



# CHRISTIAN LIFE COLLEGE

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*Est. 1949*

Academic Catalog  
2015-2016

*Stockton  
Christian Life College*

Updated: 1/20/2016

*Contact Information:*

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

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## Approvals and Endorsements

### State of California

Stockton Christian Life College (hereinafter, Christian Life College, or the College) is a private institution incorporated under State Laws of California and approved (meaning in compliance with state standards as set forth in the educational code) to operate by the Bureau for Private Postsecondary as a Degree-Granting Institution Pursuant to California Education Code Section 94310.

### Veterans Administration

The College is approved for the training of veterans and eligible persons under Provisions of Title 38, United States Code.

### Bureau of Citizenship and Immigration Service

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

### Social Security Administration

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

### United Pentecostal Church, Incorporated (UPCI)

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

### Accreditation and Other Institutions

As of this publication, the College has not sought accreditation by any accrediting association. We do strive to achieve the highest academic standards and are proud of the fact that several colleges and universities have accepted our graduates into other undergraduate or graduate level programs on the merits of their scholastic achievement at the College. We maintain letters on file from those institutions who have accepted our graduates seeking to advance their educational goals.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

## Mission Statement

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

*“Called to Serve, Empowered to Lead”*

## Vision Statement

Fulfillment of our mission will be accomplished by:

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

## Statement of Faith

- In the divine inspiration of all Scripture as the inerrant, infallible Word of God.
- 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]). 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). In the necessity of a holy life unspotted by the world, exemplified by the believer’s action, word, and deed. In the personal, literal, and bodily pre-millennial and pre-tribulational coming of Jesus Christ for His Church.
- In the free moral willpower of man who can apostatize, backslide, and be lost.
- In the need of a determined effort to preach this gospel to the whole world.

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

## Institutional Learning Outcomes

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

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



## Statement of Nondiscrimination

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

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

## Statement on Diversity

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

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

As a result, the College expects all students, staff, and faculty to remove from their behavior and speech, as well as from their thinking, all indications of bias with regards to age, race, ethnicity, gender, 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.

## General Information

### Degrees Offered

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

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

### Student Records

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

### Job Placement Statement

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

### College Financial Health Statement

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

### College Catalog

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

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

## **Catalog Edition**

This edition of the Catalog is for the academic year 2015-2016.

## **Experiential Learning Credit**

The College does not give experiential learning credit.

## **Unanswered Questions**

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

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address (as of November 20, 2010):

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **Prospective Students Responsibility to Review Catalog**

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

## **School Performance FACT SHEET**

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

## **Right to File a Complaint**

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

### Location of Class Sessions

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

## Historical Sketch

Definite steps to establish the Western Apostolic Bible College were spearheaded by its founder, the late Clyde J. Haney, in 1951, and on October 5, 1953, the school officially opened its doors as an institution dedicated to the cause of training young men and women for Christian service.

In the summer of 1954, Western Apostolic Bible College was officially accepted and endorsed by the Board of Christian Education of the United Pentecostal Church and also by the General Conference meeting at Columbus, Ohio. On February 14, 1956, Reverend A. T. Morgan, the general superintendent, dedicated the school unto God's service.

In 1964, the College introduced a curriculum program leading to the Bachelor of Arts degree.

On October 15, 1971, Clyde J. Haney, the founder and president of the college, was suddenly called home to his reward as the result of an automobile accident. Rev. Paul Price, vice-president of the college, very capably filled the vacancy until a successor to the office of the president was chosen. Rev. Kenneth F. Haney, International Pentecostal Conquerors President and son of the late Clyde J. Haney, was chosen to fill the position. He served in this capacity until his election as the General Superintendent of the United Pentecostal Church International when Dr. Daniel L. Segraves was elected to the position of President. In the summer of 2004 Pastor Nathaniel Haney, grandson of the founder, was elected Chairman of the Board of Directors and Chancellor of the college.

In 1980 the name of the College was changed to Stockton Christian Life College Inc.

In 1983, the curriculum was enlarged to include the Associate of Arts degree.

As the result of changes in the California code regulating higher education, the College applied in 1994 for state approval to operate as a degree granting institution. After a rigorous screening process, including an extensive self-study and site visits, institutional approval was granted by the Bureau for Private Postsecondary and Vocational Education of the State of California to offer the AA and BA degrees in two majors: Bible & Theology and Christian Music. In 1998 the Christian Education emphasis area was added, and in 2000 institutional approval was granted for a third major, Biblical Studies. The Biblical Studies major was redefined through several years and its name was changed to General Ministry in 2006 to reflect the new direction of this degree program.

During the last few years, the College has been carrying on an accelerated schedule of academic upgrading in all areas. The progress being made academically has positively affected the spiritual growth of the school as well. The heart of the school has always been and always will be based on evangelistic outreach, spiritual depth, personal holiness, and unreserved commitment to the Word of God.



## 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*  
*Chief Executive Officer*

## Administration

### BOARD OF DIRECTORS

Nathaniel Haney, Chairman	Stockton, California
Ronnie Mullings	Bakersfield, California
Rick Keyes	Santa Maria, California
Janice Ivey Smith	Stockton, California
Tony Copple	Turlock, California
William E. Riddell, Secretary	Stockton, California
John Barron	Stockton, California
Kirk Nimmo	Morada, California
Steve Widhalm	Lodi, California

### ADMINISTRATIVE STAFF

Eli Lopez	President/Chief Executive Officer
Richard Bishop	Dean of Students
William E. Riddell	Chief Financial Officer
Micah Johnson	Academic Dean/Chief Academic Officer
Darryl Rash	Dean of Missions
Joanne Gresham	Director of Student Development
James Kinney	Director of Facilities
Israel Rodriguez	Accrediting Liaison Officer/Registrar
Sherry Kinney	Librarian
Jeanetta Bishop	Office Manager
Sandra Riddell	Financial Secretary
Sergio and Ruth Antillion	Directors of Food Services

## Faculty Roster

### *Alphabetical Listing*

#### **Faculty**

1. Tony Bailey – Professor of Practice
  - Recognized specialist in matters of spiritual formation (e.g. prayer, spirit-led ministry)
2. Richard Bishop – Associate Professor
  - (AA and BA in Bible and Theology with a major in Missions from Christian Life College; enrolled in M.Div. program at Assemblies of God Theological Seminary)
3. Tamara Fitzpatrick – Professor

- (BA in Music Management from CSUS, BS in Business Finance from CSUS; MA in Business Administration from Hope International University; Juris Doctorate from Lincoln Law School, Sacramento)
- 4. Micah Johnson – Professor
  - (AA and BA Bible and Theology from Christian Life College; MA in Biblical and Theological Studies from Western Seminary)
- 5. Eli Lopez – Associate Professor
  - (AA and BA in Bible and Theology Christian Life College; enrolled in a MA program in Theological Studies at Assemblies of God Theological Seminary)
- 6. William Riddell – Professor
  - (AA and BS in Business Administration from CSU Stanislaus; MBA from University of the Pacific; PhD in Communications from Regent University)
- 7. Israel Rodriguez – Associate Professor
  - (AA and BA in General Ministry from Christian Life College)

**Adjunct**

- 8. Kevin Daniel – Associate Professor
  - (AA and BA in Christian Music from Christian Life College)
- 9. Dale Delp – Professor
  - (MS in Deaf Education, Lewis and Clark College, Portland, OR)
- 10. Ray Escalante – Associate Professor
  - (BA in Psychology and PPS credentials California State University at Stanislaus; currently in MA program for Psychology.
- 11. Kellye Fisher – Professor
  - (BA from Christian Life College; MA in Marriage and Family Counseling from Western Seminary)
- 12. Ken Fitzpatrick – Professor
  - (BS in Mechanical Engineering from Oakland University, MI; MS in Engineering Management from National University)
- 13. Marlon Gayle – Professor
  - (BA in International Studies from University of the Pacific; MA in Curriculum and Instruction from University of the Pacific; Doctorate in Education from University of the Pacific)
- 14. Tara Fontanoza – Professor
  - (MA in Teaching with Specialization in Reading from National University)
- 15. Paul Green – Professor
  - (MBA from Drexel University; PhD candidate in Business at Harvard University)
- 16. Kim Haney – Professor of Practice
  - (AA General Ministry Christian Life College; enrolled in BA program)
- 17. Nathaniel Haney – Professor of Practice
  - (AA in Bible and Theology from Christian Life College; is enrolled in a BA program)
- 18. James Langston – Professor
  - (MBA, with a specialization in Human Resources from National University)
- 19. Regina Lopez – Professor



- (BA in Communication and BA in Spanish from the University of Arkansas, BA in Bible and Theology from Christian Life College, MA in Education from University of Phoenix)
20. Melissa Meeks – Associate Professor
- (AA and BA in Christian Music Christian Life College)
21. Tim Miller – Associate Professor
- (AA and BA in biblical studies from Christian Life College; enrolled in a MA in Ministry and Leadership at Western Seminary)
22. Michael Muniz – Professor
- (AA and BA in Bible and Theology from Christian Life College; MBA from University of Phoenix)
23. Daryl Rash – Professor
- (BA in Bible and Theology from Christian Life College; MA in Exegetical Theology from Western Seminary)
24. Tim Ramonett – Professor of Practice
- (Specialist in Youth Ministry)
25. Josh Rivas – Associate Professor
- (AA and BA in Bible and Theology from Christian Life College; enrolled in a MA in communications at Regent University)
26. Joshua Shalapsik – Associate Professor
- (AA and BA in Christian Music from Christian Life College)
27. Chris Stevens – Professor
- (BA in Bible and Theology from Christian Life College; MA in Leadership Studies from St. Mary's College of California)
28. Terri Withers – Professor of Practice
- (Specialist in children's ministry)

## Campus Facilities

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

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

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

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

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

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

### Student Housing / Dormitories

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

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

## Student Life

### Automobiles and Licensure

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

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

### Study Groups

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

### Ministry Involvement

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

### Socials

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

### Banquets

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

## Student Organizations

### **Ministerial Association**

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

### **Missions Team**

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

### **Music Team**

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

### **Drama Team**

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

## Admissions Policy

### Eligibility for Admission

Admission to Christian Life College for all degree programs is open to any person who is a high school graduate or who possesses the equivalent, and who has pastoral approval. It is expected that all applicants profess a Christian testimony and a desire for consecrated service. Students without the baptism of the Holy Spirit must seek earnestly until they are filled.

### Enrollment Educational Standards

All applicants must have a high school diploma or its equivalent. Those who have not maintained at least a “C” average may be admitted on academic probation only. Students on academic probation must remove this deficiency prior to enrolling for their second year in any degree program. A student may petition the Academic Dean for an extension of Academic Probation status.

### On-Campus Admission Application Process

Individuals must complete an Application for Admission. This application may be obtained:

- online at the College website: [www.clc.edu](http://www.clc.edu)
- by email request to: [recruitment@clc.edu](mailto:recruitment@clc.edu)
- by calling the College Office at (209) 476-7840 during regular office hours (Pacific Time)

Applicants are not officially accepted until all papers have been received and approved and the official notice has been given by the College to the applicant.

### Student Health Requirement

New students are required to submit a Medical Information Form prior to securing student housing. Forms and instructions will be sent to entering students in advance of registration. Disclosing specific medical conditions or disabilities under the “Medical Disclosures” portion of the form is optional and not a requirement of enrollment or housing. Any information disclosed on the form is kept strictly confidential.

### Vaccination Policy

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

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

MMR (Measles, Mumps, Rubella): MMR is required for all new and readmitted students born on or after January 1st, 1957. Requirements may be satisfied by providing proof of at least one MMR

immunization or blood test (titer) showing immunity. While only one MMR vaccination is currently required, two are highly recommended.

#### Admissions Committee

Admissions Committee consists of three (3) persons appointed by the Director of Student Development (chairperson of the committee), and includes a Financial Advisor, and an Academic Representative who will meet periodically during the months of May – August and as needed thereafter.

The Admissions committee will review applicants academic background, including transcripts and/or standardized test scores; applicants' essay indicating a strong desire to advance in ministry; letters of recommendation; past and present church and ministry involvement; and a strong commitment to Apostolic Ministry, including applicants' statement of willingness to accept and live in accordance with all campus policies--all of which are considered heavily in the approval process.

#### Notification of Admission

The Director of Student Development will notify the applicant, in writing, of his or her acceptance after the receipt of fully executed application documentation, and review/approval by the Admissions Committee. Acceptance is provisional and applicants are not officially admitted until all papers have been received and approved.

#### Admissions Policy for International Students

International students are individuals who need a visa to study in the United States. It is advisable to submit all documents at least six months prior to first day of instruction to avoid lengthy visa delays.

The College does not provide visa services. When an international student is accepted at the College, the College will issue the SEVIS I-20 form, a Certification of Eligibility for Non-immigrant Student Status. Individuals illegally residing in the United States are not eligible for enrollment at the College.

#### Required English Proficiency

All College classes are taught 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 College does not provide visa services. When an international student is accepted at the College, the College will issue the SEVIS I-20 form, a Certification of Eligibility for Non-immigrant Student Status. Individuals illegally residing in the United States are not eligible for enrollment at the College.

#### **Policy for Veterans' Applications**

The College is approved for the training of veterans and eligible persons under Provisions of Title 38, United States Code. To establish eligibility, a prospective student should consult with his/her local Veterans Administration Office.

## Registration Process

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

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

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

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

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

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

**Academic Advising:** With your assessment results, meet with your Advisor to create a one-semester Educational Plan. Advisors help provide guidance to students for certificates, and degrees. Keeping your Educational Plan updated is the responsibility of the student, so meet with your advisor every semester.

**Pay tuition:** Pay fees and tuition in person at the College Office. A list of current fees is listed in this Catalog.

## Dismissal Policy

The College reserves the right at any time to dismiss or suspend a student whose attendance, academic standing, financial obligation, or conduct is not satisfactory. The College further reserves the right to contact the student's pastor, parents, and or guardian concerning the reasons for dismissal.

## Harassment Policy

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

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

Harassment is often defined by the person(s) receiving it. Inappropriate conduct may be harassment even if the individual did not intend to harass. The type of conduct, not the intent, is

what is important. While it is not possible to list all conduct or circumstances that can be considered prohibited harassment the following are some examples:

- Any intentional and knowingly unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of a legally protected status;
- Implied or overt threats of physical violence, physical acts of aggression, threatening or intimidating conduct directed at another person because of any legally protected status;
- Demeaning jokes, taunting, racial slurs and derogatory names, innuendos or other negative or derogatory remarks relating to any legally protected status;
- Graffiti, slogans, markings, or visual displays, such as cartoons, drawings, posters or computer images, which depict slurs or derogatory sentiments or images;
- Unwelcome sexual advances, propositions, requests for sexual favors or other conduct of a sexual nature;
- References to sexual conduct, comments or inquiries about sexual activity or physical features;
- Physical interference with normal work or movement or unwelcome sexual touching;
- Criminal offenses directed at persons because of their legally protected status; and/or
- Promising or providing some favorable action or benefit if a person will submit to or tolerate prohibited harassing behavior.

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

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

Procedures to Follow in the Event of Sexual Misconduct or Relationship Violence Victims of sexual misconduct or relationship violence are encouraged to report the incident to any of the following:

- President
- Campus Pastor
- Dean of Students (Title IX Coordinator)
- 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 (Dean of Students). If an individual becomes the victim of sexual assault, it is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. A victim has the option of reporting a sexual crime directly to the Stockton Police Department, or College personnel will assist the victim with this process upon request.

## **Verification of Enrollment**

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

## **Financial Plans**

### **Terms:**

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

### **Payment Plans:**

Plan A: Full payment of entire school year at the time of registration. (\$200.00 cash discount upon payment.)

Plan B: Semester Payments – tuition and fees due prior to registration. (No cash discount)

Plan C: Weekly installments. A down payment of \$2550.00 (All majors) is required at the time of registration. Equal weekly payments are due from all students on the first business day of each week. A weekly processing fee of \$5.00 per week will be added to your school bill. Students must keep account current to qualify for weekly installments.

## **Tuition Discount**

On campus students who pay their annual school bill (tuition, room and board, and fees) in advance qualify for a discount in the amount of \$200 off tuition (cash or check payments only). Additionally, those students will save the weekly processing fee for a total savings of \$370 for the year.

If a student's account becomes delinquent for two weeks, the student may be assessed a late charge of up to 5% of the unpaid balance. The school reserves the right at that time to notify the parent, guardian, and/or pastor concerning the student's financial situation. If satisfactory arrangements are not made to bring the account up-to-date, the student is subject to suspension from classes and possible dismissal. The Administration will decide at its own discretion what terms are "satisfactory."

Final Examinations will not be given to students whose financial balance is not current. Degrees and transcripts will not be issued to students who have unpaid accounts. No money will be refunded because of absence or late enrollment. Graduation may be denied to those who have not paid all balances due.

## On-Campus Students

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

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

Campus residents must pay a Room Deposit at the time of Registration. The Room Deposit may be refunded upon vacancy (within 30 days), according to the Room Deposit refund policy. For returning students, refunds are applied toward the successive year.

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

Married full-time or part-time students may reside off-campus because on-campus housing is not available for married students. There are several apartment complexes within a short distance of the college. Off-campus housing is available within a 5-mile radius of the campus. Typical rental costs for a one-bedroom apartment are \$650 per month. The College will provide some information to students to assist them in their search for housing, but the College assumes no responsibility to find or assist students to obtain off-campus housing.

## Academic Fees and Charges

(Fees are subject to change without notice)

### Full-time Students

Registration (per semester)	\$90.00
Tuition: 12-18 Units (per semester)	\$1775.00
Excess Units (per unit)	\$50.00

### Part-time Students<sup>1</sup> (less than 12 units)

Registration (per unit)	\$10.00
Tuition (per unit)	\$150.00

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

**One-Time Fees:**

Application (nonrefundable)	\$30.00
Advanced Placement (per unit)	\$25.00
Class Changes (add/drop) (per form submitted) <sup>2</sup>	\$10.00
Directed Study (per unit)	\$200.00
Dormitory room deposit & cleaning fee <sup>3</sup>	\$120.00
Graduation Application <sup>4</sup>	\$65.00
Late Registration <sup>5</sup>	Up to \$100.00
Student Activity <sup>6</sup>	\$50.00
Major Activity <sup>7</sup>	\$400.00
Returned Check	\$15.00
Room & Board	\$1,875.00
Technology/Media Resources Fee (per semester)	\$75.00
Transcript Fee (per transcript) <sup>8</sup>	\$7.00
Transcript Fee (per transcript) (expedited)	\$15.00
Weekly payment processing fee	\$5.00
Transportation fees (per trip)	
Between Bay Area and Stockton	\$60.00
Between Sacramento and Stockton	\$40.00

**TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE : \$8,200**

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

AA Bible & Theology or General Ministry	\$17,400 (two year program including books)
BA Bible & Theology or General Ministry	\$33,800 (four year program including books)

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

**\$8,200**

**Tuition Discount**

On campus students who pay their annual school bill (tuition, room and board, and fees) in advance qualify for a discount in the amount of \$200 off tuition. Additionally, those students will save the weekly processing fee for a total savings of \$370 for the year.

<sup>2</sup> After the first full week of instruction.

<sup>3</sup> Rooms left clean and without damage qualify for a refund of deposit. An approved room inspection form must be completed prior to vacating a room to receive a refund. For non-returning students, the refund will be mailed to the student within thirty days of an approved room inspection form. For returning students, room deposits are applied to the account for the successive year. \$20.00 cleaning fee is non-refundable.

<sup>4</sup> The Graduation Application Fee must be paid at the time of application for graduation. This fee is non-refundable.

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

<sup>6</sup> Student activity fee defrays the cost of admission to the *End of the Year Banquet* and a complimentary digital yearbook. This fee is non-refundable.

<sup>7</sup> Major Activity fees are fees related specifically to the practice and study of major. Additional costs could include other fees, as the choir and chorale, may be required to wear specific styles and colors of clothing, which must be purchased at their own expense.

<sup>8</sup> Transcript Request for Distance learning course transcripts have an additional Processing Fee of \$10.

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## **Textbooks**

Textbooks are purchased separately from all other school costs and must be paid for at the time of purchase. Textbooks may be purchased from the College bookstore or, when available, from other sources. Students purchasing their textbooks from outside sources are cautioned to be certain they are obtaining the correct edition. Textbook costs vary, depending upon the courses taken. The estimated annual cost of textbooks is \$600.00.

## **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.

## **Withdrawal Policy**

Students may withdraw from regular semester courses prior to the date given in the Academic Calendar as the Last Day to Withdraw, without a notation being placed on their permanent academic record. Withdrawals after this date will be noted as a “WF” (Withdrawal Failing) on the permanent academic record.

To officially drop a class, a student must withdraw through the College Office 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 Academic Dean. One year is the maximum amount of time for a leave of absence. Students requesting re-entry may be required to take written or performance examinations prior to re-acceptance into the College.

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

## **Refund Policy**

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

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

## **Bookstore Refund Policy**

All sales in the Christian Life College Bookstore are final.

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

(a) You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

(b) The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

California law requires that, upon enrollment, a fee be assessed to the cost of tuition (educational Code Section 94343). These fees support the Student Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of school closure, the institution's breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality of the course of instruction within a 30 day period before the instruction closure. The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid. Such records will substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within one year of the Bureau's service on the students of their rights under the STRF, or if no notice of rights are served to the students, within four years of the institutions closure. For further information or instruction contact:

The Bureau For Private Postsecondary and Vocational Education  
P.O. Box 980818  
Sacramento, CA 95798-0818  
916-445-3427

Effective January 1, 2002, AB 201 amends various statutes relating to the Student Tuition Recovery Fund (STRF) programs, including, but not limited to the following:

Excludes from assessment each institution that receives all of its student's total charges from third party payer. A third party payer+ means an employer, government program, or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of that payment exists between the third-party and the student. (New Education Code §94545(a)):

- Requires institutions not otherwise exempt to collect the amount to be assessed by the bureau from its new students in the form of a Student Tuition Recovery Funds Fee (New Education Code §94945).
- Requires institutions to include a statement in all agreements for educational services that (a) if a student is the recipient of third party payer tuition and course cost that the student is NOT eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the student Tuition Recovery Fund (New Education §94810(a)(10), (11))
- Requires institutions to amend their schedules of student charges to include notice to the student assessment for the STRF. (New Education Code §94825).

If you have any questions on these January 1, 2002 changes to the Student Recovery Fund assessments, call the STRF Unit at (916) 445-3428, extension 3027.

## Financial Aid

### Federal Financial Aid

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

### State of California Financial Aid

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

### Repayment of Financial Aid

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

### Financing Assistance

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

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

### Sheaves for Christ Scholarship

The International Youth Division of the United Pentecostal Church International, Inc. offers a limited number of tuition scholarships for students attending endorsed Bible colleges. Application should be made directly to the General Youth Division, 8855 Dunn Rd., Hazelwood, Missouri, 63042 (Phone: 314-837-7300).

### Children of Active UPCI Foreign Missionary Scholarship

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

### Children of Active UPCI Home Missionary Scholarship

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

### Married Students' Spousal Discount

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

will be applied to the spouse enrolled for the smallest number of credits. This discount may not be combined with any other financial aid.

## **Returning Student Scholarships**

### **Media Scholarships:**

Two full scholarships are awarded each year to full-time students who are interested in developing their skills in media technology. Additional partial scholarships may also be available as they are funded by Christian Life Ministries. Applicants must address their inquiry to William E. Riddell, Media Ministry, 9025 West Lane, Stockton, CA 95210. Address email inquiries to [riddell@clc.edu](mailto:riddell@clc.edu).

### **Studying Servant Scholarship:**

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

## **Financing Options**

There are several options for financing a Christian Life College education. The College is approved to participate with private lenders 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, GI Montgomery Bill, etc.). Veterans' benefits are NOT available for Distance Learning students.



## Academic Calendar

### Fall 2015

Dorms Open	Aug 12	Wednesday
Cafeteria Opens	Aug 16	Sunday
Orientation/Registration	Aug 17-18	Monday-Tuesday
Classes Begin	Aug 19	Wednesday
Last Day to Enroll	Sept 1	Tuesday
Labor Day Picnic	Sept 7	Monday
YA Conference	Sept 10-12	Thursday-Saturday
Last Day to Withdraw	Sept 11	Friday
Prayer Conference	Oct 11-14	Sunday- Wednesday
Pride of Ownership Day	Oct 24	Saturday
Bible Conference	Nov 1-4	Sunday- Wednesday
Student Landmark	Nov 4	Wednesday
Thanksgiving Break	Nov 25-27	Wednesday -Friday
Classes Resume	Nov 30	Monday
Course Evaluations	Nov 16-20	Monday-Friday
Final Exams	Dec 8-11	Tuesday-Friday

### Spring 2016

Dorms Open	Jan 4	Monday
Cafeteria Opens	Jan 4	Monday
Registration/Orientation	Jan 4-5	Mon-Tue
Classes Begin	Jan 6	Wednesday
Last Day to Enroll	Jan 19	Tuesday
Landmark Conference	Jan 27-29	Wednesday-Friday
Last Day to Withdraw	Jan 29	Friday
School Dismissed	Feb 1	Monday
Student Landmark	Feb 10	Wednesday
Spring Break	March 28- April 01	Monday- Friday
Classes Resume	April 4	Tuesday
Course Evaluations	April 25-29	Monday- Friday
Finals	May 5-11	Thursday- Wednesday
Graduation	May 14	Saturday

## Academic Policy

### CLC Online

While maintaining various on-campus programs in Stockton, California, the College has developed a plan to educate individuals who will not have an opportunity to study on the campus. Student may choose to study a limited number of courses online. CLC Online follows the same policies and procedures applying to all students (on or off-campus) as stated in this catalog.

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

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

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

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

### Course Offerings

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

available. The College reserves the right to offer new courses in addition to those listed in this catalog.

## Unit of Credit

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

One credit hour of college work is defined as “approximately three hours of recitation study or laboratory work per week” throughout a semester. This means one hour of lecture is equal to two hours of outside class study or three hours of laboratory with no outside work. Faculty members’ assignments should be geared to this definition in such a way that students with average college ability, putting in this amount of effort, might earn an average grade (“C”). For a course that is 3 credit-hours, students should expect to spend between 6 and 9 hours per week outside of class studying the materials and performing assignments.

## Student Classification

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

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

## Grading

The College uses the following scale in assigning semester grades:

Letter Grade	Grade Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67

C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
P	N.A. (Transfer or P/F)
WP	N.A. (Withdrew passing)
WF	N.A. (Withdrew failing)
R	N.A. (Retaken)

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 "WP" is used for courses from which the student withdrew before the published Last Day to Withdraw and whose academic work in the class performed to date is at a passing grade. No credit is granted for the course and the grade is not considered in determining the grade point average. If a student withdraws after the Last Day to Withdraw a grade of "F" will be assigned.

The grade "WF" is used for courses from which the student withdrew before the published Last Day to Withdraw and whose academic work in the class performed to date is not at a passing grade. No credit is granted for the course and the grade is not considered in determining the grade point average. If a student withdraws after the Last Day to Withdraw a grade of "F" will be assigned.

A contest of grade must be made in writing, using the form provided, within two weeks of the date semester report cards are distributed.

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. Incomplete grades are entered in the student records as an "F" (failing). 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 within two weeks after the last day of semester finals.

## Academic Honors

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

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

## **Rules of Conduct**

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

## **Use of Electronic Devices**

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

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

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

## **Plagiarism/Cheating**

Reporting student academic dishonesty is critical to preserving and advancing Christian integrity. As an academic community CLC must have guidelines in place to hold those who violate these standards accountable and to sharpen the thinking of those who believe that ethical compromise is inconsequential or irrelevant. Furthermore, reporting is an effective way for professors to identify repeat offenders. Without reporting, a student could plagiarize and cheat without anyone being aware of the consistent pattern of misconduct that marks this student as dishonest and therefore ineligible for Christian service.

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

A student who uses another author's work as a guide for research or as an outline for a paper without giving proper acknowledgement to the author. Paraphrased material must likewise be attributed to the original author. Copying another student's work, with or without his/her

permission, or using his/her ideas with only minimal reworking is plagiarism, just as is copying material from printed books and magazines without giving credit to the original source.

Christian Life College defines cheating as follows:

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

## **Reporting Procedures**

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

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

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

## **Auditing Courses**

The College permits students to audit any course with approval of instructor for personal enrichment. Auditing students receive all course materials, but do not complete assignments or tests. Auditors do not receive college credit for work accomplished, and are required to pay enrollment fees for the course. There is no discount in price for auditing. If the auditing students later desire to earn credit for the course, they must register for the course, take the required examinations, complete all assignments, and fulfill all course requirements.

## **Credit by Examination**

Under special circumstances and with the concurrence of the Department and Academic Dean, students regularly enrolled and in good standing who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are

not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at the College with a grade of “C” or better.

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

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

Procedures:

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

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

## **Articulation / Transfer Agreements**

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

## **Transferred Credits**

Students may petition the College to accept credits earned at other institutions, by submitting official transcripts from other colleges to the Admissions Office for evaluation by the Academic Dean. The Academic Dean will evaluate which credits may be transferred. No credits will be allowed with grades less than “C.” The maximum number of credits which may be transferred to the College for any degree program is 30 units for an Associates degree and 60 units for a Bachelors degree.

To be granted an Associates degree, transfer students must be in residence at the College for a minimum of 30 units of credits. To be granted a Bachelors 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 Academic Dean for possible additional credit transfer.

## **Transferability of Credits and Credentials Earned At Christian Life College**

"The transferability of credits earned at Christian Life College is at the discretion of an institution to which you may seek to transfer. Acceptance of degrees earned in any Christian Life College degree program is also at the discretion of the institution to which you may seek to transfer. If Christian

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

## **Concurrent Enrollment**

Because of the very heavy academic load expected by Christian Life College on its students, CLC strongly discourages its students to not concurrently enroll in courses at other colleges while enrolled at CLC. Students who desire to enroll in courses at another institution are advised to discuss these cases individually with their advisor and/or academic dean.

## **Academic Probation and Dismissal Policies**

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

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

### **PROBATION:**

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

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

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

## **Course Repetition**

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

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

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



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

## **Transcripts**

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

## **Retention of Student Records**

The College maintains student records indefinitely.

## **Attendance Policy**

For students to successfully complete their college work, regular class attendance is necessary, and students are expected to attend all sessions of the class in which they are enrolled. An attendance record is kept for each class period and the student's attendance becomes a part of the student's permanent record.

Students may be dropped from a course if, for any reason, they are absent from class sessions which total more than twice the number of credit units. For example, in a two-unit class, a student may miss four class session of that class before being dropped, but would be dropped on the fifth absence. Students are responsible to be aware of their own attendance record.

Three occurrences of tardiness equal one absence. A student is considered absent if they are not in the classroom 15 minutes after the official class start time.

Students absent from classes for any reasons should contact their instructors to determine "makeup" requirements.

## **Excessive Absenteeism**

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

## **Directed Study**

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

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

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

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

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

## **Independent Study**

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

## **Reinstatement to a Course**

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

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

## **Excused Absences**

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

## **Administrative Absences**

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

## Chapel Sessions

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

## Student Grievances

### Student Grievance Procedures

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

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

#### Academic Grievances:

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

#### Non-Academic Grievances:

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

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

#### Grievances Alleging Discrimination:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Time Limits

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

### Veterans Information Bulletin

In addition to the terms of the Catalog, the following policies and rules apply to students receiving Veterans' Educational benefits:

## General Rules

The College will conduct an evaluation of any previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student and the Department of Veterans Affairs accordingly. Refer to *Transferred Credits*

VA may not pay educational assistance for a non-accredited course, which is offered in whole or in part by independent study. Therefore, directed studies, distance learning, or online coursework cannot be approved for the training of veterans.

Practical training courses offered by non-accredited institutions cannot be approved for the training of veterans. Due to the required practical training courses for the degree in Bible and Theology with an emphasis in Christian Education, veteran's benefits will not be approved for students pursuing this degree.

Study abroad courses such as the "Field Trip to the Holy Land" are not approved for the training of veterans.

For each approved program for veteran's benefits there is a maximum enrollment of 30 entitlement students in each degree program.

Christian Life College is required to report to the VA when absences exceed the amount allowable under our policy. VA will not pay for non-attendance. If a student fails a course due to excessive absences, the VA will be notified and benefits will be reduced accordingly. Refer to Attendance Policy.

## Academic Probation for Veterans

When the grade average of a student receiving VA educational benefits falls below 2.0, the student will be placed on academic probation. If after two terms on probation the student's GPA remains below 2.0, VA benefits will be terminated. The student will not be certified for VA educational benefits until his/her academic status is restored to good standing. However, the student can continue enrollment subject to regular school academic policies as per the academic catalog.

## Veterans Refund Policy

Christian Life College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. The maximum non-refundable registration fee allowed by the VA for non-accredited schools is \$10.00.

## Degree Programs

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

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

## **Degree Program Requirements**

The courses and credit hours required for completion of each degree program are listed in tabular format under the Sections titled **Associate of Arts Degree Requirements** and **Bachelor of Arts Degree Requirements**. General Education Requirements are listed in tabular format under the Section titled **General Education Courses - Associates Degree Requirements** and **General Education Courses – Bachelor Degree Requirements**.

Each course has a final assessment, either in the form of a Final Examination, or a Semester Project. Completion of internships and externships is not specifically required to satisfy degree program requirements, but is strongly encouraged by the College.

## **Declaration/Change of Major**

A student is required to declare a major upon acceptance into the College. A student may change his/her major in pursuit of a degree by completing a Change of Major Request form. Changes of Major Request forms must be submitted to the College Office and must be approved by the Academic Dean. Students should be aware that changing majors may necessitate additional semesters of study to fulfill all requirements of the newly selected degree program.

## **Methods of Instruction**

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

## **Seminars**

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

## **Academic Advising**

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

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

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



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

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

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

## **Associate of Arts Degree**

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

Degree programs and emphasis area offered at the Associate level include

- Bible and Theology
- General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music

The AA Program is designed to:

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

## **Bachelor of Arts Degree**

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

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

- Bible and Theology
- General Ministry
  - Emphasis in Christian Media and Communication
  - Emphasis in Missiology
  - Emphasis in Christian Music

The BA Program is designed to:

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

## **Bible & Theology**

**The Bible and Theology Program is designed for the student who:**

- Desires to draw closer in a personal relationship with Jesus Christ through a study of Scripture.
- Seeks a broad understanding of the Bible:
  - Its origin
  - Its authority
  - Hermeneutical principles
- Is interested in concentrated exposure to the Theological Distinctives of Oneness Theology
- Desires to develop the skills for preaching and teaching.
- Wishes to contribute to scholarly research through theological writing.
- Desires to develop a practical application of theology through ministry opportunities.

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

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

### **Provided Equipment and Resources**

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

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

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

## **General Ministry**

**The General Ministry Program is designed for the student who:**

- Desires to draw closer in a personal relationship with Jesus Christ through a study of Scripture.
- Seeks a broad understanding of the Bible:
  - Its origin
  - Its authority
  - Hermeneutical principles
- Desires a basic education for lay leadership in the local church
- Desires to develop a practical application of theology through ministry opportunities

Elective courses in areas of interest allow the student to structure the program to enhance their learning experience preparatory to a more specialized ministry.

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

1. Develop a Spirit-filled theology in order to minister in the Holy Spirit using spiritual gifts and worship skills.
2. Practice and describe key skills a leader must have for a lifetime of personal spiritual formation, evangelistic mission and modern media arts
3. Employ effective, compassionate, teaching skills in various ministry & professional settings, including conflict management, evaluating organizational dynamics, culture, and structure to guide the implementation of visionary strategies

### **Provided Equipment and Resources**

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

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

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

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

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

**Students may substitute up to 30 units of the General Ministry Electives to focus on an emphasis of their choice.**

### **Christian Music Emphasis**

**The Christian Music Emphasis is designed for the student who:**

- Desires to draw closer to Jesus Christ in a personal relationship through the ministry of music.
- Seeks to define a theology for worship and music in the contemporary church.
- Desires to acquire the skills for active ministry in the field of Missions.
- Desires to investigate various evangelistic and mercy ministry opportunities.

**Upon completion of the Christian Music emphasis program graduates will be able to:**

1. Demonstrate the knowledge of the aural and written skills associated with the "grammar" of music, including notation, chord progressions, part-writing, and melody harmonization. (ILO #1, #2)
2. Articulate a biblically-based theology of music and worship. (ILO #4)
3. 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. (ILO #1, #5)
4. Perform with a high level of musicianship as demonstrated through a developed technical skill, listening skills artistic interpretation, good quality of tone, and ability to perform jointly with other musical instruments. (ILO #1, #5)
5. Demonstrate leadership ability to the music ministry by situational analysis and providing recommendation for the growth and development of individuals and groups, and to work a church staff. (ILO #3, #4, #5)

### **Provided Equipment and Resources**

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

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

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

## **Missiology Emphasis**

**The Missiology Emphasis is designed for the student who:**

- Desires to draw closer to Jesus Christ in a personal relationship through the ministry of music.
- Seeks to define a theology for missions and evangelism in the contemporary church.
- Wishes to identify and develop a passion for evangelism and outreach.
- Desires to investigate various music ministry opportunities.

**Upon completion of the Missiology emphasis program graduates will be able to:**

1. Demonstrate the ability to conduct comprehensive ethnographic research.
2. Articulate a biblical understanding of culture and diversity.
3. Articulate the theological rationale for the missional role of the local church and the principles for effective church planting within specific cultural environments.
4. Demonstrate the skills and character for effective cross-cultural adaptation.

## **Provided Equipment and Resources**

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

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

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

## **Christian Media & Communications Emphasis**

**The Christian Media & Communications Emphasis is designed for the student who:**

- Desires to draw closer to Jesus Christ in a personal relationship through the ministry of music.
- Seeks to define a theology for media and communications in the contemporary church.
- Wishes to identify and develop a passion for digital presentation, through various forms of media.
- Desires to investigate various media ministry opportunities.

**Upon completion of the Christian Media & Communications Emphasis program graduates will be able to:**

1. Demonstrate a basic knowledge of Communication Theory and Mass Media history and theory.
2. Demonstrate basic mastery of media pre-production techniques, including conceptualizing,

scripting, storyboarding, critique, general shoot preparation, location scouting, basic set design and casting.

3. Demonstrate basic mastery with media production skills including producing, directing, lighting, shooting, basic sound recording, and live broadcasts production.
4. Demonstrate basic mastery of media postproduction techniques including video editing, sound editing, effects, and motion graphics.
5. Articulate the importance and value of media literacy and the use of media from a biblical perspective.
6. Articulate the importance of the role of media and technology in Christian Communications and its limitations.

### **Provided Equipment and Resources**

To compliment and reinforce the Media and Communication curriculum students have access to three IMac Computers (years 2007, 2009, and 2011), which are formatted with quality software including: Final Cut Pro X, Adobe Photoshop (CS3, CS5), Adobe InDesign CS5, Adobe Photoshop Lightroom 4, and Compressor Software. Each Media Student will also have access to three digital cameras and two 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. Video cameras are SONY AX2000 (x2).

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

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

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

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

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

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

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

**Theological Studies Program Learning Outcomes:**

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

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

**General Education Program Learning Outcomes:**

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

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

**Provided Equipment and Resources**

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

**General Education Courses - Associate Degree Requirements**

General Education Area	Individual Course	Number of Courses Required (Minimum)	Course Units	Units Required
A. (Communications)	Fundamentals of Speech	1	2	2
	Written Communications 1	1	3	3
	Written Communications 2	1	4	3
B. (Natural Sciences) <b>OR</b>	Environmental Science	1	2	7
C. (Social Sciences)	Nutrition and Metabolism		2	
			2	
	Ancient Near East Customs		2	
	Cross-Cultural Communication		3	
	General Psychology		2	
	Western Civilization 1			
	Western Civilization 2			
D. (Humanities) <b>OR</b>	Elementary Spanish 1	1	2	
	Elementary Spanish 2		2	
	Greek for Biblical Exegesis 1		3	
	Greek for Biblical Exegesis 2		3	
	Hebrew for Biblical Exegesis 1		3	
	Hebrew for Biblical Exegesis 2		3	
	Church History		2	
	Introduction to Music History		2	
	Introduction to Sociology		2	
	Music Fundamentals		2	
	Comparative Religions		3	
F. (Life Long Learning)	American Sign Language 1		2	
	American Sign Language 2		2	
	Introduction to Computers		2	
	Leadership for Men		2	
	Leadership for Women		1	
	Marriage and the Family		1	
	Personal Finance		2	
	Personality Development		2	
	Strategies for College Success		2	
	Social Etiquette		2	
<b>Total</b>				15



**General Education Courses - Bachelor Degree Requirements**

General Education Area	Individual Course	Number of Courses Required (Minimum)	Course Units	Units Required
A. Communications	Fundamentals of Speech	1	2	2
	Written Communications 1	1	3	3
	Written Communications 2	1	3	3
C. (Social Sciences)	Ancient Near East Customs	1	2	22
	General Psychology		2	
	Introduction to Sociology		2	
	Western Civilization 1		3	
	Western Civilization 1		2	
D. (Humanities)	Church History	1	2	
	Elementary Spanish 1		2	
	Elementary Spanish 2		2	
	Greek for Biblical Exegesis 1		3	
	Greek for Biblical Exegesis 2		3	
	Hebrew for Biblical Exegesis 1		3	
	Hebrew for Biblical Exegesis 2		3	
	Introduction to Music History		2	
	Music Fundamentals		2	
	Comparative Religions		3	
E. (Mathematics/Quantitative Reasoning)	Basic College Mathematics	1	3	
	Quantitative Reasoning		2	
F. (Life Long Learning)	Cross-Cultural Communication	1	2	
	American Sign Language 1		2	
	American Sign Language 2		2	
	Intro to Computers – Basics		1	
	Intro to Computers - Software		1	
	Leadership for Men		1	
	Leadership for Women		1	
	Marriage and the Family		2	
	Personal Finance		2	
	Personality Development		2	
	Social Etiquette		2	
<b>Total</b>				30

	Associate Degrees							Bachelor Degrees				
		BT	GM	GM	GM	GM		BT	GM	GM	GM	GM
				MC	MS	CM				MC	MS	CM
	Hrs	900	900	900	900	915		1830	1830	1830	1830	1830
								114	86	85	79	98
Total	Units	57	47	51	50	58		57	47	51	50	58
<b>Theological Studies (THS)</b>												
THS 106 Apologetics	2	2	2	2	2	2						
THS 101 Hermeneutics	2	2	2	2	2	2						
THS 201 Eschatology	2	2	2	2	2	2						
THS 102 Pent Theology - Doctrine of God	2	2	2	2	2	2						
THS 103 Pent Theology – Holiness	2	2	2	2	2	2						
THS 104 Theology of Prayer 1	1	1	1	1	1	1						
THS 105 Theology of Prayer 2	1	1	1	1	1	1						
THS 401 Systematic Theology 1	3							3	3	3	3	3
THS 402 Systematic Theology 2	3							3	3	3	3	3
THS 245 Science and Creation	2											
		BT	GM	MC	MS	CM		BT	GM	MC	MS	CM
<b>Biblical Studies (BIB)</b>												
BIB 102 Book of Acts	2	2	2	2	2							2
BIB 202 Historical Books	2	2										
BIB 101 Pentateuch	2	2										
BIB 103 Harmony of the Gospels	3	3	3	3	3							3
BIB 201 Romans and Galatians	3	3	3	3	3	3						
BIB 203 Pastoral Epistles	2	2										
BIB 220 I & II Corinthians	2	2										
BIB 303 Old Testament Prophets 1	2							2				
BIB 304 Old Testament Prophets 2	2							2				
BIB 401 Hebrews and Leviticus	2							2				
BIB 402 Poetic Books	3							3				
BIB 305 Revelation and Daniel	3							3	3	3	3	3
BIB 301 General Epistles	2							2				
BIB 302 Prison Epistles and 1 & 2 Thessalonians	3							3	3			
<b>General Ministry (MIN)</b>												
MIN 202 Spiritual Formation for Ministry	2	2	2	2	2	2						
MIN 101 Homiletics 1	2	2	2									
MIN 201 Homiletics 2	2	2	2									
MIN 401 Church Administration	2							2	2			
MIN 301 Homiletics 3	2							2	2			
MIN 402 Ministerial Ethics	1							1	1			

MIN 403 Pastoral Seminar	2							2	2			
MIN 404 Theology of Ministry	2							2	2	2	2	2
MIN 125 Children's Ministries Seminar	1								1			
MIN 402 Field Trip to the Holy Land	3											
MIN 110 Men's Ministries Seminar	1											
MIN 102 Single Adult Relationships	1								1			
MIN 111 Women's Ministries Seminar	1											
MIN 103 Youth Ministries Seminar	1								1			
THS 314 Signs and Wonders	2								2			
		BT	GM	MC	MS	CM		BT	GM	MC	MS	CM
<b>Christian Education Courses (CED)</b>												
CED 201 Educational Psychology and Instruction	3											
CED 101 Philosophy of Christian Education	2											
CED 202 Teacher Aide	1											
CED 203 Teacher Observation	1											
CED 102 Teacher Training	2											
CED 401 Christian Curriculum	2											
CED 402 Christian School Administration												
CED 301 Classroom Management	2											
CED 403 Principles of Counseling	2							2				
CED 404 Student Teaching 1	1											
CED 405 Student Teaching 2	1											
CED 302 Teaching and Learning	2											
CED 303 Tests and Measurements	1											
<b>Christian Music Courses (MUS)</b>	<b>Units</b>											
MUS 201 Advanced Music Theory 1	1					1						
MUS 202 Advanced Music Theory 2	1					1						
MUS 211 Advanced Musicianship 1	2					2						
MUS 212 Advanced Musicianship 2	2					2						
MUS 121 Applied Music - Piano - (1)	1					1						
MUS 122 Applied Music - Piano - (2)	1					1						
MUS 221 Applied Music - Piano - (3)	1					1						
MUS 222 Applied Music - Piano - (4)	1					1						
MUS 101 Beginning Music Theory/Musicianship 1	3					3						
MUS 102 Beginning Music Theory/Musicianship 2	3					3						
MUS 111 Beginning Musicianship 1	2											
MUS 112 Beginning Musicianship 2	2											
MUS 131 Choir (1)	1											
MUS 132 Choir (2)	1											
MUS 231 Choir (3)	1											
MUS 232 Choir (4)	1											
MUS 251 Conducting	1											1
MUS 161 Worship in the Church	1											1
MUS 162 Worship in the Church	1											1

MUS 321 Applied Music - Piano	1											1
MUS 322 Applied Music - Piano	1											1
MUS 421 Applied Music - Piano	1											
MUS 422 Applied Music - Piano	1											
MUS 265 Children's & Youth Music Ministry	1											1
MUS 331 Choir (5)	1											
MUS 332 Choir (6)	1											
MUS 431 Choir (7)	1											
MUS 432 Choir (8)	1											
MUS 342 Choral Arranging	2											
MUS 341 Choral Literature	2											
MUS 363 Church Music Administration	2											
MUS 348 Composition	2											2
MUS 345 Introduction to Orchestration	1											
MUS 353 MIDI Theory	1											
MUS 481 Music Recital	1											
MUS 306 Orchestral Arranging	1											
MUS 351 Piano Pedagogy	2											
MUS 381 Recital Planning	1											
MUS 335 Vocal Techniques	1											
MUS 261 Worship in the Church (3)	1											
MUS 262 Worship in the Church (4)	1											
MUS 133 Chorale 1	1					1						
MUS 134 Chorale 2	1					1						
MUS 233 Chorale (3)	1					1						
MUS 234 Chorale (4)	1					1						
MUS 333 Chorale (5)												
MUS 334 Chorale (6)												
MUS 433 Chorale (7)												
MUS 434 Chorale (8)												
MUS 130 Music Laboratory 1												
MUS 230 Music Laboratory 2												
MUS 123 Applied Guitar												
MUS 124 Applied Organ												
MUS 125 Applied Drums												
MUS 126 Applied Bass												
MUS 135 Voice 1	1											1
MUS 235 Voice 2	1											1
MUS 485 Music Capstone	1											1
MUS 491 Advanced Music Seminar	1											
<b>Media Communication Courses (MED)</b>	<b>Units</b>											
MED 403 Christian Film Production (1)	1									1		
MED 404 Christian Film Production (2)	1									1		
MED 201 Communication in Faith, Media and Culture	2			2								
MED 101 Media Internship 1 (1)	1			1								

MED 102 Media Internship 1 (2)	1			1								
MED 201 Media Internship 2 (1)	1			1								
MED 202 Media Internship 2 (2)	1			1								
MED 103 Media Presentation Skills (1)	1			1								
MED 303 Beyond Media	1									1		
MED 105 Introduction to Radio	2											
MED 301 Media Internship 2 (3)	1									1		
MED 302 Media Internship 2 (4)	1									1		
MED 401 Media Internship 2 (5)	1									1		
MED 402 Media Internship 2 (6)	1									1		
MED 305 Broadcasting Techniques	1									1		
MED 206 Digital Photography	1			1								
MED 208 Journalism 2	1											
MED 207 Journalism 1	1											
MED 390 Internship in Radio Broadcasting	3											
<b>Missiology Courses (MIS)</b>												
MIS 101 Dynamics of Soul Winning	2	2	2	2	2	2						
MIS 201 History of Modern Missions	2				2							
MIS 103 Introduction to Missions	2				2							
MIS 301 Cults and the Occult	2										2	
MIS 401 Missions Trip	2										1	
		BT	GM	MC	MS	CM		BT	GM	MC	MS	CM
<b>General Education Courses</b>	<b>Units</b>											
<b>Communications (COM)</b>												
COM 101 Fundamentals of Speech	2	2	2	2	2	2						
COM 102 Written Communications 1	3	3	3	3	3	3						
COM 103 Written Communications 2	3	3	3	3	3	3						
COM 104 Creative Writing	2											
ENG 090 Basic Writing Skills	1											
<b>Natural Science (SCI)</b>												
SCI 201: Environmental Science	2	2	2	2	2	2						
SCI 202: Nutrition and Metabolism	2											
<b>Social Science (SOC)</b>												
SOC 201 Ancient Near East Customs	2	2										
SOC 202 General Psychology	2	2	2	2	2	2						
SOC 401 Introduction to Sociology	2							2	2	2	2	2
SOC 203 Western Civilization 1	3	3	3	3	3	3						
SOC 204 Western Civilization 2	2	2	2	2	2	2						
<b>Humanities (HUM)</b>												
HUM 401 Church History	2							2	2	2	2	2
HUM 101 Elementary Spanish 1	2											

HUM 102 Elementary Spanish 2	2											
HUM 402 Greek for Biblical Exegesis 1	3							3				
HUM 403 Greek for Biblical Exegesis 2	3							3				
HUM 404 Hebrew for Biblical Exegesis 1	3							3				
HUM 405 Hebrew for Biblical Exegesis 2	3							3				
HUM 406 Introduction to Music History	2											
HUM 102 Music Fundamentals	2											
HUM 201 Comparative Religions	3				3							
HUM 104 American Sign Language 1	2											
HUM 105 American Sign Language 2	2											
<b>Mathematics/Quantitative Reasoning (MAT)</b>												
MAT 101 Basic College Mathematics	3							3	3	3	3	3
MAT 102 Quantitative Reasoning	2											
<b>Life Long Learning (LIF)</b>												
LIF 401 Cross-Cultural Communications	2									2	2	
LIF 101 Deaf Ministry	2											
LIF 102 Introduction to Computers - Basics	1											
LIF 103 Introduction to Computers - Software	1											
LIF 302 Christian Leadership	2								2	2	2	2
LIF 303 Leadership for Women	1											
LIF 315 Marriage and the Family	2							2	2	2	2	2
LIF 304 Personal Finance	2							2	2	2	2	2
LIF 105 Personality Development	2	2	2	2	2	2						
LIF 104: Strategies for College Success	1											
LIF 106 Social Etiquette	2											
			AA						BA			
Open Electives		BT	GM	MC	MS	CM		BT	GM	MC	MS	CM
		3	13	9	10	2		6	34	35	41	22

## Graduation Requirements

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

All students **MUST** satisfy the following requirements to earn the Associates degree.

- 1, Complete the minimum number of units required for a particular major and achieve a minimum GPA of 2.00 for all Christian Life College work presented for a degree. While a grade of D is considered passing in individual subjects, an overall GPA of 2.00 is necessary for graduation.

2. Complete all General Education requirements listed for their specific degree program for Areas A, B, C, D, E, and F.

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

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

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

General Education courses transferred from other colleges may be substituted for any specific course at the discretion of the Academic Dean.

## Double Major Policy

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

## Course Numbering

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

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

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

In general, the first digit of the course number indicates the year level at which it is recommended that the course be taken (1=freshman, 2=sophomore, 3=junior, 4=senior, 5=post-baccalaureate, 0=remedial). Lower division courses are to be completed before upper division courses may be taken.

Special studies courses numbered 199, 299, 399, and 499 are offered if needed and if a professor is available.

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

COM = Communications
SCI = Natural Sciences
SOC = Social Sciences
HUM = Humanities
MAT = Quantitative Reasoning/Mathematics
LIF = Life Long Learning

## Theological Studies Courses (THS)

### **THS 106 Apologetics 1 (2 units)**

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

### **THS 201 Eschatology (2 units)**

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

### **THS 101 Hermeneutics (2 units)**

This 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 course also includes a survey of how we got our Bible and its various translations. Prerequisites: None. Full-time students must take Hermeneutics during their first Fall Semester of attendance.

#### **THS 102 Pentecostal Theology: Doctrine of God (2 units)**

This course is an in-depth study of the Oneness of God. It will consider: the nature and work of God; the significance of water baptism; the baptism of the Holy Spirit, and the difference between Trinitarian and Oneness theologies. It will also serve as an introduction to the doctrine of Christology.

### **THS 103 Pentecostal Theology: Holiness (2 units)**

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

### **THS 401 Systematic Theology 1 (3 units)**

This course is an in-depth study of the doctrines of Christology, Pneumatology, Soteriology, and Anthropology. Prerequisites: Hermeneutics and Pentecostal Theology: Doctrine of God or equivalent.

### **THS 402 Systematic Theology 2 (3 units)**

An in-depth study of the doctrines of angelology, ecclesiology, and eschatology. The course includes an examination of Theonomy, Reconstructionism, Dominion Theology, predestination, election, and freewill. Prerequisites: Hermeneutics and Pentecostal Theology: Doctrine of God or equivalent.

### **THS 107 Signs and Wonders (2 units)**

A study of the nine spiritual gifts of I Corinthians 12 as they relate to the imagery of the body. The distinction between gifts and fruit of the Spirit. Practical aspects of the operation of the gifts and the confirmation of signs. Experience in practical "hands-on" ministry will be gained. Prerequisites: None.



**THS 104 Theology of Prayer 1 (1 unit)**

This course focuses on the discipline of prayer. Class time will be devoted to discussions of the many values of prayer. Particular emphasis will be placed on the role that prayer plays in disciplining the mind and the subsequent spiritual effects that result from a disciplined mind. Some class time will be given to prayer. The ultimate goal of this course is to deepen the student's walk with God by helping him/her daily to worship Him with the mind, while shunning thoughts, activities and conversations that are unbecoming of a Christian.

**THS 105 Theology of Prayer 2 (1 unit)**

A continuation of Theology of Prayer 1. Prerequisite: Theology of Prayer 1 or approval of instructor.

**THS 245 Science and Creation (2 units)**

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

## Biblical Studies Courses (BIB)

**BIB 102 Book of Acts (2 units)**

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

**BIB 301 General Epistles (2 units)**

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

**BIB 103 Harmony of the Gospels (3 units)**

The life and times of Jesus including His journeys and ministry, a harmony of the synoptic gospels, and an analysis of geographical backgrounds are the topics of this course. Prerequisites: Hermeneutics or equivalent (may be taken concurrently).

**BIB 401 Hebrews and Leviticus (2 units)**

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

**BIB 202 Historical Books (2 units)**

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: Hermeneutics or equivalent (may be taken concurrently).

**BIB 101 Pentateuch (2 units)**

This is a survey of 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: Hermeneutics (may be taken concurrently).

**BIB 302 Prison Epistles, and I & II Thessalonians (3 units)**

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

**BIB 201 Romans and Galatians (3 units)**

This course is an intensive study of the New Testament books of Romans and Galatians, with special attention to their historical and cultural settings, and doctrinal and practical applications. Prerequisites: Hermeneutics or equivalent (may be taken concurrently).

**BIB 220 I and II Corinthians (2 units)**

This course is an intensive study of I and II Corinthians with emphasis on church problems and discipline, spiritual gifts and operation of the Spirit, and church ordinances and practices. Prerequisites: Hermeneutics (may be taken concurrently).

**BIB 303 Old Testament Prophets 1 (2 units)**

This course will deal with the role of the prophets and their prophetic writings found in the Old Testament. The Prophets will be studied in their historical chronological order. The Prophets covered in this study are: Jonah, Amos, Hosea, Micah, Isaiah, Zephaniah, and Habakkuk. The study of each book will include the historical background; the literary structure; the outline of the book, and an analysis of the message. Special emphasis will be given to eschatological themes in each book. Prerequisites: Hermeneutics or equivalent.

**BIB 304 Old Testament Prophets 2 (2 units)**

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

**BIB 390 Parables and Metaphors (2 units)**

A study of the parables of the Old and New Testaments. Correct application of symbolic and figurative language. Special emphasis on the parables of Jesus. Prerequisites: Hermeneutics or equivalent.

**BIB 203 Pastoral Epistles (2 units)**

This course is an intensive study of the Pastoral Epistles: I and II Timothy, and Titus, including the exhortations concerning church government and the call and duties of the minister. Prerequisites: Hermeneutics or equivalent (may be taken concurrently).

**BIB 402 Poetic Books (3 units)**

This course is a study of the six books of the Old Testament commonly known as the Poetic Books, with a brief introduction to Hebrew poetry. The books studied are Job, Psalms, Proverbs, Ecclesiastes, Song of

Solomon, and Lamentations. An analysis is made of the authorship, literary structure, doctrine, and theology of each book, with emphasis placed on the role of wisdom literature in the Christian life and faith. Prerequisites: Hermeneutics or equivalent (may be taken concurrently).

### **BIB 305 Revelation and Daniel (3 units)**

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

## **Christian Education Courses (CED)**

### **CED 401 Christian Curriculum (2 units)**

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

### **CED 402 Christian School Administration (2 units)**

This course is designed to help prepare a Christian day school principal or the pastor of a church that operates a Christian school. It is a basic study of the professional and philosophical standards for establishing and operating a Christian day school program. Topics include: selection, supervision, and professional development of educational faculty and staff, record keeping, legal considerations, fund raising, maintaining growth, building parent-teacher relationships, evaluation of educational personnel, and selection and implementation of curriculum. Major administrative theories and models will be examined as they apply to the educational, evangelistic, and pastoral functions of the church. Prerequisites: None.

### **CED 301 Classroom Management (2 units)**

Purpose, philosophy, and techniques for establishing and maintaining discipline in the home or classroom. Practical, legal, and philosophical considerations as well as discipline as a part of discipleship are considered. Bible-based relationships which foster healthy discipline are also studied. Prerequisites: None.

### **CED 201 Educational Psychology and Instruction (3 units)**

Personal and professional development of the teacher in the teaching-learning process. The parents and the teacher relationship: working as a team. Theories of cognition and the learning process, student motivation for learning, classroom management and discipline, teacher preparation for instruction: syllabi and lesson plans, measurement of student learning: test construction, grading, and student feedback are all addressed. Prerequisites: General Psychology or equivalent

### **CED 101 Philosophy of Christian Education (2 units)**

An examination of major philosophical theories that drive education in the West with emphasis on evaluation of these ideas from a fundamentalist Christian perspective. An introduction to the essential connection between the philosophy and the professional behavior of the Christian educator. Students will be guided in forming a synthesis of the ideal philosophy of Christian education. Prerequisites: None.

**CED 403 Principles of Counseling (2 units)**

Techniques of effective counseling. Scripture-oriented methods of providing pastoral, educational, and professional counseling. Legal and ethical issues. Differences and similarities between spiritual and professional counseling. The characteristics of the effective counselor. Prerequisites: General Psychology or equivalent.

**CED 203 Student Teaching 1 (1 unit)**

Students participate in supervised instruction in an actual classroom setting. Whenever possible, students will be placed in a traditional classroom at a public or private school. This course requires a significant investment of time and effort. Prerequisites: Junior or Senior standing, Educational Psychology and Instruction or equivalent and approval of the instructor.

**CED 204 Student Teaching 2 (1 unit)**

This is a continuation of Student Teaching I. Students participate in supervised instruction in an actual classroom setting. Whenever possible, students will be placed in a traditional classroom at a public or private school. This course requires a significant investment of time and effort. Prerequisites: Junior or Senior standing, Educational Psychology and Instruction or equivalent and approval of the instructor.

**CED 202 Teacher Aide (1 unit)**

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

**CED 203 Teacher Observation (1 unit)**

This course is designed to familiarize students with common problems and good practices in education. Using professional evaluation instruments provided, students observe and report on instruction in various actual classroom settings. Students are encouraged to observe teaching in public, Christian, and parochial schools, and in primary, elementary, secondary, and postsecondary institutions. This course requires a significant investment of time and effort. Prerequisites: Philosophy of Christian Education or equivalent.

**CED 102 Teacher Training (2 units)**

This course conveys principles and methods for teaching in local church programs: Sunday School, children's church, and adult church. Correlation of visual aids with the lesson presentation. The teacher's personal preparation for teaching is also studied. Prerequisites: None. Enrollment in this course also enrolls a student in Teacher Training Lab.

**CED 302 Teaching and Learning (2 units)**

An intensive examination of research and findings in the cognitive sciences. Various theories of teaching and learning are examined. Prerequisites: Educational Psychology and Instruction or equivalent.

**CED 303 Tests and Measurements (1 unit)**

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

## Christian Music Courses (MUS)

### **MUS 201 Advanced Music Theory 1 (2 units)**

A review of the basics of harmonization. A more in-depth study of harmony. A study of secondary dominants, the dominant 9th, 11th, and 13th, the Neapolitan 6th and altered chords, modulation, the sequence, and non-dominant harmony. Prerequisites: Beginning Music Theory or equivalent.

### **MUS 202 Advanced Music Theory 2 (2 units)**

A continuation of Advanced Music Theory I. More complex four-part harmonization. A study of the Augmented Sixth: French, German, and Italian. A look at 20<sup>th</sup>-Century Music. Prerequisites: Advanced Music Theory 1 or equivalent.

### **MUS 211 Advanced Musicianship 1 (2 units)**

This course is a continuation of Beginning Musicianship 2. A continued development of aural skills with more complex melodic, harmonic, and rhythmic dictation. Sight-seeing of more difficult music. Prerequisites: Beginning Musicianship 2 or equivalent.

### **MUS 212 Advanced Musicianship 2 (2 units)**

This course is a continuation of Advanced Musicianship I. Dictation and sight-singing involving more complex four-part music. Prerequisites: Advanced Musicianship I or equivalent.

### **MUS 121 Applied Music (1 unit)**

Private voice or musical instrument lessons. Lessons are geared to the student's level of knowledge and competence. Five hours of instrument or two hours of voice practice are required per week. This course may be repeated an unlimited number of times for credit. All music majors are required to take piano each semester. Prerequisites: None.

### **MUS 101 Beginning Music Theory 1 (2 units)**

This course includes a study of the rudiments of harmony, including note reading, intervals, scales, and the circle of fourths and fifths, and an introductory study of triads and inversions. Prerequisites: none

### **MUS 102 Beginning Music Theory 2 (2 units)**

This course is a continuation of Music Fundamentals. Topics include: a study of figured bass, four-part writing, and non-harmonic tones. The dominant seventh with inversions is introduced. Prerequisites: Music Fundamentals or equivalent.

### **MUS 111 Beginning Musicianship 1 (2 units)**

Development of aural skills (sight-singing: rhythmic, melodic, and harmonic dictation). Introduction to singing by syllable (do, re, mi, etc.) in major and minor modes. Prerequisites: Music Fundamentals (may be taken concurrently).

### **MUS 112 Beginning Musicianship 2 (2 units)**

This course is a continuation of Beginning Musicianship I. Prerequisites: Beginning Musicianship I or equivalent.

### **MUS 265 Children & Youth Music Ministry (1 unit)**

A brief study of how music is perceived differently by children and youth. The course also considers various sources of repertoire. Choosing appropriate material for seasonal productions and gaining experience in writing children's music are surveyed. Prerequisites: Advanced Music Theory 2 and Advanced Musicianship 2 or equivalent.

**MUS 131 Choir (1 unit)**

Open to students of all majors throughout their enrollment. May be repeated up to eight times for credit. The choir is involved in local off-campus performances as well as on-campus performances.

Prerequisites: Audition, permission of the instructor.

**MUS 342 Choral Arranging (2 units)**

A study of techniques of arranging choral music. Experience in writing vocal arrangements from previously recorded material. Prerequisites: Advanced Music Theory 2 and Advanced Musicianship 2 or equivalent.

**MUS 341 Choral Literature (2 units)**

This course is a study of the language of music-tempo terms and stylistic terms. It seeks to acquaint the student with sources of repertoire available to the church music director. Experience in conducting a variety of styles of religious music is encouraged. Prerequisites: Beginning Music Theory and Beginning Musicianship 2 or equivalent.

**MUS 133 Chorale (2 units)**

A select vocal group chosen from the choir. The chorale requires a higher level of commitment, including involvement in various off-campus engagements and tours throughout the academic year. Participation in a two-week tour at the end of the academic year is mandatory. May be taken up to eight times for credit. Prerequisites: Audition, permission of the instructor, and concurrent enrollment in Choir.

**MUS 363 Church Music Administration (2 units)**

The administration of an effective music program within the church. How to choose instruments best suited for use in the church. Relationships between the minister of music and various church leaders. A study of the development of the church music department. Prerequisites: None.

**MUS 348 Composition (2 units)**

A study of the elements of good composition, including rhyme, meter, lyric and harmony. Students will be required to compose and direct/perform their own composition. Prerequisites: Advanced Music Theory 1 and 2 or equivalent, or approval of the instructor.

**MUS 251 Conducting (2 units)**

Development of technique for choral and orchestral conducting. Practical experience in teaching SATB arrangements by rote, and in conducting choral works from a score. Prerequisites: Advanced Musicianship 2 or equivalent (may be taken concurrently).

**MUS 345 Introduction to Orchestration (1 unit)**

The study of the instruments of the orchestra, with emphasis on recognition of their timbre and the ability to transpose each instrument. Prerequisites: Advanced Musicianship 2 and Advanced Music Theory 2 or equivalent.

**MUS 352 MIDI Theory (1 unit)**

This course is an introduction to the technology of Musical Instrument Digital Interface (MIDI). Experience in sequencing is provided. An overview of current music software for the personal computer and basic experience with computer-assisted arrangement or composition is presented. Prerequisites: Advanced Musicianship 2 and Advanced Music Theory 2 or equivalent.

**MUS 130 Music Laboratory (1 unit)**

Consisting of all Christian Life College music majors, the music lab provides an opportunity for experience with a wide variety of musical performance and theory including compositions for solos, duets, and small and large groups. This course may be repeated for credit up to four times. Prerequisites: Open only to music majors.

**MUS 481 Music Recital (1 unit)**

A public senior music recital. Prerequisites: Recital Planning (may be taken concurrently).

**MUS 306 Orchestral Arranging (1 unit)**

An introductory look at arranging for full orchestra or instrumental ensembles. Special emphasis on the use of instruments in church ensembles. Prerequisites: Introduction to Orchestration or equivalent.

**MUS 351 Piano Pedagogy (2 units)**

A study of various aspects of teaching piano: available piano series, aims, relationships, laws of learning, working with beginners, etc. Experience in teaching in the classroom. Concentration on teaching by note and by ear. Prerequisites: Advanced Musicianship 2 and Advanced Music Theory 2 or equivalent.

**MUS 381 Recital Planning (1 unit)**

Planning and preparation for a public music recital demonstrating proficiency in vocal, keyboard, composition, choral arranging, and conducting skills. Prerequisites: Permission of the instructor.

**MUS 335 Vocal Techniques (1 unit)**

The techniques of vocal production. The vocal apparatus and vocal exercises. Prerequisites: None.

**MUS 135 Voice (1 unit)**

The techniques of vocal production. The vocal apparatus and vocal exercises. Prerequisites: None.

**MUS 161 Worship in the Church 1 (1 unit)**

The study of the scriptural and theological basis for worship of God, the importance of the worship service and the practical aspects of conducting a worship service. Students will gain experience leading worship services. This course may be taken 4 times for credit. Prerequisite: None.

## Media and Communication Courses (MED)

**MED 303 Beyond Media (2 units)**

Beyond Media will introduce mass communication theory and application. It will incorporate an analysis of the structure and dynamics of contemporary mass media and its impact on society. Its application will be to examine the role of technology in mass communication for Christian ministry. Prerequisites: Communication in Faith, Media, and Culture.

**MED 305 Broadcasting Techniques (2 units)**

Extended training and experience in radio control room operation, including "on-air" ministry for students who qualify. Prerequisites: Introduction to Radio or broadcasting experience and approval of instructor.

**MED 403 Christian Film Production 1 (1 unit)**

Students in this course are allowed to focus on specific areas of interest in filmmaking and production. All areas of production are implemented: storyboarding, script writing, video technical skills development, video editing, sound engineering and editing, and media production.. The progressive

element of this course allows students to build on their experience and talents in specific areas of interest. Prerequisites: none.

### **MED 403 Christian Film Production 2 (1 unit)**

Students in this course are allowed to focus on specific areas of interest in filmmaking and production. All areas of production are implemented: storyboarding, script writing, video technical skills development, video editing, sound engineering and editing, and media production.. The progressive element of this course allows students to build on their experience and talents in specific areas of interest. Prerequisites: Christian Film Production 1.

### **MED 201 Communication in Faith, Media, and Culture (2 units)**

This course introduces communication theory and the history of communication as a field. Cultural implications will be examined as they relate to the social, ethical, political, and historical function of various media. Further, it will explore how Christians might view and utilize communication theory. Students will be challenged to employ advanced research techniques. Prerequisites: Written Communications I & II.

### **MED 390 Internship in Radio Broadcasting (3 units)**

Students receive supervised experience in the design, production, and editing of radio broadcasts. Experience in station office and radio control room operation, including “on-air” ministry. Credit varies according to the number of hours the intern works during the semester. This internship may be taken up to eight semesters for credit. Prerequisites: Introduction to Radio or previous broadcasting experience, and permission of the instructor.

### **MED 105 Introduction to Radio (2 units)**

Introduction to the basics of radio studio operation. Introduction to F.C.C. regulations for radio station operators. Overview of the broadcast industry relative to development of a radio ministry. Introduction to production techniques and recording. Principles of good diction, news editing, program planning and format. A limited number of students may be allowed actual experience in broadcast station operation. Prerequisites: none.

### **MED 207 Journalism 1 (2 units)**

Philosophy and ethical standards for journalism. Church publications: bulletins and promotional brochures. Public relations: appropriate letter styles for various promotions, bulletin boards, newspaper advertising. Introduction to layout styles. Students will choose a special emphasis project: yearbook production, school paper, etc. Prerequisites: none.

### **MED 208 Journalism 2 (2 units)**

Techniques in layout and design. Techniques for mass distribution mail-outs including bulk mailing instructions. Students will choose a special emphasis project: yearbook production, school paper, etc. Prerequisites: Junior or Senior standing or permission of the instructor.

### **MED 101 Media Internship 1 (2 units)**

Students receive supervised experience in live video filming, production, and editing. This internship is introductory and is designed for the first year student. It is offered for students in their first two semesters of Media and Communications. Prerequisites: none.



**MED 102 Media Internship 2 (2 units)**

Students receive additional supervised experience in live video filming, production, and editing. Application of advanced skills will be utilized and integrated in the learning environment. In addition to learning more advanced techniques in media broadcast elements, the student will provide training to first year students in Media and Communications. This internship may be taken up to four semesters for credit. Prerequisites: Media Internship 1 and permission of the instructor.

**MED 103 Media Presentation Skills 1 (1 unit)**

This course will present basic design techniques using media technology focusing on presentation software such as PowerPoint and other presentation systems. Prerequisites: none.

**MED 206 Digital Photography (1 unit)**

Stimulates an interest in and furthers the understanding of the techniques and principles of photography. Introduces students to camera lenses, types of black and white film, proper film exposure, black and white film processing, and basic printmaking. Prerequisites: permission of the instructor.

## Missiology Courses (MIS)

**MIS 101 Cults and the Occult (2 units)**

A study of various cults to give the student discernment between cults and biblical Christianity. Topics include, but are not limited to: historical heresies; Mormonism, Seventh Day Adventists, Jehovah's Witnesses; Christian Science; New Thought and Unity: Health and Happiness; the Worldwide Church of God; the Way International; The Children of God; The Unification Church; Hare Krishna; Baha'I; Scientology and New Age.

**MIS 102 Dynamics of Soul-Winning (2 units)**

Examination of the biblical basis for personal evangelism, the demeanor of the personal worker, and the methods and tools for the winner of souls. Prerequisites: none.

**MIS 201 History of Modern Missions (2 units)**

A study of Christian missions since the beginning of the 19th Century with emphasis on modern oneness missions. Prerequisites: none.

**MIS 401 Missions Trip (2 units)**

An on-site familiarization with various mission fields either in the United States or international locations. Prerequisites: Permission of instructor.

**MIS 103 Introduction to Missions (2 units)**

An introductory course exploring with the biblical basis of missions, calling, qualifications, and preparation of the missionary candidate. A study of the Home Missions and Foreign Missionary Departments of the United Pentecostal Church. A study of the principal problems involved in setting up residence in a new location. The principles of the indigenous church are also examined. Prerequisites: none.

## General Ministry Courses (MIN)

**MIN 125 Children's Ministries Seminar (1 unit)**

Examining the need for ministry to children in the local church, and district. Specific topics of study vary, but will revolve around the ministry of the children's pastor, the unique spiritual needs and challenges

faced by children, and developing a systematic program of child evangelism and discipleship. This course may be repeated up to two semesters for credit. Prerequisites: none.

**MIN 401 Church Administration (2 units)**

Examination of the legal and ethical environment of nonprofit corporations, a pastor's principles of finance, infrastructure of the church, governmental relations, ministerial tax concepts, church business management ministry, ministry of growth, outreach for success, training and retention, building programs, fund raising, and selection of lay leaders. Prerequisites: None.

**COM 104 Creative Writing (2 units)**

This course introduces the student to the philosophy of Christian writing and publication. It also provides a survey of religious markets. Techniques for a well-written paper and regulations for manuscript preparation are also studied. Guidelines and ethics for securing copyright for publication are introduced. Prerequisites: Written Communication 2 or equivalent.

**MIN 402 Field Trip to the Holy Land (3 units)**

An on-site familiarization with the lands of Jordan, Israel, or other middle-eastern nation by means of a faculty-guided tour. Students are required to demonstrate genuine learning and a depth of knowledge about some aspect of geography, culture, or prophecy as it relates to the Middle East, based on their experiences during this trip. Prerequisites: Permission of instructor.

**MIN 101 Homiletics 1 (2 units)**

Sermon construction and patterns of preparation and delivery with special emphasis on manner in which the Word of God is delivered. Prerequisites: Fundamental of Speech or equivalent (may be taken concurrently).

**MIN 201 Homiletics 2 (2 units)**

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

**MIN 301 Homiletics 3 (2 units)**

Biographical and doctrinal preaching. Principles for developing a sermon built around examples of lives of specific characters. Preparations and practice in developing sermons which support the Gospel message. Premises for applying examples of biblical truth to current life situations which are relevant and within the Word of God are examined. Practical experience in sermon preparation and delivery is provided. Students are evaluated specifically on factual and doctrinal points. Research materials as an important facet of the sermon preparation are conveyed. Prerequisites: Fundamental of Speech or equivalent (may be taken concurrently).

**MIN 110 Men's Ministries Seminar (1 unit)**

Examining the need for ministry to men in the local church, and district. Specific topics of study vary, but will revolve around the special needs and challenges of ministry to men, including the development of systematic programs for evangelizing and discipling men. This course may be repeated up to two semesters for credit. Prerequisites: None.

**MIN 402 Ministerial Ethics (1 unit)**

Doctrinal ethics, relationships of ministers to each other, confidentiality ethics in counseling, and relationship of pastor with members in other churches. Prerequisites: None.

**MIN 403 Pastoral Seminar (2 units)**

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

Prerequisites: Fundamentals of Speech and Homiletics I or equivalent.

**MIN 102 Single Adult Relationships (1 unit)**

This course studies the development of trans-gender friendships: normal and abnormal relationships. Dating, courtship, and engagement are discussed as they relate to biblical Christianity. Factors to be considered prior to marriage are studied. Prerequisites: None

**MIN 404 Theology of Ministry (2 units)**

This course provides the student with the necessary tools and skills to assimilate their theological training into practical ministry situations. The course involves active reflection upon specific theological propositions to see how those propositions are reflected in ministry settings. Emphasis is placed on leadership of self and others. Prerequisites: None.

**MIN 111 Women's Ministries Seminar (1 unit)**

Examining the need for ministry to women in the local church, and district. Specific topics of study vary, but will revolve around ministering to the unique needs of women, and developing systematic programs for evangelizing and discipling women. This course may be repeated up to two semesters for credit.

Prerequisites: None.

**MIN 103 Youth Ministries Seminar (1 unit)**

Examining the need for ministry to youth in the local church, and district. Specific topics of study vary, but will revolve around the role of the youth minister in the development of systematic programs for evangelizing and discipling youth. This course may be repeated up to two semesters for credit.

Prerequisites: None.

**MIN 202 Spiritual Formation for Ministry (2 units)**

This course studies the relationship between the spiritual life and its formation in the Christian and its relationship to ministry. Ministry formation is included in the course especially as it relates to the student's development of his/her walk with God, since ministry is the reflex of an intimate walk with God.

## General Education/Core Competencies Courses

### A. Communications Courses (COM)

**COM 101 Fundamentals of Speech (2 Units)**

This course examines fundamental types of public address. Students learn the essential steps in speech preparation and gain experience in oral delivery. Prerequisites: none.

**COM 102 Written Communications 1 (3 units)**

This is a review of basic grammar, common usage errors, spelling, sentence structure and development, and paragraph development. Prerequisites: none. This course may be waived if the student has scored at least 450 on the verbal section of the Scholastic Aptitude Test or 20 on the ACT English assessment and pays the Advanced Placement Fee. Prerequisites: none.

**COM 103 Written Communications 2 (3 units)**

This is a writing course teaching the development of themes, research projects, and term papers. It stresses the utilization of critical thinking, analysis, and synthesis in written communication and in judgment of the written works of others. Prerequisites: Written Communications I or equivalent.

**ENG 090 Basic Writing Skills**

This course offers training in grammar, sentence building, correct usage, punctuation, and basic paragraphing. This course is designed for students who are required to review basic principles of Standard English as preparation or reinforcement of COM 102. Students must pass this ENG 090 with a grade of "C" or better.

## B. Natural Science Courses (SCI)

**SCI 201: Environmental Science (2 units)**

Course looks at the earth as an ecosystem composed of biological, chemical, and physical systems. Focus 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. Hours: 54 hours LEC

**SCI 202: Nutrition and Metabolism**

This course examines the chemical structure and metabolism of carbohydrate, lipids, and proteins. Emphasis is placed on the biological roles of vitamins and minerals, metabolic pathways and its relation to overall health. In addition, this course will help the student integrate the understanding of metabolic knowledge to contemporary and controversial issues in nutrition. Hours: 54 hours LEC

## C. Social Science Courses (SOC)

**SOC 201 Ancient Near Eastern Customs and Cultures (2 units)**

In this course, the customs and cultures of the Ancient Near East (ANE) will be explored through an intensive examination of biblical and archeological sources. This course will emphasize the necessity of reading the biblical record with an awareness and understanding of its historical and cultural context. Prerequisites: none.

**SOC 202 General Psychology (2 units)**

This course is an introduction to the basic concepts in psychology as related to Biblical standards. It includes an examination of the influences of heredity and environment on the individual, discipline for daily living, and a study of mental and physical development from infancy through adulthood. Prerequisites: none.

**SOC 401 Introduction to Sociology (2 units)**

This course is intended to provide a coherent structure for the examination of basic social institutions and phenomena from a fundamentalist Christian perspective as informed by sociological theory. This is a critical thinking course providing a survey of major sociological theories, theorists, and the conducting of basic sociological studies. The student is encouraged to develop a more reflective attitude concerning personal behaviors in group settings and in society at large. Sociology is approached as a tool for helping the Christian leader understand the social milieu of the parishioner and to make informed decisions affecting the group. This course may require a significant investment of time and effort beyond what is commonly expected in a course of similar credit. Prerequisites: Junior or Senior standing.

**SOC 203 Western Civilization 1 (3 units)**

This course is a brief survey of the development and history of Western civilization through the eighteenth 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 perspective in the face of Western influences. Prerequisites: none.

**SOC 204 Western Civilization 2 (2 units)**

A brief survey of the development in history of Western civilization during the nineteenth and twentieth centuries, with special emphasis on a Christian critique of ideological, social, and governmental trends and developments. This course is a continuation of Western Civilization I, but may be taken separately. Prerequisites: none.

## D. Humanities Courses (HUM)

**HUM 401 Church History (2 units)**

This is an introductory course intended to familiarize students with the people, events, and ideas that have shaped the modern church. A survey will be made of 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 16th to the 20th century. Special emphasis will be placed on Pentecostalism and the United Pentecostal Church International in the 20th century. Prerequisites: Western Civilization I or equivalent.

**HUM 101 Elementary Spanish 1 (2 units)**

This course is an introduction to formal and informal Spanish as written and spoken in Mexico. Emphasis will be placed on developing a basic vocabulary, including words related to Christianity and the Bible, and correct grammar and syntax. The student will receive practice in pronunciation, translation of written passages between Spanish and English, and basic conversational skills. Prerequisites: Written Communications I or equivalent (may be taken concurrently).

**HUM 102 Elementary Spanish 2 (2 units)**

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

**HUM 402 Greek for Biblical Exegesis 1 (3 units)**

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

**HUM 403 Greek for Biblical Exegesis 2 (3 units)**

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

**HUM 404 Hebrew for Biblical Exegesis 1 (3 units)**

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

**HUM 405 Hebrew for Biblical Exegesis 2 (3 units)**

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

**HUM 406 Introduction to Music History (2 units)**

This course is an overview of composers and their music from antiquity through Baroque, Classical, Romantic, and Contemporary periods and their influences on the music of today. Prerequisites: none.

**HUM 102 Music Fundamentals (2 units)**

This course includes a study of the rudiments of harmony, including note reading, intervals, major and minor scales the circle of fourths and fifths, and major, minor, augmented and diminished triads and inversions. An introduction to musicianship/ear training is included with aural study identification of major and minor harmonic and melodic intervals, major, minor, diminished, augmented and dominant seventh chords. Prerequisites: none

**HUM 201 Comparative Religions (2 units)**

This course is a study of Eastern religions, current knowledge and a comparison of these religions to Christianity, and principles to use in working with the people of these religions. Prerequisites: none.

**HUM 104 American Sign Language 1 (2 units)**

This is an overview of American Sign Language (ASL), its basic vocabulary, structure, syntax and grammar. Students will focus on mastering the basics of fingerspelling, numbers, colors, facial grammar and sentence structure; students will also learn conversational/cultural behaviors necessary to hold a beginning-level conversation in ASL, with deaf/hard-of-hearing native users of the language.

Introductory information about deaf culture will also be presented, along with deaf humor, to provide students with a broad picture of language and culture. Prerequisites: none.

### **HUM 105 American Sign Language 2 (2 units)**

A continuation of basic aspects of American Sign Language (ASL) taught in HUM 104--its basic vocabulary, structure, syntax, and grammar. Students will continue to focus on fingerspelling, numbers, facial grammar and sentence structure. Students will also further develop the conversational/cultural behaviors necessary to hold a beginning-level conversation. More challenging examples of Deaf humor will be presented as well as additional cultural information to aid student development of awareness of and appreciation for the unique linguistic relationship between language and culture among those deaf /hard-of-hearing individuals who use ASL to communicate.

## **E. Mathematics/Quantitative Reasoning (MAT)**

### **MAT 101 Basic College Mathematics (3 units)**

This course is a study in mathematics, and course content will include review of fundamentals of arithmetic including whole numbers, common fractions, decimal fractions, and percentages. Other topics include order of operations, signed numbers, complex fractions, exponents, and scientific notation, the algebra of polynomials and/or an introduction to graphing lines, applications of mathematics in economic and business contexts; functions and related business formulas; tables and graphs, finance (interest, annuities, and exponential models in economics).

### **MAT 102 Quantitative Reasoning (3 units)**

This course is a review of mathematical principles conducted as a guided self-study with emphasis on those areas of mathematics which are conducive to clear and logical thinking. Prerequisites: None. This course may be waived if the student has scored at least 500 on the math section of the Scholastic Aptitude Test or 20 on the math portion of the ACT College Assessment, and pays the Advanced Placement Fee.

## **F. Life Long Understanding and Development (LIF)**

### **LIF 401 Cross-Cultural Communications (2 units)**

This is an introduction to social norms and values in different cultures. It includes principles for the missionary to use in relating Christian moral standards to values in another culture and how the home or foreign missionary family survives "cultural" shock. Prerequisites: none.

### **LIF 102 Introduction to Computers – Computer Basics (1 unit)**

This course is an introduction to the use of a personal computer and the language of computer terms. It will introduce various kinds of computers and programs available to an individual or a business, and explore potential benefits of the computer in the local church. A basic introduction to the Microsoft® Office software package, including Word, Excel, and PowerPoint is also included.

### **LIF 103 Introduction to Computers – Utility Software (1 unit)**

This course is intended for students who have successfully completed Computer Basics or already have a working knowledge of computers. Students will be given a more thorough introduction to the abilities and features of the Microsoft® Office software package. Prerequisites: Introduction to Computers – Computer Basics.

**LIF 302 Christian Leadership (2 units)**

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

**LIF 303 Leadership for Women (1 unit)**

An examination of leadership within the Christian community, this course focuses on assertiveness within Godly submission, conflict resolution, and the development of Godly leadership traits such as vision, spirituality, respect, sacrifice, and love. Prerequisites: none

**LIF 315 Marriage and the Family (2 units)**

This course includes understanding God's ideal marriage plans, how to successfully live the biblical roles of husband and wife, recognizing and valuing your mate's differences, and skills of meaningful communication between spouses. Prerequisites: none.

**LIF 304 Personal Finance (2 units)**

Topics of this course include scriptural concepts of stewardship, practical application to personal budgeting, consumer practices, and counseling on finance. This course prepares the student for personal financial planning and goal setting to achieve career and financial objectives based upon a foundation of Christian principles. Prerequisites: none.

**LIF 105 Personality Development (2 units)**

Topics of this course include concepts of Christian growth for success in life, basic principles for relating to yourself, family, and others, principles of communication with others, and use of various personality profile instruments. Prerequisites: none.

**LIF 106 Social Etiquette (2 units)**

This course assists the student in the development of Christian social interaction, self-worth as a gift from God, effective relational skills, and the Christian ministry of hospitality from the perspective of the guest or the host. Prerequisites: none.

**LIF 104: Strategies of College Success (1 Unit)**

The purpose of this course is to help the entry-level college student develop the confidence, knowledge, and skills necessary to become successful in college. This course provides success strategies and support services to entry level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.