environmental Science	1	2	7
	Nutrition and Metabolism		2	
	Ancient Near East Customs		2	
	Cross-Cultural Communication		3	
	General Psychology		2	
	Western Civilization 1			
	Western Civilization 2			
D. (Humanities) <i>OR</i>  F. (Life Long Learning)	Elementary Spanish 1	1	2	7
	Elementary Spanish 2		2	
	Church History			
	Introduction to Sociology			
	Music Fundamentals			
	Comparative Religions		2	
	American Sign Language 1		2	
	American Sign Language 2		2	
	Introduction to Computers		3	
	Leadership for Men			

	Leadership for Women		2	
	Marriage and the Family		2	
	Personal Finance		2	
	Personality Development		2	
	Strategies for College Success		1	
	Social Etiquette		1	
			2	
			2	
			2	
			2	
			2	
<b>Total</b>				15

**General Education Courses - Bachelor Degree Requirements**

General Education Area	Individual Course	Number of Courses Required (Minimum)	Course Units	Units Required
A. Communications and Critical Thinking	Fundamentals of Speech	1	2	2
	College Composition	1	3	3
	Critical Thinking and Argumentation	1	3	3
C. (Social and Behavior Sciences)	Ancient Near East Customs		2	22
	General Psychology		2	
	Introduction to Sociology	1	2	
	Western Civilization 1		3	
	Western Civilization 1		2	
D. (Humanities)	Church History		2	22
	Elementary Spanish 1		2	
	Elementary Spanish 2		2	
	Music Fundamentals			
	Comparative Religions			
			2	
E. (Mathematics/Quantitative Reasoning)	Principles of Mathematics		3	
	Quantitative Reasoning	1	2	
F. (Life Long Learning)	Cross-Cultural Communication		2	
	American Sign Language 1		2	
	American Sign Language 2	1	2	
	Intro to Computers – Basics		1	

	Intro to Computers - Software		1	
	Leadership for Men		1	
	Leadership for Women		1	
	Marriage and the Family		2	
	Personal Finance		2	
	Social Etiquette		2	
			2	
<b>Total</b>				<b>30</b>

	Associate Degrees								Bachelor Degrees							
	BT	GM	GM	GM	GM	LDR	BU	BT	GM	GM	GM	GM	GM	LDR	BU	
Hrs	900	900	900	900	915	900	900	1830	1830	1830	1830	1830	1830	1830	1830	

Units Needed for Graduation		60	60	60	60	60	60	60		120	120	120	120	120	120	120
Total programmatic units (lower and upper division)										101	94	91	86	102	100	111
Total	Unit	55	53	57	56	61	59	57		46	41	34	30	41	41	54
<b>Theological Studies (THS)</b>																
THS106 Apologetics	2	2	2	2	2	2	2	2								
BIB100 Hermeneutics	2	2	2	2	2	2	2	2								
THS110 Intro to Eschatology	2	2	2	2	2	2	2	2								
THS210 Theology 3: Eschatology	3	3	3	3	3	3	3	3								
THS101 Theology 1 :Doctrine of God	2	2	2	2	2	2	2	2								
THS 215 Theology 4: Christian Living	2	2	2	2	2	2	2	2								
THS104 Theology of Prayer 1	1															
THS105 Theology of Prayer 2	1															
THS401 Systematic Theology 1	3									3	3	3	3	3	3	3
THS402 Systematic Theology 2	3									3	3	3	3	3	3	3
THS245 Science and Creation	2															
THS202 Spiritual Formation	3	3	3	3	3	3	3	3								
THS104 Theology of Prayer 1	1															
THS105 Theology of Prayer 2	1															
THS245 Science and Creation	2															
<b>Biblical Studies (BIB)</b>																
BIB105 OTS 1: Gen-2 Chr.	3	3	3	3	3	3	3	3								
BIB205 NTS 1: Mat-Acts	3	3	3	3	3	3	3	3								
BIB210 OTS 2: Ezra-Song of Solom	3	3	3	3	3	3	3	3								
BIB310 OTS 3: Isaiah-Malachi	3									3	3	3	3	3	3	3
BIB315 NTS 2: Romans-Colossians	2									2	2	2	2	2	2	2
BIB405 NTS 3: 1 Thess.-Philemon	2									2	2	2	2	2	2	2
BIB410 NTS 4: Hebrews-Revelation	3									3	3	3	3	3	3	3
BIB102 Book of Acts	2															
BIB202 Historical Books	2															
BIB101 Pentateuch	2															
BIB103 Harmony of the Gospels	3															
BIB201 Romans and Galatians	3															
BIB203 Pastoral Epistles	2															
BIB220 I & II Corinthians	2															
BIB303 Old Testament Prophets 1	2															
BIB304 Old Testament Prophets 2	2															
BIB390 Parables and Metaphors	2															
BIB401 Hebrews and Leviticus	2															
BIB402 Poetic Books	3															
BIB305 Revelation and Daniel	3															
BIB301 General Epistles	2															
BIB302 Prison Epistles 1 & 2 Thess.	3															
<b>General Ministry (MIN)</b>																
MIN101 Homiletics 1	2	2	2					2								
MIN201 Homiletics 2	2	2	2					2								
MIN401 Church Administration	2									2	2					2
MIN301 Homiletics 3	2									2	2					2
MIN402 Ministerial Ethics	1									1	1					1
MIN403 Pastoral Seminar	2									2	2					2
MIN404 Theology of Ministry	2									2	2	2	2	2	2	2
MIN225 Children's Ministries Sem.	1										1					1
MIN402 Field Trip to the Holy Land	3															
MIN110 Men's Ministries Seminar	1															
MIN315 Marriage and the Family	3										3					3
MIN111 Women's Ministries Sem.	1															
MIN303 Youth Ministries Seminar	1										1					1
MIN314 Signs and Wonders	2										2					2
<b>Christian Education Courses (CED)</b>																
CED201 Educational Psychology &	3															
CED101 Philosophy of Christian Ed	2															
CED202 Teacher Aide	1															
CED203 Teacher Observation	1															
CED102 Teacher Training	2															
CED401 Christian Curriculum	2															
CED402 Christian School Admin.																



CED301 Classroom Management	2																		
CED404 Student Teaching 1	1																		
CED405 Student Teaching 2	1																		
CED302 Teaching and Learning	2																		
CED303 Tests and Measurements	1																		
<b>Christian Music Courses (MUS)</b>	<b>Units</b>																		
MUS100 Music Fundamentals	1																		
MUS103 Music Theory & Music. 1	3							1											
MUS104 Music Theory & Music. 2	3							3											
MUS203 Music Theory & Music. 3	2																		2
MUS204 Music Theory & Music. 4	2																		2
MUS135 Voice 1	1																		1
MUS235 Voice 2	1																		1
MUS242 Conducting	2																		2
MUS261 Worship in the Church (1)	1							1											
MUS262 Worship in the Church (2)	1																		1
MUS491 Music Capstone	2																		2
MUS344 Piano Pedagogy	2																		
MUS342 Choral Arranging	2																		
MUS265 Children's & Youth Music	2																		
MUS150 Group Piano 1	1							1											
MUS151 Group Piano 2	1							1											
MUS250 Group Piano 3	1							1											
MUS251 Group Piano 4	1																		1
MUS323 Group Piano 5	1																		
MUS324 Group Piano 6	1																		
MUS133 Choir (1)	1							1											
MUS134 Choir (2)	1							1											
MUS233 Choir (3)	1							1											
MUS234 Choir (4)	1																		
MUS137 Choir (5)	1																		1
MUS333 Choir (6)	1																		1
MUS334 Choir (7)	1																		1
MUS128 Choir (8)	1																		
<b>Media Communication Courses (MED)</b>	<b>Units</b>																		
MED106 Intro. to Digital Photo 1	1							1											
MED107 Intro. to Digital Photo 2	1							1											
MED210 Comm in Faith, Media &	2							2											
MED101 Med. Intern. 1: Present.	1							1											
MED102 Med. Intern. 2: Studio Cam	1							1											
MED201 Med. Intern. 3: Streaming	1							1											
MED202 Med. Intern. 4: Digital Vid	1							1											
MED303 Beyond Media	2																		2
MED310 Pub. Design and Tech 1	1																		1
MED312 Pub. Design and Tech 2	1																		1
MED304 Christian Film Production 1	1																		1
MED306 Christian Film Production 2	1																		1
MED405 Directed Project(Capstone)	2																		2
<b>Missiology Courses (MIS)</b>																			
MIS101 Dynamics of Soul Winning	2	2	2	2	2	2	2												2
MIS201 History of Modern Miss.	2						2												
MIS103 Introduction to Missions	2						2												
MIS301 Cults and the Occult	2																		2
MIS305 Urban Ministry	2																		
MIS401 Missions Trip	2																		2
<b>Business Administration Courses (BUS)</b>																			
BUS100 Foundations of Business	3																		3
BUS116 Economics	3																		3
BUS120 Introduction to Accounting	3																		3
BUS175 Fundamentals of Leadership	3																		3
BUS205 Business and Law	3																		3
BUS225 Bus. Mgnt & Org. Behavior	3																		3
BUS250 Fin. Accounting for Mgnt.	3																		3
BUS275 Business Comm. & Writing	3																		3
BUS305 Admin & Human Resources	3																		3

BUS325 Business Ethics	3																			3
BUS350 Bus. Strat & Project Mgmt.	3																			3
BUS375 Leadership	3																			3
BUS405 Marketing and Promotions	3																			3
BUS450 Non-Profit Corporations	3																			3
BUS425 Advanced Research	4																			4
BUS475 Senior Thesis	4																			4
<b>General Education Courses</b>	<b>Units</b>																			
<b>Communications and Critical Thinking (COM)</b>																				
COM101 Fundamentals of Speech	2	2	2	2	2	2	2	2												
ENG101 College Comp. 1	3	3	3	3	3	3	3	3												
ENG100 College Comp. 1 w/Lab																				
ENG102 Comp. & Critical Thinking	3	3	3	3	3	3	3	3												
<b>Natural Science (SCI)</b>																				
BIO200 Introduction to Biology	3																			
SCI201 Environmental Science	2	2	2	2	2	2	2	2												
SCI202 Nutrition	3																			
<b>Christian Leadership (LDR)</b>																				
LDR101 Principles of Christian Ldr	3							3												
LDR301 Organizational Leadership	3																			3
<b>Social and Behavior Sciences (SOC, PSY)</b>																				
PSY403 Principles of Counseling	3									3	3									
SOC201 Ancient Near East Customs	2	2																		
SOC202 General Psychology	3	3	3	3	3	3	3	3												
SOC401 Introduction to Sociology	2									2	2	2	2	2	2	2	2	2	2	2
<b>Humanities (HUM, SOC)</b>																				
HUM401 Church History 1	2									2	2	2	2	2	2	2	2	2	2	2
HUM402 Church History 2	2																			
HUM101 Elementary Spanish 1	2																			
HUM102 Elementary Spanish 2	2																			
HUM406 Intro. to Music History	2																			
HUM201 Comparative Religions	3				3															
SOC203 Western Civilization 1	3	3	3	3	3	3	3	3												
SOC204 Western Civilization 2	3	3	3	3	3	3	3	3												
HUM104 American Sign Language	2																			
HUM105 American Sign Language	2																			
<b>Biblical Languages (OTL, NTL)</b>																				
NTL101 Greek for Biblical Exegesis 1	3									3										
NTL102 Greek for Biblical Exegesis 2	3									3										
OTL101 Hebrew for Biblical Exeg. 1	3									3										
OTL102 Hebrew for Biblical Exeg. 2	3									3										
<b>Mathematics/Quantitative Reasoning (MAT)</b>																				
MAT101 Principles of Mathematics	3	3	3	3	3	3	3	3												
MAT201 Intermediate Algebra	3																			
MAT301 Introduction to Statistics	3																			
CIS100 Computer Applications	3																			
CIS150 Intro to Comp. Info. Science	3																			
CIS155 Social Media for Business	2																			
<b>Life Long Learning (LIF)</b>																				
LIF401 Cross Cultural Comm.	2										2	2								
LIF102 Intro to Comp - Basics	1																			
LIF103 Intro to Comp - Software	1																			
LIF303 Leadership for Women	1																			
LIF304 Personal Finance	2									2	2	2	2	2	2	2	2	2	2	2
LIF104 Strat. for College Success	1																			
LIF106 Social Etiquette	2																			
Required Open Electives		BT	AA GM	MC	MS	CM	LDR	BU		BT	BA GM	MC	MS	CM	LDR	BU				
		5	7	3	4	-1	1	3		14	19	26	30	19	19	6				

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**Graduation Requirements**

All students receiving degrees are encouraged to attend to celebrate their academic achievements by participating in the graduation commencement ceremony. Candidates for graduation must initiate a petition for graduation and pay all fees at least four months prior to the annual commencement date. Petitions are available in the College Office.

All students **MUST** satisfy the following requirements to earn the Associate’s degree.

- 1, Complete the minimum number of units required for a particular major and achieve a minimum GPA of 2.00 for all Christian Life College work presented for a degree. While a grade of D is considered passing in individual subjects, an overall GPA of 2.00 is necessary for graduation.
2. Complete all General Education requirements listed for their specific degree program for Areas A, B, C, D, E, and F.

EXCEPTION: Students who possess a baccalaureate or higher degree completed at an accredited college or university will have satisfied general education and competency requirements for the Associate of Arts or Associate of Science degree. Degrees from accredited institutions outside of the United States will be evaluated on a case-by-case basis.

3. Complete the minimum number of semester credits required for each degree and specific course requirements are listed under Degree Requirements.

The GPA of all Christian Life College work presented for a degree must be at least 2.00. While a grade of D is considered passing in individual subjects, an overall average of C is necessary for graduation.

General Education courses transferred from other colleges may be substituted for any specific course at the discretion of the Vice President of Academics.

**Double Major Policy**

Students may complete degrees in more than one Program of Study, but the General Ministry major may not be combined with any other degree major offered by Christian Life College

**Course Numbering**

000-099 = Developmental courses designed to prepare a student for college-level work and do not count towards graduation

100-299 = Lower division courses designed primarily for freshmen and sophomore

300-499 = Upper division courses designed primarily for juniors and seniors

In general, the first digit of the course number indicates the year level at which it is recommended that the course be taken (1=freshman, 2=sophomore, 3=junior, 4=senior, 5=post-baccalaureate, 0=remedial). Lower division courses are to be completed before upper division courses may be taken. Special studies courses numbered 199, 299, 399, and 499 are offered if needed and if a professor is available.

BIB = Biblical Studies
THS = Theological Studies
MIN = General Ministry
MUS = Music Concentration
MIS = Missiology Concentration
MED = Media and Communication Concentration
CED = Christian Education Concentration
BUS = Business Administration

COM = Communications
SCI = Natural Sciences
SOC = Social Sciences
HUM = Humanities
MAT = Quantitative Reasoning/Mathematics
LIF = Life Long Learning
NTL = New Testament Language
OTL = Old Testament Language

## Theological Studies Courses (THS)

### **BIB100 Hermeneutics (2 units)**

This course is an introduction to basic biblical interpretation, dispensational patterns of Scripture, correct application of symbolic and figurative language, and rightly dividing the word of truth. This includes a survey of how we got our Bible and its various translations.

*Prerequisites: None.*

### **THS101 Theology 1: Doctrine of God (2 units)**

This course is an in-depth study of the doctrine of God in Oneness Pentecostal theology. This will involve a study of the social-cultural environment of the Second Temple period which gave rise to the writings of the New Testament and the beliefs of the early church. This course will also consider the historical development of alternative views as God, specifically those proposed by tritheist and triune doctrines. It will also serve as an introduction to the study of Christology.

*Prerequisites: BIB100 or equivalent (may be taken concurrently).*

### **THS104 Theology of Prayer 1 (1 unit)**

This course focuses on the spiritual discipline of prayer. Class time will be devoted to discussions of the many aspects and values of prayer, with special attention given to one's personal relationship with God. The content for class discussions will rely primarily on the teachings and examples of prayer found in the Bible, with focus given to the biblical figures who actively engaged in prayer. While being a lecture-based course, class time may be given for the students to engage in prayer in response to subject matter (e.g. intercession, worship, etc.).

*Prerequisites: None*

### **THS105 Theology of Prayer 2 (1 unit)**

This course will be a continuation of THS104. This course focuses on the spiritual discipline of prayer. Class time will be devoted to discussions of the many aspects and values of prayer, with special attention given to one's personal relationship with God. The content for class discussions will rely primarily on the teachings and examples of prayer found in the Bible, with focus given to the biblical figures who actively engaged in prayer. While being a lecture-based course, class time may be given for the students to engage in prayer in response to subject matter (e.g. intercession, worship, etc.)

*Prerequisite: THS 104 or approval of instructor.*

### **THS106 Apologetics 1 (2 units)**

The student will learn how to address questions about Godly truth and faith, which are often presented during evangelistic encounters. This will be done through a biblically-based and personally-relevant apologetic strategy. Each student will learn to present and defend Christian Theism against common challenges in the current culture.

*Prerequisite: None*

### **THS110 Theology 2: Introduction to Eschatology (2 units)**

A course to introduce the student to the theological doctrines of last things, such as death, immortality, resurrection, judgment, and the end of the world and includes the hermeneutics of eschatological scriptural passages. The course will also present to the student the use of scripture

as the foundation for the proper method of interpretation of these topics.

*Prerequisite: None*

**THS202 Spiritual Formation (3 units)**

This course is a theological examination of spiritual formation through the study of the biblical models and scriptural challenges regarding prayer, with special focus given to personal consecration. Subject matter will also include conformity to scriptural ideals in regard to matters of purpose, conduct, and ministry expression. The content for class discussions will rely primarily on the teachings and examples found in scriptural texts, with focus given to the biblical figures who actively engaged in prayer and who demonstrated impactful spirituality. While being a lecture-based course, class time may be given for learners to engage in prayer and devotion in response to subject matter (e.g. intercession, worship, etc.).

*Prerequisite: None*

**THS210 Theology 3: Eschatology (3 units)**

An in-depth study of the last things, with a special emphasis on their message for our times. The course will include: Israel in the Tribulation, the gentiles in the Tribulation, the campaign of Armageddon, the Second Advent of Christ, the Millennium, the New Jerusalem, and the eternal state.

*Prerequisites: BIB100, THS110*

**THS215 Theology 4: Christian Living (2 units)**

This course is a study of the doctrine of holiness as it was understood, experienced and taught in the scriptures and how it affects matters of practical living. The course also includes a study of: the definition of holiness as it relates to God, and the child of God; the positive and negative aspects of holiness and how it relates to the basic salvation experience and the message of the book of Acts; the difference between the extremes of legalism and antinomianism and genuine Christian liberty; and the connection between holiness and being a salt and light witness unto Jesus Christ.

*Prerequisite: None*

**THS245 Science and Creation (2 units)**

This course examines the relationship between science and the bible, as well as the role of science in a theistic worldview. This course will emphasize the integrity of a biblical worldview in general and of special creation in particular, both being founded on solid principles of faith and reason. This course will also prepare students to adequately support and defend a theistic worldview.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently)*

**THS401 Systematic Theology 1 (3 units)**

This course is an in-depth study of the doctrines of Christology, Pneumatology, Soteriology, and Anthropology.

*Prerequisites: BIB100 Hermeneutics; THS101 Theology 1: Doctrine of God; THS110 Theology 2: Introduction to Eschatology; THS3: Eschatology; THS215 Christian Living; THS202 Spiritual Formation or equivalents.*

**THS402 Systematic Theology 2 (3 units)**

This course is an in-depth study of the doctrines of angelology, ecclesiology, and eschatology. The course includes an examination of Predestination, Election, Dispensationalism and Free Will. *Prerequisites: BIB100 Hermeneutics; THS101 Theology 1: Doctrine of God; THS110 Theology 2: Introduction to Eschatology; THS3: Eschatology; THS215 Christian Living; THS202 Spiritual Formation; THS401 Systematic Theology 1 or equivalents.*

## Biblical Studies Courses (BIB)

### **BIB101 Pentateuch (2 units)**

This course surveys the major themes and events recorded in the books of Genesis through Deuteronomy, with their theological implications. Emphasis will be placed on major theories concerning creation, the lives of the patriarchs, the exodus from Egypt, and the development of the nation of Israel.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

### **BIB102 Book of Acts (2 units)**

This course is an in-depth study of the first-century Apostolic Church and its rapid growth of influence in the world. It includes the journeys and events in the lives of early apostles and disciples and a survey of biblical history of New Testament times.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

### **BIB103 Harmony of the Gospels (3 units)**

The life and times of Jesus including His journeys and ministry, a harmony of the synoptic gospels, and an analysis of geographical backgrounds are the topics of this course.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

### **BIB105 Old Testament Survey 1: Genesis-2 Chronicles (3 units)**

This is a survey of the major themes and events recorded in the books of Genesis through 2 Chronicles, with their theological implications. Emphasis will be placed on major theories concerning creation, the exodus from Egypt, and the development of the nation of Israel. Other topics discussed will include: the conquest and settlement of Canaan, the period of the judges, the beginning of the kingdom period, the divided kingdom period, the restored kingdom, the prophets and their contribution to Israel's history

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

### **BIB201 Romans and Galatians (3 units)**

This course is an intensive study of the New Testament books of Romans and Galatians, with special attention to their historical and cultural settings, and doctrinal and practical applications.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

### **BIB202 Historical Books (2 units)**

This course covers major themes and events recorded in the books of Joshua through II Chronicles are the subject of this course. Topics include the nation of Israel and the nations related to it,

conquest and settlement of Canaan, the period of the judges, the beginning of the kingdom period, the divided kingdom period, the restored kingdom, the close of the Old Testament, and prophets and their contribution to Israel's history.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB203 Pastoral Epistles (2 units)**

This course is an intensive study of the Pastoral Epistles: I and II Timothy, and Titus, including the exhortations concerning church government and the call and duties of the minister.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB205 New Testament Survey 1: Matthew-Acts (3 units)**

This course is a survey of the life and times of Jesus as well as the subsequent actions of the Apostles. It will describe the harmony of the synoptic Gospels, and highlight the variance of the Gospel of John. It will provide a survey of the advent of the church, and highlight the work of the Holy Spirit during its inception. This course will discuss certain distinctions that make the life of Christ and His apostles unique and relevant to the life of every believer.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB210 Old Testament Survey 2: Ezra- Song of Solomon (3 units)**

This is a survey of the major themes and events recorded in the books of Ezra through Song of Solomon, with their theological implications. An analysis is made of the authorship, literary structure, doctrine, and theology of each book, with emphasis placed on the role of wisdom literature in the Christian life and faith.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB220 I and II Corinthians (2 units)**

This course is an intensive study of I and II Corinthians with emphasis on church problems and discipline, spiritual gifts and operation of the Spirit, and church ordinances and practices.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB301 General Epistles (2 units)**

This course is an intensive study of the General Epistles: James, I and II Peter, I, II, III John, and Jude, with an emphasis on practical religion manifesting itself in good works, as contrasted with mere profession of faith.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB302 Prison Epistles, and I & II Thessalonians (3 units)**

This course consists of intensive study of Ephesians, Philippians, Colossians, I and II Thessalonians, and Philemon. Doctrinal and spiritual applications for the Christian, warnings against false doctrines, and exhortations and commendations to the believers are some of the topics covered.

*Prerequisites:*BIB100 *Hermeneutics (may be taken concurrently).*

**BIB303 Old Testament Prophets 1 (2 units)**

This course will deal with the role of the prophets and their prophetic writings found in the Old Testament. The Prophets will be studied in their historical chronological order. The Prophets



covered in this study are: Jonah, Amos, Hosea, Micah, Isaiah, Zephaniah, and Habakkuk. The study of each book will include the historical background; the literary structure; the outline of the book, and an analysis of the message. Special emphasis will be given to eschatological themes in each book.

*Prerequisites: BIB100 Hermeneutics (may be taken concurrently).*

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**BIB304 Old Testament Prophets 2 (2 units)**

This course is a continuation of Old Testament Prophets I. The Prophets will be studied in their historical chronological order. The Prophets covered in this study are: Jeremiah, Nahum, Ezekiel, Obadiah, Haggai, Zechariah, Joel, Malachi. (Note: Daniel is studied in the course Revelation and Daniel). The study of each book will include the historical background; the literary structure; the outline of the book, and an analysis of the message. Special emphasis will be given to eschatological themes in each book.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently), BIB202 Old Testament Prophets 1.

**BIB305 Revelation and Daniel (3 units)**

An in-depth study of these two prophetic books with a special emphasis on their message for our times. The course will include: Israel in the Tribulation, the gentiles in the Tribulation, the campaign of Armageddon, the Second Advent of Christ, the Millennium, the New Jerusalem, and the eternal state.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently), THS110 Introduction to Eschatology.

**BIB310 Old Testament Survey 3: Isaiah-Malachi (3 units)**

This course is a survey of the prophetic books from Isaiah to Malachi. The purpose of this class is to introduce students to the historical, cultural, literary, and theological backgrounds of these Old Testament books. The course will delve into their contents, exploring their intertextuality in the New Testament and their redemptive themes. Finally, the student will consider the applications and implications for ministry in the local church.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently).

**BIB315 New Testament Survey 2: Romans-Colossians (2 units)**

This is a survey of the major themes and events recorded in the books of Romans through Colossians, with their theological implications. An analysis is made of the authorship, literary structure, doctrine, and theology of each book. Topics discussed will include, spiritual gifts and operation of the Spirit, church ordinances and practices.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently).

**BIB390 Parables and Metaphors (2 units)**

A study of the parables of the Old and New Testaments. Correct application of symbolic and figurative language. Special emphasis on the parables of Jesus.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently).

**BIB401 Hebrews and Leviticus (2 units)**

An in-depth study of theological themes of the person and work of Christ as found in the books of Hebrews and Leviticus. Background materials found in Leviticus are compared with themes found in Hebrews. The office of the priesthood of Christ as found in Hebrews is compared to the Levitical priesthood. The study of the tabernacle in its purpose, plan, and construction. Old Testament types and shadows are shown in relation to the New Testament plan of salvation.

*Prerequisites:* BIB100 Hermeneutics (may be taken concurrently).

**BIB402 Poetic Books (3 units)**

This course is a study of the six books of the Old Testament commonly known as the Poetic Books, with a brief introduction to Hebrew poetry. The books studied are Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, and Lamentations. An analysis is made of the authorship, literary structure, doctrine, and theology of each book, with emphasis placed on the role of wisdom literature in the Christian life and faith.

*Prerequisites:* BIB100 *Hermeneutics (may be taken concurrently).*

**BIB405 New Testament Survey 3: 1 Thessalonians-Philemon (2 units)**

This is a survey of the major themes and events recorded in the books of 1 Thessalonians through Philemon, with their theological implications. An analysis is made of the authorship, literary structure, doctrine, and theology of each book. Topics discussed will include, warnings against false doctrines, exhortations and commendations to the believers, church ordinances and practices.

*Prerequisites:* BIB100 *Hermeneutics (may be taken concurrently).*

**BIB410 New Testament Survey 4: Hebrews-Revelation (3 units)**

This is a survey of the major themes and events recorded in the books of Hebrews through Revelation, with their theological implications. An analysis is made of the authorship, literary structure, doctrine, and theology of each book. Topics discussed will include, warnings against false doctrines, exhortations and commendations to the believers, church ordinances and practices.

*Prerequisites:* BIB100 *Hermeneutics (may be taken concurrently).*

## E. Biblical Languages

**NTL101 Greek for Biblical Exegesis 1 (3 units)**

This course is an introduction to Koine Greek in the context of biblical exegesis. Students will study: The Greek alphabet with transliteration of Greek symbols into English letters for pronunciation, practice in pronouncing the Greek words as found in the Greek Bible, basic Greek grammar and vocabulary. An integral part of this course involves an introduction to basic Greek language tools including: general lexicons, analytical lexicons, Interlinears, electronic resources and word study references.

*Prerequisites:* ENG101 *College Composition 1; ENG102 Composition and Critical Thinking.*

**NTL102 Greek for Biblical Exegesis 2 (3 units)**

This course is a continuation of Greek for Biblical Exegesis I. It continues the development of student vocabulary and sentence structure comprehension incorporating more complex grammatical issues from the Greek Bible. The basic introduction to exegetical studies from the previous semester will be further developed involving a more extensive use of the analytical tools in understanding the Greek structure of the scriptures.

*Prerequisites:* ENG101 *College Composition 1; ENG102 Composition and Critical Thinking; NTL101 Greek for Biblical Exegesis 1.*

**OTL101 Hebrew for Biblical Exegesis 1 (3 units)**

This course is an introduction to biblical Hebrew in the context of biblical exegesis. Students will study: the Hebrew alphabet with transliteration of Hebrew symbols into English letters for pronunciation, practice in pronouncing the Hebrew words as found in the Hebrew Bible, basic

Hebrew grammar and vocabulary. An integral part of this course involves an introduction to basic Hebrew language tools including: general lexicons, analytical lexicons, Interlinears, electronic resources and word study references.

*Prerequisites: ENG101 College Composition 1; ENG102 Composition and Critical Thinking.*

### **OTL102 Hebrew for Biblical Exegesis 2 (3 units)**

This course is a continuation of Hebrew for Biblical Exegesis I. It continues the development of student vocabulary and sentence structure comprehension incorporating more complex grammatical issues from the Hebrew Bible. The basic introduction to exegetical studies from the previous semester will be further developed involving a more extensive use of the analytical tools in understanding the Hebrew structure of the scriptures. Prerequisites: Hebrew for Biblical Exegesis I or equivalent.

*Prerequisites: ENG101 College Composition 1; ENG102 Composition and Critical Thinking; OTL101 Hebrew for Biblical Exegesis.*

## Christian Education Courses (CED)

### **CED401 Christian Curriculum (2 units)**

This course is designed to prepare the student to successfully lead a Christian training program in the local church. This will include selecting curriculum for Christian schools, advising home school parents in effective curriculum, and becoming a more effective teacher in the classroom. With many changes in the field of Christian education, this course will explore many options available to the teacher and/or supervisor in this field.

*Prerequisites: None*

### **CED402 Christian School Administration (2 units)**

This course is designed to help prepare a Christian day school principal or the pastor of a church that operates a Christian school. It is a basic study of the professional and philosophical standards for establishing and operating a Christian day school program. Topics include: selection, supervision, and professional development of educational faculty and staff, record keeping, legal considerations, fund raising, maintaining growth, building parent-teacher relationships, evaluation of educational personnel, and selection and implementation of curriculum. Major administrative theories and models will be examined as they apply to the educational, evangelistic, and pastoral functions of the church.

*Prerequisites: None*

### **CED301 Classroom Management (2 units)**

Purpose, philosophy, and techniques for establishing and maintaining discipline in the home or classroom. Practical, legal, and philosophical considerations as well as discipline as a part of discipleship are considered. Bible-based relationships which foster healthy discipline are also studied.

*Prerequisites: None*

### **CED201 Educational Psychology and Instruction (3 units)**

Personal and professional development of the teacher in the teaching-learning process. The parents and the teacher relationship: working as a team. Theories of cognition and the learning

process, student motivation for learning, classroom management and discipline, teacher preparation for instruction: syllabi and lesson plans, measurement of student learning: test construction, grading, and student feedback are all addressed.

*Prerequisites:* SOC202 General Psychology

**CED101 Philosophy of Christian Education (2 units)**

An examination of major philosophical theories that drive education in the West with emphasis on evaluation of these ideas from a fundamentalist Christian perspective. An introduction to the essential connection between the philosophy and the professional behavior of the Christian educator. Students will be guided in forming a synthesis of the ideal philosophy of Christian education.

*Prerequisites:* None

**CED404 Student Teaching 1 (1 unit)**

Students participate in supervised instruction in an actual classroom setting. Whenever possible, students will be placed in a traditional classroom at a public or private school. This course requires a significant investment of time and effort.

*Prerequisites:* CED201 Educational Psychology and Instruction.

**CED405 Student Teaching 2 (1 unit)**

This is a continuation of Student Teaching I. Students participate in supervised instruction in an actual classroom setting. Whenever possible, students will be placed in a traditional classroom at a public or private school. This course requires a significant investment of time and effort.

*Prerequisites:* CED201 Educational Psychology and Instruction; CED404 Student Teaching 1

**CED202 Teacher Aide (1 unit)**

Students assist a professional teacher in an actual classroom setting. Students gain experience in such teaching duties as grading, testing, record-keeping, supervising student activities, and providing instruction. This course requires a significant investment of time and effort.

*Prerequisites:* CED201 Educational Psychology and Instruction

**CED203 Teacher Observation (1 unit)**

This course is designed to familiarize students with common problems and good practices in education. Using professional evaluation instruments provided, students observe and report on instruction in various actual classroom settings. Students are encouraged to observe teaching in public, Christian, and parochial schools, and in primary, elementary, secondary, and postsecondary institutions.

*Prerequisites:* CED101 Philosophy of Christian Education.

**CED102 Teacher Training (2 units)**

This course conveys principles and methods for teaching in local church programs: Sunday School, children's church, and adult church. Correlation of visual aids with the lesson presentation. The teacher's personal preparation for teaching is also studied.

*Prerequisites:* None.

**CED302 Teaching and Learning (2 units)**

An intensive examination of research and findings in the cognitive sciences. Various theories of teaching and learning are examined.

*Prerequisites: CED101 Philosophy of Christian Education*

**CED303 Tests and Measurements (1 unit)**

This course provides the student with an introduction to test reliability and validity. Procedures for the construction, administration, and evaluation of classroom tests are examined. Instruction is given regarding using available test instruments for the assessment of academic achievement, personality, attitudes, and learning disabilities. Normative and criteria referenced tests are explained. Understanding test results and using test results in making educational decisions is also studied.

*Prerequisites: CED101 Philosophy of Christian Education .*

## Christian Music Courses (MUS)

**MUS100 Music Fundamentals (1 unit)**

This course is the study of the rudiments of scales, intervals, triads, and music notation. It is designed for students who have little or no prior music theory knowledge.

*Prerequisites: None*

**MUS103 Music Theory and Musicianship 1 (3 units)**

This course is the study of the rudiments of scales, intervals, triads, diatonic harmonies, rhythms, part writing, instrumental ranges, sequence, sight singing, ear training, melodic dictation, history and performance. Students will develop skills in musical analysis, keyboard harmony, transcription, and sight-singing. Basic music reading skills are a requirement for entry into this course.

*Prerequisites: MUS100 Music Fundamentals*

**MUS104 Music Theory and Musicianship 2 (3 units)**

This course is a continuation of MUS 103 and provides an intermediate level study of scales, triads, diatonic harmonies, part writing, sequence, choral part writing, triads in 1<sup>st</sup> and 2<sup>nd</sup> inversions, cadences, non-chord tones, secondary dominant function, rhythms, sight singing, ear training, dictation, form, history, and performance. It also includes the study of harmonic progression, dominant and non-dominant seventh chords, and modulation. It includes the continued development of keyboard, dictation, analysis, composition and sight-singing skills. Short composition assignments may also be included.

*Prerequisites: MUS103 Music Theory and Musicianship 1*

**MUS 131, 132, 231, 232, 331, 332, 431, 432 - Choir (1 unit)**

This course is the study and performance of various types and styles of primarily Christian choral literature and is open to students of all majors throughout their enrollment. Course may be repeated up to eight times for credit. Students are urged to enter during the freshman year. Weekly public performances at Christian Life Ministries Sunday AM services are required.

*Prerequisites: None*

**MUS135 Voice (1 unit)**

This course emphasizes the development of the individual singer's voice and provides training in the correct use of the singing voice. Vocal techniques of proper breathing and mouth position are practiced. Group and solo repertoire is learned and performed in class. This course is required for vocal music majors but open to all students desiring to begin the study of voice. Students will be required to attend some concert performances at their own nominal expense.

*Prerequisites:None*

**MUS235 Voice 2 (1 unit)**

This course is a continuation of MUS 135 Voice 1. This course emphasizes the development of the individual singer's voice and provides training in the correct use of the singing voice. Vocal techniques of proper breathing and mouth position are practiced. Group and solo repertoire is learned and performed in class. This course is required for vocal music majors but open to all students desiring to begin the study of voice. Students will be required to attend concert performances at their own expense.

*Prerequisites:MUS135 Voice 1*

**MUS150 Group Piano 1 (1 unit)**

This course is a study in elementary piano technique taught in a group setting, and is designed for beginning level students. Material covered includes musical notation, basic scale technique and chord progressions to create simple accompaniment patterns. Students will also study and play short piano pieces thereby building a repertoire of piano literature. *Prerequisites:None, enrollment priority will be given to Christian Music Concentration/Emphasis.*

**MUS151 Group Piano 2 (1 unit)**

This course is a study in elementary piano technique taught in a group setting, and is designed for beginning level students. This course is a continuation of MUS 150. Material covered includes musical notation, basic scale technique and chord progressions to create simple accompaniment patterns. Students will also study and play short piano pieces thereby building a repertoire of piano literature.

*Prerequisites:MUS150 Group Piano 1*

**MUS203 Music Theory and Musicianship 3 (2 units)**

This course includes the study of secondary dominants, the dominant 9th, 11th, and 13th, the Neapolitan 6th and altered chords, the sequence, and non-dominant harmony; leading tone secondary function, form, and mode mixture. –The course also includes practice in rhythmic, melodic, harmonic, and contrapuntal sight singing; ear training, and dictation.

*Prerequisites:MUS104 Music Theory and Musicianship 2*

**MUS204 Music Theory and Musicianship 4 (2 units)**

This course includes the study of musical techniques used in the 19th century to the beginning of the 20th century and includes techniques used in the baroque, impressionist, and the modern eras. Major topics include borrowed chords; augmented sixth chords; Neapolitan sixth chords; altered dominants; altered diminished seventh chords; chromatic mediants; and modulation. Analysis and composition skills will be taught. Musicianship skills taught include sight singing and ear training of advanced rhythms, melodies, harmonic progressions, chord charts, and transcription

of chords in common Christian worship songs.

*Prerequisites:*MUS203 Music Theory and Musicianship 3

**MUS242 Conducting (2 units)**

This course provides instruction in choral conducting techniques and will assist students to develop effective techniques primarily for choral conducting. Basic orchestral conducting will also be covered. Students will gain practical experience in teaching SATB arrangements by rote, and in conducting choral works both from a score and from memory. *Prerequisites:* MUS 204 or equivalent (may be taken concurrently).

**MUS250 Group Piano 3 (1 unit)**

This course is a study in intermediate piano technique taught in a group setting, and is designed for students with experience in progressions and theory. Material covered includes two octave major scale technique, chord progressions, diatonic and secondary seventh chord usage, intermediate-level sight-reading pieces, and chord progressions to create simple accompaniment patterns.

*Prerequisites:*MUS150 Group Piano 1; MUS151 Group Piano 2

**MUS251 Group Piano 4 (1 unit)**

This course is a study in intermediate piano technique taught in a group setting, and is designed for students with experience in progressions and theory. Material covered includes musical notation, intermediate scale technique, chord voicing, chord analysis, and chord progressions to create intermediate-level accompaniment patterns. Students will also study and play short piano pieces thereby building a repertoire of piano literature.

*Prerequisites:*MUS150 Group Piano 1; MUS151 Group Piano 2; MUS250 Group Piano 3.

**MUS261 Worship in the Church 1 (1 unit)**

This course is a study of the scriptural and theological basis for worship of God and the importance of the worship service. Students will gain experience leading worship services.

*Prerequisites:*None

**MUS262 Worship in the Church 2 (1 unit)**

This course is a study of the practical aspects of conducting a worship service including rehearsal techniques, basic sound reinforcement concepts and equipment, scheduling and working with singers and band members, and preparation and planning for weekly and special services. Students will gain experience leading worship services.

*Prerequisites:*MUS261 Worship in the Church 1

**MUS265 Children & Youth Music Ministry (2 units)**

This course is a study of how music is perceived by children, youth and young adults, and provides instruction to effectively teach music to these age groups. Training provides the student with skills and guidelines to conduct effective rehearsals for each age group and how to choose age-appropriate repertoire and sources for repertoire for musical productions. Coursework may include writing children's music.

*Prerequisites:*None

**MUS342 Choral Arranging (2 units)**



This course is a study of choral arranging. Students will study and practice a broad range of techniques in choral arranging, especially as it applies to adapting existing works and creating new arrangements based on preexisting melodies in addition to original compositions.

*Prerequisites:* MUS204 Music Theory and Musicianship 4

### **MUS344 Piano Pedagogy (2 units)**

This course is a study of the various aspects of teaching piano with concentration on teaching piano by note and by ear. Topics include: available piano series, goals, relationships, theories of learning, working with beginners, youth and adults. Students will gain practical experience in teaching in the classroom.

*Prerequisites:* MUS204 Music Theory and Musicianship 4

### **MUS491 Music Capstone (2 units)**

This course is the culmination of the student's musical studies at the College where the student demonstrates proficiency in vocal, keyboard, composition, choral arranging and conducting skills, accomplished through a public recital. Capstone assignments are performed in various segments throughout the semester.

*Prerequisites:* MUS100 Music Fundamentals; MUS103 Music Theory and Musicianship 1; MUS104 Music Theory and Musicianship 2; MUS203 Music Theory and Musicianship 3; MUS204 Music Theory and Musicianship 4; MUS135 Voice 1; MUS235 Voice 2; MUS242 Conducting; MUS261 Worship in the Church 1; MUS262 Worship in the Church 2

## Media and Communication Courses (MED)

### **MED101 Media Internship 1 Presentation Skills (1 unit)**

This internship will enable the student to gain practical experience in media presentation for live broadcasting production. It also serves as an introduction to basic design and communication principles, along with the processes and techniques associated with the creation of effective visual presentations. Students will focus on presentation software such as PowerPoint, Keynote, ProPresenter, and other emerging presentation media. Students meet regularly with the faculty advisor, maintain a log or journal of the experience, and complete a paper documenting, analyzing, and interpreting the internship experience.

*Prerequisites:* None.

### **MED102 Media Internship 2 Studio Camera (1 unit)**

This internship will enable the student to gain practical experience in broadcast camera equipment in a multi-camera production environment to record broadcast quality content. It includes operating broadcast pedestals, tripods, and handhelds plus working and responding to a director. Students meet regularly with the faculty advisor, maintain a log or journal of the experience, and complete a paper documenting, analyzing, and interpreting the internship experience.

*Prerequisites:* None

**MED106 Introduction to Digital Photography 1 (1 unit)**

This course in Digital Photography is designed to develop skills in pixel-based photography using the digital camera. Principles of exposure control, lighting, composition, and creative approach will be covered and practiced. This course will develop one's basic knowledge, skill, and confidence level necessary to make artistic photographs.

*Prerequisites:None*

**MED107 Introduction to Digital Photography 2 (1 unit)**

This course in Digital Photography is designed to continue the development of skills in pixel-based photography using the digital camera. Principles of software-based editing, visual storytelling, and ethical standards for photographers will be introduced and practiced. This course will develop one's personal style by studying historical examples of photography as an art medium and journalistic tool.

Prerequisites:MED106 Introduction to Digital Photography 1

**MED201 Media Internship 3 Streaming, Capturing, and Duplication (1 unit)**

This internship will enable the student to gain practical experience in video broadcast streaming, audio mixing, digital capturing, CD, and DVD duplication. Students meet regularly with the faculty advisor, maintain a log or journal of the experience, and complete a paper documenting, analyzing, and interpreting the internship experience.

***Prerequisites:None* MED202 Media Internship 4 Digital Video Editing (1 unit)**

This internship will enable the student to gain hands-on experience in editing a variety of video content on Adobe Premiere Pro, After Effects, and Final Cut Pro as well as live broadcast switching and camera shading. Instruction in basic practices and workflows for post-production including basic editing, color correction, motion graphics, rendering, compression, and exporting.

*Prerequisites:None*

**MED210 Communication in Faith, Media, and Culture (2 units)**

This course introduces communication theory and the history of communication as a field. Cultural implications will be examined as they relate to the social, ethical, political, and historical function of various media. Further, it will explore how Christians might view and utilize communication theory.

Prerequisites:ENG101 College Composition 1; ENG102 Composition and Critical Thinking.

**MED303 Beyond Media (2 units)**

This course examines mass communication theory and application. It incorporates an analysis of the structure and dynamics of contemporary mass media and its impact on society. Further, it explores the role of technology in mass communication for Christian ministry.

Prerequisites: MED210 Communication in Faith, Media, and Culture.

**MED304 Christian Film Production 1 (1 unit)**

This course introduces story structure applied to filmmaking, script development, screenwriting, roles of the production team, and legal issues relating to film production. Prerequisites: None.

**MED306 Christian Film Production 2 (1 unit)**

This course introduces the basics of cinematography, lighting, shot composition, directing, production management, raising financing and new distribution avenues.

Prerequisites: MED304 Christian Film Production

**MED310 Publication Design and Technology 1 (1 unit)**

This course offers instruction in design and layout, photo selection and usage, development and design of graphics, use of color and project planning. Students will become adept at using the primary software tools of modern print design. The course is project-oriented, and students can expect plenty of hands-on exercises with yearbook and newsletter publication.

Prerequisites: None.

**MED312 Publication Design and Technology 2 (1 unit)**

This course offers instruction in design and layout, photo selection and usage, development and design of graphics, use of color and project planning. Students will become adept at using the primary software tools of modern print design. The course is project-oriented, and students can expect plenty of hands-on exercises with yearbook and newsletter publication.

Prerequisites: MED310 Publication Design and Technology 1.

**MED405 Directed Project (Capstone) (2 units)**

This course serves as the culminating experience providing bachelor degree candidates with professional work in their field of study. Students arrange an internship or other work agreement with a commercial, public or non-profit organization to produce a media product, short film, service or campaign under the supervision of a project coordinator and faculty member.

Prerequisites: MED101 Media Internship 1, MED102 Media Internship 2, MED201 Media Internship 3, MED202 Media Intership 4, MED304 Christian Film Production 1, MED306 Christian Film Production 2

**Christian Leadership (LDR)**

**LDR101 Principles of Christian Leadership (3 units)**

This course introduces students to various leadership theories and examines biblical examples of leadership. There will also be a study of church leadership models, group leadership dynamics, and principles of mentoring and coaching.

Prerequisite: None.

**LDR301 Organizational Leadership (3 units)**

This course examines leadership within organization by introducing methods for the creation and implementation of visionary strategies and strategic planning. The course will also examine the processes involved in leading and managing change in organizations, and principle of conflict

management and resolution.

Prerequisite: LDR101 Principles of Christian Leadership

## Missiology Courses (MIS)

### **MIS101 Dynamics of Soul Winning (2 units)**

Examination of the biblical basis for personal evangelism, the demeanor of the personal worker, and the methods and tools for the winner of souls.

Prerequisites: none.

### **MIS103 Introduction to Missions (2 units)**

An introductory course exploring with the biblical basis of missions, calling, qualifications, and preparation of the missionary candidate. A study of the Home Missions and Foreign Missionary Departments of the United Pentecostal Church. A study of the principal problems involved in setting up residence in a new location. The principles of the indigenous church are also examined.

Prerequisites: none.

### **MIS201 History of Modern Missions (2 units)**

A study of Christian missions since the beginning of the 19th Century with emphasis on modern oneness missions.

Prerequisites: none.

### **MIS301 Cults and the Occult (2 units)**

This course is a study of various new religious movements (NRMs) with a particular focus on religious movements commonly characterized as cults. Various branches of the occult will also be explored including syncretic religious traditions and indigenous and modern forms of witchcraft. Missiological approaches will be explored throughout.

Prerequisites: none.

### **MIS305 Urban Ministry (2 units)**

This course focuses on the mission and ministry of the church in an urban context. A Biblical basis for urban ministry is presented and case studies of effective urban strategies are examined. The course provides key logistics, strategies, models, and insights in urban missions with hands-on activities in Stockton, CA. Each lecture and discussion will emphasize Christ's love for the City and holistic approaches to ministry, i.e., meeting the communal, civil, environmental and political needs as well as the spiritual.

**Prerequisites: none.**

### **MIS401 Missions Trip (2 units)**

An on-site familiarization with various mission fields either in the United States or international locations.

Prerequisites: Permission of instructor.

## General Ministry Courses (MIN)

### **MIN101 Homiletics 1 (2 units)**

Sermon construction and patterns of preparation and delivery with special emphasis on manner in which the Word of God is delivered.

Prerequisites: COM101 Fundamentals of Speech or equivalent (may be taken concurrently).

### **MIN303 Youth Ministries Seminar (1 unit)**

This course introduces learners to the dynamics of youth ministry. The course will focus on contextualizing the gospel into various youth cultures, with special emphasis on the spiritual preparation of the youth minister. The course will also include instruction concerning the requisite organization, planning, and operation of functional youth ministries and program.

Prerequisites: None.

### **MIN110 Men's Ministries Seminar (1 unit)**

Examining the need for ministry to men in the local church, and district. Specific topics of study vary, but will revolve around the special needs and challenges of ministry to men, including the development of systematic programs for evangelizing and discipling men. Prerequisites: None.

### **MIN111 Women's Ministries Seminar (1 unit)**

Examining the need for ministry to women in the local church, and district. Specific topics of study vary, but will revolve around ministering to the unique needs of women, and developing systematic programs for evangelizing and discipling women.

Prerequisites: None.

### **MIN225 Children's Ministries Seminar (1 unit)**

Examining the need for ministry to children in the local church, and district. Specific topics of study vary, but will revolve around the ministry of the children's pastor, the unique spiritual needs and challenges faced by children, and developing a systematic program of child evangelism and discipleship.

Prerequisites: none.

### **MIN201 Homiletics 2 (2 units)**

Expository and topical preaching. Pulpit preaching in classroom and in assigned field work. Orderly presentation of factual materials so as to avoid common fallacies of inadequate sampling and faulty analogy. Practical help in evaluation and diagnosis of methods and results. Students are taught to adhere to and to sustain the point they are trying to develop. Students are evaluated on unity, delivery, and content. Students get practical experience in sermon preparation and delivery.

Prerequisites: COM101 Fundamentals of Speech or equivalent (may be taken concurrently)

### **MIN301 Homiletics 3 (2 units)**

Biographical and doctrinal preaching. Principles for developing a sermon built around examples of lives of specific characters. Preparations and practice in developing sermons which support the Gospel message. Premises for applying examples of biblical truth to current life situations which are relevant and within the Word of God are examined. Practical experience in sermon preparation and

delivery is provided. Students are evaluated specifically on factual and doctrinal points. Research materials as an important facet of the sermon preparation are conveyed.

Prerequisites: Fundamental of Speech or equivalent (may be taken concurrently).

**MIN314 Signs and Wonders (2 units)**

A study of the nine spiritual gifts of I Corinthians 12 as they relate to the imagery of the body. The distinction between gifts and fruit of the Spirit. Practical aspects of the operation of the gifts and the confirmation of signs. Experience in practical “hands-on” ministry will be gained.

Prerequisites: None.

**MIN315 Marriage and the Family (3 Units)**

This course provides a functional study of marriage, single adult relationships, and the family in light of today's societal changes. The course emphasizes an evaluation of Christian, traditional, and current attitudes toward roles, lifestyles, communication, and relationships between men and women within the family unit and society.

Prerequisites: None.

**MIN401 Church Administration (2 units)**

Examination of the legal and ethical environment of nonprofit corporations, a pastor's principles of finance, infrastructure of the church, governmental relations, ministerial tax concepts, church business management ministry, ministry of growth, outreach for success, training and retention, building programs, fund raising, and selection of lay leaders.

Prerequisites: None.

**MIN402 Ministerial Ethics (1 unit)** Doctrinal ethics, relationships of ministers to each other, confidentiality ethics in counseling, and relationship of pastor with members in other churches.

Prerequisites: None.

**MIN403 Pastoral Seminar (2 units)**

Advanced course in sermon delivery for special occasions. Principles and forms of address for officiating at weddings, baptismal services, funerals, dedications, etc. The basic knowledge a pastor needs to facilitate an effective music program in the church. Concepts of music as worship in the church and in the community. Relationships between the pastor and minister of music in the local church.

Prerequisites: COM101 Fundamentals of Speech and Homiletics I or equivalent.

**MIN404 Theology of Ministry (2 units)**

This course provides the student with the necessary tools and skills to assimilate their theological training into practical ministry situations. The course involves active reflection upon specific theological propositions to see how those propositions are reflected in ministry settings. Emphasis is placed on leadership of self and others.

Prerequisites: None.

**MIN415 Study Trip to the Holy Land (3 units)**

An on-site familiarization with the lands of Jordan, Israel, or other middle-eastern nation by means of a faculty-guided tour. Students are required to demonstrate genuine learning and a depth of

knowledge about some aspect of geography, culture, or prophecy as it relates to the Middle East, based on their experiences during this trip.

Prerequisites: Permission of instructor.

## Business Administration & Management (BUS)

### **BUS100 Foundations of Business (3 units)**

This course introduces students to an overview of the legal, economic and regulatory conditions of business. Basic economics and management concepts will be used to analyze how to successfully run a business.

Prerequisites: none

### **BUS116 Economics (3 units)**

This course provides an introduction into the study of consumer behavior and the theory of economics, by providing the students with basic tools to understand how consumers maximize utility and how firms maximize profits. Topics include the demand behavior of households, the supply behavior of business firms, an introduction to market structure, and the workings of input markets. This is an entry-level course in Economics.

Prerequisites: none

### **BUS120 Introduction to Accounting (3 units)**

This course will provide the students with a basic understanding of the most important financial documents reported by firms, such as Balance Sheet and Income Statement. Understanding the basic financial accounting principles is important for taking optimal financial decisions and it is relevant parties in the economy: shareholders, investors, regulators and other stakeholders.

Prerequisites: none

### **BUS175 Fundamentals of Leadership (3 units)**

This course examines basic principles of leadership both from a business management perspective and from social/cultural perspective. The principles of leadership begin with a foundation of the understanding of the balance between authority and influence, loyalty and duty, mercy and accountability, and perception and objective truth.

Prerequisite: none

### **BUS 205 Business and Law (3 units)**

Business Law provides a comprehensive study of the relationship between business and the law. It begins with a study of the American legal system and will teach students the basic legal concepts related to substantive and procedural law. It introduces the student to cases, statutes, the Constitution, and the court process and conflict resolution using Alternative Dispute Resolution principles. The course includes the topics of business ethics, constitutional law principles, contractual concepts, the Uniform Commercial Code, the variety of ways in which a business may be legally organized and financed, agency and employment, torts and product liability, consumer protection, and intellectual property.

Prerequisites: BUS100 Foundations of Business (Can be taken concurrently).

**BUS 225 Business Management and Organizational Behavior (3 units)**

This course will provide students with an understanding of basic management principles that are necessary to run an organization and to make good business decisions.

Prerequisites: BUS100 Foundations of Business

**BUS 250 Financial Accounting for Management (3 units)**

This course will provide students with an understanding of the basic management principles (analyze financial statements and disclosures for use in financial analysis, market power, employee compensation, etc.) that are necessary to operate an organization and make optimal business decisions. The course also introduces the student to non-profit accounting requirements and how they differ in reporting.

Prerequisite: BUS100 Foundations of Business, BUS120 Introduction to Accounting

**BUS275 Business Communication & Writing (3 units)**

Communication is critical in any business environment. This course examines the theories of business communication, and concentrates on good business communication techniques, including letter composition, reports, and business plans.

Prerequisites: ENG101 College Composition, ENG102 Critical Thinking and Argumentation

**BUS305 Administration & Human Resources (3 units)**

This course examines administration practices in good business and human resources. It looks at hiring and reporting requirements, as well as the laws and regulations relating specifically to the company's employee policies and handbook. The course also looks at operating procedures and documentation.

Prerequisites: BUS100 Foundations of Business; BUS205 Business and Law.

**BUS325 Business Ethics (3 units)**

The course provides a focus on the importance of ethics in business and work place. The topics cover the ethical aspects of the activity by workers, management and businesses overall. Examples of topics covered in the course include fairness of employee relations, which can affect the worker's morale and turnover, or corporate social responsibility, which may include the company's role in the community.

Prerequisite: None

**BUS350 Business Strategies and Project Management (3 units)**

Budgets and financial strategies work hand and hand in a successful business. Moreover, planning large projects require both of these as well as time management. This course helps prepare students to work in larger business environments to set budgets, and plan goals, and accomplish tasks as business managers and as teams.

Prerequisite: BUS100 Foundations of Business, BUS120 Introduction to Accounting, BUS225 Business Management and Organizational Behavior

**BUS375 Advanced Leadership (3 units)**

Advanced Leadership explores a variety of leadership theories and their application to personal, family, small group, and corporate relationships. Learners will construct their own leadership philosophy while examining the strengths and weaknesses of leadership philosophies, both



historical and present day.

Prerequisite: BU175 Fundamentals of Leadership

**BUS405 Marketing and Promotions (3 units)**

This course presents the basic marketing techniques used by firms and their importance for the success of a business. Advertising and pricing are two key marketing tools/techniques that can be employed by firms to increase revenues and market share. It also discusses how marketing is related with other parts of the business (management, finance, budgeting, etc.).

Prerequisites: BUS100 Foundations of Business; BUS116 Economics.

**BUS425 Advanced Research (4 units)**

This is a capstone course that facilitates the foundation and research preparation for the final Senior Thesis. Students must have substantially completed all of the units required in course number 100-300 level classes. Students will select an area of interest (business startup, marketing strategy of new product, non-profit corporation plan, or other strategic or academic business research or plan. The advanced research project must be approved by the Thesis Committee, comprising of the Department Chair and one or two faculty members of the student's choice.

Prerequisites: Successful Completion of Business Program Courses, Capstone.

**BUS450 Non-Profit Management (3 units)**

Leaders of nonprofit organizations must understand their role in the diverse political, social and economic contexts in which they will lead. This course provides a comprehensive understanding of how to lead a nonprofit organization. Students will examine nonprofit governance, key structural and financial management concepts and the stakeholders involved in nonprofit management.

**Prerequisites: BUS405 Marketing and Promotions**

**BUS475 Senior Thesis (4 units)**

Students will present both orally and in writing their thesis/business plan to the department chair and one or two other faculty of their choosing (Thesis Committee). The project must reflect substantial research and draw meaningful conclusions. Projects require the approval of the Thesis committee.

Prerequisites: BUS425 Advanced Research

## General Education Requirements

### A. Communications and Critical Thinking and Critical Thinking

**COM101 Fundamentals of Speech (2 Units)**

This course prepares students to speak in a variety of rhetorical situations: as college students, as employees, as opinion leaders in the community. The course is designed to assist students in developing effective delivery, ethical research methodology, analytical thinking and listening skills, organization and outlining skills, and appropriate presentation skills. Emphasis is on researching, preparing, organizing, and presenting a variety of speeches for different audiences. Videotaping equipment may be used as an aid to the student's self-analysis and improvement.

Prerequisite: None

**ENG100 College Composition and Lab (3 units)**

This course includes the same curriculum model as ENG101, and offers training in grammar, sentence building, correct usage, punctuation, and basic paragraphing by utilizing extra time given. This course is designed for students who are required to review basic principles of Standard English as preparation or reinforcement of ENG101 curriculum.

Prerequisite: None.

**ENG101 College Composition (3 units)**

This course focuses on the connections between critical thinking, writing, and reading that are necessary for the independent development of essays. It emphasizes writing in response to various reading selections, including at least one full-length work. The essay writing process includes prewriting, thesis development and organization of ideas, drafting of essays, and revision. The course also requires outside research and includes an introduction to basic formatting and referencing of sources using MLA-style documentation.

Prerequisite: None.

**ENG102 Composition and Critical Thinking: (3 units )**

This course offers instruction in critical thinking, reading and writing, and is designed to help the student demonstrate, in both argumentative and expository prose, sound logic and/or argumentation, clear organization, precise diction, and appropriate style. Throughout the course, fluency and correctness are emphasized.

Prerequisite: ENG100 College Composition w/Lab or ENG101 College Composition.

## B. Natural and Biological Science Courses

**BIO200 Introduction to Biology: (3 units)**

This course is a survey of major topics in the biological sciences for the non-science major with an emphasis on human biology. Units covered include cell structure and chemistry, metabolism, Mendelian and molecular genetics, genetic engineering, anatomy and physiology of humans, evolution, and ecology.

Prerequisites: None.

**SCI201 Environmental Science: (2 units)**

This introductory course offers an interdisciplinary perspective of the earth as an ecosystem composed of biological, chemical, and physical systems. The focus of this course is on the interaction of these systems with each other and with human population, technology, and production. Students should acquire the fundamentals of a scientific understanding of the ecological implications of human activities. Specific topics treated within the context of ecosystem analysis include energy flows, nutrient cycles, pollution, resource use, climate changes, species diversity, and population dynamics.

Prerequisite: None.

**SCI202 Nutrition: (3 units)**

This course studies the basic science of human nutrition and its application to health and chronic diseases. It examines the sources and functions of micro- and macronutrients nutrients, including digestion, absorption, and transportation. Emphasis is placed on the health implications associated with dietary patterns, phytonutrient intake, consumption of whole foods, the impact of processing, and consequences of under and overconsumption. The course will also include topics such as nutrition as a world and consumer problem, weight loss, sports nutrition, food safety, and the diet-disease relationship, among others. An evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods will be completed to help students assess their own nutritional health.

Prerequisites: None.

## C. Social and Behavioral Sciences

**LDR101 Principles of Christian Leadership (3 units)**

This course introduces students to various leadership theories and examines biblical examples of leadership. There will also be a study of church leadership models, group leadership dynamics, and principles of mentoring and coaching.

Prerequisite: None.

**MIN315 Marriage and Family (3 units)**

This course provides a functional study of marriage, single adult relationships, and the family in light of today's societal changes. The course emphasizes an evaluation of Christian, traditional, and current attitudes toward roles, lifestyles, communication, and relationships between men and women within the family unit and society.

Prerequisite: None.

**PSY202 General Psychology (3 units)**

This course is an introduction to the scientific and Christian based study of human behavior. Topics include scientific method, the biological basis of behavior, sensation, perception, consciousness, conditioning and learning, memory, cognition, developmental psychology, motivation, emotion, stress and health, personality, abnormal psychology, psychotherapy, and social psychology.

Prerequisites: None.

**PSY403 Principles of Counseling (3 units)**

This course is a study of major counseling theories and practices. The primary focus is on providing students with a theoretical foundation upon which to develop their counseling approach. To obtain an overview of theory, practice, methods, basic principles, and concepts used in educational settings and community agencies by counselors.

Prerequisites: PSY202 General Psychology *formally known as SOC202*

**SOC201 Ancient Near Eastern Customs and Cultures (2 units)**

This course is the study of customs and cultures of the ancient near east. The student will explore these customs and cultures using biblical and archeological sources within the ancient near east's historical and cultural context.

Prerequisite: None.

**SOC401 Introduction to Sociology (3 units)**

This course is a study of human behavior in society, including social groups, culture, personality, social stratification, social change, collective behavior and social institutions.

Prerequisites: ENG100 College Composition with Lab, ENG101 College Composition

## D. Humanities Courses (HUM)

**HUM101 Elementary Spanish 1 (2 units)**

This course is an introduction to formal and informal Spanish as written and spoken in Mexico. Emphasis will be placed on developing a basic vocabulary, including words related to Christianity and the Bible, and correct grammar and syntax. The student will receive practice in pronunciation, translation of written passages between Spanish and English, and basic conversational skills.

Prerequisites: ENG100 College Composition with Lab or ENG101 College Composition

**HUM102 Elementary Spanish 2 (2 units)**

This course is a continuation of Elementary Spanish I. Emphasis will be placed on the further development of vocabulary, including words related to Christianity and the Bible, and correct grammar and syntax. The student will receive further practice in pronunciation, translation of written passages between Spanish and English, conversational skills, and translation of oral sermons and speeches.

Prerequisites: HUM101 Elementary Spanish

**HUM104 American Sign Language 1 (2 units)**

This course is an overview of American Sign Language (ASL) including its basic vocabulary, structure, syntax and grammar. Students focus on mastering the basics of fingerspelling, numbers, colors, facial grammar, and sentence structure. Students also learn introductory conversational and cultural behaviors necessary to hold a beginning-level conversation, in ASL, with those that are deaf or hard-of-hearing. Introductory information about deaf culture will also be presented, along with deaf humor to provide students with a broad picture of deaf language and culture.

Prerequisite: None.

**HUM105 American Sign Language 2 (2 unit)**

This course is a continuation of the foundational skills necessary to communicate in American Sign Language. It includes basic vocabulary, structure, syntax, and grammar. Students focus on fingerspelling, numbers, facial grammar, and sentence structure. Students also learn intermediate conversational and cultural skills necessary to understand and appreciate the unique linguistic relationship between language and culture among the deaf and hard-of-hearing; this includes learning more complex examples of Deaf humor.

Prerequisite: HUM104 American Sign Language 1

**HUM201 Comparative Religions: (3 units)**

This course explores the dimensions and functions of religion in the lives of human beings. Basic beliefs of a variety of eastern and western religions are surveyed, discussed, and analyzed through the lens of Christianity noting similarities and differences among these traditions. Equipped with this knowledge students will have the ability to understand and interact with persons adhering to religious beliefs other than Christianity.

Prerequisites: None.

**HUM401 Church History 1 (2 units)**

This is an introductory course intended to familiarize students with the people, events, and ideas that have shaped the modern church. The student will survey the growth of Christianity from 33 A.D. to the present. Subjects studied will include persecution of saints, the development of Trinitarianism, the Roman Church, the Reformation, and revival periods from the 16<sup>th</sup> to the 20<sup>th</sup> century. Special emphasis will be placed on Pentecostalism and the United Pentecostal Church International in the 20<sup>th</sup> century.

Prerequisites: SOC203 Western Civilization 1

**HUM 402 Church History 2 (2 units)**

This is an introductory course intended to familiarize students with the people, events, and ideas that have shaped the church. A survey will be made of the development of Christianity from the Reformation to present day. The course will also examine the historical role and influence of print media and technology upon the church. Prerequisites: SOC203 Western Civilization 1, SOC204 Western Civilization 2, HUM401 Church History 1

**HUM406 Introduction to Music History (2 units)**

This course is an overview of composers and their music from antiquity through Baroque, Classical, Romantic, and Contemporary periods and their influences on the music of today.

Prerequisites: none.

**MIN402 Ministerial Ethics (1 unit)**

Doctrinal ethics, relationships of ministers to each other, confidentiality ethics in counseling, and relationship of pastor with members in other churches.

Prerequisites: None.

**MUS100 Music Fundamentals (1 unit)**

This course is the study of the rudiments of scales, intervals, triads, and music notation. It is designed for students who have little or no prior music theory knowledge.

Prerequisite: None.

**MUS131 Choir (1unit)**

This course is the study and performance of various types and styles of primarily Christian choral literature and is open to students of all majors throughout their enrollment. Course may be repeated up to eight times for credit. Students are urged to enter during the freshman year.

Weekly public performances at CLC Sunday AM services are required.

Prerequisites: Audition, permission of the instructor.

**SOC203 Western Civilization 1 (3 units)**

This course is a survey of the development and history of Western civilization through the fourteenth century, with special emphasis on a Christian critique of ideological, social, and governmental trends and developments. It introduces some of the seminal events, persons, documents, and ideas that have shaped Western civilization, exposing some of the historical roots for modern beliefs, behaviors, and attitudes. The student is encouraged to adopt a Biblical perspective in examining and evaluating practices and concepts definitive of Western civilization and to begin formation of a uniquely Christian cultural point of view in the face of Western influences.

Prerequisites: ENG 102 Argumentation and Critical Thinking

**SOC204 Western Civilization 2 (3 units)**

This course is a survey of the development and history of Western civilization from the fourteenth century to the present with special emphasis on a Christian critique of ideological, social, and governmental trends and developments. It introduces some of the seminal events, persons, documents, and ideas that have shaped Western civilization, exposing some of the historical roots for modern beliefs, behaviors, and attitudes. The student is encouraged to adopt a Biblical perspective in examining and evaluating practices and concepts definitive of Western civilization and to begin formation of a uniquely Christian cultural point of view in the face of Western influences. This course is a continuation of Western Civilization I.

Prerequisites: SOC203 Western Civilization I, ENG102 Argumentation and Critical Thinking

## F. Mathematics/Quantitative Reasoning:

**BUS116 Economics (3 units)**

This study in economics provides an introduction into the study of consumer behavior and the theory of economics, by providing the students with essential tools to understand how consumers maximize utility and how firms maximize profits. This course introduces the fundamental assumptions of microeconomics and macroeconomics on how the economy performs as-a-whole and in the context of global markets, gross domestic product, unemployment, inflation, business cycles, economic growth, financial sector and banks, monetary policies, fiscal policies, budget deficit, national debt, international trade, exchange rates and how they relate to the business sector. This course is an entry-level course in economics.

Prerequisites: none

**CIS100 Computer Applications: (3 units)**

This course provides an in-depth, hands-on introduction to computer applications and fundamentals. Topics include computer concepts, the operating system, and word processing, spreadsheet, presentation, database, and Web browser applications. The course emphasizes applied computer applications skills and techniques, computer concepts and ethical considerations, and the use of computer applications as integrated tools to perform professional-level analyses.

Prerequisite: None.

**CIS150 Introduction to Computer Information Science (3 units)**

This course examines information systems and their role in business, including database management systems, networking, e-commerce, ethics and security, and system infrastructure. Student will apply these concepts and related methods through hands-on projects to develop computer-based solutions to business problems. This course also includes intermediate level hands-on instruction using word processing, spreadsheet, and presentation software such as MS Office. Prerequisite: CIS100 Computer Applications or equivalent.

**CIS155 Social Media for Business (2 units)**

This course explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build stronger customer relations, target a broad base or niche audience, and develop effective marketing and advertising techniques that enhance Web presence and coordinate a common message across multiple channels. Students explore historical development as well as emerging trends in Web applications and services that facilitate creativity, collaboration, and information sharing among users and business.

Prerequisite: None.

**MAT101 Principles of Math (3 units)**

This course is a study in mathematics. The course content will include review of fundamentals of arithmetic including whole numbers, signed numbers, common and complex fractions, decimals, order of operations, ratio and proportion, percentages, measurement, exponents, statistics, integers and solving equations.

Prerequisite: None.

**MAT201 Intermediate Algebra (3 units)**

This course extends the concepts of elementary algebra with problem solving skills and applications emphasized throughout. Topics which are briefly reviewed and subsequently extended include: solving equations (quadratic, radical, rational, and systems of linear equations), graphing linear equations, simplifying expressions (polynomial, rational, radical, and those involving integer exponents), and factoring polynomials. New topics include: solving more complex equations and inequalities (exponential, logarithmic, linear and quadratic inequalities, and systems of non-linear equations), graphing more complex equations (quadratics, circles, and various functions using transformations), functions and their properties, exponential and logarithmic functions and their properties. Prerequisite: MAT101 Principles of Math or equivalent.

**MAT301 Introduction to Statistics: (3 units)**

Descriptive statistics, basic concepts of probability and sampling with the aim of introducing fundamental notions and techniques of statistical inference. Prerequisite: MAT201 or equivalent.

Prerequisite: MAT201 Intermediate Algebra or equivalent.

## Life Long Understanding and Development (LIF)

**LIF102 Introduction to Computers – Computer Basics (1 unit)**

This course is an introduction to the use of a personal computer and the language of computer terms. It will introduce various kinds of computers and programs available to an individual or a

business, and explore potential benefits of the computer in the local church. A basic introduction to the Microsoft® Office software package, including Word, Excel, and PowerPoint is also included.

Prerequisites: None

**LIF103 Introduction to Computers – Utility Software (1 unit)** This course is intended for students who have successfully completed Computer Basics or already have a working knowledge of computers. Students will be given a more thorough introduction to the abilities and features of the Microsoft® Office software package.

Prerequisites: LIF102 Introduction to Computers – Computer Basics.

**LIF104 Strategies of College Success (1 unit)**

The purpose of this course is to help the entry-level college student develop the confidence, knowledge, and skills necessary to become successful in college. This course provides success strategies and support services to entry level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.

Prerequisite: None.

**LIF106 Social Etiquette (2 units)**

This course assists the student in the development of Christian social interaction, self-worth as a gift from God, effective relational skills, and the Christian ministry of hospitality from the perspective of the guest or the host.

Prerequisites: none.

**LIF303 Leadership for Women (1 unit)** An examination of leadership within the Christian community, this course focuses on assertiveness within Godly submission, conflict resolution, and the development of Godly leadership traits such as vision, spirituality, respect, sacrifice, and love.

Prerequisites: none

**LIF304 Personal Finance (2 units)**

Topics of this course include scriptural concepts of stewardship, practical application to personal budgeting, consumer practices, and counseling on finance. This course prepares the student for personal financial planning and goal setting to achieve career and financial objectives based upon a foundation of Christian Principles.

Prerequisites: none.

**LIF401 Cross-Cultural Communications (2 units)**

This is an introduction to social norms and values in different cultures. It includes principles for the missionary to use in relating Christian moral standards to values in another culture and how the home or foreign missionary family survives “cultural” shock.

Prerequisites: none.

**MUS135 Voice 1 (1 unit)**

This course emphasizes the development of the individual singer's voice and provides training in the correct use of the singing voice. Vocal techniques of proper breathing and mouth position are practiced. Group and solo repertoire are learned and performed in class. This course is required for



vocal music majors but open to all students desiring to begin the study of voice. Students will be required to attend some concert performances at their own nominal expense.

Prerequisite: None.

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<sup>i</sup> Part-time students must make a down payment of a minimum of one-third of their total charges for the semester. The balance of the charges due may be paid in equal weekly installments, but must be paid in full by the end of the semester.