



# CHRISTIAN LIFE COLLEGE

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Est. 1949

Academic Catalog  
2026-2027

*Stockton Christian Life College*

*Contact Information:*

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9023 West Lane  
Stockton, CA 95210*

*College Office: 209.476.7840*

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## **Approvals and Accreditation**

### **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.

### **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.

## **Vision, Mission, Values**

### **OUR VISION**

To be the leading Oneness Pentecostal institution for learning, theological scholarship, ministry training, and spiritual formation producing influential servant-leaders around the world.

### **OUR MISSION**

To equip men and women to become influential servant-leaders by offering a biblically based education in an environment of focused spiritual development.

### **OUR VALUES**

The values of Christian Life College are commitment to Christ, biblical fidelity, educational excellence, and lasting service to the kingdom of God.

#### **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.

## **Statement of Non-Discrimination**

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.

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, socio- economic 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.

## 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 & Management
- Associate of Arts in Bible and Theology
- Associate of Arts in General Ministry
  - Emphasis in Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music
  - Emphasis in Leadership
  - Emphasis in Deaf Ministry
  - Emphasis in Women's Ministry
- Bachelor of Arts in Business Administration & Management
- Bachelor of Arts in Bible and Theology
- Bachelor of Arts in General Ministry
  - Emphasis in Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music
  - Emphasis in Leadership
  - Emphasis in Deaf Ministry

- Emphasis in Women's Ministry

## **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. *All supplemental documents in each individual student record will not be returned or reproduced to the student.*

## **Job Placement**

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**

Christian Life College has no pending petition in bankruptcy, nor does it operate 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)

## **College Edition**

This edition of the Catalog is for the academic year 2024-2025. All requirements will be in place from August 2024- July 2025

## **Location of Class Sessions**

All class sessions are held at the Stockton Christian Life College Campus, 9023 West Lane, Stockton, CA, 95210. Classes are also held via Distance Education

## 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 a 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, 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.

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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.

## Letter 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' with a stylized flourish at the end.

Respectfully, Eli Lopez

*Christian Life College President*

Administration, Faculty and Staff

Board of Directors

|                                 |                         |
|---------------------------------|-------------------------|
| Nathaniel Haney, Chairman       | Stockton, California    |
| James Blackshear, Vice-Chairman | Anchorage, Alaska       |
| Ronnie Mullings                 | Bakersfield, California |
| Beth Jan Smith                  | Kennewick, Washington   |
| Janice Ivey Smith               | Stockton, California    |
| Steve Widhalm                   | Lodi, California        |
| John Barron                     | Nicholasville, Kentucky |
| Albert Butler                   | Stockton, California    |
| William Riddell, Secretary      | Stockton, California    |

## Administrative Leadership

|                             |                                                                   |
|-----------------------------|-------------------------------------------------------------------|
| <b>Eli Lopez</b>            | President/Chief Executive Officer                                 |
| <b>William E. Riddell</b>   | Vice President of Finance /Chief Financial Officer                |
| <b>Micah Johnson</b>        | Vice President of Academics/Academic Dean                         |
| <b>Laird Sillimon</b>       | Vice President of Operations/Chief Operations Officer             |
| <b>Tamara Fitzpatrick</b>   | Dean of Students/Accrediting Liaison Officer/Title IX Coordinator |
| <b>Joanne Gresham</b>       | Director of Recruitment and Retention                             |
| <b>Ken Fitzpatrick</b>      | Director of Institutional Research                                |
| <b>Timothy Khadvongsinh</b> | Information Technology Specialist                                 |
| <b>Regina Lopez</b>         | Director of Learning Resources<br>Director of Distance Education  |
| <b>KristaJoy Meintasis</b>  | Senior Academic Advisor                                           |
| <b>Vanessa Abrego</b>       | Learning Resource Manager                                         |
| <b>Israel Rodriguez</b>     | Assessment Specialist                                             |
| <b>Jennifer Llamas</b>      | Registrar                                                         |
| <b>Lynn Richardson</b>      | Assistant Registrar                                               |

## Faculty Roster 2026-2027

| Faculty Member      | Position                     | Degrees Earned                                                         | Institution                                     |
|---------------------|------------------------------|------------------------------------------------------------------------|-------------------------------------------------|
| Abrego, Joshua      | Assistant Professor          | PhD , Theology & Religion                                              | University of Birmingham, 2024                  |
|                     |                              | MA, Christian Ministry                                                 | Evangel University, 2017                        |
|                     |                              | BA, Bible and Theology                                                 | Christian Life College, 2013                    |
| Baumeister, Paul    | Assistant Professor, Adjunct | PhD Organizational Leadership                                          | Regent University, 2005                         |
|                     |                              | MA, Religion: Church Leadership                                        | Southern California College, 1997               |
|                     |                              | BA, Theology                                                           | Indiana Bible College, 1993                     |
| Cisneros, Danielle  | Assistant Professor, Adjunct | MA, Marriage and Family Therapy                                        | Hope University, 2007                           |
|                     |                              | BA, Bible and Theology                                                 | Christian Life College, 2004                    |
| Delp, Dale          | Assistant Professor, Adjunct | MA, Deaf Education                                                     | Lewis and Clark, 1972                           |
|                     |                              |                                                                        |                                                 |
|                     |                              | BA, Psychology                                                         | Lewis and Clark, 1971                           |
| Ellis, Morgan       | Assistant Professor, Adjunct | M Div.                                                                 | Multnomah University, 2022                      |
|                     |                              | MA, Christian Leadership                                               | Multnomah University 2018                       |
|                     |                              | BA, Biblical Studies                                                   | Christian Life College, 2014                    |
| Fitzpatrick, Ken    | Assistant Professor          | MS, Engineering Management                                             | National University, 2014                       |
|                     |                              | BA, Music Management                                                   | CSU, 2001                                       |
|                     |                              | BS, Mechanical Engineering                                             | Oakland University, 1981                        |
| Fitzpatrick, Tamara | Professor                    | Juris Doctor                                                           | Lincoln Law, 2013                               |
|                     |                              | MBA with Specialization in Non-Profit Management                       | Hope International University, 2000             |
|                     |                              | BS, Business Administration in Finance                                 | CSU Sacramento, 1989                            |
|                     |                              | BA, Music Management                                                   | CSU Sacramento, 2007                            |
| Harlan, Tara        | Assistant Professor, Adjunct | EdD, Reading, Language & Literacy                                      | Concordia University Chicago, 2023              |
|                     |                              | MA, Teaching with Specialization in Reading                            | National University, 2005                       |
|                     |                              | BA, Interdisciplinary Studies with Depth in Literature                 | National University, 2004                       |
|                     |                              | BA, Christian Music                                                    | Christian Life College, 1999                    |
| Green, Paul         | Assistant Professor, Adjunct | DBA                                                                    | Harvard Business School, 2018                   |
|                     |                              | MBA                                                                    | Drexel University, 2011                         |
|                     |                              | BS, Business Administration with Specialization in Information Systems | CSU Fresno, 2002                                |
| Grimaldi, Vincent   | Teaching Assistant           | BA, Bible & Theology                                                   | Christian Life College, 2021                    |
| Haney, Kim          | Assistant Professor, Adjunct | MA, Practical Theology                                                 | Southwestern Assemblies of God University, 2020 |
|                     |                              | BA, General Ministry                                                   | Christian Life College, 2016                    |
| Johnson, Jasmin     | Assistant Professor, Adjunct | MA, Education                                                          | Liberty University, 2016                        |
|                     |                              | BA, Christian Music                                                    | Christian Life College, 2008                    |
| Johnson, Micah      | Professor                    | MA, Biblical and Theological Studies                                   | Western Seminary, 2015                          |
|                     |                              | BA, Bible & Theology                                                   | Christian Life College, 2008                    |

|                  |                              |                                                                            |                                                         |
|------------------|------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------|
| Langston, James  | Assistant Professor, Adjunct | Juris Doctor                                                               | Humphreys University, Drivon School of Law, 2021        |
|                  |                              | MBA with Specialization in Human Resources                                 | National University, 2002                               |
|                  |                              | B Behavioral Science                                                       | National University, 1999                               |
|                  |                              | BA, Bible & Theology                                                       | Western Apostolic Bible College, 1974                   |
| Lopez, Eli       | Professor                    | PhD Interdisciplinary Studies (Biblical Studies, Ministry, and Leadership) | Amridge University, 2023                                |
|                  |                              | MA, Theological Studies, concentration in Biblical and Theological studies | Evangel University, 2017                                |
|                  |                              | BA, Bible and Theology                                                     | Christian Life College, 1997                            |
| Lopez, Regina    | Assistant Professor, Adjunct | MA, Education in Curriculum and Instruction                                | University of Phoenix, 2002                             |
|                  |                              | BA, Bible and Theology                                                     | Christian Life College, 1998                            |
|                  |                              | BA, Communication with Emphasis in Intercultural Communication             | University of Arkansas, 1997                            |
|                  |                              | BA, Spanish                                                                | University of Arkansas, 1997                            |
| Lucas, Cori      | Assistant Professor, Adjunct | MA, English Studies                                                        | Arizona State University, 2022                          |
|                  |                              | BA, English Literature                                                     | Eastern Washington University, 2011                     |
| Marshall, Vani   | Assistant Professor, Adjunct | MS, Psychology                                                             | Concordia University, 2010                              |
|                  |                              | BA, Counseling                                                             | NZSA College, 2007                                      |
| Meeks, Melissa   | Assistant Professor, Adjunct | MA, Christian Ministry, with Emphasis in Worship                           | Hope International University, 2018                     |
|                  |                              | BA, Christian Music                                                        | Christian Life College, 1993                            |
| Morlock, Philip  | Assistant Professor, Adjunct | M. Div. Military Chaplaincy                                                | Liberty University, Rawlings School of Divinity, 2018   |
|                  |                              | BA, Bible and Theology                                                     | Christian Life College                                  |
| Miller, Tim      | Assistant Professor, Adjunct | MA, Ministry and Leadership                                                | Western Seminary, 2017                                  |
|                  |                              | BA, Biblical Studies                                                       | Christian Life College, 2006                            |
| Muniz, Michael   | Assistant Professor, Adjunct | MBA                                                                        | University of Phoenix, 2011                             |
|                  |                              | BS, Business Management                                                    | University of Phoenix, 2009                             |
|                  |                              | BA, Bible and Theology                                                     | Christian Life College, 1994                            |
| Richardson, Lynn | Assistant Professor          | Pharm D.                                                                   | University of the Pacific, 1976                         |
| Riddell, William | Professor                    | PhD (enrolled), Theology                                                   | Regent University<br>Estimated date of completion, 2023 |
|                  |                              | PhD, Communication and the Arts                                            | Regent University, 2009                                 |
|                  |                              | MA Biblical and Theological Studies                                        | Regent University, 2018                                 |
|                  |                              | MBA                                                                        | University of the Pacific, 2002                         |
| Rivas, Joshua    | Assistant Professor, Adjunct | MA, Film and Television Producing                                          | Regent University                                       |
|                  |                              | BA, Bible and Theology                                                     | Christian Life College, 2005                            |
| Royer, Tina      |                              | PhD, Educational Leadership                                                | Northwest University, 2022                              |

|                   |                             |                                                                     |                                              |
|-------------------|-----------------------------|---------------------------------------------------------------------|----------------------------------------------|
|                   | Assistant Professor         | MA, English Concentration, Creative Writing Composition Certificate | Sacramento State University, 2005            |
|                   |                             | BA, English                                                         | Sacramento State University, 2003            |
| Sable, JS         | Assistant Professor Adjunct | MA, Old Testament Studies                                           | Amridge University, 2018                     |
|                   |                             | BA, General Ministry                                                | Christian Life College, 2014                 |
| Shalapsik, Joshua | Assistant Professor Adjunct | MA, Theological Studies                                             | Evangel University, 2023                     |
|                   |                             | BA, Christian Music                                                 | Christian Life College, 2012                 |
| Sillimon, Laird   | Assistant Professor         | MBA, emphasis in Leadership                                         | Grand Canyon University, 2018                |
|                   |                             | BS, Mechanical Engineering                                          | Howard University, 1984                      |
|                   |                             | BA, Christian Music                                                 | Christian Life College, 2012                 |
| Stevens, Chris    | Assistant Professor Adjunct | PhD Organizational Leadership                                       | Southeastern University, 2024                |
|                   |                             | MA, Leadership                                                      | St. Mary's College of California, 2010       |
|                   |                             | BA, Theology                                                        | Christian Life College, 1982                 |
| Thomas, John      | Assistant Professor Adjunct | MA, Christian Ministry                                              | UGST, 2021                                   |
|                   |                             | BA, Bible and Theology                                              | Christian Life College, 2000                 |
| Meintasis, Krista | Assistant Professor Adjunct | MA, Teaching concentration in Elementary Education                  | Liberty University, 2014                     |
|                   |                             | BA, Christian Music                                                 | Christian Life College, 2010                 |
| Wiley, Sheila     | Assistant Professor Adjunct | MBA                                                                 | Hope University, 2019                        |
|                   |                             | Paralegal Certificate                                               | University of the Pacific, 2013              |
|                   |                             | BA, Christian Education                                             | Christian Life College, 1981                 |
| Younkin, Jarrid   | Assistant Professor Adjunct | M.Div.                                                              | Assemblies of God Theological Seminary, 2005 |
|                   |                             | BA, Biblical Studies                                                | Indiana Bible College, 2001                  |

## **Student Life**

### **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. Seibold 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 three 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.

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, room capacity varies. Some rooms will have 2, 3 or 4 available beds. Each dorm room features a private bath, air conditioning, heating and furniture. 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.

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 snack bar, and other exercise areas.

### **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. If a student takes employment, he or she must obtain a California license as well as proof of insurance.

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 Events**

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.

## **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.

*\* On-Campus students are defined as students who take courses in person.*

## **Student Led 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 Association**

The Missions Team is for those students who feel a calling to North American Missions or Global Missions work. Students can gain experience in North American Missions (NAM) projects in the surrounding areas. They may also participate in several outreaches in international contexts.

## **Music Team Association**

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.

## **Creative Arts Association**

The Creative Arts Association 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 outreach. 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.

## **Business Association**

The Business Association is a dynamic and inclusive student organization that fosters a strong business community within our college. Our mission is to empower aspiring entrepreneurs and business enthusiasts by providing a platform for networking, learning, and professional growth.

## **Admissions Policy**

Christian Life College requires individuals (Degree Seeking and Non-Degree Seeking) to submit the required documents and be accepted into the college by the Office of Admission. Admission to Christian Life College is based upon a careful evaluation of each individual application file. All required supplemental documentation 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.

Once the completed file has been processed, the Office of Admissions will provide notification to each individual applicant of an admission decision before they are approved to register.

Applicants are evaluated on the following basis:

- Academic achievement
- Quality of their essay
- Strength of their recommendations

*Christian Life College reserves the right to require a personal interview before a final decision is reached.*

Registration for classes and dorm room assignments will be possible **only after** the Admissions Committee has granted approval for admission. Any prior communication with advisors or housing regarding such is a violation of the admissions policy.

Applications are valid for two years from the date filed. A new application is required if a student does not enroll within two years or has a break in enrollment longer than a year.

*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                        | \$30 application fee waived         |
| Submission dates | July 1-15                   | \$30 non-refundable application fee |
| Late Submission  | <b><i>After</i></b> July 15 | \$55 non-refundable application fee |

### **Spring Semester:**

|                  |                            |                                     |
|------------------|----------------------------|-------------------------------------|
| Early Submission | Nov 6                      | \$30 application fee waived         |
| Submission dates | Nov 2-15                   | \$30 non-refundable application fee |
| Late Submission  | <b><i>After</i></b> Nov 15 | \$55 non-refundable application fee |

## Eligibility for Admission

Admission to Christian Life College for all degree programs is 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 Admission Standard**

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 academic probation.

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

## **Required Application Documentation *for all applicants***

- Application w/ \$30 application fee (*non-refundable*)
- Statement of Purpose
- (*Unless Transfer*) SAT, ACT or CLT official test score
- Student Health Requirement (Medical Form)
- Pastoral recommendation form /Two Personal Reference forms
- Official transcript
- Current photo. Photocopies are not acceptable.

## **Application Process:**

### **1. 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)

### **2. 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.

### **3. SAT, ACT, CLT test results**

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

#### **4. Student Health Requirement (Medical Form)**

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 is 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.*

#### **5. Pastoral Recommendation Form / Two Personal Reference Forms**

The Applicants Senior Pastor must complete a 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.

Two Personal reference forms; one each from the following categories and who have known the applicant for at least two years. (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.

#### **6. Official Transcript**

Applicants must request an official transcript from his/her high school or college. Official Transcripts are required, must be mailed or sent from a digital service 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. Homeschool Transcripts must be verifiable by a certified program.

#### **7. Updated Photo**

An updated photo is kept on file for each student. It will remain on file at the time of admission and remain in the students personal file until 5 years of date of last attendance. However, students will still be required to maintain an updated annual photo for our Student Information System. After the retention schedule requirement is met, the photo will no longer be preserved. If applicant is not admitted, photo will not be maintained in any record keeping capacity.

## **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.

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

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

### **International Students Transfer Credit**

Transfer Students (those who have completed any post-secondary coursework) must also have their college or university transcripts submitted. Transfer students seeking transfer credit should make sure to have a course-by-course evaluation. *Please see the "Transfer Credit / Articulation / Transfer Agreements" Section of the catalog for more information and step by step process.*

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.

### **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.

### **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.

### **Military Transcript Policy**

In compliance with Department of Veterans Affairs (VA) requirements (Title 38, Code of Federal Regulations), Christian Life College has established the following policy regarding the evaluation of military transcripts:

1. **Submission of Military Transcripts**

- Students using VA education benefits are required to request and submit their official military transcripts to the Registrar's Office.
- Accepted military transcripts include:
  - Joint Services Transcript (JST)
  - Community College of the Air Force (CCAF)
  - Other official military educational records, as applicable.

## 2. Evaluation Process

- Military credit is evaluated under the same standards and procedures as outlined in the College's **Transfer Credit Policy**.
- Credit may be granted for military training and coursework when equivalent to Christian Life College offerings and consistent with degree requirements.
- Duplicate credit for previously completed coursework will not be awarded.

## 3. Transfer Credit Limits and Residency Requirements

- The maximum number of credits that may be applied from transfer or military transcripts is:
  - **30 units** toward an Associate's degree
  - **60 units** toward a Bachelor's degree
- Students must also meet in-residence requirements as stated in the Transfer Credit Policy:
  - **30 units** in residence for an Associate's degree
  - **60 units** in residence for a Bachelor's degree

## 4. Notice to Students

- The transferability of credits earned at Christian Life College is at the discretion of the receiving institution. Students should verify in advance whether credits awarded for military training will transfer to another institution.

## 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.

The Academic Calendar is printed prior to the beginning of each school year. The process for enrollment will be different for new incoming students versus returning students.

### New Incoming Students:

1. **Application:** Once obtain admission at Christian Life College and notice via the Admissions Office is completed the registration process begins.  
*Transfer Students: Registrar's will be handed off your college transcript for evaluation provided you had supplied admissions with it at the time of your application process.*
2. **Pay tuition:** Pay all necessary tuition and fees to obtain financial clearance.
3. **Academic Advising/Registration:** Students will be assigned an Academic Advisor after a program is declared. The Academic Advisor will help determine what is essential for their Academic Goals. Students are able to access a recommended course sequence for their own personal use. along with documents and tools provided by their Academic Advisor.
4. **Academic Advisor will help you declare a program.** You will declare a program of study into one of our programs. This may be General Ministry with a concentration, Bible & Theology or Business Administration. Freshman year class registration takes place over the phone, you will know which courses you are enrolling in before you set foot on campus.
5. **Head to Orientation and Check In:** All new students are required to attend CLC Orientation. Refer to the Academic Calendar for orientation dates on CLC.edu. Orientation will keep students up to date with the Campus Community. All students will participate in the check in process in which, you will receive keys and other Campus welcoming information. You will familiarize yourself with the requirements, the campus and where to attend your first day of classes.

### Returning Students:

1. Returning Students will be made aware of the pre-registration dates every semester.
2. Obtain Financial Clearance from the Financial Office to ensure you can register and schedule an appointment with your advisor for the upcoming semester.
3. Attend the required Orientation for any upcoming changes to the attendance. You will be responsible for any changes announced at orientation, effective immediately.

## Dismissal Policy

Christian Life 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

Christian Life College does not tolerate harassment, 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 behavior 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 CLC'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**

Christian Life College Registrar's Office will verify the enrollment of past students through expressed written consent from the student. Expressed written consent is provided in the form of a signature by the student, this must be provided before verification is provided.

## **Financial Information**

### **Financial Plans**

A student's registration is not complete until his/her bill has 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:** Installment Plan. A down payment of \$2,550.00 (All majors) is required prior to the first day of class and prior to entering the dorms. This is counted as \$1,275.00 for each semester. Payments each semester will be made by 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 an account current to qualify for the 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."

Graduation Ceremony Participation, Official Transcripts, Education Verifications for future employers and Diplomas 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 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.

No student will be admitted to a dormitory without a tuition down payment. Students will not be admitted in the dormitories until one week prior to the start of classes. 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. As an estimate, off-campus housing in the city of Stockton, CA ranges between \$1000-\$1500/month.

## Academic Fees and Charges

### Tuition Fees

|                            |          |
|----------------------------|----------|
| Tuition Costs (per credit) | \$230.00 |
| Audit Costs (per credit)   | \$230.00 |

### Distance Education Fees

|                                                |          |
|------------------------------------------------|----------|
| Distance Education Tuition Costs (per credit)  | \$230.00 |
| Distance Education Technology fee (per credit) | \$35.00  |

|                                           |
|-------------------------------------------|
| Full-time Students (12 or more credits)   |
| Part-time Students (less than 12 credits) |

## One-Time Fees:

|                                                         |                                                            |
|---------------------------------------------------------|------------------------------------------------------------|
| Application (nonrefundable)                             | \$30.00                                                    |
| Registration Changes <sup>1</sup> (add/drop) (per form) | \$10.00                                                    |
| Directed Study (per credit)                             | \$230.00                                                   |
| Dormitory Maintenance Fee                               | \$100.00                                                   |
| Graduation Application <sup>2</sup>                     | \$100.00 until First day of Spring Semester, then \$200.00 |
| Late Registration <sup>3</sup>                          | Up to \$100.00                                             |
| Comprehensive Fee (per semester) <sup>4</sup>           | \$275.00                                                   |
| Returned Check Fee                                      | \$15.00                                                    |
| Housing -Room & Board (per semester)                    | \$3,048.00                                                 |
| Student Tuition Recovery Fund fee                       | 0.00                                                       |
| Transcript Fee (per transcript)                         | \$10.00                                                    |
| Transcript Fee (per transcript) (expedited)             | \$15.00                                                    |
| Payment Plan setup fee (per semester)                   | \$100.00                                                   |

|                                           |                     |
|-------------------------------------------|---------------------|
| Credit by Examination (Nonrefundable fee) | \$75.00 (3 credits) |
| 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            |

<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 but will be applied to your school balance.

<sup>3</sup> Late registrations 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.

Part time students must make a down payment of one-third of their total charges for the semester. The remaining balance may be paid in weekly installments but must be paid in full by the end of the semester.

**TOTAL ESTIMATED ANNUAL TUITION (ACADEMIC FEES) (30 CREDITS) \$6,900**

**TOTAL ESTIMATED ANNUAL COST FOR ON-CAMPUS STUDENTS FOR ROOM & BOARD**  
**\$6,096.00**

**TOTAL ANNUAL ESTIMATED COSTS FOR ON-CAMPUS, 30 CREDITS: \$12,996.00**

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

**Associates of Arts:** \$25,992 (two-year program academic fees, room and board)

**Bachelor of Arts:** \$25,992 (two-year program academic fees, room and board)

**Four Year Degree Completion: \$51,984.00**

## 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 the semester is paid in full.

## Textbook Cost

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.

## 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 it 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 fill out the drop form online at [clc.edu](http://clc.edu) before the deadline dates published in the Academic Calendar.

## 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 leave of absence limit, wishing to re-enter the College, must re-apply following all admission and enrollment procedures and meeting all requirements.

## Refund Policy

The College has adopted a refund policy which is believed to be just and equitable. This refund policy applies directly to tuition, room and board, and selected fees. Some fees are non-refundable as indicated in this catalog.

| Time Of Withdrawal                      | Refund Amount |
|-----------------------------------------|---------------|
| First Day of Class to End of First Week | 100% refund   |
| Second Week                             | 90% refund    |
| Third Week                              | 50% refund    |
| Fourth Week to Eighth Week              | 20% refund    |
| After Eighth Week                       | No refund     |

*Note that on-campus students that withdraw during the first week may be responsible for room and board costs based upon days stayed in the dormitory.*

## Bookstore Refund Policy

All sales in the Christian Life College Bookstore are final.

## 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 more than 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 non-collection 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**

Christian Life College does not participate in any Federal Financial Aid programs.

### **State of California Financial Aid**

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

### **Financial 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).

### **Additional 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.)

## **Scholarships**

### **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 Global Missions Missionary Scholarship**

Full-time students who are children of active UPCI Global Missions 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 North American Missions Missionary Scholarship**

Full-time students who are children of active UPCI NAM 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 credits. (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**

Academic excellence is celebrated and fostered at Christian Life College as one of its guiding pillars. As such, the Studying Servant scholarship is awarded annually by the college to the returning second, third, and fourth-year students with the highest cumulative GPA. Students who are making timely persistence towards degree completion (100% time) are eligible for the Studying Servant scholarship. This \$1,000 scholarship is awarded at a fall chapel service. \$500.00 of the scholarship is posted directly to the student accounts in the fall semester and \$500.00 in the spring semester.

## Academic Calendar

| FALL SEMESTER                    |                                       |
|----------------------------------|---------------------------------------|
| Dorms & Cafeteria Open           | Wednesday, Aug. 5                     |
| Orientation & Check-In           | Wednesday, Aug. 5 – Tuesday, Aug. 11  |
| Math Credit by Examination       | Tuesday, August 11                    |
| Classes Begin                    | Wednesday, August 12                  |
| Last Day to Enroll               | Wednesday, August 26                  |
| Last Day to Withdraw without “W” | Wednesday, August 26                  |
| Labor Day (no school)            | Monday, September 7                   |
| Intensive Class                  | Tuesday, Oct. 13 – Friday, Oct. 16    |
| Last Day to Withdraw with a “W”  | Wednesday, October 14                 |
| Veteran’s Day (No classes)       | Wednesday, November 11                |
| Course Evaluations               | Wednesday, Nov. 18 – Tuesday, Nov. 24 |
| Thanksgiving Break (No Classes)  | Wednesday-Friday, November 25-27      |
| Final Exams                      | Wednesday-Friday, December 9-11       |

| SPRING SEMESTER                     |                                       |
|-------------------------------------|---------------------------------------|
| Dorms & Cafeteria Open              | Monday, January 4                     |
| Financial & Academic Check-In       | Monday-Tuesday, January 4-5           |
| Spring Registration & Orientation   | Monday-Tuesday, January 4-5           |
| Classes Begin                       | Wednesday, January 6                  |
| Last Day to Enroll/Add/Drop Classes | Wednesday, January 20                 |
| Landmark Conference (No Classes)    | Tuesday, January 26 – Monday, Feb. 1  |
| President’s Day (No Classes)        | Monday, February 15                   |
| Intensive Classes                   | Tuesday – Friday, March 2-5           |
| Spring Break (No Classes)           | Monday – Friday, March 8-12           |
| Intensive Class                     | Monday, March 16 – Saturday, March 21 |
| Last Day to Withdraw with a “W”     | Wednesday, March 24                   |
| Xperience Preview Week              | TBD                                   |
| Course Evaluations                  | Wednesday, May 5 – Tuesday, May 11    |

|                          |                               |
|--------------------------|-------------------------------|
| Final Exams              | Wednesday-Thursday, May 12-13 |
| Legacy Banquet           | Thursday, May 13              |
| Commencement Practice    | Friday, May 14, 1:00 pm       |
| Faculty and Staff Dinner | Friday, May 14, 7:00 pm       |
| Commencement Ceremony    | Saturday, May 15, 10:00 am    |

## **Academic Freedom**

### **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 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 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 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. 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 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:

Dispute or oppose fundamental College doctrinal position, its mission, vision, values, or purpose.  
Intentionally attack or mock the College, Church or leadership; or 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).

## **CLC Distance Education**

In addition to maintaining its on-campus programs in Stockton, California, the College also maintains distance education opportunities for students who may not have access to in-person instruction due to time or geographical restrictions. At present, CLC students may choose to study a limited number of DE courses at the College. Students enrolled in CLC DE courses are subject to the same policies and procedures that apply to all students as stated in this catalog.

Christian Life College is committed to the preparation of students for service in the fields of business, ministry, and theology. CLC DE courses typically include the same content, textbooks, supplementary material, and assignments as the corresponding on-campus sections of the courses and are authored by Christian Life College faculty members. The College's intent is to reproduce the on-campus classroom experience as closely as possible.

Delivery modalities of CLC DE courses may include audio or video recordings of classroom lectures, discussions, other student-teacher interactions, and materials developed by the instructor exclusively for a particular CLC DE course. Course content is delivered via the College's learning management system platform, Canvas. Additionally, DE courses may be synchronous or asynchronous. Synchronous courses that feature live instruction may use video conferencing platforms such as Zoom and Microsoft Teams to give students real-time interaction with the instructor and other CLC students. Regardless of the course structure or content, a key component of all CLC DE courses is the regular and substantive faculty-initiated interaction between instructors and learners.

CLC DE courses are set up utilizing the Canvas module system arranged according to the standard 15-week instructional term that includes an additional week for final exams. For live instruction synchronous courses, the College's standard attendance policy applies (see Attendance Policy, p. 54); students who exceed the 20% absence limitation will be dropped from live instruction synchronous courses. For asynchronous courses, the standard practice is that students cannot advance through the material without completing the current module's material. This ensures that students legitimately engage the course material in their completion of the course. Students who do not successfully complete a course's material according to the syllabus requirements will fail the course. Thus, the course structure for asynchronous DE courses requires engagement throughout the learning term in all areas: lectures, readings, assignments, quizzes, exams, and writing projects.

## **Intensive Course Policy**

The College's financial policies, including the refund policy and add/drop policy, are applicable to CLC DE courses. Payment options and requirements are subject to the College's financial policy, which may require full payment for a course prior to enrollment in the course.

### **Intensive Course Policy**

Christian Life College (CLC) offers Intensive Courses as an alternative instructional format that allows for concentrated learning within a compressed time frame, while maintaining the total credit hour integrity and full-term academic engagement expected of a traditional semester course.

### **Definition**

An Intensive Course is a regularly scheduled, faculty-led course delivered in a condensed instructional format (typically over 1–2 weeks), but designed to span the full 15-week academic term. This format allows for immersive learning during the intensive week(s) and continued academic work across the term.

### **Faculty Instruction Requirement**

In alignment with CLC's commitment to academic excellence, Intensive Courses must include no less than 60% of required instructional time through in-person, faculty-led instruction and interaction. The remaining instructional time may be delivered through approved technological means, such as online learning platforms, video conferencing, and digital discussion forums.

### **Instructional Delivery Statement**

Intensive Courses at Christian Life College fully adhere to the CLC Credit Hour Policy, which requires a minimum of 15 hours of instruction and 30 hours of student work per credit hour. Of the total instructional requirement, at least 60% will be delivered through in-person, faculty-led instruction and interaction during the intensive instructional session. The remaining instructional time may be facilitated through technology, including Canvas modules, synchronous online sessions, and other structured faculty-designed learning experiences that ensure academic integrity and meaningful engagement.

### **Time Commitment by Credit**

| Credits   | Total Required Hours | Minimum In-Person Faculty Instruction (≥60%) | Technology-Facilitated Instruction (≤40%) | Independent Student Work |
|-----------|----------------------|----------------------------------------------|-------------------------------------------|--------------------------|
| 1 credit  | 45 hours             | 9 hours                                      | 6 hours                                   | 30 hours                 |
| 2 credits | 90 hours             | 18 hours                                     | 12 hours                                  | 60 hours                 |
| 3 credits | 135 hours            | 27 hours                                     | 18 hours                                  | 90 hours                 |

## Suggested Structure and Timeline

**Weeks 1–5:** Pre-course reading, reflections, Canvas-based interaction

**Weeks 6–7:** Intensive instructional block (faculty-led sessions totaling 60%+ of instructional content)

**Weeks 8–15:** Final assignments, research, project submissions, and post-course reflection

All course assignments and assessments must be completed by the end of Week 15.

## Eligibility and Enrollment

- Students must have a minimum cumulative GPA of 2.0 to enroll.
- No more than two Intensive Courses per semester are permitted without Academic Dean approval.
- Intensive Courses must be regularly scheduled in the course catalog and may not be initiated through petition.

## Attendance Policy for Intensive Courses

Due to the concentrated nature of Intensive Courses, **attendance at all scheduled instructional sessions is mandatory**. Each day accounts for a substantial portion of the total instructional hours required for course completion.

Students may be **dropped from the course** if they are absent from class sessions totaling more than **20% of the scheduled in-person instructional time**. For a course with 27 hours of in-person instruction, this means a student may **miss no more than 5 hours** before being subject to administrative withdrawal.

- **One full day of absence** may result in immediate withdrawal, as it typically exceeds the 20% threshold.
- **Three occurrences of tardiness** equal one absence.
- A student is considered absent if they are not present in the classroom **15 minutes after the class begins** or leave **15 minutes before class ends**.
- Students are responsible for tracking their own attendance and communicating proactively with the instructor in case of emergencies.

Because of the intensive format, **make-up sessions are not guaranteed** and may not be feasible due to time constraints and course pacing. Please refer to the current Academic Catalog for further information.

## **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 where a qualified faculty member is not available. The College reserves the right to offer new courses in addition to those listed in this catalog.

## Student Classification/Grading Policy

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

|           |                              |
|-----------|------------------------------|
| Freshman  | 0-29 semester credits        |
| Sophomore | 30-59 semester credits       |
| Junior    | 60-89 semester credits       |
| Senior    | 90 or above semester credits |

## Grading Scale

The College uses the following scale in assigning semester grades:

| Letter Grade | Grade Point           |
|--------------|-----------------------|
| A            | 4.0                   |
| A-           | 3.7                   |
| B+           | 3.3                   |
| B            | 3.0                   |
| B-           | 2.7                   |
| C+           | 2.3                   |
| C            | 2.0                   |
| C-           | 1.7                   |
| D+           | 1.3                   |
| D            | 1.0                   |
| D-           | 0.7                   |
| F            | 0.0                   |
| P            | N.A (Transfer of P/F) |
| I            | N.A. (Incomplete)     |
| R            | N.A. (Retaken)        |

| <b>Letter Grade</b> | <b>Grade Percentages</b> |
|---------------------|--------------------------|
| A                   | 92 % - 100 %             |
| A-                  | 90% - 91.99%             |
| B+                  | 88% - 89.99%             |
| B                   | 82% - 87.99%             |
| B-                  | 80% -81.99%              |
| C+                  | 78% - 79.99%             |
| C                   | 72% - 77.99%             |
| C-                  | 70% - 71.99%             |
| D+                  | 68% - 69.99%             |
| D                   | 62% - 67.99%             |
| D-                  | 60% - 61.99%             |
| F                   | 0.00% - 59.99%           |

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 form must be made in writing or online, 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 by 24 weeks after the last day of semester finals. If coursework has not been completed, the "I" will change to whatever grade the student has earned.

## Academic Honors

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

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

## Classroom Conduct

### 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 to 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

At CLC, the learning environment (the classroom) is sacred, and the act of teaching is ministry. Each student, as a member of the CLC academic community, has a responsibility to instructors and fellow students to foster an atmosphere of academic excellence by engaging in course content in a manner appropriate for this higher education community. Behavior that is disruptive to instructors or peers will not be tolerated; offenders may be subject to both academic and administrative discipline.

Regulations regarding electronic devices will be strictly enforced. Each instructor has the authority to establish the parameters for the use of electronic devices (i.e., computers, tablets, smart watches, mobile phones) in their classrooms. Violations of classroom guidelines regarding electronic devices will be treated as a breach of CLC's academic conduct policy regarding classroom behavior. At the instructor's discretion, electronic devices may be used for the purpose of taking notes and/or engaging in approved classroom activities. The use of technology for means of cheating, plagiarism, and other forms of academic dishonesty is strictly prohibited. Offenders may be subject to both academic and administrative discipline.

As a courtesy to instructors and fellow students, all mobile phones, smart watches, tablets, and computers are to be silenced when in the classroom.

### 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.

**Examples of plagiarism are:**

1. 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.
2. A student who uses 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.
3. 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.
4. 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.

## **Plagiarism 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.

## **Academic Policies**

### **Auditing Courses**

The College permits students to audit any course with the approval of the 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 on the 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 the computation of the student's grade point average.

A maximum of 15 credits may be allowed by special examination. The credits granted by Credit by Examination may not be used to establish full-time or part-time status or to satisfy the 12 credits required to live on-campus. Credit by Examination credits 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 first week of instruction, talk with the instructor to see if a Credit by Exam can be taken.
2. Pay the \$75.00 nonrefundable Credit by Exam fee in the main office or online at [clc.edu](http://clc.edu).
3. Arrangements must be made between the instructor, program chair and Academic Department. The instructor will schedule a time and location to take the exam.

Once the exam has been completed, the instructor will submit the percentage and letter grade of the exam to the Registrar's Office. If the student's grade results in a passing grade, they will be given a "P" for passing the course on their transcript.

### **Declaration/Change of program or degree**

A student is required to declare a program after one year of enrollment. A student may defer declaration of a program for up to one year. A student may change his/her program, or degree pursuit 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 programs may necessitate additional semesters of study to fulfill all requirements of the newly selected degree program.

## **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 course. Where the college finds, upon student petition, that a student received a satisfactory grade and there is a significant lapse 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.

## **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-credit 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.

## **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. The 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 program 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.

## Intensive Course Policy

Christian Life College (CLC) offers Intensive Courses as an alternative instructional format that allows for concentrated learning within a compressed time frame, while maintaining the total credit hour integrity and full-term academic engagement expected of a traditional semester course.

### Definition

An Intensive Course is a regularly scheduled, faculty-led course delivered in a condensed instructional format (typically over 1–2 weeks), but designed to span the full 15-week academic term. This format allows for immersive learning during the intensive week(s) and continued academic work across the term.

### Faculty Instruction Requirement

In alignment with CLC's commitment to academic excellence, Intensive Courses must include no less than 60% of required instructional time through in-person, faculty-led instruction and interaction. The remaining instructional time may be delivered through approved technological means, such as online learning platforms, video conferencing, and digital discussion forums.

### Instructional Delivery Statement

Intensive Courses at Christian Life College fully adhere to the CLC Credit Hour Policy, which requires a minimum of 15 hours of instruction and 30 hours of student work per credit hour. Of the total instructional requirement, at least 60% will be delivered through in-person, faculty-led instruction and interaction during the intensive instructional session. The remaining instructional time may be facilitated through technology, including Canvas modules, synchronous online sessions, and other structured faculty-designed learning experiences that ensure academic integrity and meaningful engagement.

### Time Commitment by Credit

| Credits   | Total Required Hours | Minimum In-Person Faculty Instruction (≥60%) | Technology-Facilitated Instruction (≤40%) | Independent Student Work |
|-----------|----------------------|----------------------------------------------|-------------------------------------------|--------------------------|
| 1 credit  | 45 hours             | 9 hours                                      | 6 hours                                   | 30 hours                 |
| 2 credits | 90 hours             | 18 hours                                     | 12 hours                                  | 60 hours                 |

|           |           |          |          |          |
|-----------|-----------|----------|----------|----------|
| 3 credits | 135 hours | 27 hours | 18 hours | 90 hours |
|-----------|-----------|----------|----------|----------|

### Suggested Structure and Timeline

**Weeks 1–5:** Pre-course reading, reflections, Canvas-based interaction

**Weeks 6–7:** Intensive instructional block (faculty-led sessions totaling 60%+ of instructional content)

**Weeks 8–15:** Final assignments, research, project submissions, and post-course reflection

All course assignments and assessments must be completed by the end of Week 15.

### Eligibility and Enrollment

- Students must have a minimum cumulative GPA of 2.0 to enroll.
- No more than two Intensive Courses per semester are permitted without Academic Dean approval.
- Intensive Courses must be regularly scheduled in the course catalog and may not be initiated through petition.

### Attendance Policy for Intensive Courses

Due to the concentrated nature of Intensive Courses, **attendance at all scheduled instructional sessions is mandatory**. Each day accounts for a substantial portion of the total instructional hours required for course completion.

Students may be **dropped from the course** if they are absent from class sessions totaling more than **20% of the scheduled in-person instructional time**. For a course with 27 hours of in-person instruction, this means a student may **miss no more than 5 hours** before being subject to administrative withdrawal.

- **One full day of absence** may result in immediate withdrawal, as it typically exceeds the 20% threshold.
- **Three occurrences of tardiness** equal one absence.
- A student is considered absent if they are not present in the classroom **15 minutes after the class begins** or leave **15 minutes before class ends**.
- Students are responsible for tracking their own attendance and communicating proactively with the instructor in case of emergencies.

Because of the intensive format, **make-up sessions are not guaranteed** and may not be feasible due to time constraints and course pacing. Please refer to the current Academic Catalog for further information.

### 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.

### Transfer Credit Policy

## **Articulation / Transfer Agreements**

The College has not entered into articulation or transfer agreements with other colleges or universities. 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 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 are eligible for transfer toward a Christian Life College degree.

College courses taken by high school students must meet the following accreditation criteria 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 each 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.

## **Concurrent Enrollment**

Students who desire to enroll in courses at another institution are advised to discuss these cases individually with their advisor and Registrar's Office.

## **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 the student's success. If a student does not attain the minimum standards after intervention, the student may be dismissed from the College.

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

- Meet with the Vice President of Academics 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 credits until the 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.

## **Student Records**

### **Transcripts**

Official transcripts from Christian Life College may be obtained by calling the College front office at (209) 476-7840 or emailing the Registrar's Office and paying the Transcript Fee. Requests for official transcripts can be initiated at the College Office.

### **Retention of Student Records**

The College maintains student transcripts indefinitely. The information in the student file follows a retention schedule of five years after last date of attendance.

## **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 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-credit 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 for knowing 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 except for school sanctioned events.

There will be no academic penalties for school sanctioned events. Practice 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 because of being dropped for excessive absences may be suspended or expelled from the College.

## **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. Class trips are not considered Administrative Absences.

## **Grievances**

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### **Student Grievances**

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 Department for a Contest of Grade form.

## **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.

## **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. Escalate to hearing, Grievance 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.
5. The hearing shall be closed to the public. There shall be a single verbatim recording, 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 if there is other evidence of the sexual misconduct.
13. The Grievance Hearing Committee will assess whether to reject or support a 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 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.

The awarding of a bachelor's 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 Lifelong 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 the 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 of Arts 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 and bachelor's degree. In general proficiency is measured at the three levels: Introductory, Developmental, and Mastery.

## **Methods of Instruction**

The methods of instruction provided for all courses may include but are not limited to, lecture, pre-recorded lectures, pre-recorded video lectures; seminars; PowerPoint-type presentations; written supplemental instructional handouts; online streaming, 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 Graduation 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.

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.

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

## **Elective Course Enrollment**

An elective is a course offered for credit toward graduation but is not a required programmatic course. In general, students are limited to the overall number of elective credits taken. Enrollment in these courses will have a minimum of ten students to be offered in each semester. Classes that do not maintain the minimum enrollment requirements will not be offered.

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

## **Associate of Arts Degree (AA)**

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 are offered at the Associate level include:

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

The AA Program is designed to:

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

## **Bachelor of Arts Degree (BA)**

Each Bachelor of Arts degree program contains the same core theological and general education AA degree program courses. The BA degree then diversifies to specialized courses in the specific degree program.

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 are offered at the Bachelor of Arts level include

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

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 an in-depth academic and scholastic studies (ex. Systematic Theology; choral arranging)
- Prepare the student for graduate studies upon successful completion.

## **Bible & Theology Program**

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### **Purpose**

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 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 most 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 file server, and the Information Technology department installs, maintains and provides technical support for all library software.

The Associate of Arts degree, Bible and Theology major, students must fulfill the requirements as listed in the column headed "AA - BT".

The Bachelor of Arts 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**

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### **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:

- Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
- Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
- 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.

### **General Ministry 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
- Deaf Ministry
- Women's 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 file server, and the Information Technology 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 Concentration**

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### **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:

- Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
- 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.

- Demonstrate the knowledge of the aural and written skills associated with the grammar of music, including notation, chord progressions, part-writing, and melody harmonization.
- 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.
- 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.

The Associate of Arts Degree, General Ministry major with an emphasis in Christian Music, students must fulfill the requirements as listed in the column headed “AA - GM - CM”.

The Bachelor of Arts Degree, General Ministry major with an emphasis in Christian Music, students must fulfill the requirements for both the Associate of Arts degree and the additional requirements for the Bachelor of Arts in General Ministry with an emphasis in Christian Music as listed in the column headed “BA - GM - CM”

## **Missiology Concentration**

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### **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:

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

- Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation. 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.
- Demonstrate the ability to create strategic missiological tactics based upon ethnographic research. 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 file server, and the Information Technology department installs, maintains and provides technical support for all library software.

The Associate of Arts Degree, General Ministry major with an emphasis in Missiology, students must fulfill the requirements as listed in the column headed "AA GM -MS".

The Bachelor of Arts Degree, General Ministry major with an emphasis in Missiology, students must fulfill the requirements for both the Associate of Arts degree in General Ministry with emphasis in Missiology, and the additional requirements for the Bachelor of Arts in General Ministry with emphasis in Missiology as listed in the column headed "BA - GM-MS".

## **Leadership Concentration**

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### **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.

### **Leadership Learning Outcomes**

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

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

- Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
- 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.
- Identify and describe the essential characteristics of effective ministry leadership.
- 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 file server, and the Information Technology department installs, maintains and provides technical support for all library software.

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

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

## **Deaf Ministry Concentration**

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### **Purpose**

Christian Life College views the Deaf and Hard-of-Hearing Community as a distinct people and language group. The purpose of the Deaf Ministry concentration is to equip students to be effective in church ministry to the deaf and hard-of-hearing community. The curriculum is designed to prepare students for ministry by developing their communication skills in American Sign Language and interpreting skills, particularly within ministry contexts in a manner that demonstrates respect for Deaf culture and language.

### **Description**

Under the leadership of Dale Delp, the Deaf Ministry Concentration offers courses that introduce students to ministry contexts geared towards the Deaf and Hard-of-Hearing community. Apart from standard courses in ASL, students will also be required to participate in ministry practicums designed to expose them to leaders within the Deaf ministry community in the Apostolic movement along with members of the Deaf community around Stockton, CA. Students who progress to upper-division courses will have the opportunity to extensively practice what they have learned within authentic

ministry settings. The final capstone course of this concentration is designed to provide students with hands-on training experience with Dale Delp and other respected members of the Deaf ministry community.

**In addition to the General Ministry Program Learning Outcomes, upon completion of the Deaf Ministry Concentration tract, graduates will be able to:**

- Demonstrate intermediate knowledge in vocabulary, grammar, and syntax required to participate in conversational American Sign Language.
- Demonstrate intermediate proficiency in interpreting English to American Sign Language in ministerial contexts.

### **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 most 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 file server, and the Information Technology department installs, maintains and provides technical support for all library software.

For the Associate of Arts Degree, General Ministry major with emphasis in Deaf Ministry, students must fulfill the requirements as listed in the column headed “AA - GM DEAF”.

For the Bachelor of Arts Degree, General Ministry major with emphasis in Deaf Ministry, students must fulfill the requirements for both the Associate of Arts degree in General Ministry with emphasis in Deaf Ministry, and the additional requirements for the Bachelor of Arts in General Ministry with emphasis in Deaf ministry as listed in the column headed “BA - GM DEAF”.

## **Media and Communications Concentration**

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### **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.

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

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

- Develop a Spirit-filled theology to guide the fulfillment of ministry duties to make effective use of training, developed skills, and spiritual gifts.
- Describe and practice key skills a leader must have for a lifetime of personal, spiritual, and ministerial formation.
- 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.
- Demonstrate a basic knowledge of communication theory and the principles of mass media and how it applies to Christian communication.
- Describe and analyze media through a historical-critical lens and a Christian worldview.
- 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.

The Associate of Arts Degree, General Ministry major with emphasis in Media and Communication students must fulfill the requirements as listed in the column headed “AA - GM - MC”.

The Bachelor of Arts Degree, General Ministry major with emphasis in Media and Communication, students must fulfill the requirements for both the Associate of Arts degree and the additional requirements for the Bachelor of Arts in General Ministry with emphasis in Media and Communication as listed in the column headed “BA - GM - MC”.

## **Potential Careers and Job Opportunities**

The types of ministries and careers our degrees lead to will vary upon individual choice.

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

## **Women’s Ministry Concentration**

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**Purpose:**

The purpose of the Women's Ministry concentration is to equip students with the knowledge, skills, and spiritual formation needed to serve and lead effectively in ministry contexts that focus on the unique needs, experiences, and perspectives of women.

**Description:**

This concentration aims to develop students' biblical and theological understanding, practical ministry skills, and critical thinking abilities to enable them to address issues related to gender and discipleship in various ministry contexts. This concentration offers students unique courses that cover the dynamics between women and family, the local church, ministry, and leadership.

**Women's Ministry Concentration Learning Outcomes:**

Upon Completion of the Women's Ministry Concentration tract, graduates will be able to:

1. Discuss Unique functions of Women's Ministry in the Church.
2. Examine effective ministerial care to women in the local church.

## **Business Administration & Management Program**

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Business Administration & Management (AA & BA) is 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 a business's social, legal, and economic dimensions.

The business administration component offers leadership and analytical training crucial to the modern business world, preparing students to take on various roles within an organization and focusing on business strategy and operations.

The business management component organizes and manages a company's resources, including staff, teams, revenue, information, and more. It centers around supervising individual employees, large projects, and the business's human and organizational elements.

**This degree covers core competency areas in business, including:**

- Accounting
- Finance
- Marketing
- Business ethics and law
- For-profit and not-for-profit Management
- Human Resources Management
- Leadership

**Graduating with a business administration and management degree will lead to various career paths in the business world. Specific jobs in business administration and management include:**

- Finance roles, such as auditor, analyst, or accountant
- Marketing roles in areas such as research and analysis
- A sales manager or director
- Nonprofit roles, including executive director, strategic consultant, and manager
- Church Administration
- Education jobs, including dean of student services and advancement director
- Human resources roles such as HR manager or analyst
- Entrepreneur
- Business analyst
- Advertising associate or executive

### **Business Program Learning Outcomes (PLOs)**

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

1. Demonstrate fundamental knowledge in core functional areas of business.

2. Describe the legal, social, economic, and global environments of business.
3. Demonstrate awareness of the importance of the ethical requirements of business activities.
4. Construct and present effective oral and written forms of professional communication.
5. Demonstrate leadership and strategic skills that support sensible, future-oriented leaders and innovators.
6. Apply business acumen in an integrated manner using decision-support tools for business decision-making.

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

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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 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 offer 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 Testament.
2. Describe, compare, and contrast major theological systems 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, written and oral communication, quantitative reasoning)
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. (information literacy, critical thinking, written communication)
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. (quantitative reasoning, critical thinking, information literacy)
4. Form and articulate sound decisions to improve personal and environmental well-being through the analysis and communication of scientific information. (quantitative reasoning, critical reasoning, information literacy, written and oral communication)
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 most 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 file server, and the Information Technology department installs, maintains and provides technical support for all library software.

## Graduation Requirements Matrix

|                                                     | Associate of Arts Degree |     |     |      |     |     |     |     |     |  | Bachelor of Arts Degree |      |      |      |      |      |      |      |
|-----------------------------------------------------|--------------------------|-----|-----|------|-----|-----|-----|-----|-----|--|-------------------------|------|------|------|------|------|------|------|
|                                                     |                          | BT  | GM  | GM   | GM  | GM  | GM  | GM  | BU  |  | BT                      | GM   | GM   | GM   | GM   | GM   | GM   | BU   |
|                                                     |                          |     |     | DEAF | MC  | MS  | CM  | LDR |     |  |                         |      | DEAF | MC   | MS   | CM   | LDR  |      |
|                                                     | Hrs                      | 900 | 900 | 900  | 900 | 900 | 900 | 900 | 900 |  | 1800                    | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 |
| Credits needed for Graduation                       |                          | 60  | 60  | 60   | 60  | 60  | 60  | 60  | 60  |  | 120                     | 120  | 120  | 120  | 120  | 120  | 120  | 120  |
| Total Program Credits<br>(lower and upper division) |                          |     |     |      |     |     |     |     |     |  | 104                     | 97   | 101  | 106  | 106  | 111  | 106  | 104  |
| Total                                               | CR                       | 55  | 53  | 54   | 57  | 58  | 59  | 59  | 60  |  | 49                      | 44   | 47   | 49   | 48   | 52   | 47   | 44   |
| Theological Studies (THS)                           |                          |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| BIB100 Hermeneutics                                 | 2                        | 2   | 2   | 2    | 2   | 2   | 2   | 2   | 2   |  |                         |      |      |      |      |      |      |      |
| THS101 Theology 1: Doctrine of God                  | 2                        | 2   | 2   | 2    | 2   | 2   | 2   | 2   | 2   |  |                         |      |      |      |      |      |      |      |
| THS104 Theology of Prayer 1                         | 1                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| THS105 Theology of Prayer 2                         | 1                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| THS106 Apologetics                                  | 2                        | 2   | 2   | 2    | 2   | 2   | 2   | 2   |     |  |                         |      |      |      |      |      |      |      |
| THS110 Theology 2: Intro to Eschatology             | 2                        | 2   | 2   | 2    | 2   | 2   | 2   | 2   | 2   |  |                         |      |      |      |      |      |      |      |
| THS202 Spiritual Formation                          | 3                        | 3   | 3   | 3    | 3   | 3   | 3   | 3   | 3   |  |                         |      |      |      |      |      |      |      |
| THS210 Theology 3: Eschatology                      | 3                        | 3   | 3   | 3    | 3   | 3   | 3   | 3   |     |  |                         |      |      |      |      |      |      |      |
| THS215 Theology 4: Christian Living                 | 2                        | 2   | 2   | 2    | 2   | 2   | 2   | 2   | 2   |  |                         |      |      |      |      |      |      |      |
| THS401 Systematic Theology 1                        | 3                        |     |     |      |     |     |     |     |     |  | 3                       | 3    | 3    | 3    | 3    | 3    | 3    | 3    |
| THS402 Systematic Theology 2                        | 3                        |     |     |      |     |     |     |     |     |  | 3                       | 3    | 3    | 3    | 3    | 3    | 3    | 3    |
| THS245 Science and Creation                         | 2                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
|                                                     |                          |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| Biblical Studies (BIB)                              |                          |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| BIB105 OTS 1: Gen-2 Chr.                            | 3                        | 3   | 3   | 3    | 3   | 3   | 3   | 3   | 3   |  |                         |      |      |      |      |      |      |      |
| BIB205 NTS 1: Mat-Acts                              | 3                        | 3   | 3   | 3    | 3   | 3   | 3   | 3   | 3   |  |                         |      |      |      |      |      |      |      |
| BIB210 OTS 2: Ezra-Lamentations                     | 3                        | 3   | 3   | 3    | 3   | 3   | 3   | 3   |     |  |                         |      |      |      |      |      |      |      |
| BIB310 OTS 3: Isaiah-Malachi                        | 3                        |     |     |      |     |     |     |     |     |  | 3                       | 3    | 3    | 3    | 3    | 3    | 3    | 3    |
| BIB315 NTS 2: Romans-Colossians                     | 3                        |     |     |      |     |     |     |     |     |  | 3                       | 3    | 3    | 3    | 3    | 3    | 3    | 3    |
| BIB405 NTS 3: 1Thess.-Philemon                      | 2                        |     |     |      |     |     |     |     |     |  | 2                       | 2    | 2    | 2    | 2    | 2    | 2    | 2    |
| BIB410 NTS 4: Hebrews-Rev                           | 3                        |     |     |      |     |     |     |     |     |  | 3                       | 3    | 3    | 3    | 3    | 3    | 3    | 3    |
| BIB102 Book of Acts                                 | 2                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| BIB202 Historical Books                             | 2                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |
| BIB101 Pentateuch                                   | 2                        |     |     |      |     |     |     |     |     |  |                         |      |      |      |      |      |      |      |











## **Degree Completion Requirements**

All students receiving degrees are encouraged to celebrate their academic achievements by participating in the graduation commencement ceremony. Graduation candidates must apply for graduation and pay all fees at least four months prior to the annual commencement date. The Graduation Application is on the website at [clc.edu](http://clc.edu).

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

1. Complete the minimum number of credits required for a particular degree program 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 Communication, Natural or Social Sciences, Humanities, Math or Life Long Learning.

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 (0=remedial, 1=freshman, 2=sophomore, 3=junior, 4=senior).

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.

|                                                     |  |                                       |
|-----------------------------------------------------|--|---------------------------------------|
| <b>BIB = Biblical Studies</b>                       |  | <b>MIN = General Ministry</b>         |
| <b>BUS = Business Administration and Management</b> |  | <b>MUS = Music Concentration</b>      |
| <b>CED = Christian Education</b>                    |  | <b>MIS = Missiology Concentration</b> |
| <b>COM = Communications</b>                         |  | <b>NTL = New Testament Language</b>   |
| <b>HUM = Humanities</b>                             |  | <b>OTL = Old Testament Language</b>   |
| <b>LIF = Life Long Learning</b>                     |  | <b>SCI = Natural Sciences</b>         |
| <b>MAT = Mathematics</b>                            |  | <b>SOC = Social Sciences</b>          |
| <b>MED = Media &amp; Communication</b>              |  | <b>THS = Theological Studies</b>      |

## Courses listed by Program

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### Theological Studies (BIB, THS)

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#### **BIB100 Hermeneutics (2 credits)**

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 credits)**

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 tritheism 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 credit)**

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 (ex. intercession, worship, etc.).

*Prerequisites: None*

**THS105 Theology of Prayer 2 (1 credit)**

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 (ex. intercession, worship, etc.)

*Prerequisite: THS104 or approval of instructor.*

**THS106 Apologetics 1 (2 credits)**

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 credits)**

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 credits)**

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 (ex. intercession, worship, etc.).

*Prerequisite: None*

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

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 credits)**

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 credits)**

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 credits)**

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; THS210 Theology 3: Eschatology; THS215 Christian Living; THS202 Spiritual Formation or equivalences*

### **THS402 Systematic Theology 2 (3 credits)**

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; THS210 Theology 3: Eschatology; THS215 Christian Living; THS202: Spiritual Formation, THS401 Systematic Theology 1 or equivalences*

## **Biblical Studies Courses (BIB)**

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### **BIB100 Hermeneutics (2 credits)**

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.*

### **BIB101 Pentateuch (2 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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 credits)**

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)*

### **BIB304 Old Testament Prophets 2 (2 credits)**

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), BIB303 Old Testament Prophets 1*

### **BIB305 Revelation and Daniel (3 credits)**

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 credits)**

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 (3 credits)**

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 credits)**

A study of the parables of the Old and New Testaments and 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 credits)**

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 and 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 credits)**

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 credits)**

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 believers, church ordinances and practices.

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

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

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 believers, church ordinances and practices.

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

## **Biblical Languages (NTL, OTL)**

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### **NTL101 Greek for Biblical Exegesis 1 (3 credits)**

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, Interlinear, electronic resources and word study references.

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

### **NTL102 Greek for Biblical Exegesis 2 (3 credits)**

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 credits)**

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, Interlinear, electronic resources and word study references.

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

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

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 1.*

## Christian Education Courses (CED)

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

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 credits)**

This course is designed to help prepare a Christian 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 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 credits)**

This class studies the 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 credits)**

Personal and professional development of the teacher in the teaching-learning process is studied. The parent and teacher relationship will be explored. Teamwork is a necessity. Cognitive theories and the learning process will be discussed. 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 credits)**

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

*Prerequisites: None*

**CED404 Student Teaching 1 (1 credit)**

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 credit)**

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 credit)**

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 credit)**

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 credits)**

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 lesson presentation will be discussed. The teacher's personal preparation for teaching is also studied.

*Prerequisites: None.*

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

This class is 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 credit)**

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)

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### **MUS100 Music Fundamentals (1 credit)**

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 credits)**

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 credits)**

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.

*Prerequisites: MUS103 Music Theory and Musicianship 1*

### **MUS 01, 02, 03, 04, 05, 06, 07, 08 Choir (1 credit)**

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. This course may be repeated up to eight times for credit. Students are urged to enter during the freshman year.

*Prerequisites: None*

### **MUS135 Voice (1 credit)**

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 credit)**

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 credit)**

This course is a study of 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 students.*

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

This course is a study of 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 credits)**

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 credits)**

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: MUS104 Music Theory and Musicianship 2, MUS203 Music Theory and Musicianship 3*

**MUS242 Conducting (2 credits)**

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 credit)**

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 credit)**

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 credit)**

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 credit)**

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: None*

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

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 credits)**

This course is a study of choral arrangement. 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 credits)**

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 credits)**

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 Church2*

## **Media and Communication Courses (MED)**

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### **MED101 Presentation Design (1 credit)**

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 Studio Camera (1 credit)**

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 credit)**

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 credit)**

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 Live Broadcast Production (1 credit)**

MED 201 is a production course designed to develop each student's skills as a live event production crew member. This course introduces the basic principles, procedures, and techniques of live event

multi-camera production. Students are organized in teams and will create various live event broadcasts and learn to operate TV switchers, cameras, sound, and visual equipment.

*Prerequisites: None*

### **MED202 Digital Video Editing (1 credit)**

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 will be in basic practices and workflows for post-production including basic editing, color correction, motion graphics, rendering, compression, and exporting.

*Prerequisites: None*

### **MED210 Media Ministry (2 units)**

This course examines the purpose and operation of the Media Ministry (AV Ministry) related to the local church, including building a media ministry from the ground up. This includes developing a media team (the people) and building a media system (the technology). The course will also introduce communication theory and the history of communication. *Prerequisites: ENG101 College Composition 1; ENG102 Composition and Critical Thinking*

### **MED303 Beyond Media (2 credits)**

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 Media Ministry*

### **MED304 Film and Media Production 1 (1 credit)**

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 (Can not be taken if MED308 has been taken)*

### **MED306 Film and Media Production 2 (1 credit)**

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

*Prerequisites: MED304 Film and Media Production 1 (Can not be taken if MED 308 has been taken)*

### **MED308 Film and Media Production 1 & 2 (2 credits)**

*This course combines MED304 and MED306 into one class.*

This course introduces story structure applied to filmmaking, script development, screenwriting, roles of the production team, and legal issues relating to film production. This course also introduces the basics of cinematography, lighting, shot composition, directing, production management, raising financing and new distribution avenues.

*Prerequisites: None (Can not be taken if MED304 and/or MED306 have been taken)*

### **MED310 Publication & Digital Design 1 (1 credit)**

This course will explore how we see and use visuals to communicate information. Students will develop critical thinking skills in applying concepts of fundamental design principles. Students will

apply the concepts with hands-on and analysis assignments, including advertising, print, digital media, and web design.

*Prerequisites: None (Can not be taken if MED314 has been taken)*

### **MED312 Publication & Digital Design 2 (1 credit)**

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: TBD (Can not be taken if MED314 has been taken)*

### **MED314 Publication & Digital Design 1 & 2 (2 credits)**

*This course combines MED310 and MED312 into one class.*

This course will explore how we see and use visuals to communicate information. Students will develop critical thinking skills in applying concepts of fundamental design principles. Students will apply the concepts with hands-on and analysis assignments, including advertising, print, digital media, and web design. This course also 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; students can expect plenty of hands-on exercises and yearbook publication layout and design.

*Prerequisites: TBD (Can not be taken if MED310 and/or MED312 has been taken)*

### **MED405 Directed Project (Capstone) (2 credits)**

This course serves as the culminating experience providing bachelor's 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, MED102, MED106, MED107, MED20, MED202, MED210, MED310, MED312 or MED314, MED304, MED306 or MED308.*

## **Leadership (LDR)**

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### **LDR101 Principles of Christian Leadership (3 credits)**

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*

### **LDR275 Fundamentals of Leadership (3 credits)**

This course includes the history of modern leadership and a survey of major popular leadership theories. It examines basic principles of leadership both from a business management perspective and from a social /cultural perspective. The principles of leadership include an exploration of the understanding of the balance between authority and influence, loyalty and duty, mercy and accountability, and perception and objective truth. Learners will compile a Personal Leadership Profile

as a term project.

*Prerequisites: None.*

### **LDR375 Advanced Leadership (3 credits)**

This course is taught as a mix of Socratic learning, workshop exercises in applying the subject concepts, and small group/team work on service project(s). Subject matter includes principles of leadership from both a business management perspective and from social/cultural perspective. Studies begin with a foundation of the individual's personal leadership focus and an understanding of organizational types and core documents, then progress through systems, team building and leadership of teams, wielding authority and influence, problem solving, and the politics of leadership. Learners will compile a Professional Leadership Profile and complete a team service project.

*Prerequisite: LDR101 Principles of Christian Leadership or LDR275 Fundamentals of Leadership*

### **LDR475 Organizational Leadership (3 credits)**

Building on the foundation of earlier leadership courses, this class explores leadership beyond the personal and small group levels to include larger organizations and leadership across cultural lines. Management leadership principles are demonstrated in organizational development, applied to the crafting of an organizational vision statement, developing mission statements, strategic and tactical plans, and finally in establishing organizational values that result in a community possessing a culture of every day productive behaviors.

*Prerequisite: LDR101 Principles of Christian Leadership or LDR275 Fundamentals of Leadership, LDR375 Advanced Leadership*

## **Missiology (MIS)**

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

This course offers an examination of the biblical basis for individual evangelism. Methods and strategies are explored for effective multicultural and multigenerational evangelism and discipleship.

*Prerequisites: none*

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

This is an introductory course exploring a biblical theology of missions. It will include a study of various contemporary missiological issues including issues involved with reaching people of different ethnicities. Focus will be given to missions within the context of the North American Missions and Global Missions departments of the United Pentecostal Church International.

*Prerequisites: none*

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

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 credits)**

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 credits)**

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 (3 credits)**

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

*Prerequisites: Permission of instructor*

## **General Ministry Courses (MIN)**

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### **MIN100 Introduction to Women's Ministry (3 Credits)**

This course is designed to help women understand and develop various skills in leadership and ministry. Various historical and contemporary views on women's involvement within Christian ministry will be examined. Students will be introduced to Scriptural principles to help guide the fulfillment of ministry and leadership roles within the Church.

*Prerequisites: None.*

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

This course talks about sermon construction and patterns of preparation and delivery with special emphasis on the way the Word of God is delivered.

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

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

This course will examine 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 credit)**

This course will examine 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*

**MIN201 Homiletics 2 (2 credits)**

This course examines expository and topical homiletics including but not limited to theological, doctrinal and biographical preaching. Ethical implications for the application of the various expository and topical subjects are explored. Practical approaches to church preaching are examined with a focus on assessing proper theological and rational applications.

*Prerequisites: COM101 Fundamentals of Speech or MIN101 Homiletics 1, BIB100 Hermeneutics (may be taken concurrently)*

**MIN207 Deaf Ministry Practicum 1 (2 credits)**

This course will provide a forum for students to reflect on their experiences within a deaf ministry context. Participation in the Deaf Ministry Association will be required. Students must complete a total of 30 hours observing and/or participating in a Deaf ministry.

*Prerequisites: HUM104 American Sign Language 1*

**MIN225 Children's Ministries Seminar (1 credit)**

This course covers various aspects of Children's Ministry including King's Kids, Sunday Jam, Little Lights and Kid's Landmark. Topics covered will include The Importance of Children's Ministry, Storytelling, Discipline in the Classroom, Games that Teach, Object lessons, Scripture Memory, keeping your Children Safe, and Preparing your Lessons.

*Prerequisites: None.*

**MIN301 Homiletics 3 (2 credits)**

This course discusses biographical and doctrinal preaching, principles for developing a sermon built around the lives of specific characters, preparations and practice in developing sermons which support the Gospel message, and premises for applying examples of biblical truth to current relevant life situations. Practical experience in sermon preparation and delivery is provided. Students are evaluated specifically on factual and doctrinal points. Research materials are an important facet of sermon preparation.

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

**MIN303 Youth Ministries Seminar (1 credit)**

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 organization, planning, and operation of functional youth ministries and programs.

*Prerequisites: None*

**MIN306 Deaf Ministry Practicum 2 (1 credit)**

This course will provide a forum for students to reflect on their experiences of interpreting English to ASL in a deaf ministry context. Membership with the Deaf Ministry Association will be required along with active participation. Students must complete a total of 30 hours observing and/or participating in a Deaf ministry.

*Prerequisites: HUM104 American Sign Language 1, HUM105 American Sign Language 2*

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

This course is 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 the fruit of the Spirit will be discussed. Practical aspects of the operation of the gifts and the confirmation of signs will be examined. Experience in practical “hands-on” ministry will be gained.

*Prerequisites: None*

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

This course takes a deep look into the covenant of marriage as well as the structures and functions of the family. There is extended emphasis on managing the single phase of one’s life, and the components of spouse selection. Family shapes our identities, self-esteem, attitudes, responses, values and beliefs. The word “family” has had its challenges by emerging new ideas, forms and expectations; however, this course will endeavor to explore what God has instituted in the beginning regarding marriage and the family unit. The student will study on a biblical basis the family structure, concerns, problems, family roles and dynamics. Exercises and group presentations, that strengthen communication and conflict within a marriage, will also be adapted.

*Prerequisites: None*

**MIN401 Church Administration (2 credits)**

This course is an examination of legal and ethical issues involved with church administration including church governance and infrastructure, non-profit status, finance and governmental relations. Church ministry organizational approaches will be explored including leadership models, departmental ministry and discipleship. Parachurch relations are examined including but not limited to the relationship between the local church and denominational organizations with a focus on the United Pentecostal Church International.

*Prerequisites: None*

**MIN402 Ministerial Ethics (1 credit)**

Doctrinal ethics, relationships of ministers to each other, confidentiality ethics in counseling, and relationship of pastor with members in other churches will be discussed in this class.

*Prerequisites: None*

**MIN403 Pastoral Seminar (2 credits)**

This is an advanced practical course addressing issues unique to the office of pastoral leadership in the local church setting. Discussion will focus on pastoral ministry in the areas of member care, organizational leadership, event planning and outreach endeavors. Course material will also address the practical aspects of officiating ministry events such as communion services, weddings, baptisms, funerals and dedications.

*Prerequisites: COM101 Fundamentals of Speech and MIN101 Homiletics I, BIB100 Hermeneutics (may be taken concurrently), MIS101 Dynamics of Soul Winning (may be taken concurrently)*

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

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: The student must be in their last semester of school.*

#### **MIN410 Deaf Ministry Capstone (2 credits)**

This course will instruct students on various methods of deaf evangelism considering current studies in deaf society and culture. Further skill in interpreting and conversational ASL within ministry settings will be developed. This course will also include a comprehensive assessment of the Deaf Ministry concentration program learning outcomes (PLOs). Membership with the Deaf Ministry Association will be required along with active participation.

*Prerequisites: HUM 104 American Sign Language 1, HUM 105 American Sign Language 2, MIN 207 Deaf Ministry Practicum 1, MIN 306 Deaf Ministry Practicum 2*

#### **MIN415 Study Trip to the Holy Land (3 credits)**

This is an on-site familiarization with the lands of Jordan, Israel, or other middle eastern nations 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)**

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

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 credits)**

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 Credits)**

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 making optimal financial decisions and its relevant parties in the economy: shareholders, investors, regulators and other stakeholders.

*Prerequisites: None*

#### **BUS205 Business Law (3 credits)**

Business Law comprehensively studies 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, 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*

### **BUS225 Business Management and Organizational Behavior (3 credits)**

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*

### **BUS250 Financial Accounting for Management (3 credits)**

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 Communications (3 credits)**

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 Human Resource Management (3 credits)**

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 Law*

### **BUS350 Business Strategies and Project Management (3 credits)**

Budgets and financial strategies work hand and hand in a successful business. Moreover, planning large projects requires 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*

### **BUS405 Marketing and Promotions (3 credits)**

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

to other parts of the business (management, finance, budgeting, etc.)

*Prerequisites: BUS100 Foundations of Business; BUS116 Economics.*

### **BUS425 Capstone Research (3 credits)**

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*

### **BUS450 Non-Profit Management (3 credits)**

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 Capstone Project (3 credits)**

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: Successful Completion of Business Program Courses including Business 425 Capstone Research*

## **General Education**

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### **BIO200 Introduction to Biology: (3 credits)**

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.*

### **COM101 Fundamentals of Speech (2 credits)**

This course prepares students to speak in a variety of rhetorical situations: as college students, as employees and 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.

*Prerequisite: None*

### **COM104 Creative Writing (3 credits)**

This introductory creative writing course offers writing experience in the following genres: poetry, short story, and creative nonfiction. This course will focus on three genres: short story, poetry, and nonfiction. The course includes analysis of literary models, individual and class criticism of work, and discussion of literary techniques in each genre, such as dialogue, imagery, and narrative.

*Prerequisite: None*

### **ENG100 College Composition and Lab (3 credits)**

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 credits)**

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 credits)**

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*

### **MIN315 Marriage and Family (3 credits)**

This course takes a deep look into the covenant of marriage as well as the structures and functions of the family. There is extended emphasis on managing the single phase of one's life, and the components of spouse selection. Family shapes our identities, self-esteem, attitudes, responses, values and beliefs. The word "family" has had its challenges by emerging new ideas, forms and expectations; however, this course will endeavor to explore what God has instituted in the beginning regarding marriage and the family unit. The student will study on a biblical basis the family structure, concerns, problems, family roles and dynamics. Exercises and group presentations, that strengthen communication and conflict within a marriage, will also be adapted.

*Prerequisite: None*

### **PSY202 General Psychology (3 credits)**

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 credits)**

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*

### **SCI201 Environmental Science: (2 credits)**

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 credits)**

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 macro 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.*

### **SOC201 Ancient Near Eastern Customs and Cultures (2 credits)**

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 (2 credits)**

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

*Prerequisite: ENG100 or ENG101*

## **Humanities Courses (HUM)**

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### **HUM101 Elementary Spanish 1 (2 credits)**

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, 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 credits)**

This course is a continuation of Elementary Spanish I. Emphasis will be placed on 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 1*

### **HUM104 American Sign Language 1 (2 credits)**

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 credits)**

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 credits)**

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.*

### **HUM400 Christian Ethics (3 credits)**

This course is an introductory study in Christian ethics. Different methodological approaches to moral decision-making will be explored within philosophical and theological domains. Special emphasis will be placed on Biblically informed perspectives. Contemporary issues that will be examined include but are not limited to abortion, capital punishment, marriage, racism, economics, politics, and other related issues.

*Prerequisites: BIB100 Hermeneutics, THS 101 Theology 1 Doctrine of God, THS106 Apologetics*

**HUM401 Church History (2 credits)**

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 sixteenth to the twentieth century. Special emphasis will be placed on Pentecostalism and the United Pentecostal Church International in the twentieth century.

*Prerequisites: SOC203 Western Civilization 1 or equivalent*

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

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 credit)**

This course will discuss 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 credit)**

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*

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

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: ENG101 College Composition, ENG102 College Composition and Critical Thinking*

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

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, ENG101 College Composition, ENG102 College Composition and Critical Thinking*

## **Mathematics/Quantitative Reasoning (MAT, CIS, BUS)**

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### **BUS116 Economics (3 credits)**

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.

*Prerequisite: None.*

### **CIS100 Computer Applications: (3 credits)**

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 credits)**

This course examines information systems and their role in business, including database management systems, networking, e-commerce, ethics and security, and system infrastructure. Students 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 credits)**

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 credits)**

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 credits)**

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 credits)**

This course covers descriptive statistics, basic concepts of probability and sampling with the aim of introducing fundamental notions and techniques of statistical inference.

*Prerequisite: MAT201 Intermediate Algebra or equivalent.*

## **Lifelong Understanding and Development (LIF)**

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### **LIF102 Introduction to Computers – Computer Basics (1 credit)**

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 credit)**

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 credit)**

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 credits)**

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.

*Prerequisite: None.*

### **LIF303 Leadership for Women (1 credit)**

As 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 credits)**

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 credits)**

This course explores and examines the principles and processes of communication from one culture to another. It includes studies on cross-cultural communication from a theoretical and practical standpoint including different perceptions, ways of thinking, values, non-verbal expressions, language expressions, and subgroups within a culture as they relate to the medium and the message. In addition, students have the opportunity to discuss strategies for practical application that will address these issues. It is the intention of this course to build multicultural competency to enable students to interact successfully and respectfully with people of different backgrounds, viewpoints and values.

The course builds from a base of understanding intrapersonal and interpersonal communication then to principles for effective multicultural communication.

*Prerequisites: None.*

### **MUS135 Voice 1 (1 credit)**

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.*