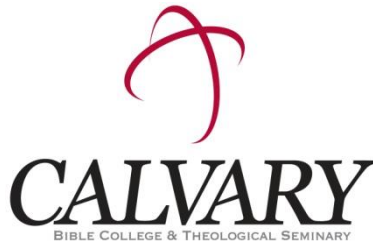

2014–2016 CATALOG



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This catalog contains information regarding the College calendar, student life, admissions, fees, degree requirements, and course offerings for the 2014-2016 academic years. The College reserves the right to make changes in these and other matters described herein, without prior notice, in accordance with established policies and procedures.

College Calendar 2014-2015

(Dates subject to change. All events on website calendar – www.calvary.edu)

FALL SEMESTER 2014 (Aug. 26-Dec. 17)

Dorms Open/Registration/Faculty Reception	Thursday	Aug. 21
Orientation for New College Students	Thursday-Monday	Aug. 21-25
Dorms Open for Continuing Students	Sunday	Aug. 24
Late Registration Begins	Monday	Aug. 25
Classes Begin	Tuesday	Aug. 26
Labor Day—No Classes, Offices Closed	Monday	Sep. 1
Last Day to Add a Class	Tuesday	Sep. 2
Last Day—100% Tuition Refund	Tuesday	Sep. 2
Last Day to Apply for Fall Graduation	Tuesday	Sep. 2
Spiritual Emphasis Week	Tuesday-Friday	Sep. 9-12
Day of Prayer—No Day Classes	Wednesday	Sep. 10
All-Calvary Work Day—No Day Classes	Tuesday	Sep. 16
Fall Study Break	Thursday-Friday	Oct. 16-17
Last Day to Drop a Class with a “W”	Tuesday	Oct. 28
Early Registration for Spring Semester	Monday-Friday	Nov. 3-14
Scholarship Application Deadline for Spring	Friday	Nov. 14
Thanksgiving Break—No Classes, Offices Closed	Wednesday-Friday	Nov. 26-28
Spring Financial Arrangement Deadline	Monday	Dec 1
Enrollment Deposit Deadline for Spring Semester	Friday	Dec. 5
Semester Exams	Monday-Wednesday	Dec. 15-17
Classes End	Wednesday	Dec. 17

SPRING SEMESTER 2015 (Jan. 13-May 13)

J-Term	Monday-Friday	Jan. 5-9
Dorms Open for All Students	Sunday	Jan. 11
Orientation for New Students	Sunday-Monday	Jan. 11-12
Classes Begin	Tuesday	Jan. 13
M.L. King Holiday—No Classes, Offices Closed	Monday	Jan. 19
Last Day to Add a Class	Tuesday	Jan. 20
Last Day—100% Tuition Refund	Tuesday	Jan. 27
Missions Emphasis Week	Monday-Friday	Jan. 26-Jan. 30
Missions Seminar Day—No Day Classes	Tuesday	Jan. 27
Day of Prayer—No Day Classes	Wednesday	Jan 28
Last Day to Apply for Spring Graduation	Monday	Feb. 2
Scholarship Application Deadline for Fall (early)	Monday	Mar. 2
Last Day to Drop a Class with a “W”	Tuesday	Mar. 17
Spring Break—No Classes	Monday-Monday	Mar. 23-30
Scholarship Application Deadline for Fall (late)	Wednesday	Apr. 1
Early Registration for Fall Semester	Wed.-Wednesday	Apr. 1-15
Good Friday—No Classes, Offices Closed	Friday	Apr. 3
All-Calvary Work Day—No Day Classes	Thursday	Apr. 16
Spring Banquet	Friday	Apr. 17
Fall Financial Arrangements deadline	Monday	Apr. 30
Exams for Graduating Students	Monday-Tuesday	May 4-5
Honors Chapel/Alumni Induction & Luncheon	Thursday	May 7
Baccalaureate Chapel/Commencement Concert	Friday	May 8
Commencement	Saturday	May 9
Semester Exams	Monday-Wednesday	May 11-13
Classes End	Wednesday	May 13

College Calendar 2015-2016

(Dates subject to change. All events on website calendar – www.Calvary.edu)

FALL SEMESTER 2015 (Aug. 25-Dec. 16)

Dorms Open/Registration/Faculty Reception	Thursday	Aug. 20
Orientation for New Students	Thursday-Monday	Aug. 20-24
Dorms Open for Continuing Students	Sunday	Aug. 23
Late Registration Begins	Monday	Aug. 24
Classes Begin	Tuesday	Aug. 25
Last day to Add a Class	Tuesday	Sep. 1
Last Day to Apply for Fall Graduation	Tuesday	Sep. 1
Labor Day—No Classes, Offices Closed	Monday	Sep. 7
Last Day—100% Tuition Refund	Tuesday	Sep. 8
Spiritual Emphasis Week	Tuesday-Friday	Sep. 15-18
Day of Prayer—No Day Classes	Wednesday	Sep. 16
All-Calvary Work Day—No Day Classes	Tuesday	Sep. 22
Fall Study Break—No Day Classes	Thursday-Friday	Oct. 15-16
Last Day to Drop a Class with a “W”	Tuesday	Oct. 27
Early Registration for Spring Semester	Monday-Friday	Nov. 2-13
Scholarship Application Deadline for Spring	Monday	Nov. 16
Thanksgiving Break—No Classes, Offices Closed	Wednesday-Friday	Nov. 25-27
Financial Arrangements Deadline for Spring	Monday	Nov. 30
Semester Exams	Monday-Wednesday	Dec. 14-16
Classes End	Wednesday	Dec. 16

SPRING SEMESTER 2016 (Jan. 12-May 11)

J-Term	Monday-Friday	Jan. 4-8
Dorms Open for All Students	Sunday	Jan. 10
Orientation for New Students	Sunday-Monday	Jan. 10-11
Classes Begin	Tuesday	Jan. 12
M.L. King Holiday—No Classes, Offices Closed	Monday	Jan. 18
Last Day to Add a Class	Tuesday	Jan. 19
Last Day—100% Tuition Refund	Tuesday	Jan. 26
Missions Emphasis Week	Monday-Friday	Jan. 25-29
Missions Seminar Day—No Day Classes	Tuesday	Jan. 26
Day of Prayer—No Day Classes	Wednesday	Jan. 27
Last Day to Apply for Spring Graduation	Monday	Feb. 1
Scholarship Application Deadline for Fall (early)	Tuesday	Mar. 1
Last Day to Drop a Class with a “W”	Tuesday	Mar. 15
Spring Break—No Classes	Monday-Monday	Mar. 21-28
Good Friday—No Classes, Offices Closed	Friday	Mar. 25
Early Registration for Fall Semester	Friday-Friday	Apr. 1-15
Scholarship Application Deadline for Fall (late)	Friday	Apr. 1
Spring Banquet	Friday	Apr. 15
All-Calvary Work Day—No Day Classes	Thursday	Apr. 21
Fall Financial Arrangement Deadline	Wednesday	May 2
Exams for Graduating Students	Monday-Tuesday	May 2-3
Honors Chapel/Alumni Induction & Luncheon	Thursday	May 5
Baccalaureate Chapel/Commencement Concert	Friday	May 6
Commencement	Saturday	May 7
Semester Exams	Monday-Wednesday	May 9-11
Classes End	Wednesday	May 11

COLLEGE PROFILE

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Letter from the President

So, you're considering college. What kind of college? Why consider Calvary? Such questions and many more might be swirling in your mind as you sort through all the issues in choosing a college.



As you thumb through this catalog, you'll notice that no matter what field of study you choose, you will get lots of Bible courses! Notice our school motto, "A biblical foundation for a life of service," or read our statement of faith, convictions, and core values. Notice also our high academic standards that meet accreditation criteria.

Calvary's mission is "to provide undergraduate and graduate education which prepares Christians to live and serve in the church and the world according to a biblical worldview." Is this the kind of college you're looking for?

Here are a few more things to consider. Calvary provides a Christian environment for our students, who are committed to be used by God in service in the local church and in the community. Our students are also actively involved in many extracurricular activities such as music, sports, and drama, to name a few. We're a caring community, where relationships are developed for a lifetime.

Finally, God has provided Calvary with a campus to meet your needs when you become a student. We are committed to growth. The administration and board of trustees have developed a ten-year plan for campus expansion. It's truly exciting to be at Calvary and to see what God is doing on our behalf.

So, is Calvary for you? I think so! But this is now up to you. Pray and ask God for guidance and wisdom in making life decisions. As Proverbs 16:3 states, "Commit to the Lord whatever you do, and your plans will succeed."

Thank you for reading my thoughts. See you at Calvary!

A handwritten signature in black ink that reads "James L. Clark". The signature is written in a cursive, flowing style.

James L. Clark, PhD
President

WHY CALVARY IS FOR YOU

Bible Education Combined With Christian Service

At Calvary Bible College you will find "Excellence in Bible Education and Competence in Christian Service." You will learn not only how to minister to others but also how to function effectively in the work place. Practical, hands-on training in your courses will give you confidence in your work and a means of discovering your career interests. Constructive input from your professors will equip you with the skills you need to grow in your abilities.

Emphasis on Building Christian Character

Christ never spoke of what we must do for employment, but of who we should be. Calvary's emphasis on Christian character will help you develop a scripturally healthy lifestyle and give you wisdom in choosing the vocation God desires for you.

Doctrinal Soundness

Our reliable position on the fundamentals of the faith will give you confidence that your education will be based on sound doctrinal tenets of faith taught with conviction and love by a dedicated, qualified faculty.

Focus on Ministry

Our objective is to serve the Lord. Since the Lord leads many of our alumni to missions, pastorates, and other areas of ministry, you will be challenged and motivated by the number of opportunities for service while you study at Calvary.

Reasonable Cost

The cost of tuition, board, and room is competitive with any college of comparable size in the Midwest. Our financial aid director is available to help arrange the best financing obtainable for you.

Central Location

Kansas City is centrally located in the Midwest. You will be within a day's drive of Chicago, St. Louis, Little Rock, Indianapolis, Minneapolis, Dallas, Omaha, Denver, and Des Moines. You will be close to a large number of job opportunities. In fact, there are many employers who prefer to hire Calvary students because of their known reliability and initiative.

Suburban Campus

God has provided a sprawling campus on a former Air Force base and new facilities in former Marine housing. On the campus you will enjoy dormitory facilities, an outdoor pool and sand volleyball court, a student lounge, and "The KA-Bar Cafe" with large screen television and game room facilities.

Qualified Faculty

Our faculty are not only well trained in their fields of expertise but also experienced in performance and ministry. They live what they teach. You will find them available and concerned for your well-being and development.

Concern for Students

You are our reason for being here. Our prayer is that God will help us be a blessing to you. We want to work with you to develop your greatest potential, whether that would be in one of our four- or five-year baccalaureate degree programs, associate degree programs, or one-year certificate program. Each program of study helps you discover not only what the Bible has to say but also how to live its truths effectively in your own life.

THE ADVANTAGES OF CALVARY BIBLE COLLEGE

Whether you know God's direction for your life's work or are still seeking God's leading, Calvary Bible College is an ideal place for you. God has a calling and ministry for every Christian, and He wants us to serve Him in a manner consistent with Scripture.

As a Bible college, Calvary is a professional college specializing in biblical and theological studies as well as training for Christian service and ministry in today's world. Your education is based on a solid core of biblical and theological studies that are integrated into every professional major and the general education requirements. You learn how to be an effective Christian—to determine the priorities of God's plan for your life and how to utilize your education in your career, your personal relationships, and your spiritual life.

You may come to Calvary to be trained for a career in full-time Christian service, or you may come for the Bible education that will benefit you no matter what you choose to do for employment. The many opportunities for Christian ministry will help you explore the various exciting fields available.

If you want to have more than just a job, if you want to discover what God's plan for your life entails, if you want to develop the spiritual gifts He has given you, if you want to make a real contribution to others, if you want to make a difference for yourself and Christ, then Calvary is the college for you! We don't just teach you how to make a living; we help you learn how to live!



MISSION

Institutional Mission

Calvary Bible College and Theological Seminary is an independent, nondenominational institution, providing undergraduate and graduate education which prepares Christians to live and serve in the church and the world according to a biblical worldview.

This is accomplished by providing appropriate educational curricula and a climate that fosters the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission.

College Mission

The College provides undergraduate instruction in Bible and theology, general education, and professional studies aimed at cultivating the personal, spiritual, and academic growth of each student.

Students earning a baccalaureate degree major not only in Bible and theology but also in their chosen professional major.

The mission of the College is accomplished through quality academic instruction on the undergraduate level, encouragement in the development of the student's spiritual life, and a requirement of ministry both in the local church and related ministry agencies.

PURPOSE

The purpose of every program at Calvary is to teach students Bible and theology and to prepare them for Christian ministry. Calvary Bible College offers a one-year certificate program and a traditional and non-traditional program leading to a B.Mus., B.A., B.S., and an A.A. degree. Our educational programs emphasize biblical studies, complemented by general and professional education as well as practical field experience.

MOTTO

A biblical foundation for a life of service.

CORE VALUES

Truth

We hold the Scriptures to be true, the focal point of our education process, and the authority for all we teach and do.

Service

We prepare men and women to live according to a biblical worldview by consistently linking their education with the implications for Christian service in the church and the world.

Character

We promote the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission and ministry.

Relevance

We prepare men and women to understand and effectively relate to the world in which we live.

Relationship

We cultivate godly relationships among students, staff, faculty, and with alumni, the local church, and the society in which we live.

OBJECTIVES

Through the process of preparing the student for effective ministry and building of Christian character, we desire to prepare God's people to be:

Biblically–Sound
Culturally–Relevant
Ministry–Directed

It is Calvary's objective to produce graduates who will:

- Have a foundational understanding of the Holy Scriptures and Calvary's doctrinal statement.
- Understand the world in which they live and be able to effectively relate to others in it.
- Possess abilities and skills of communication so as to be able to clearly share the truth of God.
- Establish a plan to cultivate personal and professional growth throughout life.
- Possess the ability to think critically and analytically.
- Have an educational foundation for graduate/seminary study.
- Recognize the importance of the local church in the program of God and be involved in one.
- Recognizing the importance of maintaining a personal relationship with the living God, evidenced by seeking and obeying the will of God in making life choices in the areas of worship, lifestyle, relationships, vocation, and service (ministry).

CALVARY'S EDUCATIONAL PHILOSOPHY

The curriculum of Calvary Bible College is designed to prepare Christian men and women to live according to biblical standards and to serve in professional or lay Christian ministry with a biblical worldview.

STATEMENT OF FAITH

The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God (Matt 5:18; 2 Tim 3:16-17). We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Pet 1:20-21).

We believe that the Scriptures, interpreted in their normal, literal sense, reveal divinely distinguishable economies in the outworking of God's purposes. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs man according to His purposes. Three of these – the age of law, the age of the church, and the age of the millennial kingdom – are the subjects of detailed revelation in Scripture (Gen 12:1-3; John 1:17; Rom 4:1-5; 2 Cor 3:7-18; Gal 3:13-25; Eph 1:10; Col 1:24-25; Heb 7:19; Rev 20:2-6).

The Godhead

We believe in one Triune God, Creator of all (Gen 1:2; Deut 6:4; 1 Cor 8:6; Col 1:16), eternally existing in three distinct persons – Father, Son, and Holy Spirit (2 Cor 13:14), yet

one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

The Person and Work of Christ

We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful man (Matt 1:21; John 1:18; Col 1:15).

We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the virgin Mary; that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true (Isa 7:14; Matt 1:23).

We believe that the Lord Jesus Christ died on the cross for all mankind (1 John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa 53:5-6). We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom 5:9; Eph 1:7); and that it is attested by His literal, physical resurrection from the dead (Matt 28:6; 1 Pet 1:3).

We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1:9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom 8:34; Heb 7:25).

The Person and Work of the Holy Spirit

We believe in the deity (Acts 5:3-4) and the personality of the Holy Spirit.

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment (John 16:8-11). He regenerates sinners (Titus 3:5) and indwells believers (Rom 8:9). He is the agent by whom Christ baptizes all believers into His body (1 Cor 12:12-14). He is the seal by whom the Father seals believers unto the day of redemption (Eph 1:13-14). He is the Divine Teacher who illumines believers' hearts and minds as they study the Holy Scriptures (1 Cor 2:9-12).

We believe it is the duty and privilege of all the saved to be continually filled with the Holy Spirit (Acts 4:31). This filling is commanded (Eph 5:18). Conditions for being filled are yieldedness to the Spirit's control (Rom 8:14) and a dependent life (Gal 5:16). The results of filling are victory over sin, Christlike character, worship, submissiveness, and service (Gal 5:22-23).

We believe that the Holy Spirit gives gifts to each member of the body of Christ (1 Cor 12:11). The Son of God sovereignly assigns the place of the ministry of the gifts in the body, and the Father provides the energy in the outworking of the gifts (1 Cor 12:4-6). Each believer is to exercise his spiritual gift(s) for the common good to the building up of the body of Christ (Eph 4:11-16).

We believe that the gift of speaking in tongues, which was a sign to the nation of Israel, and the other sign gifts gradually ceased as the New Testament was completed and its authority was established (1 Cor 13:8; 14:21-22; 2 Cor 12:12; Heb 2:4).

Angels, Good and Evil

We believe in the reality and personality of angels. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh 9:6; Ps 148:2; Matt 24:31; Luke 1:19; Heb 1:14).

We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa 14:12-17; Ezek 28:12-15). He is the great enemy of God and man, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt 25:41; Rev 20:10).

Man

We believe that man came into being by direct creation of God and that man is made in the image and likeness of God (Gen 1:26-27; 2:7).

Sin

We believe that the human race sinned in Adam (Rom 5:12), that sin is universal in man (Rom 3:23), and that it is exceedingly heinous to God (Ps 5:5). We believe that man inherited a sinful nature (Ps 51:5), that he became alienated from God (Col 1:21), that he became totally depraved, and that of himself, he is utterly unable to remedy his lost estate (Eph 2:1-5, 12). We believe that all men are guilty and in a lost condition apart from Christ (Rom 2:1; 3:10-18).

Salvation

We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of man. "Christ died for us" (Rom 5:8-9) and "bore our sins in His own body on the tree" (1 Pet 2:24).

We believe that all the redeemed, once saved, are kept by God's power and are secure in Christ forever (John 6:37-40; 10:27-30; Rom 8:1, 38-39; 1 Pet 1:5; Jude 24).

We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom 8:16; 1 John 5:13). We also believe that Christian liberty should never serve as an occasion to the flesh (Gal 5:13).

We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, he is set apart to God. This is positional sanctification and refers to his standing. He then undergoes a process whereby the Holy Spirit quickens his affections, desires, and attitudes, enabling him to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to his state (2 Cor 3:18; 7:1; Gal 5:16-25; Eph 4:22-29; 5:25-27; Col 3:10). Some day his standing and his state will be brought into perfect accord. This is prospective, or ultimate sanctification (1 Thess 5:23; 1 John 3:2).

The Church

We believe that the Church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (Acts 2:1-42; 11:15; 1 Cor 12:12-14; 2 Cor 11:2; Eph 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 28:32; 1 Tim 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church, free of any external authority or control (Acts 13:1-4; 15:19-31; 28:28; Rom 16:1, 4; 1 Cor 3:9, 16; 5:4-7, 13; 1 Pet 5:1-4).

We believe in the ordinances of believer's water baptism by immersion as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the Church (Matt 28:19-20; Acts 2:41-42; 18:8; 1 Cor 11:23-26).

We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures, practices, and associations is commanded by God (Rom 12:1-2; 2 Cor 6:14-7:1; 2 Tim 3:1-5; 1 John 2:15-17; 2 John 9-11).

We believe in the Great Commission as the primary mission of the Church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace of God is to be preached to all the world (Matt 28:19-20; Acts 1:8; 2 Cor 5:19-20). Converts are to be taught to obey the Lord and to testify concerning their faith in Christ as Savior in water baptism and to honor Christ by holy living and observance of the Lord's Supper (Matt 28:19; 1 Cor 11:23-29).

Things to Come

We believe in that "blessed hope" (Titus 2:13), the personal, imminent (Matt 24:42, 44; 1 Cor 15:51-52; Phil 3:20; 4:5), pre-tribulational, and pre-millennial (Rev 19:11-20:10) coming of our Lord Jesus Christ to rapture His saints and receive His Church unto Himself (1 Thess 4:13-18).

We believe in the subsequent, visible return of Christ to the earth (Matt 24:29-31), with His saints, to establish His promised millennial kingdom (Zech 14:4-11; 1 Thess 1:10; Rev 3:10; 19:11-16; 20:1-6).

We believe in the physical resurrection of all men, the saints to everlasting joy and bliss, the wicked to conscious and eternal torment (Matt 25:46; John 5:28-29; 11:25-26; Rev 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor 5:8; Phil 1:23; 3:21; 1 Thess 4:16-17; Rev 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matt 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess 1:7-9; Jude 6-7; Rev 20:11-15).

Expanded Statement Regarding Religious Freedom and Human Sexuality

The biblical and philosophical goal of Calvary Bible College and Calvary Theological Seminary is to develop students into mature, Christlike individuals. Of necessity, this involves Calvary's understanding and belief of what qualities or characteristics exemplify a Christlike life (Rom 8:29; 2 Cor 3:18).

1. We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Tim 3:16-17; Ps 19:7-11; 2 Pet 1:20-21).

2. We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Gen 1:27-28; 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Heb 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Prov 6:29; Eph 4:17-24).

3. We understand the Bible to teach that we must oppose sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals may make (Gal 5:19-25; 1 Cor 7:1-3). We understand the Bible to differentiate between recognition of personhood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, Calvary retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev 18:22; Rom 1:24-32; 1 Cor 6:9-20; 1 Tim 1:9-11).

CONVICTIONS

Solidly Biblical

The Bible is the heart and core of every educational program at Calvary. Theologically, Calvary can be described as biblical, fundamental, pre-millennial, and dispensational. Each year, every faculty member and trustee must affirm his/her wholehearted acceptance of the Bible as the inerrant, verbally inspired Word of God.

Separated

It is Calvary's desire to be separated unto God from worldliness, whether in personal actions, attitudes and thought, or in ecclesiastical programs and associations. Calvary's position is one of being loyal to the biblical doctrine of ecclesiastical separation so that it has no embarrassing ties which might keep it from exposing apostasy, heresy, or sin. This is evidenced in its historical stand against the ecumenical teachings and practices of our day.

Evangelism and Missions

We believe that the "Great Commission" defines the primary mission of the Church. Calvary seeks to incorporate the spirit of evangelism and discipleship into the whole school family, whether in the classroom, in chapel, or in extracurricular activities and projects.

A Friend of Bible-Believing Churches

Calvary stands with all who love Christ and preach His Word. The attitude throughout the school is nonsectarian. We are unreservedly loyal to all Bible-believing churches faithful to Christ and the Bible. Calvary is affiliated with the IFCA International and Berean

Fellowship of Churches and maintains a good relationship with independent and denominational churches and individuals that uncompromisingly hold the historic fundamentals of the faith.

Institutional Position on the “Sign Gifts”

As Calvary Bible College and Theological Seminary understands the teaching of Scripture and church history, the “sign gifts” of the Holy Spirit (speaking in tongues, prophecy, healings, miracles, and the like) ceased after the first century and are no longer essential for the church today. Those who may believe otherwise and desire to enter Calvary as students are welcome, if they are willing to study with an open mind, to understand the institution’s position, and not to practice or propagate their beliefs while studying at Calvary.

Nurturing Character and Truth

We are persuaded that the Scriptures teach that what we are is as important as what we know. Ephesians 4:15 clearly states that we are to speak the truth (doctrine) in love (Christ-like character). This is the reason we put much effort in developing Christlike character and a servant’s heart while communicating God’s Word. In all matters we endeavor to display the “excellent spirit” of the prophet Daniel (Dan 6:3). This man of God refused to compromise and yet constantly displayed an attitude, which endeared him to his superiors. He was neither vindictive nor self-righteous and by his dedicated life made a profound impact upon the kings of Babylon and Persia.

HISTORY OF CALVARY

Calvary Bible College and Theological Seminary is the successful result of a merger in 1961 between two small and struggling Bible colleges – Kansas City Bible College (KCBC) and Midwest Bible College (MBC) in St. Louis. A second merger took place in 1987 when Citadel Bible College of Ozark, Arkansas, joined Calvary. These mergers represented a blending of institutional objectives, assets and liabilities, alumni associations, and doctrinal goals, as well as values that were held in common by all of the institutions.

In the early 1930s Christian work throughout the Midwest needed experienced, well-trained pastors and teachers. The economic depression had the country in its grip, many churches were without pastors, and there was no evangelical school in this area of the heartland. Several Christian leaders had been praying for a decade about the need for such a school, and the God-selected leaders for the original venture included Dr. Walter L. Wilson, medical doctor, theologian, and author; Rev. David Bulkley, Superintendent of the City Union Mission; and Rev. R. Fuller Jaudon, pastor of the Tabernacle Baptist Church. Kansas City Bible Institute first opened its doors in 1932 with Dr. Wilson as the first president. In 1935 it became Kansas City Bible College with Dr. F. William May as President.

In 1938 Dr. May left Kansas City Bible College to assist with the founding of Midwest Bible and Missionary Institute in Salina, Kansas. Also assisting was Rev. Nye J. Langmade, who served as its first President until 1954. Dr. May served as President from 1954 until 1956 when Dr. Roger Andrus was appointed President. In 1946 Midwest moved to St. Louis, Missouri. It became Midwest Bible College in 1959.

In the early 1960s Dr. Al Metsker, acting President of KCBC, met with Dr. Roger Andrus, President of MBC, to explore the possibility of merging the two small colleges into

one stronger institution. In the summer of 1961 the blueprint was complete; the two schools merged, moved to a campus in the Kansas City suburban community of Prairie Village, Kansas, and became Calvary Bible College. The Board of Trustees of the newly formed school named Dr. Roger Andrus as its first President.

In addition to the individuals named above who were instrumental in the early years, Calvary and its predecessor schools were blessed with a number of others who had a desire to see Bible institutes begun in the Midwest and had an active part in these beginnings – Mr. Dwight Johnson, Dr. Charles R. Rolls, Dr. Robert Belton, Dr. Clifford Lewis, and Mr. Stanley Cook, to name a few.

In 1966 Calvary moved to 1111 West 39th Street in Kansas City, where it remained until the move in 1980 to the current campus at the former Richards-Gebaur Air Force Base. In 2012 the campus expanded across the street to 13 acres vacated by the US Marines and awarded to the school by the US Department of Education, which included a move-in ready dorm and three other buildings for new offices, classrooms, and space for chapel.

Dr. Andrus served as President of Calvary until the early 1970s, and in 1974 Dr. Leslie Madison was called as President.

Citadel Bible College, originally named Ozark Bible Institute, began in the heart of Rev. A. H. Levin. Under his leadership, the school was organized by a group of pastors and businessmen and incorporated in the state of Arkansas in 1947, with classes beginning in 1949. Rev. Levin served as Citadel's first President until his death in 1970, at which time his son, Rev. Robert Levin, was appointed Interim President. Dr. Paul Brownback served as President from 1976 until the merger with Calvary in 1987.

In 1991 Dr. Madison was appointed Chancellor, and Dr. Donald Urey, Vice President for Academic Affairs at Calvary, was named President. Dr. Jim Anderson, an alumnus of Kansas City Bible College and former faculty member at Calvary, was called as President in 1996. After Dr. Anderson's return to full-time evangelistic work, the Board of Trustees named Dr. Elwood H. Chipchase as President in 1999. In 2009, Dr. Chipchase retired, and Dr. James L. Clark, Vice President and Academic Dean of the College, was named President. Dr. Clark is the first President of Calvary to have graduated from CBC.

ACCREDITATION

Calvary Bible College is regionally accredited by the Higher Learning Commission (HLC), 230 South LaSalle St., Ste. 7-500, Chicago, IL 60604-1413, and may be contacted by phone at 800-621-7440, by FAX at 312-263-7462, or by e-mail at info@hlcommission.org. The HLC webpage address is www.hlcommission.org.

Calvary Bible College is professionally accredited by the Commission on Accreditation of The Association for Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, and may be contacted by phone at 407-207-0808, by FAX at 407-207-0840, or by e-mail at info@abhe.org. The ABHE webpage address is www.abhe.org.

Documents pertaining to the College's accreditation may be reviewed in the office of the President, or questions may be submitted to him.

Approval for Degrees

The College is authorized by the state of Missouri to offer degrees commensurate with its programs of training: Associate of Arts, Bachelor of Science, Bachelor of Arts, and Bachelor of Music. The College is also listed in the Higher Education Directory published by the United States Department of Education.

Associations

The College is approved for the training of veterans and authorized to enroll nonimmigrant alien (international) students.

The teacher education programs of Calvary Bible College are approved by the State of Missouri. Candidates who graduate from these programs can be recommended for state certification and licensure.

CALVARY THEOLOGICAL SEMINARY

Calvary Theological Seminary began as a graduate division of Calvary Bible College. It was established in 1966 to offer a program of study for graduates of accredited Bible colleges. In 1992 it became a separate school, and the name was changed to Calvary Theological Seminary. Programs of study are offered in biblical and theological studies, biblical counseling, organizational development, education, and pastoral studies leading to the Master of Arts, Master of Science, and Master of Divinity degrees.

Calvary Theological Seminary is regionally accredited by the Higher Learning Commission (HLC), 230 South LaSalle St., Ste. 7-500, Chicago, IL 60604-1413, and may be contacted by phone at 800-621-7440, by FAX at 312-263-7462, or by e-mail at info@hlcommission.org. The HLC webpage address is www.hlcommission.org

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Documents pertaining to the Seminary's accreditation may be reviewed in the office of the President, or questions may be submitted to him.

Information about Calvary Theological Seminary may be obtained by contacting the Admissions Office at 1-800-326-3960.

LIBRARY

The Hilda Kroeker Library supports the academic and professional programs of Calvary by seeking the input of faculty and staff for those academic and professional resources necessary to support Calvary's mission and objectives. The library contains over 60,000 volumes, including periodicals and rare books. Audiovisual resources and equipment, computer software, and various curricula are in auxiliary collections maintained by the Calvary library staff and are available to all constituents of the Calvary family. The collection is catalogued according to the Library of Congress classification system. A library handbook is available online for all patrons.

The Calvary library is a part of the Kansas City Public Library – Library Services (KCPL-LS) and is a member of the Mid–America Library Alliance (MALA). These memberships provide access to the resources available in over 25 public and private libraries and library systems in the Kansas City area via the Internet. Books are delivered from the consortium two days a week.

A computer lab is located in the library and is available during library hours to all library patrons, with enrolled students receiving first priority. Students using these computers have Internet access and access to additional CD-Rom software, which is available from the front desk. An Internet policy is displayed in the computer lab.

CULTURAL CLIMATE

Population

Kansas City and its surrounding suburbs have a population of more than 2 million people. Widely known as “The Heart of America,” Kansas City offers all the advantages inherent to a metropolitan area.

Agriculture

Kansas City is the natural center of a large agricultural area. The Agricultural Hall of Fame, with its interesting exhibits and machinery, is located nearby.

Arts

The city has many cultural attractions, among them The Nelson-Atkins Museum of Art and the Kansas City Symphony Orchestra.

Industry

Greater Kansas City is a large, diversified industrial area with major industries in food processing, communications, manufacturing of pharmaceuticals, greeting cards, clothing, petroleum products, automobile assembly plants, and conference/convention centers.

Sports

Professional athletic teams represent Kansas City in major sports, including the Royals in the American Baseball League, the Chiefs in the National Football League, and the Sporting Kansas City in Major League Soccer. Kansas City also is the home of the T-Bones, a minor league baseball team, and the Missouri Mavericks, a minor league hockey team. Kansas Speedway in Wyandotte County hosts a number of racing events throughout the year, including NASCAR and Indy Racing League events. The College Basketball Hall of Fame is also located in Kansas City in the Sprint Center.



President's Cabinet

**Standing (left to right) Dr. Thomas Baurain, Dr. James Clark
Seated (left to right) Dr. Teddy Bitner, Rev. Randy Grimm**

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ACTIVITIES

Spiritual Activities

One of Calvary's major objectives is to provide an atmosphere which will cultivate the personal and spiritual life of each student. Because of this goal, Calvary promotes those activities which provide strength for the spiritual nature.

Personal Devotions

Calvary strongly encourages students to maintain a personal "quiet time" each day, since habits formed today will set the pattern for the future.

Classes

Calvary not only provides its students with academic information in every class but also emphasizes an atmosphere promoting spiritual growth and Christian character.

Prayer

Prayer is part of the normal routine at Calvary. Classes and scheduled meetings usually begin with prayer. Each semester a special Day of Prayer is set aside for the entire campus to devote itself to communication with our Lord. Additional opportunities for organized group prayer meetings are also scheduled throughout the year.

Chapel

While enrolled at Calvary, students attend weekly chapel services. Most chapels are worship services, but there are also music programs, prayer chapels, special speakers, and other programs of interest.

Local Church

With the goal of developing a biblical worldview and learning to be effective in service, Calvary students are involved in local, Bible-believing churches. Students are expected to participate in the activities of the local church they attend.

Christian Ministry

A vital part of the educational program at Calvary Bible College is participation in Christian ministries. Since ministry is the normal expression of a healthy Christian life, degree-seeking students are expected to minister while attending Calvary. The number and types of ministries required will vary with each degree program. Traditional college students will be given one semester of ministry to find a church where they will attend and become involved during their time at Calvary. The school places a high priority on being involved in a local church while being trained for service. For students seeking a bachelor's degree, the next three semesters will involve ministries in a local church, an organization, or evangelism. The last four semesters are focused on ministries in one's major. Summer ministries are allowed. At the end of his/her time at Calvary, a student will have been involved in eight Christian ministries. Special consideration is extended to students transferring from other institutions.

Students in the Non-Traditional Studies program are also involved in Christian ministry. Non-Traditional Studies students are required to complete up to seven Christian

ministry credits in order to graduate. The amount of required ministry credits can be reduced based upon the amount of credit hours transferred from other institutions.

Students are responsible to adjust their schedule, employment, and other activities so that assignments may be faithfully carried out. They are responsible for their own transportation to and from their Christian ministry assignments. All ministries are approved by either the Christian Ministries Director or the student's Academic Advisor and normally last for a minimum of 12 weeks during the semester. A pass/fail grade will be given at the end of each semester and recorded on the student's transcript. Those students who have not completed all Christian ministry requirements will not be permitted to participate in graduation.

Special Speakers

During the school year, students have opportunity to hear many different speakers who come to Calvary for seminars, chapel services, special classroom instruction, and personal fellowship with students.

Missions Emphasis

Annually, Calvary devotes a week for special emphasis on missions. During this week, missionaries speak in chapel, classes, and seminars. The challenge of worldwide missions is stressed, and opportunity is given for students to meet missionaries from evangelical faith missions.

Student Activities and Organizations

A typical school year includes class and dorm parties, banquets, music concerts, picnics, and brother-sister dorm activities. Relationships are very important at Calvary.

Students are given guidance in the areas of dating, engagement, and marriage because permanent relationships often develop during college.

The student body is composed of all students enrolled for credit. The Student Senate is the liaison group between the student body and the faculty and is composed of a president, vice president, secretary, and treasurer elected from the student body and four members from each class: a president, vice president, and two representatives.

Student Wives Fellowship is an organization for married women students and wives of students. It sponsors a variety of groups and activities, including discipleship groups, parenting groups, and special social events. Scheduled meetings are held that include special speakers, instructional programs, activities, and Christian fellowship. This ministry encourages married women in their role as wives. It assists them with their immediate needs and assures those who are not taking classes for credit that it is Calvary's desire for them to be a vital part of the College family along with their husbands. To reinforce this goal, the College offers the spouses of full-time students the opportunity to take college courses for personal enrichment at a much lower rate. The Registrar's Office has details.

Athletic Activities

Calvary is a member of the Midwest Christian College Conference, which includes colleges from the four-state area within a 300-mile radius from Kansas City. Calvary is also a member of the ACCA, The Association of Christian College Athletics. Men's intercollegiate sports include basketball and soccer. Women's intercollegiate sports include basketball and volleyball.

STANDARDS

Conduct

Spiritual expectations for students at Calvary Bible College are purposefully high. They could not be otherwise and follow biblical principles. Calvary seeks to create and encourage a godly atmosphere for students to make spiritual decisions.

Primary to spiritual growth is a consistent, personal devotional life along with faithful fulfillment of responsibilities. These responsibilities include attending classes, chapel services, prayer meetings, local church services, and similar activities. Consistent completion of class and Christian ministry assignments and proper adjustment to college life also demonstrate maturity.

The College has the responsibility, under God, to maintain standards that are above reproach. The College seeks to cultivate personal habits that will bring honor to the name and person of the Lord Jesus Christ.

The College reserves the right to discipline and/or dismiss any student whose behavior is deemed to be contrary to the standards of conduct listed in the Student Handbook and/or any activity which negatively impacts class atmosphere, reflects unfavorably on the student's personal testimony or Calvary's testimony, or improperly influences other students.

Calvary complies with federal regulations regarding "drug and alcohol abuse prevention." (see Zero Tolerance Policy)

The standards concerning student behavior are set forth in detail in the *Student Life Handbook*. Guidance in these areas is provided through the Student Deans Department as well as through faculty advisors.

Students wishing to become engaged while enrolled at Calvary are to inform the Student Deans Office at least one month prior to the intended engagement. Students under the age of 21 are to present a letter from their parents or guardians blessing the engagement. The intended engagement will be held in confidence until the engagement is announced publicly.

Because the lifetime commitment of marriage requires significant wisdom and maturity, students are strongly encouraged not to marry until they have completed their sophomore year or have reached the age of 20. Weddings are to be scheduled during Christmas or summer break. This is to allow for a time of adjustment before continuing studies. Students not following this guideline will be required to withdraw from Calvary for the remainder of the semester in which they marry.

Attending Calvary Bible College is a privilege, not a right. The College may insist on the withdrawal of a student at any time that the student, in the opinion of the College, does not conform to the established regulations and standards of conduct.

In the event that a student is no longer able to attend on-campus classes but is not dismissed from school (either voluntarily or non-voluntarily), Calvary reserves the right to administratively transfer a student from on-campus classes to Independent Study courses. If a course cannot be transferred, it will be refunded at a pro-rated price. Such circumstances may include: Gender-Based Misconduct accusations, injury/illness, various extenuating circumstances, etc. If a student is administratively removed from on-campus housing but not dismissed, he/she will be refunded at a pro-rated amount for the time remaining.

Housing

A minimum of six credit hours must be taken to live on campus.

Single- and double-occupancy rooms are provided for students in the dorm. Each room is equipped with complete bathroom including shower, and one closet per student. Dorm rooms have individually controlled heating/cooling systems. Lounges and laundry facilities are provided on each dorm floor. Inquiries for College housing in the dorm should be directed to the Student Deans Office.

The College also has two- and three-bedroom duplexes nearby, as well as an apartment building, Philadelphia Hall. Inquiries for College housing in one of these duplexes or Philadelphia Hall should be directed to the Business Office. Students with special disability needs are encouraged to contact the Student Deans Office to discuss their individual housing needs.

All single, undergraduate students under 23 years of age must live in the College dorm. The only exception is for students living with their families (parents or grandparents) who reside in the Greater Kansas City area (note: basis for appeal to the above policy is found in the Student Handbook). Students who are 23 years of age and older may choose to live in non-dorm housing on campus. All students living in the dorm must eat in the cafeteria. For other students, eating in the cafeteria is optional and available.

Vehicles

Ample and spacious parking is available on campus. All students are permitted to have cars on campus by properly registering them with the Security Department. Vehicle identification stickers are to be displayed in the lower left corner of the rear windshield on the driver's side. The ID sticker is valid as long as the student maintains enrollment at Calvary and continues to drive the vehicle on campus. All vehicles driven on campus by students are to be registered. Registration is needed for easy identification in the event of an emergency (i.e., vehicle needs to be moved, lights left on, etc.).

SERVICES

Counseling

When personal problems arise, students are encouraged to seek counsel through the Student Deans Office, which includes the Dean of Students and the Dean of Women. The Deans have regular office hours set aside for this purpose. Counsel may also be sought from any faculty member.

The Learning Center

The Learning Center is designed to assist students in becoming successful learners. One-on-one tutorial sessions with qualified tutors are available during posted hours or by appointment. All students are encouraged to take advantage of this service to enhance their college learning experience.

Medical Resources

A registered nurse is available via phone to answer any medical questions. First-aid treatment and minor medical supplies are available through the RAs. For additional services, a list of physicians, dentists, optometrists, clinics, and hospitals may be obtained from the Student Deans Office. More information can be found in the “Student Health Insurance” section of this catalog under the chapter heading “Finances.”

Alumni Association

The Calvary Alumni Association is a family composed of thousands of men and women who have attended Calvary Bible College, Calvary Theological Seminary, Citadel Bible College, Kansas City Bible College, Midwest Bible College, or Ozark Bible Institute.

The Calvary Alumni Association endeavors to connect its members throughout the world to Calvary and to each other by informing them of school and alumni news and by maintaining contact information. Calvary alumni are prayed for regularly, and reunions and homecomings are planned to bring the alumni family closer together.

Referral Service

The College invites Christian organizations (churches, camps, mission boards, schools, etc.) with positions to fill to contact the Referral Service Office. The office will then supply that information to alumni who request it

GRADUATION RATE

The current graduation rate, based on the Fall 2007 entering class, is 46.67%. This rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend the length of study due to employment needs, family issues, or academic achievement goals. The College has no statute of limitations regarding completion of associate or baccalaureate degrees. For a more complete analysis by demographic factors, contact the Institutional Research Office.

PLACEMENT RATE

The 2013 undergraduate spring graduating class reported the following career objective and placement expectations during their final semester:

Placement Response Category	Senior Response (listed by percentage)
Pursue Travel	5.56%
Pursue Additional Education	44.44%
Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)	25.0%
Pursue employment in my vocational or professional field	38.89%
Pursue employment based on location, compensation, or other reason than by vocational or professional field	27.78%
Already employed in my vocational or professional field	16.67%

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ADMISSIONS STANDARDS

Spiritual Standards

Calvary's desire is to cultivate the personal, spiritual, and academic growth of men and women in preparing them for Christian service. Each applicant to the College is therefore asked to confirm by personal action and written testimony: trust in the Lord Jesus Christ as personal Savior, a life of commendable Christian character, and a desire to serve God.

Those who have been recently saved or rededicated are strongly encouraged to be mentored by a godly pastor for one year before they make application. Additionally, regular attendance and involvement in a local church is expected.

Calvary Bible College reserves the right to do a background check on all applicants. Applications found to be untruthful are a basis for denied acceptance.

Academic Standards

An applicant must have either:

- A high school diploma
- A recognized equivalent of a high school diploma (e.g., GED)
- Completed home schooling at the secondary level
- Passed an "ability-to-benefit" test (Department of Education approved)

Each applicant to Calvary is required to take the ACT or SAT. The scores from these tests provide an estimate of the prospective student's ability to succeed academically in college. Such factors are weighed by the Admissions Committee when they review the applicant's file. Information about the ACT and SAT is available at:

ACT: www.act.org 319-337-1270 ACT code for Calvary Bible College: 2312	SAT: www.collegeboard.com 866-756-7346 SAT code for Calvary Bible College: 6331
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No Previous College Experience: applicants with no previous college experience are required to have at least a 2.0 cumulative GPA in high school and a composite score of 17 on the ACT (840 SAT).

Some Previous College Experience: applicants who have previously attended any post-secondary school are required to have at least a 2.0 cumulative GPA. The ACT and SAT requirement will be waived if the applicant has successfully completed 12 or more semester hours.

Below Minimum Standard: all applicants who do not meet Calvary's minimum academic standards are not automatically rejected. In such cases, the Admissions Committee will meet to consider the application.

APPLICATION CATEGORIES

New Degree-seeking Applicants either have never attended Calvary before or were previously accepted as a non-degree or personal enrichment student. The goal of these students is to pursue a program leading to a bachelor's degree, associate's degree, or certificate. (Note: special admissions requirements exist for certain programs.)

Re-enrolling Applicants have previously attended Calvary. "Re-enrolling" means a student's continuous enrollment was broken by missing one or more semesters or by withdrawal from classes during a given semester.

Non-Degree Applicants desire to receive credit for courses taken, but they do not intend to complete a program of study. Generally, students complete a Non-Degree application for one of the following reasons: to satisfy requirements at another college, to be "dual enrolled" (still a high school student), to prove academic success at the college level, to satisfy mission board requirements, to meet prerequisites for graduate school, etc.

Non-degree students do not qualify to receive financial aid.

Non-degree students may change to a degree or certificate program by submitting a new degree-seeking application. Having been admitted to the College as a non-degree student does not guarantee acceptance as a degree or certificate student.

Early College allows home school students, Christian school students, and others the opportunity to earn college credit while meeting high school graduation requirements. This is a great way to save time and money!

Under this program, a high school junior could at the same time complete two years of high school **and** their first year of college (or more). Seniors will be able to finish high school while working on their first year of college requirements.

International Applicants can be new or re-enrolling. Calvary Bible College is authorized by the U.S. Citizenship and Immigration Services to enroll non-immigrant students. International students must pursue a degree or certificate. Additional admission requirements apply to international students; instructions may be found at www.calvary.edu.

Personal Enrichment is for those who want to take a course for personal benefit. They have no need for or desire to earn college credits, so an academic record (transcript) is not generated. A personal enrichment enrollment form must be completed. It may be obtained at www.calvary.edu or by calling the Registrar's Office at 816-322-0110.

APPLICATION PROCESS

The application process varies, depending on the Applicant's category (see application categories above). Calvary has separate applications and instructions for New Degree-seeking, Re-enrolling, Non-Degree seeking, and International students.

Please read instructions carefully and fill out the application completely. Completing the wrong application or making errors and omissions delay action on your application.

The steps below are for New Degree-seeking applicants. (All other applicants should refer to the instructions corresponding to their applicant category.)

1. Read the College Profile and Student Life sections of the catalog.
2. Submit a completed application and the My Life with Christ form.
3. Submit a Pastoral and a Personal reference form.
4. Submit applicable transcripts (e.g., high school, home school, GED, college).
5. Submit ACT or SAT scores.
6. Submit a photograph. The photograph is optional; however, we would really love to be able to put a face and name together.

Applications can be completed and submitted online. Forms may be obtained at www.calvary.edu. Applications and forms are also available by calling the Admissions Office at 816-322-3960 or 800-326-3960.

You will be notified by mail when your application is received. Once all of your required admissions documents are received, your application will be considered for acceptance by the Admissions Committee. Under normal circumstances, you will be notified of the acceptance decision within two weeks after your file is complete.

ADMISSIONS POLICIES

Academic Probation

Any applicant who does not meet the minimum academic standards, but who is accepted by the Admissions Committee, may be placed on academic probation. Students are limited to enrolling for no more than 12 hours, are expected to use The Learning Center, and must achieve a 2.0 GPA. More information on academic probation can be found in the “Academics” section of this catalog under the heading “Satisfactory Academic Progress.”

Application Deadline

Applications must be submitted no later than two weeks prior to the first day of classes. Last-minute applications may be deferred by the Admissions Committee.

Application Materials

All materials submitted to Calvary in the application process become the property of the College. Upon enrollment, materials deemed essential are kept as a part of a student's permanent file in the Registrar's Office.

Conditional Acceptance

An applicant may be accepted with specific conditions. Frequently, this will be due to no ACT or SAT score or for various personal concerns; e.g., smoking or other background issues. The Admissions Director and/or members of the Admissions Committee will identify conditions and limitations, if any.

All conditions and limitations will be itemized in the acceptance letter; the wording may require review and/or approval from one or more Committee members. In order to be

considered a “regular student” (eligible for federal financial aid) an applicant must specify a degree or certificate program on his/her application.

Doctrinal Understanding

Students who graduate from Calvary shall possess a foundational understanding of the Holy Scripture and Calvary’s Doctrinal Statement. This is accomplished by satisfactory completion of 30 credit hours of Bible and Theology.

Equal Opportunity and Nondiscrimination

Calvary Bible College admits students of any race, color, age, sex, nationality, or ethnic origin to all the rights and privileges, programs (for exception, see Pastoral Ministry major later in this catalog), and activities generally accorded or made available to students at the College. Calvary does not discriminate on the basis of race, color, age, sex, nationality, ethnic origin, or physical or mental disability in the administration of its educational policies, admission policies, financial aid programs, athletic activities, or other College-administered programs. However, as a private religious institution, the College reserves the right to exercise preference on the basis of religion in all of its student admissions.

Disability Support Services

Calvary offers reasonable disability support services to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504. Students with disabilities have the responsibility of informing the Disability Support Services Coordinator (dss@calvary.edu) of any disabling condition that may require accommodations.

VISITING CAMPUS

Prospective students are encouraged to visit Calvary's campus prior to enrolling. Prospective students and their families are always welcome and are urged to meet Calvary's students, attend classes, and visit with professors. During the academic year, visitors to the campus may be provided overnight lodging and meals. It is best to contact the Admissions Office in advance so that someone will be available to give a tour of the campus, to answer questions, and to make the necessary arrangements.

Campus Preview is a large-scale group event, usually held in March and October. It provides a thorough introduction to college life at Calvary for prospective students, parents, and sponsors. Activities include: attending classes, meeting faculty, staying overnight in the dormitory, enjoying great food, attending a drama production, getting to know current students and future classmates, and other special activities. Information may be obtained from the Admissions Office.

NOTICES

Promotional Materials

From time to time, candid, posed, or staged photographs and/or videos of students are taken. Students are asked to release Calvary Bible College and Theological Seminary from any and all claims of use of these so that the College or Seminary may, at its discretion, use them in promotional materials such as publications, brochures, and press releases.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records:

Inspect and Review

The student has the right to inspect and review the student's education records within 45 days of the day Calvary receives a request for access. Students should submit to the Registrar, Academic Dean, head of the Academic Department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Calvary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Calvary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Request Amendment

Students have the right to ask Calvary to amend any part of their education record that they believe is inaccurate or misleading. They should write the Calvary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Calvary decides not to amend the record as requested by the student, Calvary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Consent to Disclosures

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Calvary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Calvary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

File a Complaint

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Calvary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is listed below.

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605*

Directory Information

The following information is considered to be directory information by Calvary and, therefore, information that is generally not considered harmful or an invasion of privacy if disclosed.

Name, address, and telephone listing

Date and place of birth

Dates of attendance, degrees, and awards

Most recent previous school attended

Field of study (major)

Participation in officially recognized activities and sports

Weight and height of athletes

Photographs

E-mail addresses

Full- or part-time status

If the student does not wish any one or all of the above items to be released to anyone who does not have an authorized and/or legitimate need to know the above information, the student must notify the Registrar's Office in writing of this desire, and the noted information will not be released. (Note: specifying that your address and phone number not be released will prohibit even friends and relatives from being able to obtain that information from Calvary.)

Zero Tolerance Policy**Alcohol Policy**

Calvary Bible College (the "College"), in order to promote its fundamental mission, has adopted a zero tolerance policy for the use, consumption, possession, or distribution of alcohol on College property or at any College sponsored or sanctioned event, regardless of the age of the student. Participation in any of the above activities is strictly prohibited.

Any student under the legal age for consumption of alcohol that is unlawfully using, consuming, possessing, or distributing alcohol will be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal. Any student over the age for legal consumption of alcohol that is using, consuming, possessing, or distributing alcohol may be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal.

In addition to any punishment imposed by the College, any student suspected of violating any federal, state, or local law proscribing the use, possession, or distribution of the unlawful consumption or possession of alcohol will be referred to the appropriate law enforcement agency.

The display of any advertising of alcoholic beverages, including containers, is not allowed at the College. This includes, but is not limited to: clothing, signs, lamps, posters, etc.

Legal Sanctions for Use, Possession, or Distribution of Alcohol

Missouri laws prohibit people under 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages. (RSMo. 311.325) Anyone who sells or gives any alcoholic beverages to people under 21 years of age violates RSMo. 311.310. It is unlawful to obtain or attempt to obtain alcoholic beverages by using a fake or fraudulent

identification. (RSMo. 311.328(3)) Anyone convicted of using fraudulent identification per RSMo. 311.320 is subject to penalties, including fines of up to \$1,000 and one year imprisonment. Conviction of any offense involving the possession or use of a controlled substance; the alteration, modification, or misrepresentation of a license to operate a motor vehicle; or the possession or use of any alcohol while operating a motor vehicle will require the surrender of a driver's license for a minimum of 90 days to a maximum of one year.

Drug Policy

Calvary Bible College, in order to promote its fundamental mission, has adopted a zero tolerance policy for the use, consumption, possession, distribution, or manufacture of illicit or illegal drugs. The College will not tolerate any of the above activities by any student, and any such activities are cause for dismissal from the college.

The College reserves the right to require a drug test from a student where there is a reasonable suspicion that the College's drug free policy has been violated. Failure to submit to a drug test is a major violation of the disciplinary rules and will result in dismissal from the College.

In addition to any punishment imposed by the College, any student suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of illicit or illegal drugs will be referred to the appropriate law enforcement agency.

Legal Sanctions for Use, Consumption, Possession, or Distribution of Illicit or Illegal Drugs

Local, state, and federal laws provide specific penalties for drug and narcotic offenses. Title 12 of chapter 195 of the Missouri Revised statutes makes it unlawful for any person to manufacture, sell, or deliver or possess with the intent to manufacture, sell, or deliver those drugs designated collectively as controlled substances. The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, or dispense or to possess with the intent to manufacture, distribute, create, or dispense controlled substances. Title 21 of United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine not more than \$5 Million if an individual, \$25 Million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 Million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million in an individual, \$50 million if not an individual</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40-399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100-999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100-999 gms mixture	100 gms or more pure 1 kg or more mixture		
				<p>2 or More Prior Offenses: Life Imprisonment</p>

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>
Flunitrazepam (Schedule IV)	Less than 1 gm	<p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
All Schedule V Drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Drug Trafficking Penalties - Marijuana

Drug	Quantity	1st Offense	2nd Offense
Marijuana (Schedule I)	1,000 kg or more mixture; or 1000 or more plants	<ul style="list-style-type: none"> > Not less than 10 years, not more than life > If death or serious injury, not less than 20 years, not more than life > Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> > Not less than 20 years, not more than life > If death or serious injury, mandatory life > Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture or 100 to 999 plants	<ul style="list-style-type: none"> > Not less than 5 years, not more than 40 years > If death or serious injury, not less than 20 years, not more than life > Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> > Not less than 10 years, not more than life > If death or serious injury, mandatory life > Fine not more than \$4 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	More than 10 kgs Hashish; 50 to 99 kg mixture More an 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> > Not more than 20 years > If death or serious injury, not less than 20 years, not more than life > Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> > Not more than 30 years > If death or serious injury, mandatory life > Fine \$2 million if an individual, \$10 million if other than an individual

Federal Drug Trafficking Penalties – Marijuana (continued)

Drug	Quantity	1st Offense	2nd Offense
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	> Not more than 5 years > Fine not more than \$250,000, \$1 million if other than individual	> Not more than 10 years > Fine \$500,000 if an individual, \$200,000 if other than an individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

Health Risks Associated with the Use of Illicit or Illegal Drugs or Alcohol

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics as shown by poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available through the Student Deans Department.

Drug and Alcohol Programs

All students are informed of Calvary’s Zero Tolerance Policy; the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and re-entry, and a clear description of the disciplinary sanctions.

As there is no alcohol allowed on campus, Calvary offers a wide variety of alcohol-free events. The student Lounge and the KA-Bar Cafe are relaxed places for students and faculty/staff to congregate. The Lounge features a movie room and games (pool, ping-pong, etc.). The KA-Bar Cafe features a TV, board games, and a coffee shop. There is also a pool on campus that’s open as weather permits. Intramural sports, athletic events, and our variety of academic and personal enrichment activities are all healthy alternatives to drinking.

Counseling is available with the Student Deans for no fee. Other local options for individual counseling are available with:

Bill Gibbs, M.S., Biblical Counseling
Calvary Biblical Counseling Center
15800 Calvary Rd
Kansas City, MO 64147
816-322-0110 ext. 1349

Cam Meers, M.S., LMFT, CADC
Legacy Family Counseling Center
632 SE 4th Street
Lee’s Summit, MO 64063

Options for drug/alcohol treatment, including inpatient and/or outpatient treatment include:

Pathways
201 Main Street
Belton, MO 64012
816-322-4332
816-322-5445 (fax)

Shelterwood
3205 N. Twyman Road
Independence MO, 64058
800-584-5005
info@shelterwood.org

The following steps will be used for re-entry from drug/alcohol related issues that students must fulfill.

The student will:

- Be placed on Disciplinary Probation for a minimum of one year.
- Participate in regular counseling with an approved counselor specializing in drug/alcohol recovery

- Re-entry counseling may be done with:
Cam Meers, M.S., LMFT, CADC
Legacy Family Counseling Center
632 SE 4th Street
Lee's Summit, MO 64063
- Allow open communication between the Counselor and the Dean's Department.
- Have regular meetings with the Student Deans Department.

The Deans Department will meet after one year to review the student's progress and status. At that time the department will decide on an appropriate course of action.

Gender-Based Misconduct Policy

Statement of Policy

It is the policy of Calvary Bible College and Theological Seminary to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, age, disability, and military or veteran status undermines the basic principles of the community, biblical teachings, and applicable laws. It is not acceptable behavior at Calvary Bible College and Theological Seminary and will not be tolerated.

If a student requires extended class absences due to pregnancy or childbirth as deemed necessary by the student's doctor, the student may request an "I" incomplete (6 week) extension and/or Leave of Absence without reduction of grade or additional cost.

Harassment is defined as the use of derogatory comments or acts directed toward an individual's race, color, sex, sexual orientation, gender identity or expression, condition of pregnancy, religion, national and ethnic origin, disability, or military or veteran status that:

1. Humiliate and/or intimidate an individual;
2. Have the purpose or effect of creating a hostile or offensive working or educational environment;
3. Impede and/or interfere with work performance, academic status, or campus life.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of Calvary Bible College and Theological Seminary policy as well as federal and state statutes. Calvary Bible College and Theological Seminary views with the utmost seriousness offenses against an individual such as stalking, inappropriate sexual touching, sexual assault, and any other form of non-consensual sexual activity.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual assault, and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

Calvary Bible College and Theological Seminary considers harassment a very serious matter. Any person found to be engaging in sexual harassment will be subject to disciplinary action, up to and including expulsion from Calvary Bible College and Theological Seminary or its residence halls.

Examples of Sexual Harassment

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances (whether they involve physical touching or not);
- Requests for sexual favors in exchange for actual or promised academic or job benefits such as favorable grades or continued employment;
- Sexual jokes;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, and comments on an individual's body, sexual activity, deficiencies, or prowess;
- Displaying sexual objects, pictures, written materials, or cartoons;
- Leering, brushing against the body, sexual gestures or suggestive or insulting comments;
- Sexual exhibitionism;
- Inquiries into one's sexual activities;
- Cyber-harassment including non-consensual videos or audio recordings of sexual activity;
- Sexual assault or coerced sexual acts.

Sexual Assault

The most egregious form of sexual harassment is sexual assault which will not be tolerated at Calvary Bible College and Theological Seminary. Not only does any form of sexual assault violate Calvary's institutional policies of purity, it also violates federal and state laws.

For the purposes of sexual assault violations, the following definitions apply:

A person who attempts to or knowingly causes another person to engage in a sexual or deviate sexual act—

1. By using force against that other person; or
2. By threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping; or
3. By rendering another person unconscious and thereby engaging in a sexual act with that other person; or
4. By administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby—

- A. Substantially impairing the ability of that other person to appraise or control conduct; and
- B. Engages in a sexual act with that other person; or
5. By causing another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or
6. By engaging in a sexual act with another person if that other person is—
 - A. Incapable of appraising the nature of the conduct; or
 - B. Physically incapable of declining participation in, or communicating unwillingness to engage in that sexual act;
 commits sexual assault.¹

Calvary Bible College and Theological Seminary defers to current Missouri Revised Statutes (RSMO) Chapter 566 regarding specific definitions of sexual assault.

Although ANY sexual activity is prohibited by Calvary's institutional purity policies, please be informed of the following definitions and guidelines as defined by federal and/or state law.

Consent and Communication

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at any time during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other's willingness to continue.

- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future on-going consent, and the fact that two persons are in an on-going relationship does not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student's use of alcohol and/or other drugs does not diminish a student's responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the

¹ Revised from Missouri Revised Statutes Chapter 566.

touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object. Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity is considered sexual assault.

Coercion is the use of force, or the threat of force; the use of a threat of immediate or future harm; or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant, or similar substance that impairs the faculties of a person.

Incapacity is defined as a person incapable of giving consent because he/she is asleep, unconscious, losing or regaining consciousness, or clearly mentally or physically incapacitated. Signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, and vomiting or the presence of vomit.

Clear communication is required by Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any sexual activity. Relying solely upon nonverbal communication is not sufficient. Communication is a foundational process that affects all of our relationships and interactions. Any sign of reservation or hesitation should be clarified verbally before proceeding.

Alcohol and Other Drugs

In addition to it being a violation of Calvary Bible College and Theological Seminary's institutional rules and regulations, the consumption of alcohol and/or the use of drugs often lowers inhibitions, can cause some people to become more aggressive, and always impairs judgment. Sexual activity with someone who has consumed alcohol or drugs creates the potential for later dispute over questions of consent. Sexual activity with a person who is thus impaired may be considered a violation of the law and the Student Code of Conduct. Conversely, being under the influence of alcohol is not an excuse for committing sexual assault.

It is a violation of Calvary Bible College and Theological Seminary's policy and Missouri law to have any sexual activity with someone who is unable to give consent because of alcohol or drugs or other impairment. If your partner is very drunk, you may be guilty of sexual misconduct even if your partner said yes.

Procedures and Resources

When a student is sexually assaulted, he/she has reporting options. If a student has just experienced an assault and needs immediate assistance, he/she should get to a safe place. A student should then:

1. Call Calvary Security at 816-898-2989 or the South Kansas City Police Department at 911. Either will help whether or not a student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit someone to further legal action. In an off-campus emergency, the student is encouraged to call 911 or the police department in the city or town where he/she is located.

2. The student is also encouraged to call a friend, family member, or someone he/she trusts and can talk with (e.g., Residence Director (RD), Resident Assistant (RA), Dean of Students, or Dean of Women).
3. Get medical attention immediately. St. Luke's East Hospital, St. Joseph's Medical Center, Truman Medical Center – Lee's Summit, and Research Medical Center are experienced and prepared to help sexual assault victims. A prompt medical examination will test for pregnancy (where applicable) and STDs and can secure valuable evidence that can be used later, should the student wish to have the assailant prosecuted.
4. Seek counseling. Regardless of whether a student reports the assault, it is often helpful to seek counseling to cope with the traumatic experience. The counseling services provided by Calvary Bible College and Theological Seminary are available regardless of where or when the assault may have occurred.
5. File a complaint with the appropriate Calvary Bible College and Theological Seminary employee (see Reporting Harassment and Harassment Investigation).
6. Upon receipt of a sexual assault complaint, the designated CBC employee will provide the options of pursuing a criminal complaint with the Kansas City Police Department or other jurisdiction, (i.e., State Police, or other local police departments), pursuing CBC's investigation, or pursuing both options at the same time.

Reporting Gender-Based Misconduct

Calvary Bible College and Theological Seminary is committed to stopping misconduct in all of its forms. Any CBC student who believes that he/she has been subjected to misconduct has the right to file a complaint through the procedures delineated below.

Calvary Bible College and Theological Seminary encourages individuals to report incidents of misconduct, regardless of who the alleged offender may be. CBC will not pursue disciplinary action against a student who claims to be a victim of misconduct in connection with reporting that misconduct or against students named as witnesses.

Student complaints about a CBC student, faculty, or staff member can be made to:

Moriah Roberts, Title IX Coordinator

Email: moriah.roberts@calvary.edu

Phone: 816-322-0110 ext 1311

Cory Trowbridge, Dean of Students, Title IX Investigator

Email: cory.trowbridge@calvary.edu

Phone: 816-322-0110 ext 1309

Arely Perez, Dean of Women

Email: arely.perez@calvary.edu

Phone: 816-322-0110 ext 1329

Each of the above CBC officials is available to discuss any concerns you may have and to provide information to you about Calvary Bible College and Theological Seminary's policy on misconduct and the complaint process.

After reporting an incident of misconduct, students may request alterations related to academic classes, housing and/or dining services, Student Life activities, or other accommodations based on the circumstances. Decisions regarding such requests will be

made by the designated CBC official after consultation with appropriate Calvary Bible College and Theological Seminary faculty and/or staff while preserving confidentiality to the extent possible.

Depending upon the circumstances, both students in a case may be issued administrative orders to have no contact with each other. This allows the matter to proceed without any possible harassment or miscommunication between parties.

While Calvary Bible College and Theological Seminary has an obligation to investigate every complaint of misconduct, if a student wishes the details of an incident to be kept strictly confidential, he/she may speak privately with the Director of Calvary's Biblical Counseling Center (or designee) or a counselor at the Metropolitan Organization to Counter Sexual Assault (MOCSA) 816-531-0233. Requests for confidentiality will be honored unless there is an imminent danger to the student or to others.

Misconduct Investigation

Except in extraordinary circumstances, all misconduct complaints will be investigated and a decision made and communicated within 60 business days of receiving the complaint. Individuals are assured that complaints will be treated as confidentially as possible, subject to Calvary Bible College and Theological Seminary's obligation to investigate and respond appropriately to any and all allegations of misconduct.

Complainants are also advised that CBC will investigate allegations of misconduct and take appropriate action, even if the complainant does not wish to pursue or participate in the disciplinary process, but any response by CBC may be hindered by the complainant's wishes for anonymity and/or inaction. Calvary Bible College and Theological Seminary has adopted both informal and formal resolution procedures to deal with misconduct complaints. CBC will also ensure that no person who is the subject of a complaint will be assigned to investigate the complaint.

Informal Resolution

After discussion and investigation, some complaints may be resolved informally. With the assistance of the designated CBC official, the complainant may choose to write or speak with the offending person directly, which may be sufficient to bring a satisfactory response. Or, the designated official may speak with the offending person or facilitate a meeting between the complainant and the offending person. Individuals sometimes find that through these informal procedures they are able to reach an acceptable resolution.

Formal Resolution

The formal complaint procedure is initiated after a written complaint has been filed with the designated official asking for a formal investigation to be conducted.

If the offending party is a student, the case will heard by the Calvary Bible College and Theological Seminary Judicial Board according to judicial procedures outlined in the Gender Based Misconduct Procedures Manual.

A student judicial hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when it is determined to be appropriate by the Judicial Officer.

If the offending party is a faculty or staff member, a formal investigation will be held by the designated CBC official and another senior level CBC administrator. All

investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the misconduct, as well as third-party witnesses, and will also include consideration of other relevant evidence. When the investigation has been completed, the designated official will inform both the complainant and the subject of the complaint of the outcome.

Retaliation or False Reporting

A retaliatory action or behavior taken toward an individual as a consequence of his/her decision to report a violation or pursue action or criminal prosecution or a retaliatory action or behavior taken toward an individual who cooperates in an investigation is prohibited. Retaliatory acts may include, but are not limited to: threats, intimidation, or harassment. Such retaliation shall be considered a serious violation of policy and shall be independent of whether a charge of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Calvary Bible College and Theological Seminary also considers filing an intentionally false report of misconduct a violation of this policy.

Prevention

Calvary Bible College and Theological Seminary endeavors to proactively prevent gender-based misconduct, specifically sexual assaults, by implementing the following:

- Escort Program
- Deterrent Signage
- Deterrent Camera Surveillance
- Armed Security Officers
- Defense Training
- Education for Men and Women

Education

Calvary Bible College and Theological Seminary endeavors to educate students, faculty, and staff about gender based misconduct in a variety of ways:

- Incoming students are required to attend Orientation, which includes training on sexual violence prevention and bystander intervention. This course is available for all continuing students as well.
- Calvary's Biblical Counseling Center's library contains a variety of titles addressing sexual harassment (including sexual assault) which are available to all students.
- Training on harassment is held for faculty, staff, and student staff (RA's and Orientation Leaders).
- Training on misconduct and conducting misconduct investigations is held for designated Calvary officials.
- The Dean's Department and Calvary Security provide on-campus programming relating to sexual harassment (including sexual assault).
- Calvary Bible College and Theological Seminary's Gender Based Misconduct policy, Title IX Policy, and related resources are communicated to in-coming students during New Student Orientation, to returning students in their registration packets, and to new faculty and staff members at their Orientation.

Student Support and Resources

Calvary Bible College and Theological Seminary encourages students to make use of appropriate resources and will assist all persons involved in an allegation of misconduct. Support structures include the Dean of Students, Dean of Women, the Director of Calvary's Biblical Counseling Center (or designee), the Resident Assistants, the Resident Directors, and the Chief of Security (or designee). Each office is prepared to offer assistance to students both in an emergency and on an on-going basis. In addition to these on-campus resources, referrals for off-campus counseling and support services can be provided for both the student complainant and the accused student at the student's request.

Kansas City community resources include:

- **National Sexual Assault Hotline:** 800-656-HOPE (4673)
www.rainn.org/get-help/national-sexual-assault-hotline
- **Metropolitan Organization to Counter Sexual Assault (MOCSA)** 24/7 crisis line 816-531-0233 or 913-642-0233 www.mocsa.org/ndhlp_sxa.php
- **SAFEHOME Shelter** 24-Hour Crisis Hotlines
913-262-2868 or 888-432-4300

State and Federal Remedies

In addition to the above, if you believe you have been subjected to misconduct, you may file a formal complaint with the following government agencies:

- **United States Equal Employment Opportunity Commission (EEOC)**
John F. Kennedy Federal Building, 475 Government Center
Boston, MA 02203
1-800-669-4000
www.eeoc.gov
- **Missouri Commission on Human Rights**
3315 W. Truman Blvd., Room 212, P.O. Box 1129
Jefferson City, MO 65102-1129
Toll Free Complaint Hotline: 1-877-781-4236
E-mail: mchr@labor.mo.gov
www.labor.mo.gov/mohumanrights
- **Office for Civil Rights (OCR)**
United States Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
617-289-0111
E-mail: ocr.Boston@ed.gov
www.ed.gov/ocr

Grievance Procedures

A student may wish to present a grievance against a faculty or staff member, or another student, when the issues cannot be resolved informally or by use of other regular College procedures. A grievance is a concern related to an alleged illegal or improper action not otherwise addressed in policies contained within the College Student, Staff, or

Faculty Handbooks. CBC has set procedures for students who wish to present grievances and are listed below. Academic related grievances (i.e., appealing a course grade) should go through the Academic Dean's office.

1. Any student who would like to file a formal grievance must submit a written report to the Dean's Department as promptly as possible, within 12 months of the occurrence of the incident, and should include the following information:
 - A. The date and place of the incident;
 - B. A description of what took place;
 - C. Why it is considered a grievance;
 - D. The date on which the grievance was recorded; and
 - E. The name and signature of the grievant.
2. A thorough investigation of the grievance will be conducted, and CBC may take disciplinary action up to and including dismissal.
3. Should anyone be dissatisfied with an imposed sanction as a result of the investigation, an appeal may be made to the Academic Dean and eventually the President of the College.
4. If the complaint is with or against the Dean of Students or the Dean of Women, then the complaint should be reported to the Academic Dean.

Students filing a written grievance with the Dean's Department may be required to meet with a staff member face-to-face to answer questions and provide more contextual information related to the alleged incident. If the student chooses not to submit their grievance in writing and/or chooses not to meet with College staff when requested to do so, the College reserves the right to not respond to the filed grievance (except in gender-based misconduct); although a copy of the report will be left in the student's file in the Dean's Department.

When filing a complaint it is important that the accuser state the nature of the grievance, bring witnesses (if able), and be able to clearly state the facts, accusations, and situations. If the accusation against another student, staff, or faculty member is determined false or malicious, the student may be subject to discipline or dismissal. In all cases, confidentiality of the accuser and accused will be strictly adhered to except as required by applicable law. Any crimes violating federal, state, or local law will be referred to the appropriate enforcement agency.

The college is committed to the scriptural principles found in Matthew 18:15-17. However, the College understands the difficulty inherent in discussing an offense with persons in a position of authority. Therefore, the student is encouraged, but not required, to discuss the matter privately with the person in an effort to resolve the matter. If the student is in a situation where they are unsure how to proceed, please seek counsel from the Dean's Department. The Dean's Department is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

At CBC we believe we are in a partnership with parents as we aid students in their developmental process. Therefore, parents of dependent children may be notified when their student is subject to significant disciplinary actions.

Grievance Procedures for Students Enrolled in Distance Education Under the State Authorization Reciprocity Agreement (SARA)

Students enrolled in distance education courses (online classes), or online programs who are residents of states other than Missouri, and when such state is a SARA participating state, may after exhausting their options under Calvary's grievance procedures appeal the institution's decision to the Missouri Department of Higher Education (MDHE). Only complaints that do not involve grades or student conduct may be appealed within two years of the incident to the Missouri Department of Higher Education.

- **Missouri Department of Higher Education**
P.O. Box 1469
Jefferson City, MO 65102-1469
1-573-751-2361

If MDHE receives a complaint about a Missouri institution, the complainant will be contacted by MDHE staff to determine if the complainant has exhausted the grievance process at Calvary Bible College. If the institutional grievance process has been completed, MDHE will provide appropriate forms to file a formal complaint against the institution. If the complainant has not utilized the institutional remedies available, the individual will be directed to contact Calvary Bible College to seek resolution.

The formal complaint must be submitted in writing using the form provided by MDHE. The complaint may be mailed or faxed and must include supporting materials as well as documentation verifying that all institutional remedies have been exhausted. MDHE staff will acknowledge receipt of the formal complaint in writing.

SARA related complaints that fall within the jurisdiction of MDHE will be investigated and resolved as appropriate by MDHE. SARA applies only to those complaints resulting from distance education courses offered by participating institutions to students in other SARA states. It does not apply to distance education activity inside Missouri or to on-ground campuses. Complaints concerning criminal misconduct will be referred to local law enforcement authorities. Complaints relating to violations of federal law will be referred to the federal agency having jurisdiction over the matter in question.

Calvary Bible College will provide a response to the complaint within ten working days of official notification by MDHE. All parties to the complaint will be notified of its resolution by mail. MDHE will keep a log of all complaints, record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, and the date and nature of its disposition.

Presidential Treatment of Students

With respect to interactions with students or those seeking to be such, the President shall not cause or allow conditions, procedures, or decisions that are unbiblical, unsafe, undignified, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the President shall not:

- A. Request information for which there is no clear necessity.
- B. Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
- C. Fail to operate facilities with appropriate safety, accessibility, and privacy.
- D. Fail to establish with students a clear understanding of what may be expected and what may not be expected from the service(s) offered.
- E. Fail to use biblical principles in regulating student conduct or in counseling and discipline of students.
- F. Fail to inform students of this policy as applicable, or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.
- G. Graduate any student who fails to possess a foundational understanding of the Holy Scripture and Calvary's Doctrinal Statement.

Procedure for Grievances

Any grievances that a student would have regarding the President, faculty, or staff should be submitted in written form explaining the grievance. This appeal should be given to the Dean of Students with explanation deemed necessary. The Dean of Students will then submit the grievance to the appropriate Vice President. Grievances will be submitted as follows: concerning staff to the Vice President of Operations; concerning faculty to the appropriate Academic Dean; concerning the President to the first Vice President; concerning a Vice President to the President.

Clery Act

The annual crime index report is made available in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The report is available in the following offices: Student Deans, Non-Traditional Studies, Business, and Security. The report is also available on reserve in the Library. Any further questions should be directed to the Chief of Security.

Report on Athletic Program Participation Rates and Financial Support Data (EADA)

In accordance with the Equity in Athletics Disclosure Act, an annual report pertaining to Calvary's athletic programs is available to prospective students, students, and to the public in the following locations:

- Admissions Office
- Financial Aid Office
- Athletic Director's Office
- Institutional Research Office

Any questions regarding the Equity in Athletics Disclosure Act should be directed to the Institutional Research Office.

Sexual Offender Information

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The Act amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act" to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the event Calvary Bible College determines that an applicant for admission or existing student is listed on a Sex Offender Registry, the following procedures shall apply:

- A. The applicant will be denied admission to Calvary Bible College and Theological Seminary. This is defined as:

Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.
- B. If the applicant registers for classes and/or becomes a student before the college receives notification that such student is a registered sex offender, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund according to the refund schedule.
- C. An applicant may invoke his/her right to an appeal process.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Calvary Bible College and Theological Seminary, he/she may invoke the following appeal process:

- A. The applicant or withdrawn student will receive a letter from the Student Deans, stating his/her denial of admission or administrative withdrawal.
- B. The applicant/withdrawn student may write a letter of appeal to the President's Cabinet in which he/she provides the following information:
 1. Disclosure of the nature of the offense for which he/she has been convicted
 2. Justification for consideration of admission/reinstatement
 3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the President's Cabinet within seven (7) calendar days of the denial of admission/administrative withdrawal.

- C. A panel of the President's Cabinet and two other full-time faculty or administrators will review the information submitted and make a decision by a

- simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Academic Dean will serve as the convener of the panel.
- D. The Academic Dean will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

FINANCES

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The charges and fees listed below may be changed by the College, without prior notice, in accordance with established policies and procedures. There are explanations for the various fees following the listing of expenses.

EXPENSES

Traditional and Non-Traditional Courses

Tuition:

Credit: (per hour Traditional, Non-Traditional, and Online).....	340.00
Audit: (per hour).....	50.00
Personal Enrichment:	
Non-Student or Non-degree Student (per course)	150.00
Degree Student (per course)	50.00
Early College: (per hour)	89.00
Early College Online: (per hour)	89.00

Student Services Fee:

1-12 hours (per hour, \$300.00 maximum)*•.....	25.00
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Student Accident Fee:

1+ hours (per semester)	60.00
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Student Social Activity/Project Fee:

1-12 hours (per hour, \$60.00 maximum)*†	5.00
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Technology Fee: (per online course).....	125.00
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**Fee does not apply to Early College.*

†The Social Activity Fee does not apply to NTS.

•Fee does not apply to online courses.

Additional Charges, as Applicable

Athletic Participation Fee (per varsity sport)	100.00
Books and Supplies (average estimated cost per course).....	50.00
Change of Final Exam Period Fee (per course, \$45.00 maximum)	15.00
Course Fees	See course descriptions
Enrollment Fee	100.00
Graduation Fees:	
Associate & Baccalaureate Degrees	100.00
Certificate	75.00

Housing:

Dorm Room and Board (per semester; with 20 meals/week):

Double room	2,600.00
Single room	2,800.00

Philadelphia Hall Apartment (per month):	One bedroom.....	465.00
	Two bedrooms	520.00

Duplex House (per month):	Two bedrooms	540.00
	Three bedrooms.....	570.00
Housing Deposits:		
Dorm Room (includes key deposit).....		150.00
Philadelphia Hall Apartment		250.00
Duplex House.....		250.00
Pet Deposit (Duplex only).....		250.00
Independent Study Fee (per hour).....		35.00
Late Registration Fee (per semester, if applicable)		100.00
Laundry and Technology Fee (per semester, dorm students).....		120.00
Private Music Lessons (per credit, in addition to tuition).....		125.00
Accompanist Fee for vocal courses (per credit, in addition to tuition/lesson fee):		
Voice Lessons		50.00
Senior Recital for Voice Majors.....		200.00
Key Deposit for Music Practice Facilities		5.00
Orientation Fee (for all new freshmen and transfer students)		60.00
Transcript Request Fee (per copy—official or unofficial)		5.00

Estimated Costs Per Semester

	<u>Living on Campus</u>	<u>Commuting</u>
Tuition for 12 Credit Hours	\$4080.00	\$4080.00
Student Services Fee.....	300.00	300.00
Social Activity and Project Fee:	60.00	60.00
Student Accident Fee:	60.00	60.00
Dorm (dbl) Room and Board (dining hall).....	2,600.00	
Laundry and Technology Fee:	120.00	
Total Per Semester	\$7,220.00	\$4,500.00
Total Per Year	\$14,440.00	\$9,000.00

Transportation costs for commuting students are estimated to be \$500 per semester. The actual amount will vary depending on distance traveled and the type of transportation used.

EXPLANATION OF FEES

Following the title of each fee, in parenthesis, is the refund policy for that fee. A non-refundable fee means no refund is given after classes begin; a 100% refund is given for withdrawal (or not completing registration) prior to the first day of classes—except as noted in some course descriptions.

Alphabetical Listing

Athletic Participation Fee (non-refundable)—Required of students participating in varsity sports. Provides partial funding for the cost of participating in the Midwest Christian College Conference and the Association of Christian College Athletics.

Board (Non-refundable and not prorated)–Required of all students living in the dormitory. It pays for the cost of three meals a day, Monday through Saturday, and two meals on Sunday.

Books and Supplies (non-refundable)–The cost for books and/or supplies required for class assignments. The average estimated cost is \$345 per semester. This does not include books purchased for a personal library or articles bought for personal use.

Change of Final Exam Period Fee (non-refundable)–Upon approval, the cost of taking a final exam at a time other than its scheduled time; if the student has three or more exams scheduled on one day, the fee is waived.

Course Fees (non-refundable)–The cost for use of labs and equipment or for materials used in select courses. Fees for each course, if any, are listed in the “Course Descriptions” section later in this catalog.

Enrollment Fee (non-refundable)–Required of all new and re-enrolling applicants. This includes all degree-seeking and non-degree seeking students, including Early College students.

Students, who obtain a certificate or degree at Calvary, but register for classes continuing toward an advanced degree for the next semester, are not required to pay the Enrollment Fee.

A waiver for the Enrollment Fee may be obtained only on a case-by-case basis and is determined by the Financial Aid Office with authorization given by the Vice President of Operations. To request consideration for a waiver, a request must be submitted in writing to the Financial Aid Office no less than 30 days prior to the first day of classes. The Financial Aid Office may request additional information and documentation for consideration of the waiver.

Graduation Fees:

Graduation (non-refundable)–Required of all students completing a certificate or degree at Calvary. It pays for the costs associated with commencement and graduation.

Housing:

Dorm Room and Board (the dorm room is prorated; see above for board)–The cost of room and board for one semester.

Philadelphia Hall (non-refundable monthly rent)–The monthly cost of a one- or two-bedroom apartment, including utilities; primarily for married students.

Duplex (non-refundable monthly rent)–The monthly cost of a two- or three-bedroom duplex house; this does not include the cost of utilities or trash pickup; primarily for married students.

Housing Deposits:

Dorm Room Deposit (refundable)–Due upon acceptance as a student. It reserves a room and is retained as long as the student lives in the room. It will be refunded, provided the room is left clean and in good repair, the student’s financial account is

current, and the Dean of Students Office has been notified in writing that the student no longer plans to reside in the room.

Philadelphia Hall or Duplex Deposit (refundable)—Due after acceptance as a student to reserve an apartment or duplex. It is retained as long as the student lives in the apartment or duplex. It will be refunded, provided the apartment or duplex is left clean and in good repair, the student's financial account is current, and the property manager has been notified in writing that the student no longer plans to reside in the apartment or duplex.

Pet Deposit (duplex only; refundable; not required for small caged animals)—Due upon bringing a pet onto the duplex property. It will be refunded, provided the duplex is left clean and in good repair, the student's financial account is current, and the property manager has been notified in writing that the student no longer plans to reside in the duplex or no longer plans to keep the pet at the duplex.

Independent Study Fee (non-refundable)—The cost of taking a class via Independent Study. This fee is in addition to the tuition charge for the credit hour(s). This fee is only assessed if the student initiates the Independent Study.

Late Registration Fee (non-refundable)—Charged to students who have not registered or completed financial arrangements on time.

Laundry and Technology Fee (non-refundable, dorm students)—The cost of providing washers and dryers in the dorm and cover the cost of technology in the dorm, such as cell phone signal boosters, network equipment, security equipment, etc.

Music Lesson Fees (non-refundable)—The cost per credit hour of private music lessons. This fee is in addition to the tuition charge for the credit hour(s). No refunds are made for lessons missed. Students may not take private lessons for audit.

Personal Enrichment Fee (non-refundable)—The cost of taking a class simply for the value of learning. No academic credit is given, nor is any academic record generated.

Orientation Fee (non-refundable)—The cost of sessions and social activities associated with orientation. New, first-time freshmen and transfer students are required to attend.

Social Activity and Project Fee (non-refundable)—Assessed to all traditional students. Funds are disbursed to Classes, Student Senate, and Student Wives organizations to provide for projects and activities.

Student Accident Fee (non-refundable)—Assessed to all students taking one or more credit hours. This accident coverage does not cover illness or any event unrelated to Calvary Bible College or Calvary Theological Seminary. The student's personal accident/sickness insurance coverage will be primary. When an accident occurs, report it to the Human Resources Office within three business days. This coverage will provide up to but not exceeding \$1000 per occurrence. This fee is also used to help offset the deductibles of personal insurance plans.

Student Services Fee (non-refundable, charged for both credit and audit hours)—Provides partial funding for non-instructional functions such as registration, fine arts series performances, library use, chapel, lecture series, security, class dues, social funds, intramural sports/athletics, admission to on-campus intercollegiate athletic events, ID cards, and mail service. Any student who is enrolled in less than 12 hours or who drops below 12 hours because of adds/drops, will be charged this fee for any new hours added. Previous Student Service Fees are not refundable for any hours that were dropped.

Transcript Request Fee (non-refundable)—Charged each time an academic transcript, official or unofficial, is requested from Calvary.

Tuition (percentage refund, see schedule)—Provides partial funding for instructional and institutional expenses. It is due prior to the start of classes. Only courses for which the student has registered and paid the tuition for may be attended.

Voice Lesson Accompanist Fee (non-refundable)—Students taking voice lessons are charged an accompanist fee. This accompanist fee is then paid to the accompanists. The semester that a voice major performs his/her senior recital, the student is charged an additional accompanist fee to compensate the recital accompanist.

POLICIES

Student Accounts

Responsibility for meeting the cost of the student's education rests upon the student. Students are responsible for payment in full of each semester's charges at registration.

Financial statements of student accounts are issued each month. Semester charges on the statement are required to be paid according to the payment plan approved at registration. All other charges except monthly rent are to be paid in full within 30 days of the charge. Rent must be paid between the first of the month through the tenth.

Students who have not paid their semester charges in full (which includes completing all grant, scholarship, loan and/or payment plan forms) by the last day to add a class or who become delinquent (past due) in caring for their financial obligations to the College will automatically be suspended from school. During the suspension period, the student will be administratively marked absent from class(es), and assignments and exam grades will not be counted. The student may be reinstated only after all delinquent financial obligations are brought current (i.e., paid) and clearance is obtained from the Business Office.

Student Health Insurance

Calvary Bible College strongly recommends that all students carry health insurance that covers them in the Kansas City area. (Many insurance plans do not provide coverage outside the "home" area, so it is important that you contact your insurance company to find out whether you will be covered in Kansas City.) All students must complete a Proof/Waiver of Student Health Insurance Coverage form and present it along with a copy of their insurance card (or other proof of coverage) to the Student Deans Office prior to their first class. If a student is unable or unwilling to obtain coverage for the Kansas City area, that must be indicated on the Proof/Waiver form.

Calvary does not offer insurance plans, but students may contact Heritage Benefit Consultants (816-322-6350) for information on Short-Term or Long-Term medical plans that would be suitable.

Institutional Refund Policy

Refund of Fees Other Than Tuition

The amount of refund for non-tuition fees is stated in the parenthesis following the title of each fee in the “Explanation of Fees” earlier in this section.

Tuition Refund Schedule

The Student Service Fee is not refunded for courses dropped after the semester begins. Tuition refunds are based on the following percentages:

Traditional/Early College/Independent Study Course Tuition Refunds

- 100% through the end of the second week of classes
- 60% through the end of the third week of classes
- 40% through the end of the fourth week of classes
- 0% after the end of the fourth week of classes

Intensive Course Tuition Refunds

- 100% before the second night of class
- 40% before to the third night of class
- 0% after the start of the third night of class

Online Study Course Tuition Refunds

- 100% of tuition and the technology fee will be refunded for the course if the NTS office is notified before 4:30 p.m. the business day before the course start date. After this date and time, the technology fee will not be refunded.
- 100% of tuition will be refunded for the first seven days of the course, with the start date counting as day one. The technology fee will not be refunded.
- 60% of tuition will be refunded starting for the eighth day through the fourteenth day, with the start date counting as day one. The technology fee will not be refunded.
- 0% of tuition will be refunded beginning the fifteenth day, with the start date counting as day one.

FINANCIAL AID

Satisfactory Academic Progress (SAP)

To be eligible for financial aid, students must meet SAP standards. Calvary’s SAP policy is the same for Federal Student Aid (FSA) recipients and non-FSA recipients, and it applies to all educational programs and to all students within categories (e.g., full-time, part-time, undergraduate, and graduate students). If a student fails a SAP check, eligibility for financial aid is lost, although an appeal may be made (see Appeals).

An Academic Year for traditional undergraduate and graduate students will have an annual review that corresponds with the end of the spring semester payment period but not

before final grades are posted. Non-Traditional Studies students will have their annual review at the end of the spring semester ending June 30 after all grades are posted.

Two Components of the Satisfactory Academic Progress Policy

The first is a qualitative standard based on cumulative grade point average (CGPA). To be making satisfactory academic progress, all financial aid recipients must have a CGPA of 2.0 at the required annual review.

The second is a quantitative standard. Essentially, this means the “pace” at which a student must progress through a program in order to ensure that they will graduate within the maximum timeframe. Our pace is calculated by dividing the total hours successfully completed by the total hours attempted. All financial aid recipients must obtain a pace of 67% at the annual review. Our maximum timeframe is 150% of a program’s requirements.

For example, to earn a degree in Biblical Counseling requires 126 hours. The maximum timeframe is 189 credit hours ($126 \times 1.5 = 189$). The pace: $126 \text{ (hours to earn degree)} / 189 \text{ (maximum time)} = 67$. At the time of the annual review, a student who took 30 hours (15 per semester) must complete at least 20 hours ($20/30 = .66666$ rounds up to 67%). Extending this same pattern: Year 2 (Y2) = 40/60; Y3 = 60/90; Y4 = 80/120; Y5 = 100/150; Y6 = 120/180; Y7 = 126/189.

There could be many combinations of this “pace,” accounting for semesters with less than full-time enrollment status, taking more than 30 hours, completing less or more hours than the required 67%, etc. For example, a traditional student takes 6 hours (half-time) in each of the fall and spring semesters (full-time is 12 hours per semester). A total of 12 hours taken requires 8 hours completed ($8/12$) to be satisfactory. If a student takes 30 hours and completes 18 hours ($18/30 = .60$ or 60%), this would be unsatisfactory academic progress. During year 2, this same student takes 34 hours and completes 31. So, the total attempted hours is now 64 hours and the total completed hours is now 49 ($49/64 = .7656$, or 77%); this student would regain SAP.

A complete SAP review includes both the CGPA and pace percentage. At the annual review, a student could have a 1.9 CGPA (unsatisfactory), yet have completed 24 of 30 hours (satisfactory). Both components must be satisfactory to continue financial aid eligibility.

All periods of enrollment will be counted, regardless if a student received financial aid or not. Course failures (F), incompletes (I), withdrawals (W, AW, WP, AP, WF, or AF), and remedial courses (“0” prefix) count as courses attempted but not completed (earned). Transfer credits count as courses taken and completed. Course repetitions always count as courses attempted, may or may not be courses completed (depending on the grade), and, if the student later passes with a higher grade, then CGPA is impacted (a student must formally request removal of the previous D or F).

By the time grades are posted and the annual review conducted, students who fail to make satisfactory progress are not likely to be on campus. Therefore, the primary notification will be by letter sent to the student’s home address. As a backup, an email to the student’s Calvary email address will also be sent.

Appeals

If a student loses eligibility to receive financial aid because of failure to make satisfactory progress, he or she may appeal that result on the basis of injury or illness, the death of a relative, or other special circumstances. Examples of special circumstances include but are not limited to: changing majors, if any grades that do not count in the new major impact SAP; if, after an unsatisfactory annual review, an ‘T’ is converted to a passing grade; or, regaining SAP after one semester of ineligibility.

In an appeal, a student must explain failure to make satisfactory progress or why they believe they should be in a satisfactory status. An explanation should include specifics; e.g., changes to situation, errors, and other relevant information.

Appeals must be submitted in writing or by email to the Financial Aid Office for review by the Student Aid Committee (SAC). The SAC may decide to require more extensive information on an initial appeal and some type of an updated statement on a subsequent appeal.

The SAC will review a student’s appeal and notify the student in writing of their decision. A copy of this letter will be placed in the student’s financial aid file. The SAC has the following actions: deny an appeal, probation without an academic plan, probation with an academic plan, reinstate eligibility, and return the appeal to the student for additional information.

Financial Aid Probation

Financial aid probation is a status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

If the SAC determines that a student should be able to meet the SAP standards by the end of the subsequent payment period, the student may be placed on probation without an academic plan. A student’s progress must be reviewed at the end of that one payment period.

If the SAC determines that a student will require more than one payment period to meet SAP standards, the student may be placed on probation with an academic plan developed with the academic advisor. The academic plan needs to ensure that the student is able to meet SAP standards by a specific time and is to be approved by the ACC.

A student’s progress under an academic plan must also be reviewed at the end of that one payment period to determine if the student is meeting the requirements of the academic plan. If meeting the requirements, the student is eligible to receive aid as long as the student continues to meet the requirements and is reviewed according to the requirements in the plan.

Subsequent Appeals

A student on probation without an academic plan, who fails an SAP check, may only continue to receive aid under a subsequent successful appeal to the SAC. Follow the same procedures outlined above, including notification and documentation.

A student on probation with an academic plan, who fails an SAP check, may appeal again but is unlikely to have their appeal approved. Follow the same procedures outlined above, including notification and documentation. Only a successful appeal to the ACC can change an academic plan.

Reestablishing aid eligibility

Students regain financial aid eligibility by taking action that brings them into compliance with SAP standards. This can be done without having appealed by achieving a 2.0 CGPA and/or meeting the 67% “pace” at the next annual SAP check, by a successful appeal that reinstates eligibility, or by successfully completing probation with or without an academic plan.

Return of Title IV Funds (Federal Funds)

Per federal regulations, schools are required to provide students with the details of all refund policies which may be applicable to them, as well as information on the requirements for determining the amount of Title IV funds a student has earned when he/she withdraws. Contact the Financial Aid Office for details of these policies.

If a student who receives Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or loan funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement for aid earned but not disbursed.

Federal Aid Programs

Eligibility for federally funded financial aid is established by the United States Department of Education regulations. All of Calvary’s undergraduate programs, excluding the one-year certificate program, are eligible for federal aid. The Free Application for Federal Student Aid (FAFSA) is primarily, but not exclusively, used to determine whether a student qualifies for federal financial aid and how much aid will be received. Step-by-step instructions for the online FAFSA may be obtained from Calvary’s Admissions or Financial Aid Offices; or log onto www.fafsa.ed.gov. Calvary’s U.S. Department of Education Title IV Institutional Code is 002450.

When completing the online FAFSA, the Department of Education regulations require students and/or their families to report all sources of income (including, but not limited to, employment, Veterans Benefits, interest on investment income, trust income, inheritance, etc.).

After the FAFSA form is evaluated, the applicant is issued a Student Aid Report (SAR) which specifies the student’s Estimated Family Contribution (EFC). The EFC is the amount of money the student and/or his family is expected to pay toward the student’s educational expenses. Also, the EFC assists in determining the amount of Pell Grant money the student is eligible to receive, and it assists in determining the student’s eligibility for the federally funded loan programs.

All financial aid funds received through the federal government Title IV assistance program at Calvary are disbursed and credited directly to the student’s account throughout the semester, approximately two weeks after classes start. Funds are disbursed for only those classes which have begun and that the student’s attendance has been verified.

Credit Balances and Overage Checks

When a student has an FSA credit balance (disbursed federal funds exceed allowable charges), a check for the credit balance will be made available to the student within 14 days

of Calvary receiving the funds which created the credit balance. The student will receive an email from the Cashier sent to their Calvary email address notifying and instructing them on how and where the check may be obtained when it is available. If the student wishes, they may instruct the Financial Aid office to hold the credit balance on their Student Account until the end of the semester. An authorization form is available from either the Financial Aid or Cashier Offices.

Students receiving a Pell Grant for the semester and who have a projected Federal Student Aid (FSA) credit balance for the payment period, will receive by check the lesser of their FSA credit balance, or cost of books and supplies allowance used for determining the student's Cost of Attendance. This check will be made available by the seventh day of the payment period of each semester. To be eligible the student must be receiving a Pell Grant and have completed the process for applying for Federal Financial aid. This includes submitting all required verification documents and accepting their Award Offer Notice. And if using student loans the student must have completed Entrance Counseling and a Master Promissory note no later than 10 days before the start of the payment period. Any remaining credit balance will be refunded to the student within 14 days of the federal funds being disbursed and credited to their student account. If for any reason the student fails to begin attendance or earn the aid that Calvary has advanced, the student is responsible for all charges on their student account, including the money disbursed to the student for purchasing books and supplies under this policy. Students may opt out of this process for purchasing books and supplies by contacting Calvary's Financial Aid Office in writing. If a student opts out, Calvary will not provide any alternative means to the student for purchasing books and supplies.

Grants

Calvary Bible College participates in the Pell Grant program, a need-based program funded by the U.S. Department of Education. The maximum amount for the academic year beginning in fall 2014 is \$5730 (\$2865 in fall semester, \$2865 in spring semester). For a student to be eligible, a FAFSA must be completed, and the resulting EFC on the student's SAR must be low enough to qualify (see "Federal Aid Programs"). A grant is "free" money in that a student does not pay it back to the school or government. The Financial Aid Office can answer questions about the Pell Grant.

Loans

Calvary Bible College participates in the Stafford Loan program, a student loan program under the U.S. Department of Education. Stafford Loans are NOT "FREE" MONEY AND MUST BE PAID BACK. Interest rates are low, and repayment begins six months after graduation or if enrolled for less than six credit hours. The amount that may be borrowed and the loan type(s) depend on financial need, college classification, and dependent or independent status. The first step in seeking a loan is completing the FAFSA. Once the results are known (student receives the SAR; the college receives a similar form—an ISIR), consult the Financial Aid Office, as additional paperwork is required in order to apply for a loan.

Another federal loan program, the PLUS loan, is available at Calvary Bible College. It is for parents of dependent students. Repayment on the loans begins immediately. The parent is responsible for repayment. The Financial Aid Office has the forms and details.

Exit Counseling

Student borrowers of Direct Loans who are graduating, leaving school, or are taking less than six hours in any semester, are required by law to complete exit counseling. Exit counseling provides important information a student needs to prepare for repaying their student loan(s). During exit counseling, the student will review their rights and responsibilities as a borrower. The student will also need to provide the names, addresses, email addresses and phone numbers for their next of kin, two references who live in the United States and their current or future employer. Calvary requires students to fulfill their legal requirement of completing exit counseling online. For more information please contact the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a grant available to students who have financial need. Recipients will be chosen in order of priority based on students with the lowest EFCs (expected family contribution outcome number from FAFSA) who are also receiving Pell. Limited funds are available for this grant. Therefore, not all who qualify will receive an award.

Veteran's Benefits

Calvary is approved for the education of veterans. Veterans should check with the Veteran's Administration regarding eligibility for educational or other VA benefits. The Veteran's Administration may be contacted by calling 1-888-GI-BILL-1 (1-888-442-4551) or online at www.gibill.va.gov. Please visit Calvary's Military Benefits page at www.calvary.edu/militarybenefits or request a Military Benefits brochure for more information.

SCHOLARSHIPS

Scholarship Qualifications

To receive Calvary scholarships, a student must be degree-seeking and enrolled in at least 12 credit hours in a traditional semester program; financial need determined, so the FAFSA must be completed; after the first semester, satisfactory academic progress (see Policies) must be maintained; Calvary must have funds available for scholarships; and certain other academic or special qualifications may be necessary, depending on the scholarship.

Separate application forms are required for each scholarship. Application forms may be obtained from the Financial Aid Office.

The Student Aid Committee awards Calvary scholarships. The Committee may modify scholarship requirements to meet available funds and other special situations; its deliberations and decisions are confidential.

Calvary funded scholarships are awarded to cover tuition and fees at Calvary Bible College only. Student payments including outside scholarships, Pell Grant, Student Loans, and all other sources of payments on a student account are applied to a student's billing charges first, then Calvary funded scholarships are applied to any remaining balance. Any resulting credit balance is left on the student's account, and can be used in future semesters. Calvary does not pay out credit balances created by Calvary funded scholarships to students. If the student ceases attending Calvary any remaining credit balance resulting from

Calvary funded scholarships will result in a reduction of previously awarded scholarships to zero out the students balance.

Scholarship Application Deadlines

The scholarship deadlines are March 1 (early consideration) and April 1 for new, transfer, or returning students entering in the fall semester and November 15 for new or transfer students entering in the spring semester (i.e., only students enrolling at Calvary for the first time in the spring semester may apply in November). Applications must be renewed each year for returning students by the April 1 deadline. Deadlines allow for scholarship award notification letters to be received by students early enough to help in their decision-making process and for high school graduation ceremonies.

In order to make the scholarship program at Calvary a success, all scholarship recipients will be required to help with the President's Dinner in September and/or make phone calls during the Alumni Phone-a-thon in February. Your service, including amount of time required, will be based upon the semester and total amount of Calvary funded scholarships/grants which you receive. These requirements must be met each year that you receive the scholarship/grant. Failure to fulfill your obligation will result in the loss of these scholarships/grants you have been awarded and make you ineligible to receive Calvary scholarships/grants in the future.

Scholarships for Students Attending Calvary for the First Time

Academic Scholarship (for freshmen, up to \$1,000 per semester): Applicants are required to apply by the application deadline preceding the semester they first enroll at Calvary and have a composite ACT score of at least 28 or a combined SAT verbal and math score of 1200. This scholarship shall be awarded each semester for which the student is enrolled in a degree program for no fewer than 14 credit hours and has earned a Calvary GPA of 3.50 or higher the preceding semester.

Awana Scholarship (first & second year students only, up to \$500 per semester for up to four semesters): Entering freshmen and transfer students in their first two years of their degree program who have received the Citation Award in the Awana program. Verification from Awana Headquarters must be received before scholarships are awarded. Renewal Criteria: The student must maintain a 3.0 CGPA. The student must reapply annually.

Bible Impact Ministries Scholarship (for first- or second-year students, \$350 per semester): Applicants are required to have five years of participation in the Bible Impact Ministries national program, including memorization of 200 Bible verses and four years completed work in the BIM National Correspondence Courses, and to have attended BIM National Camps. Good for two semesters.

IFCA Youth Convention Scholarships (for new, first-year students, \$500 per semester): Applicants are required to have received a superior rating in the quizzing, music, or preaching categories in IFCA Youth Convention competitions and maintain the social and academic standards of the College. The scholarship is good for two semesters and renewable for two additional semesters for students with a 3.00 GPA.

Scholarships for Returning Students

Departmental Scholarship (for returning students, up to \$1,000 per semester): Applicants are required to submit an explanation of their purpose for having selected their academic major and be recommended by a leader in a Christian ministry.

Pastoral Scholarship (for returning Juniors or Seniors only, up to the value of \$350 per semester): This scholarship is also known as The Dr. William Bevier Memorial

Scholarship. Only students whose major is Pastoral Studies are eligible to apply. The applicant must be a junior or senior, who has a burden and call to the pastoral ministry of a fundamental, Bible-believing church or mission, and must be recommended by the Pastoral Studies Department Chair. The student must maintain at least a 3.0 CGPA and have nothing officially noted that negatively impacts his Christian character. The student must reapply annually.

Student Recruitment Scholarship Full-time returning students who are not receiving the student dependent tuition benefit are eligible for a \$500 scholarship if they recruit another student to attend Calvary Bible College or Calvary Theological Seminary. The recruiting student's name must be prominently mentioned on the application form of the prospective student. Also, the prospective student must become a full-time student for the entire semester in order for the recruiting student to receive the \$500 scholarship, which will be applied toward the recruiting student's tuition bill for the following semester.

Scholarship applies to traditional, non-traditional, and seminary students. Recruited student may not be a sibling or a Early College student. Scholarship will be applied toward tuition and may not be converted to cash. More than one student can be recruited at a time.

Scholarships for All Qualified Students

Alumni Scholarship (for all students, up to the value of \$250 per semester): Applicants are required to be a dependent child of a Calvary alumnus. "Alumnus" does not necessarily mean "graduate" of CBC. The student must maintain at least a 3.0 CGPA.

Berean Fellowship Scholarship (for all students, up to \$500 per semester):

The student must be a member of any Berean Fellowship Church and enrolled in a minimum of 12 hours in the college. The student must provide a pastoral reference stating that they are a member in good standing of the Berean Fellowship Church. The student must maintain a 3.0 CGPA. The student must reapply annually including submission of a pastoral reference letter.

Christian Ministry Scholarship (for all students, up to the value of \$400 per semester):

Applicants are required to have been engaged in full-time Christian ministry for at least eight weeks immediately before attending Calvary and be recommended by their Christian ministry leader. The student must maintain at least a 3.0 CGPA.

Christian Workers Scholarship (for all students, up to the \$750 per semester): Applicants are required to be dependent children of Christian workers. The Christian worker is to be the primary wage earner of the family.

Christian Workers Scholarship for Independent Students (for all independent students, up to \$750 per semester): Applicants are required to be full-time Christian workers.

Family Scholarship (for all students, up to \$200 per semester per student): Two or more immediate family members also enrolled as full-time students. Each family member must apply.

IFCA Scholarship (for all students, up to \$500 per semester): The student must be a member of any IFCA affiliated Church and enrolled in a minimum of 12 hours in the college. The student must provide a pastoral reference stating that they are a member in good standing of an IFCA Church. The student must maintain a 3.0 CGPA. The student must reapply annually including submission of a pastoral reference letter.

Memorial Scholarships for All Qualified Continuing Students

Over the years, the establishment of Memorial Scholarships has blessed Calvary students. Unless a scholarship requires other criteria, it is open to all continuing students. A student may apply for and be awarded a maximum of two memorial scholarships per year.

Scholarships are awarded up to the value of \$200 (unless otherwise indicated) and for the fall semester only.

Chan Scholarship: Applicants are required to be international students, preferably Chinese or Oriental, pursuing Christian service careers.

Howes Scholarship: Applicants must have demonstrated academic achievement (GPA of 3.500 or higher) and must have financial need.

Izora Crews Memorial Scholarship: Applicants are required to have a burden for and a call to the foreign mission field or be children of missionaries on a foreign field and demonstrate potential for service in a Christian vocation.

Krestan Memorial Scholarship: Applicants are required to be full-time students in an education major who have demonstrated academic achievement.

Martin Burnham Scholarship (for continuing juniors and seniors): Applicants are required to be either a foreign student who will return to their home country to minister, or any student who is interested in, or has a desire to serve in missions or is studying missions.

McCarrell Memorial Scholarship: Applicants are required to be preparing for pastoral ministry, have a burden for and a call to the pastoral ministry of an independent, fundamental, Bible-believing church or mission, and to have demonstrated an ability to be used by God in the pastoral ministry.

Morse Church Memorial Fund (for continuing juniors and seniors): Applicants are required to be a junior or senior employed by the College.

Robert Douglas Tuttle Memorial Scholarship (for continuing juniors and seniors): Applicants are required to be pursuing a major in pastoral ministry, intercultural studies, or education and demonstrate potential for service in a Christian vocation.

Sheldon Zenger Memorial Scholarship (for continuing juniors and seniors): Applicants are required to be a junior or senior pursuing a major in pastoral ministry, intercultural studies, or education and have potential for service in a Christian vocation.

Toy Tadlock Memorial Scholarship: Applicants are required to have a burden for and a call to minister to young people. Their vision shall be to strengthen the home, and they must demonstrate a potential for service in a Christian vocation.

Women's Auxiliary Scholarship: Applicants are required to have financial need, a positive attitude toward the College, and an aptitude for Christian service.

Monthly ACH Payment Plan

Calvary offers MAPP (Monthly ACH Payment Plan), an in-house monthly payment program that arranges payments for students and/or their parents via automatic payment withdrawals from a savings or checking account. A \$15 enrollment fee is paid to set up payments for each semester. The fee is required for both the fall and spring semesters. The enrollment fee is automatically deducted on the 20th of the month, and all payments are applied toward the student's semester charges. There are no interest charges. Calvary reserves the right to charge service fees for payments that are rejected for insufficient balances. MAPP payments can be set up in advance of a semester, if desired, to minimize the impact at registration time.

Employment

A limited number of on-campus jobs are available for students. Areas of employment include foodservice, security, and housekeeping. Any student who works for the College will have the option of applying their earnings directly toward their bill.

Off-campus job openings are posted on a bulletin board outside the KA-Bar Cafe. Calvary does not provide Career Placement Services, but a limited number of job openings in locations outside the Kansas City area can be found in the Human Resources office.

The Department of Homeland Security requires employers to view a new employee's original (not copied) ID documents within three days of the date of hire. Students planning to seek employment while at Calvary may contact the Human Resources office for information about the type of identification required.

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ACADEMIC POLICIES

Student Responsibility

Students are responsible to know and abide by the policies, procedures, regulations, and requirements set forth in the College catalog and published supplements to it.

Orientation

New freshmen and transfer students are required to attend the orientation session scheduled just before the start of their first semester at Calvary. This time is used to inform them of College policies and regulations, to introduce them to the faculty, to register them for their first semester of classes, and to provide opportunity to socialize with fellow students. The Orientation Fee charged for this at registration covers the cost of the sessions and social activities.

Academic Classification

Students are classified as being either degree students, those seeking a degree or certificate, or as non-degree students, those taking classes to satisfy requirements at another college or for other personal reasons.

Degree students are classified according to the number of credit hours they have earned:

Freshmen	→ FR	(1 - 29 credit hours)
Sophomores	→ SO	(30 - 59 credit hours)
Juniors	→ JR	(60 - 89 credit hours)
Seniors	→ SR	(90 + credit hours)

Non-degree students are classified as ND; they are not classified based on hours.

Copyright Infringement and Academic Honesty

It is assumed that all students enrolled at Calvary have done so for the primary purpose of learning. As such, students are expected to refrain from those actions that contradict this purpose and which would jeopardize their Christian character and testimony. Plagiarism is strictly prohibited, and academic cheating of any type will result in disciplinary action and may include dismissal.

Plagiarism is defined as copying any part of a book or paper without identifying the author. This includes taking another person's ideas and presenting them as your own. Plagiarism of any kind will not be tolerated.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or

uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Load

A normal academic load is 16 credit hours per semester. A minimum of 32 credit hours per year for four years is required for a student to earn a degree in a professional major requiring 126 credit hours. Some majors require more than the minimum 126 credit hours. Students desiring to enroll for more than 18 credit hours in a semester are required to obtain written approval from the Registrar and should have a cumulative grade point average of 3.0 or above.

Since Calvary does not have a summer session, traditional students may request to take up to 6 additional hours of course work during the third session of adult and graduate studies courses in the spring and up to 6 hours of course work during the first session of adult and graduate studies in the fall. The request to take additional hours must be made to the Registrar’s Office in writing. Students with less than a 3.000 cumulative GPA must also receive the permission of their academic advisor to go beyond the 18 hour limit.

To be considered a full-time student at the College, a student must enroll in a minimum of 12 hours per semester.

Academic Recognition

Students who have earned 12 or more credit hours from Calvary in any given semester are eligible to receive academic recognition. The *Dean’s List* for each semester is composed of those students who achieve a 4.000 semester grade point average. The *Honor Roll* is made up of those students who achieve a semester grade point average of at least 3.500 but less than 4.000.

Assignments

Students are responsible for on-time fulfillment of all assignments made by professors. Grades may be reduced for late work. Assignments are to be completed according to accepted standards for research, investigation, reporting, spelling, organization, style, grammar, neatness, and originality.

Class Attendance

Students are expected to attend all scheduled meetings of courses for which they are registered. A traditional semester lasts for 16 weeks.

For traditional college courses, if a student begins a scheduled course and misses more than the equivalent of two weeks, his/her grade for the course is lowered by one letter grade. A student missing more than the equivalent of three weeks of a scheduled course is administratively withdrawn from the course and receives an AF or AP grade. Some courses meet for less than 16 weeks. The above policy will be prorated based upon the actually meeting schedule of the course.

In no case is the cessation of class attendance taken as intent to withdraw from a course. Classes missed due to official school sponsored events or functions are not considered part of the general absence policy of Calvary.

Tardy Policy

One absence will be assessed for every three times a student is tardy to class for a total of 10 minutes or less (being late to class, leaving early, etc). Students who are tardy from a class for more than 10 minutes will be assessed one absence for that class.

Compassionate Absence

One week of compassionate absence will be granted for the death of an immediate family member (spouse, child, parent, sister, brother, or grandparent). A student must fill out a Compassionate Absence form and return it to the Student Deans' Office. The completing of missed assignments is left to the discretion of the professor. Classes missed as part of compassionate absence are not considered part of the general absence policy of the College.

Appeals of Attendance Policy

Student appeals for exceptions to attendance policies are to be submitted in writing to the Academic Dean or Registrar for consideration by the Academic Curriculum Committee.

Independent Study/Non-classroom Courses/Applied Lessons

If a student begins a course and misses two due dates, his/her grade for the course is lowered by one letter grade. If a student misses a third assignment due date, he/she is administratively withdrawn from the course and receives an AF or AP grade.

If a student takes a non-classroom course, regular contact with the professor will be arranged by the instructor and expected. Contact with the student may be through face-to-face meetings in the professor's office, through phone calls, skype, google drive, emails or other electronic means. Instructor's direction and interaction with the leader of an internship or project will also be considered teaching contact.

If a student begins an applied music lesson course and is unable to attend a lesson, he/she is responsible to make arrangements with the instructor to make up the lesson or it will be considered an absence. If a student has two absences, his/her grade for the course is lowered by one letter grade. If a student has a third absence, he/she is administratively withdrawn from the course and receives an AF or AP grade.

Auditing a Class

Auditing a class is open to any degree student currently enrolled in a class for credit. Auditors attend class under the regular class attendance policies. They are not required to take examinations, quizzes, or do other projects that may be assigned. At the discretion of the professor, auditors do not participate in class discussions or have assignments graded. Academic credit is not received and hours are not computed in the grade point average. A class being audited may not be changed to being taken for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited and then only for the hours for which the course is scheduled. Not all courses are available for audit. Private lessons may not be taken for audit or personal enrichment. Students are to register for classes online, then go to the Registrar's Office to request the class be changed to audit status.

Taking a Class for Personal Enrichment

Taking a class for personal enrichment follows the same guidelines as auditing a class with two exceptions. First, the person does not have to be a degree student. Second, attending the class does not generate an academic record. Therefore, there are no transcripts for classes taken for personal enrichment. A certificate of attendance may be issued at the end of the course for those successfully completing the course for personal enrichment. Please note that a non-degree student may not pay the degree student rate for personal enrichment, but rather must pay the rate for someone who is not a student. Online registration is not available for personal enrichment participants. Forms are available at the Registrar's Office.

First Semester Course Work

To ensure traditional students attending Calvary Bible College have the learning skills required to complete their programs and have academic success, three courses must be taken during the first semester of attendance. All enrolling freshmen and all transfer students will be required to take GE100 College Life Seminar (see paragraph below), BI111 Survey of Old Testament Literature or BI112 Survey of New Testament Literature, and EN112 College Composition I. All transfer students with more than thirty hours from other institutions and not on probation are not required to take GE100. However, they are required to take BI111 or BI112 and any English course that hasn't been transferred in from another institution. All incoming students will be required to take an English writing exam to prove their proficiency in handling English grammar and writing. Students who have college transfer credits, official passing CLEP, or AP exam scores sent to Calvary Bible College in College Composition will receive credits on their transcripts for composition but must still take the proficiency test.

College Life Seminar

College Life Seminar is designed to help students adjust to college life, to gain an understanding of the philosophy and goals of the College, to learn how to obtain the most out of their courses, and to learn to organize their time to accomplish their objectives in each course. College Life Seminar (GE100) is a six-week course. Another requirement, Developing a Biblical Worldview (RP100), follows College Life Seminar. This course is

designed to teach students how to live according to a biblical worldview. Students on academic probation may be required to retake GE100. There are only three ways that a student may not be required to take College Life Seminar:

1. By having earned credits at another college in an equivalent class which will transfer to Calvary.
2. By having earned a minimum of thirty credit hours at another college with a minimum cumulative GPA of 2.5 (on a 4.0 system).
3. By having the Dean of Students' permission to waive or to postpone the class.

Course Cancellations

All course offerings are subject to enrollment minimums. The College reserves the right to cancel classes for which there is insufficient enrollment.

Course Levels and Requirements

Students are to complete all lower-level course requirements before taking higher-level ones. Thus, a student's 100-level course requirements are to be completed before the student takes 200-level courses, 200-level courses are to be taken before 300-level courses, and so on. When circumstances warrant, students may take courses in the next higher level while completing course requirements in a lower level. To take a course two or more levels higher than the student's class year, approval is to be obtained from the course professor, the student's academic advisor, and the Academic Dean.

Course Numbering System

001-099	Pre-college, not-for-credit, or remedial courses
100-199	Freshman level courses
200-299	Sophomore level courses
300-399	Junior level courses
400-499	Senior level courses

Credit Hour and Academic Year for Traditional Students

One hour of credit is granted for each hour (50-minute period) a class meets per week for a semester. A semester lasts for 16 weeks (15 weeks for classes and the last week for final examinations). Two semesters or terms equal an academic year.

Traditional college courses in the fall begin the Tuesday following the fourth Monday of August. Spring semester courses begin the Tuesday before the Martin Luther King holiday in January. The beginning and end dates of the traditional courses are as follows for the duration of this catalog:

- Fall 2014–Begins on August 26 and ends on December 17.
- Spring 2015–Begins on January 12 and ends on May 13.
- Fall 2015–Begins on August 25 and ends on December 16.
- Spring 2016–Begins on January 11 and ends on May 11.

Note: Students involved in two continuous semesters or terms (fall/spring or spring/fall) are expected to complete 24 credit hours to be considered full-time.

Declaring a Major

All degree students are required to declare a professional major by the end of the second semester of their sophomore year (or upon entrance for junior and senior transfer students). A student is required to be accepted into a major in order to graduate.

Students who have not declared a professional major do not qualify for and will not be able to receive federally funded financial aid.

Final Examinations

Faculty give final examinations in accordance with the schedule issued by the Registrar. Changes or exceptions to this schedule may only be made with the approval of the Academic Dean and notification of the Registrar.

Students are to take their final exams during final exam week according to the schedule issued by the Registrar, except for a compassionate absence occurring during final exams. Students with three or more final exams scheduled on one day may, at the discretion of the professor and at no charge, arrange with the Registrar to take all but two of the exams during a scheduled exam period on another day. Appeals for exceptions to this policy are to be submitted in writing to the Academic Dean or Registrar **at least** one week prior to the final exam(s) for consideration by the Academic Curriculum Committee. Approvals will be granted only for serious reasons and are charged a \$15 fee for each exam changed. The maximum charges for a semester will be \$45.

Grading Scale

Grade	Value	Grade Point Value Per Semester hour
A	100 - 93	4.0
A-	92 - 90	3.7
B+	89 - 87	3.3
B	86 - 83	3.0
B-	82 - 80	2.7
C+	79 - 77	2.3
C	76 - 73	2.0
C-	72 - 70	1.7
D+	69 - 67	1.3
D	66 - 63	1.0
D-	62 - 60	0.7
F	59 - 0	0.0
P	Passing or better work; not figured in the grade point average.	
I	Incomplete; issued only upon approval and for extenuating circumstances; allows the student to complete course work up to six weeks after the end of a term. The grade for the course is lowered by one letter grade. The grade becomes an "F" by default if the course work is not submitted within the six-week period. An "I" is not figured in the grade point average.	

- W 6 week course – Official Withdrawal from a course during the second and through the third weeks of the course; not figured in the grade point average.
 8 week course – Official Withdrawal from a course during the second and through the fifth weeks of the course; not figured in the grade point average.
 16 week course – Official Withdrawal from a course during the third and through the ninth weeks of the semester; not figured in the grade point average.
 The above policy will be prorated based upon the actual meeting schedule of the course.
- AW 6 week course – Unofficial (Administrative) Withdrawal, done after week two, when a student does not begin a course; not figured in the grade point average.
 8 week course – Unofficial (Administrative) Withdrawal, done after week two, when a student does not begin a course; not figured in the grade point average.
 16 week course – Unofficial (Administrative) Withdrawal, done after week two, when a student does not begin a course; not figured in the grade point average.
 The above policy will be prorated based upon the actual meeting schedule of the course.
- WF 6 week course – Official Withdrawal from a course during the fourth week and through the end of the course when the course-work-to-date is failing; figured as an “F” in the grade point average. Also assigned to all courses when a student is expelled from school during the fourth week and through the end of the course when course-work-to-date is failing.
 8 week course – Official Withdrawal from a course during the sixth week and through the end of the course when the course-work-to-date is failing; figured as an “F” in the grade point average. Also assigned to all courses when a student is expelled from school during the sixth week and through the end of the course when course-work-to-date is failing.
 16 week course – Official Withdrawal from a course during the tenth week and through the end of the semester when the course-work-to-date is failing; figured as an “F” in the grade point average. Also assigned to all courses when a student is expelled from school during the tenth week and through the end of the semester when course-work-to-date is failing.
 The above policy will be prorated based upon the actual meeting schedule of the course.
- AF 6 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when the course-work-to-date is failing; figured as an “F” in the grade point average.

8 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is failing; figured as an “F” in the grade point average.

16 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is failing; figured as an “F” in the grade point average.

The above policy will be prorated based upon the actual meeting schedule of the course.

WP 6 week course – Official Withdrawal from a course during the fourth week and through the end of the course when the course-work-to-date is passing; not figured in the grade point average. Also assigned to all courses when a student is expelled from school during the fourth week and through the end of the course when course-work-to-date is passing.

8 week course – Official Withdrawal from a course during the sixth week and through the end of the course when the course-work-to-date is passing; not figured in the grade point average. Also assigned to all courses when a student is expelled from school during the sixth week and through the end of the course when course-work-to-date is passing.

16 week course – Official Withdrawal from a course during the tenth week and through the end of the semester when the course-work-to-date is passing; not figured in the grade point average. Also assigned to all courses when a student is expelled from school during the tenth week and through the end of the semester when course-work-to-date is passing.

The above policy will be prorated based upon the actual meeting schedule of the course.

AP 6 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when the course-work-to-date is passing; not figured in the grade point average.

8 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is passing; not figured in the grade point average.

16 week course – Unofficial (Administrative) Withdrawal after a student begins a scheduled course when course-work-to-date is passing; not figured in the grade point average.

The above policy will be prorated based upon the actual meeting schedule of the course.

LA Leave of Absence; requires a student to be out of class for up to 180 days. Students not returning within the 180 day period will be issued an “F” grade for all classes having the “LA” designation.

AU Successful Audit; indicates regular attendance and involvement in an audited course; academic credit is not received and hours are not computed in the grade point average.

WA Withdrawn Audit or Unsuccessful Audit.

Course Grades

Grades become final six weeks after they are posted at end of the semester or cycle in which they were earned. Appeals regarding a grade given in a particular class should first be made to the professor, and then, if satisfactory terms are not reached, further appeal may be made to the Academic Dean (within the six weeks following the posting of the grades at the end of the semester or cycle). Appeals to the Academic Dean must be in writing.

Extension to Complete Course Work/Incomplete

Unavoidable circumstances occasionally make it necessary for a student to request additional time to complete course work for a class after the end of the semester. If it is necessary, the following procedure is to be followed:

- The student completes the Request for an Extension to Complete Course Work form and obtains the required approval signatures.
- All course work should be completed and submitted to the professor no later than six weeks after the end of the semester.
- By faculty action, the course grade awarded will be lowered one letter grade; exceptions may only be made by the Academic/Curriculum Committee.
- A grade of “I” (incomplete) will be assigned as the course grade until a grade change is processed after completion of the course work. An “I” is not figured in the grade point average.

Grade Point Average

The Calvary grade point average (GPA) is calculated using the following formula: GPA equals total grade points from courses taken at Calvary divided by total credit hours. Total grade points is the sum of the products of the credit hours of each course taken at Calvary times the grade point value of the grade earned in each course (see “Grading System” for grade point values). Total credit hours are the sum of the credit hours taken at Calvary. Pass/Fail courses do not affect total credit hours for the purpose of calculating the GPA. The Calvary GPA is calculated using only courses taken for credit at Calvary. Transfer credit does not affect the Calvary GPA.

Repeating a Course

When a course is repeated for credit, normally both grades are posted and calculated in the semester and cumulative grade point averages. However, under specific circumstances, a student may elect to repeat a course and use only the second grade for calculating the cumulative GPA. The first grade will continue to be printed on the transcript, but will be marked as a repeated course which will not be included in GPA calculations. The student may repeat up to a maximum of 24 credit hours. Only “D”, “F”, “AF”, and “WF” grades may be repeated under this option. In no case when a course is repeated will credit toward a degree be given twice for the same class. The student must choose to elect this option by filling out the appropriate form in the Registrar’s Office. The repeated class must be taken in the same format as the original format (repeat an intensive course with an intensive course, etc.) or with an equivalent course in the traditional format

Individualized/Independent Study Courses

Individualized courses are exceptional arrangements permitting course credit to be earned for a non-classroom study or for a regularly scheduled classroom course to be taken for additional credit or less credit. For a non-classroom study, the student is to be at least a junior with a cumulative Calvary GPA of 3.000 or above. For a regularly scheduled classroom course for extra credit, the student is to be at least a sophomore with a cumulative Calvary GPA of 2.750 or above. Any student may take a regularly scheduled course for less credit. No more than nine credit hours of non-classroom study or extra credit taken in conjunction with a regularly scheduled course may be used to meet graduation requirements. Written approval for each study is required from the Registrar, the student's academic advisor, the professor overseeing and grading the study, and the Academic Dean. Independent Study forms are available in the Registrar's Office.

Proficiency Examination

A proficiency examination is a course examination covering the content of a subject or course in which the student is knowledgeable. Approval from the Registrar is required in order to take the exam. Upon successfully passing the exam and upon the recommendation of the professor administering the exam, the requirement for that course is waived. No credit is granted for the waived course, but an elective course may be taken to make up the required credit hours.

English Proficiency

During the first days of EN112 College Composition I, students are given a proficiency examination. Approval from the Registrar is not required to take this exam. If the exam is passed with a high enough score, the course is waived for that student. The three hours that are waived will be added to the elective requirements in the general education area.

Students who have very low scores on the proficiency exam will be required to take Introduction to College Composition. This course is designed to help students improve their composition skills.

Registration

Enrollment in a class is not official until the proper registration procedures have been processed through the Registrar's Office and all financial obligations have been paid, or approved arrangements for payment have been made in the Financial Aid Office and Cashier's Office. A student will be recorded as absent from class until he/she is officially registered. After the first two weeks of the semester, if the student is still not officially registered, the student will be administratively withdrawn from school and asked to leave.

Schedule Changes

No course may be added after the end of the first week of classes. Courses may be dropped through the ninth week of classes without any academic penalty. Courses may also be changed from being taken for credit to audit through the ninth week of classes. Students

withdrawing or being expelled from a class or school after the ninth week of classes are assigned WP or WF grades.

The untimely death of a current student presents an exception to the stated policy. The deceased student will receive a W grade for all courses not complete. Instructors and the financial aid office will be notified of the student's death, along with the President's Office, the Dean of Students, the Academic Dean, and the Business Office.

Satisfactory Academic Progress

Students who maintain a cumulative grade point average equal to or greater than 2.000 will be considered to be making satisfactory progress. The academic status of these students is "Good Standing." All students receiving an academic warning or who are on academic probation because of low grades are strongly encouraged to take advantage of The Learning Center. Calvary has provided The Learning Center to help students be successful in their academic pursuits.

Academic Warning

Students who earn a semester GPA lower than 2.000 while maintaining a cumulative GPA above 2.000 will receive an academic warning. Continued performance of this quality may result in academic probation, but their academic status is "Warning."

Academic Probation

Students whose cumulative grade point average falls below a 2.000 at any time will have earned the academic status of "Probation."

Probationary students are subject to academic limitations and restrictions on extracurricular activities such as athletics, drama, and musical groups. No student on academic probation may suit up for athletic games or travel with the team. However, they may practice with the team. Students on probation may not be eligible for Calvary scholarships and may not be eligible for federally funded financial aid. They also may not be a Resident Assistant.

The academic load of probation students will be limited to:

- 12 hours for students entering on probation
- 12 hours for students with a cumulative GPA from 1.500 to 1.999
- 9 hours for students with a cumulative GPA from 1.000 to 1.499
- 6 hours for students with a cumulative GPA below 1.000

Students placed on academic probation may be required to enroll in GE100 College Life Seminar. They may be required to enroll in this course each semester until their cumulative GPA rises above 2.000. The Academic Probation Committee may state what academic progress will be required for students who cannot get off probation in one semester due to reduced academic load limits. Conditions of the plan will be presented in the probation notice and to the academic advisor of the student. Students on such an academic plan must be above 2.000 or higher each term the plan is in place. The plan may not exceed more than three semesters. Students on probation and in danger of academic suspension will not be allowed to register for cycle one non-traditional courses in the fall semester until SAP has been determined.

Academic Suspension

Students who earn academic probation for two consecutive semesters at Calvary, who do not have an academic progress plan in place, will have earned the academic status of "Suspension." Students who fail to accomplish their academic plan for getting off probation will also earn the academic status of "Suspension." New students who are accepted on academic probation and fail to earn at least a 1.000 cumulative GPA their first semester will be placed on academic suspension. Any student on academic suspension will not be allowed to enroll at Calvary for one semester. When a student re-enrolls, the student will be on probation.

Academic Dismissal

Any student re-enrolling at Calvary after academic suspension, who fails to earn at least a 2.000 semester GPA for the semester in which the student returns, will have earned the academic status of "Dismissal." A student academically dismissed from Calvary will not be allowed to continue at Calvary. Only if the student earns a minimum of 12 transferable credits at another accredited college or university, will he/she be considered for re-enrollment at Calvary.

Student Responsibility and Academic Advising

Students are responsible to see that all courses are taken according to the program requirements specified for the student's professional major and that all degree requirements are met. An academic advisor is available to provide guidance concerning academic programs and to verify the accuracy of course selections, but the ultimate responsibility for knowing program requirements and proceeding to satisfy those requirements in an orderly and timely manner is the student's.

Early Registration for Next Semester Courses

The College holds early registration for the upcoming semester for currently enrolled students. Early registration for the spring semester will be the first fifteen days of November. Early registration for fall semester will be the first fifteen days of April. Students who have not met with their academic advisor will not be permitted to register for courses. Students who fail to register by the deadline will be assessed a late registration fee. Returning students are also responsible to make financial arrangements by the end of the early registration month. Spring arrangements must be made by November 30. Fall arrangements must be made by April 30. Students not making arrangement by those dates will be assessed a fee and may be dropped from registered courses.

Transfer Credit**Course Work from Other Colleges**

Students who have studied previously at another college(s) are required to have an official transcript sent to the Admissions Office from each college attended. Transcripts are official only if they are mailed directly to Calvary from the college. The Admissions Office

will have the Registrar's Office evaluate the transcripts to determine how many credits will transfer to Calvary. For an accurate evaluation, a major at Calvary must be declared.

Transfer credit may be granted for courses where: (1) a grade of C- or above was earned; (2) the courses are equivalent to and meet degree requirements for the major chosen at Calvary; and (3) the college is accredited by the Association for Biblical Higher Education, the Higher Learning Commission, any regional accrediting agency, or one of the other institutional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and listed by the American Council on Education in its publication, *Directory of Recognized Accrediting Agencies and Supporter of Accreditation*.

Transfer credit does not affect the GPA calculated for courses taken at Calvary, which is calculated using only course work taken for credit at Calvary.

Students coming to Calvary Bible College from non-accredited institutions may receive up to a maximum of 48 credit hours transferred for Bible courses taken at those institutions. Systematic and Practical Theology courses are not transferable. Transfer decisions will be made on a case-by-case basis upon review of submitted course descriptions and course syllabi with educational qualifications of teaching faculty (to be supplied by the student). Calvary Bible College will only consider approving credit for courses where the student receives a letter grade, and that grade must be a "C-" or higher. "Pass/fail" or "satisfactory/unsatisfactory" grades are not transferable to Calvary. Credits are not immediately transferred upon the student's entrance to Calvary but held in "escrow" until the student: (a) successfully completes 24 credit hours at Calvary; (b) has a minimum cumulative Calvary GPA of 2.000; (c) passes a minimum of three upper-level courses (courses numbered in the three- and four-hundreds); and, if applicable, (d) passes at least one course from the Biblical Education, General Education, and Professional Education Academic Disciplines. Although these transfer credits after evaluation are held in escrow, the students will be classified as if the credits had already been received.

Bible Language courses from non-accredited institutions are transferable but will only be accepted after the student passes a proficiency exam taken at Calvary Bible College. The student must supply the course descriptions and course syllabi along with the educational qualifications of teaching faculty.

General Education courses from non-accredited institutions will not be transferable. Students are encouraged to prove proficiency in these subjects through taking CLEP exams (see section on credits by examination).

Because of state certification requirements, the Education Department has special rules regarding transfer credits. See the department description in the Program of Study section of this catalog.

Distance Learning Courses

College-level distance education courses are to meet the same transfer credit requirements as other transfer courses. A maximum of thirty-nine (39) hours of distance education courses may be used to complete a bachelor's degree, eighteen (18) hours to complete an associate's degree, and nine (9) hours to complete a certificate. Certificate students may only take distance education courses from Calvary Bible College. Any credit(s) to be transferred to Calvary (including distance education courses) from other

institutions granting college-level academic credit are to be completed and official transcripts received by the Registrar's Office no later than the Wednesday prior to Commencement. Students who need to transfer a significant number of hours from other institutions to achieve a major or minor requirement are advised to schedule these courses beginning in their sophomore year so as not to delay graduation

Articulation Agreements

Calvary Bible College has reciprocal articulation agreements with other colleges which allow students to seek degrees not completely offered at Calvary. Calvary has articulation agreements with the following institutions:

Johnson County Community College; Overland Park, KS
Kansas City Kansas Community College; Kansas City, KS
Metropolitan Community College; Kansas City, MO
University of Central Missouri; Warrensburg, MO
University of Missouri-Kansas City, College of Arts and Sciences; Kansas City, MO

In addition, Calvary Bible College has program specific agreements with the following institutions:

Graduate Institute of Applied Linguistics; Dallas, TX
To fulfill the degree requirements for the BA PDS: Linguistics, Calvary accepts grades and credits awarded by the Graduate Institute of Applied Linguistics (GIAL), for courses in which the student was authorized by Calvary's Registrar to enroll in.

School of Missionary Aviation Technology; Ionia, MI
To fulfill the degree requirements for the BS PDS: Airframe & Power Plant Mechanics, Calvary recognizes 42 semester hours of credit from the School of Missionary Aviation Technology (SMAT), for completing and earning a certificate in Airframe and Power Plant Mechanics (A & P Program) from SMAT for which the student was authorized by Calvary's Registrar to enroll in and attend.

To fulfill the degree requirements for the minor in Aviation Flight Training, Calvary recognizes 15 semester hours of credit from the School of Missionary Aviation Technology (SMAT), for completing and earning a certificate in Aviation Flight Training from SMAT for which the student was authorized by Calvary's Registrar to enroll in and attend.

Children's Ministries Institute; Warrenton, MO
To fulfill the degree requirements for the AA in Children's Ministry, BS in Ministry Studies: Children's Ministry, or the minor in Children's Ministry, Calvary accepts grades and awards 15 credit hours awarded by Children's Ministries Institute (CMI), for the approved CMI program located in the Calvary catalog, for which the student was enrolled in by Calvary's Registrar.

Pyeongtaek, University; Pyeongtak, South Korea

To encourage student exchanges between the Music Departments and collaborative music related ventures such as summer music camps. Transfer credits for Calvary students studying at Pyeongtaek University are subject to existing transfer credit requirements as published in the College Catalog. Credits transferred from Pyeongtaek University may not exceed 24% of the student's program.

Education Services Agreement

US Army Training & Doctrine Command; Fort Eustis, VA

To fulfill the degree requirements for the BS PDS: Military Science, Calvary has an Education Service Agreement with the US Army Training & Doctrine Command in which students enrolled by Calvary's Registrar for the approved Military Science program listed in the Calvary catalog attend Missouri Western University in St. Joseph, MO.

Credit by Examination

Calvary Bible College offers superior students options to enhance or accelerate their academic programs through credit by examination. Students may earn college credit by demonstrating sufficient knowledge or proficiency in General Education areas. The Registrar's Office can provide more detailed information regarding the specific exams accepted and scores required.

Test credit will not be posted to your Calvary Bible College academic record until official scores are received directly from the testing agency. Test scores should be sent to Calvary Bible College, 15800 Calvary Rd., Kansas City, MO, 64147. Only 30 hours of test credits or 25% of the total hours of the major attempt (whichever is less) can be applied toward your degree, regardless of the type attempted.

Students may gain credit for General Education and Language courses at Calvary Bible College by earning the appropriate score on the one of these exams:

Advanced Placement Program

Calvary awards credit for satisfactory scores on Advanced Placement (AP) program examinations. A minimum score of 3 (or higher) is required. An official transcript from the AP program is required in order to be granted credit. AP credit will be accepted only in the first two semesters of enrolling at Calvary. For further information regarding the AP exams, contact a high school counseling office or the Registrar's Office at Calvary.

International Baccalaureate

International Baccalaureate examinations are tests taken as the culmination of a special high school study program. Several of the Higher Level exams count for credit if the score earned is a 5 or higher. Credit for these exams is given on a case by case basis upon evaluation by the Registrar's Office.

College Level Examination Program

Students must be accepted to Calvary Bible College, enrolled, and attending course(s) for CLEP credits to be placed on their transcript. CLEP credit is only granted for undergraduate courses meeting minimum score criteria as established by the American Council on Education (ACE). Students must request that an official copy of the test score(s) be sent to Calvary Bible College Registrar’s Office for consideration. Additional considerations:

1. All CLEP credits are recorded as transfer credits with a “P” grade and are not calculated in the student’s grade point average.
2. Students who have CLEP credit(s) on another institution’s transcript and want that credit transferred must request an official copy of the test score(s) to be sent to the Calvary Bible College Registrar’s Office. Credit will only be received if the scores match Calvary Bible College standards.
3. Test date of the CLEP exam must be in the last ten years to be accepted as credit.
4. CLEP test credits may be used only for general education requirements. Calvary Bible College will allow additional foreign language courses to be taken if the student is in a Bachelor of Arts program.
5. Credits will be awarded based on the following minimum scores and Calvary Bible College equivalencies.
6. No CLEP exam may be taken by graduating seniors during their last semester. Fall graduates must take exams before/by September 15. Spring graduates before/by January 15.

Information:	Transcripts:
The College-Level Examination Program P.O. Box 6601 Princeton, NJ 08541-6601 609-771-7865 www.collegeboard.com	CLEP Transcript Service P.O. Box 6600 Princeton, NJ 08541-6600 609-771-7865

Educational Experiences in the U.S. Armed Services

Calvary accepts as transfer credits hours of military training deemed to apply to the applicant's degree program at Calvary. *The Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education, is used to determine course and credit-hour equivalence.

While Enrolled at Calvary Bible College

Students desiring to transfer course work to Calvary by completing course work elsewhere while they are enrolled at Calvary are to obtain approval through the Registrar's Office before beginning that course work. This applies to students who are pursuing a degree in a non-traditional format as well as those taking courses traditionally.

Withdrawal from School

Procedure for (Official) Withdrawal

Withdrawal during the semester is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. If it is necessary for a student to officially withdraw, the following procedure is to be followed:

- The matter should be discussed with the student's Academic Advisor and the Dean of Students.
- An official withdrawal form should be picked up in the Registrar's Office.
- Clearance from the Dean of Students, the student's Academic Advisor, the Library, the Business Office, and the Financial Aid Office are to be obtained and the completed form returned to the Registrar's Office.

Students are on record until they complete all withdrawal procedures. All pertinent school regulations are binding until withdrawal procedures have been completed. In no case is the cessation of class attendance taken as intent to withdraw from school.

Administrative (Unofficial) Withdrawal

An Administrative, or unofficial, withdrawal from school is initiated by the administration. The withdrawal procedures are completed by the administration. (see the Grading Scale and Class Attendance policy)

Expulsion (Official Withdrawal)

An expulsion from school is considered an Official Withdrawal for grading purposes. The withdrawal procedures are completed by the administration and the student (see the Grading Scale and Standards of Conduct).

Temporary Withdrawal—Leave of Absence

When a student needs to withdraw from classes for a short period of time, a "Leave of Absence" status may be granted to the student. A "Leave of Absence" is issued only upon approval and for extenuating circumstances (family sickness, personal medical emergency, financial emergency, etc.) which requires a student to be out of class for up to 180 days in a 12 month period. Students not returning within the 180-day period will be issued an "F" grade for all classes having the "LA" designation. They will also be considered withdrawn from the college.

Students applying for a leave of absence must:

1. Obtain a leave of absence consumer information sheet from the Registrar's or Financial Aid Office
2. Submit a request in writing at least one week in advance of the requested start date (if possible)
3. State the reason(s) for the request
4. Provide assurance of intent to return to school should the request be granted
5. Request the start and end dates of the leave of absence
6. Submit their request to the Registrar's Office
7. Upon return from leave of absence, resume program at the point left

Military Personnel

Military personnel who are activated and/or deployed will be granted a “Leave of Absence” with conditions established on a case-by-case basis, depending on their deployment circumstances. Military spouses and dependents may apply for a standard “Leave of Absence.”

Procedure for Re-admission

Students who do not maintain continuous enrollment in the College are required to apply for re-admission through the Admissions Office. Students not enrolled for more than one semester are required to meet graduation requirements from the catalog in effect at the time they re-enroll.

Residency Requirement

Students enrolling to complete the certificate program are required to complete all of the course requirements for the certificate at Calvary. Students enrolling to complete an associate's or bachelor's degree must complete at least 32 of their last 41 hours of credit toward their degree at Calvary, no matter how many credits may have been transferred from other colleges earlier in their program. Courses taken to meet program requirements that are not offered at Calvary, and therefore are taken at other schools, are exempt from this residency requirement (e.g., Professional Directed Studies major courses and student teaching courses). All students must still complete at least 32 hours of course work at Calvary in order to receive a degree. Online degree students must complete at least 32 of their last 41 hours of credit toward their degree with Calvary.

Appeal Process

Appeals for exceptions to academic policies and regulations are to be submitted in writing to the Academic Dean, Registrar, or the Director of Non-Traditional Studies for consideration by the Academic Curriculum Committee. The Academic Office or the Registrar's Office should be contacted regarding procedures and/or forms.

GRADUATION REQUIREMENTS

Application for Degree or Certificate

In order to graduate and participate in Commencement, an Application for Degree or Certificate is to be filed with the Registrar's Office no later than September 1 (or the first Monday after Sept. 1) for fall graduates and February 1 (or first Monday after Feb. 1) for spring graduates.

Catalog Requirement

Students are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment at Calvary. Students wishing to change to a more recent catalog may do so, provided they are enrolled when that catalog is in effect and they submit a written request to the Registrar. Students re-enrolling or completing graduation requirements after being out of Calvary Bible College for more than one semester are to

meet graduation requirements from the catalog in effect at the time they re-enroll or their transfer credit is received in the Registrar's Office. By meeting the catalog requirements, a student could earn a certificate, an associate's degree, and then a bachelor's degree from Calvary. The graduate may have a single major, a double major, or a major with a minor.

Christian Character

Calvary Bible College places emphasis on student growth to Christian maturity. Character training is a part of the whole educational program, and failure to achieve an acceptable standard will prevent graduation.

Christian Ministry

Each candidate for graduation is to have successfully completed the Christian ministry requirements as outlined in the *Christian Ministry Handbook*. Those who have not completed this requirement prior to Commencement will not be permitted to participate in Commencement.

Commencement Participation

Commencement exercises are held annually at the conclusion of the spring semester. Participation in these exercises is highly recommended for all graduating students. In cases of hardship in returning for Commencement, candidates who have completed all academic requirements may present a written request to the Academic Dean to be graduated in absentia.

Students participating in Baccalaureate and Commencement exercises are to have completed all of their academic requirements prior to the date of Commencement. Internships are to be completed in the years prior to the year graduation is anticipated. Any credit to be transferred to Calvary (including distance education courses) from other institutions granting college-level academic credit are to be completed and official transcripts received by the Registrar's Office no later than the Wednesday prior to Commencement. Students who need to transfer a significant number of hours from other institutions to achieve a major or minor requirement are advised to schedule these courses beginning in their sophomore year so as not to delay graduation.

Candidates who have not completed their degree requirements as specified above will not be permitted to participate in the Commencement exercises. Candidates who fail a needed course during the semester of Commencement will not be permitted to participate in that Commencement. Students not satisfying these requirements will have to wait and participate in the Commencement exercises following the completion of their degree requirements.

Diplomas will be delivered when all graduation and financial obligations have been met.

Credit Requirements

Students are to complete all course requirements for the professional major or program of study they have selected. The distinctive of the Bachelor of Arts degree is that it requires 12 hours in a biblical or foreign language. All 12 hours are required to be taken in the same language. The Bachelor of Science and Associate of Arts degrees do not require a language.

Doctrinal Understanding

Students who graduate from Calvary shall possess a foundational understanding of the Holy Scripture and Calvary's Doctrinal Statement. This is accomplished by satisfactory completion of 30 credit hours of Bible and Theology.

Financial Obligations

All financial obligations to Calvary are to be paid before a student is issued a degree or certificate. Transcripts (official or unofficial) of a student's academic record will not be issued until all financial obligations are paid.

Grade Point Average

A cumulative Calvary grade point average of 2.000 or above is required for a student to receive a degree or certificate and participate in Commencement

Graduation Recognition

Awards

The following awards are given annually to honor qualified students:

- Academic Major Awards
- Christian Character Awards
- Christian Ministries Awards
- Delta Epsilon Chi Honor Society Awards
- Who's Who Among College Students
- Zondervan Award

Honors

Meritorious work toward the baccalaureate degree receives recognition at Honors Chapel and Commencement as follows:

- 3.500–3.649 cumulative grade point average, graduation with honors
- 3.650–3.799 cumulative grade point average, graduation with high honors
- 3.800–4.000 cumulative grade point average, graduation with highest honors

All work applied toward meeting degree requirements, including transfer work, is considered in figuring the grade point average (GPA) for graduation honors. This combined grade point average, however, may not exceed the cumulative GPA earned at Calvary. Transfer students must have earned at least 32 credit hours at Calvary with a minimum grade point average of 3.500 to qualify for honors recognition.

Second Bachelor's Degree Program

Students who have already received a bachelor's degree from Calvary Bible College or from another regionally accredited institution can broaden their education by earning a second bachelor's degree with a different major. However, students may not earn a second bachelor's degree with a double major. Students may not obtain an academic minor in the second degree. Specific details include:

- A student must have received a four- or five-year bachelor's degree from a regionally accredited institution to be eligible to begin a second bachelor's degree.
- The student must have a minimum grade point average of 2.5 (where A = 4.0) in the last 60 semester hours of their first baccalaureate degree work.
- The student must complete at least 30 credits in his/her major subject area in residence at Calvary Bible College (these hours may not be transferred from another institution) plus any additional courses necessary to qualify a student for a bachelor's degree at Calvary. The combined credit in both degrees must add up to at least 150 credits.
- The subject area of the second degree must be significantly different than the first.
- Students must complete all requirements for the major. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new courses should be satisfied with courses related to the major. For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at Calvary after being admitted into the second undergraduate degree program. A minimum grade point average of 2.0 in all courses taken at Calvary is required for graduation.
- The proposed program must be approved by the Academic Curriculum Committee (ACC) and the appropriate faculty advisor.

To qualify for academic honors in a second bachelor's degree, the student must complete at least 45 new credits at Calvary with the requisite grade point average.

All students need to be aware of what is entailed in a second bachelor's degree. Before beginning work or considering options toward a second degree, each student should consult an academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

ACADEMIC RECORDS

Academic Transcript

An academic record or transcript is kept for each student in the Registrar's Office. All grades earned by the student at Calvary are posted on the student's academic transcript. The academic transcript also shows the credits transferred from other colleges that apply toward meeting the student's degree requirements at Calvary and, for EXCEL bachelor's degree students, credit earned through portfolio assessment. Credits from other colleges that do not meet Calvary's degree requirements are not posted.

At the end of each semester, the courses for which the student officially enrolled at Calvary, the grades earned, and the grade point average are recorded. Only courses dropped

during the first two weeks of a semester are omitted. Cumulative hours attempted and earned at Calvary as well as the cumulative Calvary grade point average are listed following each semester's listing of courses and grades.

Transcript Requests

Federal law requires that all transcript requests be made in writing and signed by the student. Transcript Request Forms are available in the Registrar's Office or can be downloaded from the Calvary website (www.calvary.edu). Requests submitted by FAX are acceptable if they bear the student's signature and include credit card information to cover the fee. Requests for a transcript should include:

The student's name and, if applicable, maiden name

Official signature

Date of last attendance or degree earned with date of graduation

Birth date

Social Security number

A fee of \$5.00 is charged each time an academic transcript (official or unofficial) is requested from Calvary. Payment must accompany the request. Official transcripts bearing Calvary's seal are sent directly to the institution or organization designated by the student. Faxed transcripts are not considered as official by Calvary Bible College or by most institutions or organizations receiving them. Only unofficial transcripts are issued to students. Transcripts are issued in their entirety, and no partial transcript will be issued. Transcripts, official or unofficial, will not be released if the student's financial account is not current.

Current students have access to prior grade reports through the online registration system. The system is password protected and available to all students who are not on either Business or Academic hold. These reports do not fulfill the requirement of an official transcript. The Registrar's Office can supply students with a verification of enrollment letter which will provide needed information for family insurance companies (health and auto).

Requests for transcripts should be sent well before the date that they are due to other institutions or organizations. The Registrar's Office attempts to mail transcripts within two business days of the date they are received. Reception of transcripts by receiving parties depends upon the accuracy of information found on the request form, the handling of mail by the receiving institution or organization, and the accuracy of payment information received by the Registrar's Office. Incorrect information will produce delays.

ADULT AND GRADUATE STUDIES PROGRAM

The adult and graduate studies program is made up, for the most part, of courses similar or equivalent to the courses offered in the traditional program. There are many additional courses available in the adult and graduate format.

The difference between the adult and graduate and the traditional courses is the method of delivery of the courses. Four delivery systems are available: intensive courses, online courses, and independent study courses.

Intensive Courses

A student must be at least 21 years of age to enroll in an intensive. Intensive courses are designed to fit the adult student's lifestyle because they are offered in the evening. Classes meet one night a week for six weeks. A variety of courses is offered in the intensive format and may be used to complete traditional and adult and graduate degree programs. The deadline for enrollment in intensive courses is two weeks before courses begin. This allows the student time to print syllabi, order textbooks, complete initial work, and make financial arrangements for the course. Students who have not made financial arrangements will be dropped from the course.

Online Courses

To register for online courses, students must first take the Ability Assessment. The Ability Assessment confirmation must be taken to the Adult and graduate Studies Office along with the classes students would like to take so that they can be registered. Online courses may be taken to meet some program requirements. These courses are offered in an 8-week format. Instructors will use "forums" to interact with individual and all corporate classes on a regular basis. Students will receive points for participating in the "forum" classroom discussion. Online courses are not available for personal enrichment.

Traditional Students and Online Courses

Traditional students are only allowed to take ONE online course per semester during the traditional school year. Traditional students may not enroll in an online course when the equivalent traditional course is offered in the same semester.

Only Adult and graduate students may take more than one online class per semester.

Individualized/Independent Study

Individualized courses are exceptional arrangements permitting course credit to be earned for a non-classroom study or for a regularly scheduled classroom course to be taken for additional credit or less credit. Adult and graduate students must be at least a junior with a cumulative Calvary GPA of 3.000 or above or a new transfer student with a cumulative GPA of 3.000 on all accepted transfer credits. No more than nine credit hours of non-classroom study or extra credit taken in conjunction with a regularly scheduled course may be used to meet graduation requirements. Written approval for each study is required from the Registrar, the student's academic advisor, the professor overseeing and grading the study, the Adult and graduate Studies Director, and the Academic Dean. Independent Study forms are available in the Adult and graduate Studies office. Special consideration may be given to students in their final year of study who do not meet the GPA requirement.

Policies

Attendance Policy

Intensive Courses

Students are expected to attend all scheduled meetings of courses for which they are registered. An Intensive lasts for 6 weeks.

If a student begins a course and is unable to attend a class, he/she is responsible to make arrangements to have the class audio-recorded by contacting the Adult and graduate Studies Office by 4:00 p.m. on the day of class. This option is available only once per course. The student is to listen to the recording and write a short review (2-3 pages) to be turned in to his/her professor the following week. If a student fails to notify the Adult and graduate Studies Office by 4:00 p.m., it will result in his/her course grade being lowered by one letter grade.

If a student misses more than one night of class, he/she will be administratively withdrawn from the course and receives an AF or AP grade.

In no case is the cessation of class attendance taken as intent to withdraw from a course. Classes missed due to official school sponsored events or functions are not considered part of the general absence policy of Calvary.

Tardy Policy

Students arriving after 6:15 p.m. are counted tardy. Students leaving class before the instructor has dismissed the class will be counted tardy. Two tardies count as one absence. One absence results in the course grade being lowered by one letter grade.

Online Courses

Online courses are considered Distance Education. Students must actively participate in an academically related activity on a weekly basis in order to be marked present in an online class. Examples of academically-related activities include, but are not limited to: contributing to an online forum, completing a quiz or exam, completing an assignment within the current KEEN system. Attendance is created programmatically through academic activity based on submissions within the KEEN system. Failure to submit academic activity for two subsequent weeks in any given online course will result in automatic administrative withdrawal from said course.

Work submitted after the due date will be penalized one letter grade by the instructor. Penalties for illness or other unavoidable matters are at the discretion of the instructor. Students missing two due dates will be removed from the course and assigned an AF or AP grade. Students who experience issues which may result in missing two due dates should consult with the Registrar's Office to see if they qualify for a Leave of Absence.

Independent Study

Independent Study courses are considered Distance Education. Students are required to submit work according to the schedule attached to the course syllabus. Students are required to have interaction with the course instructor during the length of the course.

Work submitted after the due date will be penalized one letter grade by the instructor. Penalties for illness or other unavoidable matters are at the discretion of the instructor. Students missing two due dates will be removed from the course and assigned an AF or AP grade. Students who experience issues which may result in missing two due dates should consult with the Registrar's Office to see if they qualify for a Leave of Absence.

Academic Year for Adult and graduate Studies

The Adult and graduate academic year consists of two semesters of 18 weeks each. The academic year begins on July 1 with the fall semester; the fall semester concludes in December. The spring semester begins on January 1 and concludes on June 30. Each semester consists of three cycles of six weeks each, for a total of 36 weeks in each academic year and 30 hours of college credit.

Specific dates for the Adult and graduate Studies courses for the Fall 2014-Spring 2015 and the Fall 2015-Spring 2016 years can be found on the next page.

Fall 2014

Cycle One

Monday, July 14-August 18

Tuesday, July 15-August 19

Thursday, July 10-August 14

Cycle Two

Monday, September 8-October 13

Tuesday, September 9-October 14

Thursday, August 28-October 2

Cycle Three

Monday, October 27-December 1

Tuesday, October 28-December 2

Thursday, October 23-December 4

Fall 2015

Cycle One

Monday, July 13-August 17

Tuesday, July 14-August 18

Thursday, July 9-August 13

Cycle Two

Monday, September 14-October 19

Tuesday, September 8-October 13

Thursday, August 27-October 8

Cycle Three

Monday, November 2-December 7

Tuesday, October 27-December 1

Thursday, October 22-December 3

Spring 2015

Cycle One

Monday, January 12-February 23

Tuesday, January 13-February 17

Thursday, January 15-February 19

Cycle Two

Monday, March 9-April 20

Tuesday, March 3-April 14

Thursday, March 5-April 16

Cycle Three

Monday, May 18-June 29

Tuesday, May 19-June 23

Thursday, May 21-June 25

Spring 2016

Cycle One

Monday, January 11-February 22

Tuesday, January 12-February 16

Thursday, January 14-February 18

Cycle Two

Monday, March 7-April 18

Tuesday, March 1-April 12

Thursday, March 3-April 14

Cycle Three

Monday, May 16-June 27

Tuesday, May 17-June 21

Thursday, May 19-June 23

Compassionate Absence

One week of compassionate absence will be granted for the death of an immediate family member (spouse, child, parent, sister, brother, or grandparent). A student must fill out a Compassionate Absence form and return it to the Adult and graduate Studies Office. The completing of missed assignments is left to the discretion of the professor. Classes missed as part of compassionate absence are not considered part of the general absence policy of the College.

Appeals of Attendance Policy

Student appeals for exceptions to attendance policies are to be submitted in writing to the Academic Dean or Registrar for consideration by the Academic Curriculum Committee.

Portfolio Notebook

Students assemble a Portfolio Notebook summarizing their formal academic education and professional work and/or life experiences. The student will receive detailed instructions for compiling his portfolio notebook from the Adult and graduate Studies Office.

Each student is required to write a Prior Learning Assessment as part of the requirements for the portfolio. If additional portfolio assessment credit is needed, this and/or other Prior Learning Assessments may be submitted to the Adult and graduate Studies Office to petition for portfolio assessment credit anytime before graduation.

Portfolio Credit

Up to 22 of the 126 total semester hours required for the degree may be earned from writing Prior Learning Assessments and providing documentation of professional school attendance or training not already transcribed. The number of portfolio assessment credits needed, not to exceed the maximum of 22 semester hours, varies with each student and is listed on the student's program planner along with his other completed degree requirements.

Credit hours earned through portfolio assessment are recorded as transfer credits on the student's transcript. The Adult and graduate Studies Director will advise the student in completing this phase of the program.

Categories of General Education

The following are different categories of general education. Specific subjects are listed in their appropriate category. This list is a guide (which is neither exhaustive nor exclusive) to help the student and advisor arrive at a final plan to complete requirements for a adult and graduate degree.

Communications

Courses may be taken from the areas of composition, grammar, rhetoric, and speech.

Fine Arts

Courses may be taken from the areas of art, drama, foreign language, journalism, and music.

Literature

Courses may be taken from the area of literature, particularly American or British literature.

Natural Science

Courses may be taken from the areas of astronomy, biology, botany, chemistry, geology, human anatomy and physiology, physical science, physics, and zoology.

Mathematics

Courses may be taken from the area of mathematics.

Religion & Philosophy

Courses may be taken from the areas of apologetics, contemporary theology, ethics, philosophy, survey of theology, and world religions.

Social and Behavioral Science

Courses may be taken from the areas of anthropology, introductory business, economics, geography, political science, psychology, and sociology.

History

Courses may be taken from any area of history.

Physical Education

Courses may be taken from any area of physical education, including sports.

General Education Electives

Courses may be taken from the areas listed above as well as physical education. “Skills” courses may only be used for general education electives

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ACADEMIC DEPARTMENTS

Calvary has nine academic departments within the college. All undergraduate degrees are designed to develop Christian character and a biblical worldview through the consistent outworking of biblical truth. Our programs of study will give you a foundation for professional and academic growth while developing critical thinking skills, written and verbal communication skills, and preparing for graduate level education.

PROFESSIONAL BACCALAUREATE MAJORS OFFERED

Advanced Biblical Studies (also EXCEL)

Biblical Counseling (also EXCEL)

Business Administration

Management

Marketing

Organizational Leadership

Education–Elementary

Education–Secondary

Ministry Studies

Children’s Ministry (also EXCEL)

Intercultural Studies (also EXCEL)

Pastoral Ministry B.A. (also EXCEL)

Pastoral Ministry B.S. (also EXCEL)

Youth Ministry (also EXCEL)

Youth Ministry – Worship Arts (also EXCEL)

Music Education

Instrumental

Vocal/Choral

Music

Music Performance & Pedagogy–Keyboard

Music Performance & Pedagogy–Voice

Music Performance & Pedagogy–Instrumental

Worship Arts–Keyboard (also EXCEL)

Worship Arts–Voice (also EXCEL)

Worship Arts–Guitar (also EXCEL)

Professional Directed Studies [PDS] (also EXCEL)

Theatre Arts

Interdisciplinary Studies–formed by combining two of the following minors

Advanced Biblical Studies

Biblical Counseling

Business Administration

Children’s Ministry

Intercultural Studies

Music

Organizational Leadership

Pastoral Ministry
Personal Training
Theatre Arts
Youth Ministry

PROFESSIONAL ASSOCIATE MAJORS OFFERED

Biblical Studies (also Bridge)
Children's Ministry (also Bridge)
Worship Arts (also Bridge)

ONE-YEAR CERTIFICATE CONCENTRATION

Bible Track/Life Track (also Gateway)
Worship Arts (also Gateway)

Bible and Theology Department

Department Chair: Keith Miller, D.Min.

Description:

The Bible and Theology Department provides instruction in the Word of God, the tools necessary for personal study of the Word of God, the biblical philosophy which provides a solid foundation for life, and the scriptural motivation to put into practice the admonitions of the Word of God.

Programs (Director):

- Advanced Biblical Studies (Keith Miller)
- Biblical Studies, Associate (Keith Miller)
- Bible Track/Life Track, One-Year Certificate (Keith Miller)

Teaching Faculty:

Dr. Keith Miller, Dr. Neil Nelson, Dr. Thomas Baurain, Dr. Mike Dodds, Joel Williamson, and other Adjunct Faculty

Objectives:

- That the student possesses basic biblical and theological facts as a foundation for meditation, teaching, and further study.
- That the student accurately analyzes, interprets, and applies biblical passages in a continuing commitment to personal Bible study.
- That the student submits to Scripture as the ultimate authority for both his/her beliefs and his/her behavior.

“Bible” is the distinctive of a Bible College. Thus, all Calvary baccalaureate degrees include a major in Bible and Theology plus the selection of a professional major. Associate Degrees and the One-Year Certificate also have Bible and Theology requirements.

Bible and Theology Requirements for the Baccalaureate Degree

BI111	Survey of Old Testament Lit. (4 hours)
BI112	Survey of New Testament Lit. (3 hours)
BI115	Bible Study/Hermeneutics (3 hours)
Pick 1:	BI220 or BI224 (3 hours)
BI334	Romans (3 hours)
BI343	Genesis (3 hours)
TH111	Evangelism/Spiritual Life (3 hours)
TH220	Systematic Theology I (3 hours)
TH221	Systematic Theology II (3 hours)

- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

Total credit hours required are at least 32

Bible and Theology Requirements for the Associate Degree

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP/TH114 Survey of Theology (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)

Total credit hours required are at least 17

Bible and Theology Requirements for the 1-Year Certificate

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI220 Life of Christ (3 hours)
- RP/TH114 Survey of Theology (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)

Total credit hours required are at least 17

Advanced Biblical Studies, B.S. Degree

Course Requirements

Biblical Education—32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—49 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: MU110 or TA341 (3 hours)
- HP336 Church History (3 hours)
- Pick 1: HP221, HP222, HP231, HP232, HP238, or HP241 (3 hours)

Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)

Pick 1: MA241, MA242, or MA243 (3 hours)

Pick 1: SS223, SS248, SS249, SS324, or SS337 (3 hours)

Pick 1: EN211, EN222, EN223, or EN415 (2 hours)

RP100 Developing a Biblical Worldview (1 hour)

RP339 Introduction to Philosophy (2 hours)

PE110 Lifetime Fitness (1 hour)

Pick 2: PE Activities (.5/.5 hour)

General Education Electives (11 hours)

Professional Education—45 hours

Missions/Ministry Core—3 hours

IC111 Introduction to Christian Missions (3 hours)

Major—32 hours

BI459 Advanced Hermeneutics (2 hours)

EM221 Teaching Process (3 hours)

Pick 1: PM331 Expository Preaching I (Men) (3 hours) or
EN333 Biblical Communication (Women) (3 hours)

RP341 Ethics (2 hours)

RP346 Apologetics (2 hours)

RP445 Great Christian Thinkers (1 hour) Three hours required

RP/TH440 Contemporary Theology (2 hours)

BI/BL/TH Bible or Theology Electives (15 hours)

Open Electives—10 hours

Total hours for the B.S. degree: 126 hours

Biblical Languages Emphasis

A student majoring in Advanced Biblical Studies may declare an emphasis in “Biblical Languages.” This emphasis fulfills the requirement for a B.A. Degree. There are three additional requirements for this emphasis:

1. The student must take sixteen hours of languages.
2. Eight of the sixteen hours must be a sequence of either BL231 and BL232 or BL471 and BL472.
3. The remaining hours are language electives. It is strongly suggested that the student focus on either Greek or Hebrew.

Biblical Studies, A.A. Degree

Course Requirements

Biblical Education—17 hours

BI111 Survey of Old Testament Lit. (4 hours)

BI112 Survey of New Testament Lit. (3 hours)

BI115 Bible Study/Hermeneutics (3 hours)

RP100 Developing a Biblical Worldview (1 hour)

RP/TH114 Survey of Theology (3 hours)

TH111 Evangelism/Spiritual Life (3 hours)

General Education—28 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 1: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (3 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- SS248 Family Living (3 hours)
- PE110 Lifetime Fitness (1 hour)

Professional Education— 20 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—17 hours

- EM221 Teaching Process (3 hours)
- RP346 Apologetics (2 hours)
- RP339 Introduction to Philosophy (2 hours)
- BI/BL/TH Bible or Theology Electives (10 hours)

Total hours for the A.A. degree: 65 hours

Bible Track, One-Year Certificate

Course Requirements

- GE100 College Life Seminar (1 hour)
- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI220 Life of Christ (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP/TH114 Survey of Theology (3 hours)
- BI/TH Electives (14 hours)

Total hours for Bible Track Certificate: 32 hours

Life Track, One-Year Certificate

Course Requirements

- GE100 College Life Seminar (1 hour)
- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI220 Life of Christ (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP/TH114 Survey of Theology (3 hours)
- Open Electives (14 hours)

Total hours for Life Track Certificate: 32 hours

(A minor in Advance Biblical Studies is available. See Interdisciplinary Studies for details.)

4 year guide for a Bachelor of Science Degree

Advanced Biblical Studies

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Lit.	4	BI112 Survey of NT Lit.	3
BI115 Bible Study/Herm.	3	EN113 College Composition II	3
COM110 Written Research Pract.	1	TH111 Evangelism/Spiritual Life	3
EN112 College Composition I	3	Pick 1: MU110 or TA341	3
GE100 College Life Seminar	1	PE110 Lifetime Fitness	1
IC111 Intro to Chr. Missions	3	BI/BL/TH Electives	<u>3</u>
RP100 Biblical Worldview	<u>1</u>	Total Semester Hours	16
Total Semester Hours	16		

Sophomore Year

Fall	Hrs	Spring	Hrs
Pick 1: BI220 (spring) or BI224	3	COM220 Oral Communication	3
EM221 Teaching Process	3	Pick 1: History Option	3
HP336 Church History	3	Pick 1: Literature Option	2
Pick 1: Science Option	5	TH221 Systematic Theology II	3
TH220 Systematic Theology 1	<u>3</u>	BI/BL/TH Electives	4
Total Semester Hours	17	Total Semester Hours	15

Junior Year

Fall	Hrs	Spring	Hrs
BI334 Romans	3	BI343 Genesis	3
Pick 1: Math Option	3	Pick 1: EN333 (Females)	
Pick 1: PE Activity	.5	PM331 (Males)	3
TH222 Systematic Theology III	3	RP341 Ethics	2
RP445 Great Christian Thinkers	1	RP/TH440 Contemporary Theology	2
BI/BL/TH Electives	3	Pick 1: PE Activity	.5
Open Electives	<u>2</u>	Pick 1: Social Science Option	3
Total Semester Hours	15.5	Open Electives	<u>3</u>
		Total Semester Hours	16.5

Senior Year

Fall	Hrs	Spring	Hrs
BI459 Advanced Hermeneutics	2	RP346 Apologetics	2
RP339 Introduction to Philosophy	2	RP445 Great Christians Thinkers	1
RP445 Great Christian Thinkers	1	BI/BL/TH Electives	2
TH442 Senior Theology	1	General Ed Electives	6
BI/BL/TH Electives	3	Open Electives	<u>3</u>
General Ed Electives	5	Total Semester Hours	14
Open Electives	<u>2</u>		
Total Semester Hours	16		

2 year guide for an Associate Arts Degree

Biblical Studies

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BII11	Survey of OT Lit.	4	BII12	Survey of NT Lit.	3
BII15	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Pract.	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	History Option	3
GE100	College Life Seminar	1	Pick 1:	Science Option	5
IC111	Intro to Chr. Missions	3	Total Semester Hours		17
RP100	Biblical Worldview	1			
Total Semester Hours		16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	Math Option	3	Pick 1:	MU110 or TA341	3
EM221	Teaching Process	3	SS248	Family Living	3
PE110	Lifetime Fitness	1	RP346	Apologetics	2
RP114	Survey of Theology	3	RP339	Introduction to Philosophy	2
Pick 1:	Literature Option	2	BI/TH Electives		6
		4	Total Semester Hours		16
Total Semester Hours		16			

One Year Bible Track Certificate Program

Fall		Hrs	Spring		Hrs
BII11	Survey of OT Lit.	4	BII12	Survey of NT Lit.	3
BII15	Bible Study/Herm.	3	BI220	Life of Christ	3
GE100	College Life Seminar	1	BI/TH Electives		10
RP100	Biblical Worldview	1	Total Semester Hours		16
RP114	Survey of Theology	3			
		4			
Total Semester Hours		16			

One Year Life Track Certificate Program

Fall		Hrs	Spring		Hrs
BII11	Survey of OT Lit.	4	BII12	Survey of NT Lit.	3
BII15	Bible Study/Herm.	3	BI220	Life of Christ	3
GE100	College Life Seminar	1	Open Electives		10
RP100	Biblical Worldview	1	Total Semester Hours		16
RP114	Survey of Theology	3			
		4			
Total Semester Hours		16			

Biblical Counseling Department

Department Chair: Pat Miller, M.S., AABC

Description:

The Biblical Counseling Department trains students to serve as lay counselors or church staff counselors according to a biblical worldview. The department also enhances the training of pastoral ministry, youth ministry, intercultural studies, and children's ministry majors.

Programs (Director):

- Biblical Counseling (Pat Miller)

Teaching Faculty:

Pat Miller, Bill Schlacks, Bill Gibbs, Joa Braga, Barb Bridges, Cheryl Costabile, and other Adjunct Faculty

Philosophy of Counseling:

Calvary believes and maintains that the revelation contained in the Scriptures concerning God, man, and man's problems and their solution is the only adequate foundation on which to build a counseling model that is totally Christian. Therefore, the College teaches and practices a counseling approach and methodology which grows out of biblical principles regarding human growth and development, behavioral changes, and problem solving. Biblical counseling is understood to be and is practiced in a context of Christian ministry.

Objectives:

- That the student articulates a biblical philosophy of counseling.
- That the student demonstrates Christian character qualities necessary for a biblical counseling ministry.
- That the student acquires a basic knowledge of the counseling process.
- That the student will be able to identify people's problems.
- That the student develops communication skills needed for counseling one-on-one and in small group situations.

(Note: Counseling courses transferred from other academic institutions may or may not transfer for Calvary Biblical Counseling courses. They may transfer as electives. When such a case arises, either traditionally or NTS, the Biblical Counseling Program department chair will be called on to help make that decision.)

Electives:

Electives for all Biblical Counseling majors are taught in an intensive class structure.

Internship and Project:

An internship or project may be started early with permission of the department chair, but is registered for the semester it is completed.

Biblical Counseling, B. S. Degree**Course Requirements**Biblical Education—32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—49 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- SS324 Human Growth and Development (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- Pick 2: PE Activities (.5/.5 hour)

General Education Electives (11 hours)

Professional Education—45 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—35 hours

- CO244 Introduction to Biblical Counseling (3 hours)
- CO245 History of Psychological Systems (3 hours)
- CO340 Biblical Counseling of Youth (3 hours)
- CO345 Marriage and Family Counseling (3 hours)
- CO432 Crisis Counseling (3 hours)

CO449	Senior Counseling Project (3 hours)
CO453	Biblical Counseling Internship (3 hours)
RP341	Ethics (2 hours)
SS249	Conflict Resolution (3 hours)
CO Electives	(9 hours)

Open Electives—7 hours

Total hours for the B.S. degree: 126 hours

(A minor in Biblical Counseling is available. See *Interdisciplinary Studies* for details.)

4 year guide for a Bachelor of Science Degree

Biblical Counseling

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Lit.	4	BI112 Survey of NT Lit.	3
BI115 Bible Study/Herm.	3	EN113 College Composition II	3
COM110 Written Research Pract.	1	TH111 Evangelism/Spiritual Life	3
EN112 College Composition I	3	Pick 1: MU110 or TA341	3
GE100 College Life Seminar	1	COM220 Oral Communication	3
IC111 Intro to Chr. Missions	3	Total Semester Hours	15
RP100 Biblical Worldview	<u>1</u>		
Total Semester Hours	16		

Sophomore Year

Fall	Hrs	Spring	Hrs
Pick 1: BI220 (spring) or BI224	3	CO245 History of Psych Systems	3
CO244 Intro to Biblical Counseling	3	Pick 1: History Option	3
Pick 1: History Option	3	Pick 1: PE Activity	.5
PE110 Lifetime Fitness	1	Pick 1: Science Option	5
SS249 Conflict Resolution	3	TH221 Systematic Theology II	3
TH220 Systematic Theology I	<u>3</u>	Total Semester Hours	14.5
Total Semester Hours	16		

Junior Year

Fall	Hrs	Spring	Hrs
BI334 Romans	3	BI343 Genesis	3
CO340 Counseling Youth	3	Pick 1: Literature Option	2
Pick 1: Math Option	3	RP341 Ethics	2
SS324 Human Growth & Devel.	3	CO Electives	6
TH222 Systematic Theology III	<u>3</u>	Open Elective	<u>2</u>
Total Semester Hours	15	Total Semester Hours	15

Summer (*counts as fall hours*) **Hrs**

CO453 Biblical Counseling Internship 3

Senior Year

Fall	Hrs	Spring	Hrs
CO345 Marriage and Family	3	CO432 Crisis Counseling	3
RP339 Introduction to Philosophy	2	CO449 Senior Counseling Project	3
TH442 Senior Theology	1	Pick 1: PE Activity	.5
CO Electives	3	General Ed Electives	5
General Ed Electives	<u>6</u>	Open Electives	<u>5</u>
Total Semester Hours	18	Total Semester Hours	16.5

(*internship hours added*)

Education Department

Department Chair: Rose H. Henness, M.A.

Description:

The Education Department prepares students to teach grades one through six (Elementary Education) or to teach Social Studies in grades nine through twelve (Secondary Education-Social Studies). The student who successfully completes one of these programs will be eligible to apply for ACSI certification, which qualifies him/her to teach in Christians schools and to apply for Missouri State Teacher Certification which qualifies him/her to teach in public schools.

Programs (Director):

- Education
 - Education–Elementary (Sharon Wieduwilt)
 - Education–Secondary (Rose H. Henness)

Teaching Faculty:

Rose H. Henness, Sharon Wieduwilt, Dr. Tom Bonine, and other Adjunct Faculty

Objectives:

- That the pre-service teacher articulates a biblical philosophy of education.
- That the pre-service teacher demonstrates the biblical character traits which communicate value for the diversity, potential, and worth of his/her students.
- That the pre-service teacher demonstrates an understanding of central concepts, tools of inquiry, and structures of the discipline(s) within the context of a global society along with the ability to create significant learning experiences for students.
- That the pre-service teacher understands how students learn and develop intellectually, socially, emotionally, and spiritually and demonstrate the ability to create a learning environment conducive to encouraging such development.

Special Requirements:

- Entry into the Education Program requires the successful completion of ED190, submission of an Application for Admission to the Chair of the Education Department, and the recommendation of the Education Department Faculty Committee. The pre-service teacher must complete a background check according to Education Department guidelines, must pass the General Education Assessment, and other requirements set by the Missouri Department of Elementary and Secondary Education (DESE).
- Education majors completing the program before Spring 2017 must maintain a cumulative GPA of 2.5 or higher with no grade lower than 2.0 in all professional

and content courses. Education majors completing the program in Spring 2017 or afterward must meet the following GPA requirements: 2.75 cumulative, 3.00 in the content area, and 3.00 in professional education coursework.

- The pre-service teacher must create and maintain an academic portfolio of work samples which is submitted his/her final semester before graduation.
- To become a Missouri State Certified Teacher, the student must pass the appropriate Praxis II Exam, apply for certification through the Missouri Department of Elementary and Secondary Education (DESE), and be recommended for certification by the Certification Officer for Calvary Bible College.
- To assure that the Calvary Bible College Pre-Service Teacher Candidate will be qualified for recommendation to the Missouri Department of Elementary & Secondary Education, teacher education majors must complete at least 30 hours of the Elementary Education courses (which includes ED courses, MU441, and PE344) or at least 16 hours of the Secondary Education courses plus all Field Experiences and Student Teaching at Calvary.

Education–Elementary, B.S. Degree

Course Requirements

Biblical Education–32 hours

BI111	Survey of Old Testament Lit. (4 hours)
BI112	Survey of New Testament Lit. (3 hours)
BI115	Bible Study/Hermeneutics (3 hours)
Pick 1:	BI220 or BI224 (3 hours)
BI334	Romans (3 hours)
BI343	Genesis (3 hours)
TH111	Evangelism/Spiritual Life (3 hours)
TH220	Systematic Theology I (3 hours)
TH221	Systematic Theology II (3 hours)
TH222	Systematic Theology III (3 hours)
TH442	Senior Theology (1 hour)

General Education–49 hours

COM110	Written Research Practicum (1 hour)
COM220	Oral Communication (3 hours)
EN112	College Composition I (3 hours)
EN113	College Composition II (3 hours)
GE100	College Life Seminar (1 hour)
HP221	American History I (3 hours)
HP222	American History II (3 hours)
MA241	College Mathematics I (3 hours)
MA242	College Mathematics II (2 hours)
MU110	Music Appreciation (3 hours)
PE110	Lifetime Fitness (1 hour)
PE247	First Aid & Personal Safety (1 hour)
PE248	Health (1 hour)
SC221	Survey of Physical Science (3 hours)

SC222	Physical Science Lab (2 hours)
SC231	Survey of Biological Science (3 hours)
SC232	Biological Science Lab (2 hours)
SS245	World Geography (3 hours)
SS324	Human Growth and Development (3 hours)
RP100	Developing a Biblical Worldview (1 hour)
RP339	Introduction to Philosophy (2 hours)
Pick 1:	EN211, EN222, EN223, or EN415 (2 hours)

Professional Education–65 hoursMissions/Ministry Core–3 hours

IC111	Introduction to Christian Missions (3 hours)
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Major–62 hours

ED190	Introduction to Education (2 hours)
ED241	Technology for Teachers (2 hours)
ED247	Foundations of Education (3 hours)
ED252EL	Field Experience I (1 hour)
ED323	Educational Psychology (3 hours)
ED340	Teaching Elementary Social Studies (2 hours)
ED341	Teaching Elementary Reading (3 hours)
ED342	Teaching Elementary Language Arts (2 hours)
ED343	Teaching Elementary Literature (2 hours)
ED344	Teaching Elementary Science (2 hours)
ED345	Teaching Elementary Arithmetic (2 hours)
ED346	Teaching Elementary Art (2 hours)
ED347EL	Teaching Elementary Bible (2 hours)
ED349	Tests and Measurements (2 hours)
ED350	The Exceptional Child (2 hours)
ED352	Reading & Literacy in Elementary School (2 hours)
ED444	Classroom Management (2 hours)
ED445	Reading Assessment & Remediation (3 hours)
ED452EL	Field Experience II (1 hour)
ED453EL	Student Teaching (8 hours)
ED459	Senior Seminar-Education (1 hour)
ED463	Teaching Portfolio (0 hour)
HP238	United States Government (3 hours)
HP251	Missouri State History (3 hours)
MU441	Music for the Elementary Teacher (2 hours)
PE344	Teaching Elementary Physical Education (2 hours)
SS231	Economics (3 hours)

Total hours for the B.S. Degree: 146 hours

Education–Secondary, B.S. Degree**Course Requirements**Biblical Education–32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education–49 hours

- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- GE100 College Life Seminar (1 hour)
- HP221 American History I (3 hours)
- HP222 American History II (3 hours)
- MA241 College Mathematics I (3 hours)
- MU110 Music Appreciation (3 hours)
- PE110 Lifetime Fitness (1 hour)
- PE247 First Aid & Personal Safety (1 hour)
- Pick 1 Pair: SC221 and SC222 (5 hours) or
SC231 and SC232 (5 hours)
- SS223 General Psychology (3 hours)
- SS231 Economics (3 hours)
- SS249 Conflict Resolution (3 hours)
- SS245 World Geography (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- RP341 Ethics (2 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)

Professional Education–62 hours

Missions/Ministry Core–3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major –59 hours

- ED190 Introduction to Education (2 hours)
- ED241 Technology for Teachers (2 hours)
- ED247 Foundations of Education (3 hours)
- ED252SE Field Experience I (1 hour)
- ED323 Educational Psychology (3 hours)
- ED347SE Teaching Secondary School Bible (2 hours)

ED348	Teaching Secondary School Reading (2 hours)
ED349	Tests and Measurements (2 hours)
ED350	The Exceptional Child (2 hours)
ED444	Classroom Management (2 hours)
ED448	Teaching in the Secondary School (2 hours)
ED452SE	Field Experience II (1 hour)
ED453SE	Student Teaching (8 hours)
ED459	Senior Seminar-Education (1 hour)
ED463	Teaching Portfolio (0 hour)
HP231	Western Civilization I (3 hours)
HP232	Western Civilization II (3 hours)
HP238	United States Government (3 hours)
HP251	Missouri State History (3 hours)
SS324	Human Growth & Development (3 hours)
SS337	Cultural Anthropology (3 hours)
	American History Electives (6 hours)
	World History Electives (2 hours)

Total hours for the B.S. Degree: 143 hours

4 year guide for a Bachelor of Science Degree

Elementary Education

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
B1111 Survey of OT Lit.	4	B1112 Survey of NT Lit.	3
B1115 Bible Study/Herm.	3	ED190 Intro to Education	2
COM110 Written Research Pract.	1	EN113 College Composition II	3
EN112 College Composition I	3	HP222 American History II	3
GE100 College Life Seminar	1	MU110 Music Appreciation	3
HP221 American History I	3	PE110 Lifetime Fitness	1
IC111 Intro to Chr. Missions	3	TH111 Evangelism/Spiritual Life	3
RP100 Biblical Worldview	1	Total Semester Hours	18
Total Semester Hours	19	Summer (any during first 3 years)	
J-Term		HP251 Missouri State History	3
PE247 First Aid & Personal Safety	1	SS231 Economics	3

Sophomore Year

Fall	Hrs	Spring	Hrs
BI343 Genesis	3	ED342 Teaching El. Language Arts	2
Pick 1: BI220 (spring) or BI224	3	ED345 Teaching El Arithmetic	2
COM220 Oral Communication	3	ED349 Tests and Measurements	2
ED343 Teaching Elementary Lit.	2	ED350 The Exceptional Child	2
ED346 Teaching Elementary Art	2	MA242 College Math II	2
MA241 College Math I	3	Pick 1: Literature Option	2
RP339 Introduction to Philosophy	2	TH220 Systematic Theology I	3
Total Semester Hours	18	HP238 United States Government	3
J-Term		Total Semester Hours	18
ED252EL Field Experience I	1		

Junior Year

Fall	Hrs	Spring	Hrs
ED247 Foundations of Education	3	PE248 Health	1
ED323 Educational Psychology	3	ED340 Teaching El. Social Studies	2
ED341 Teaching Elementary Reading	3	ED352 Reading and Literacy in El	2
ED344 Teaching Elementary Science	2	MU441 Music for the El. Teacher	2
TH221 Systematic Theology II	3	PE344 Teaching Physical Education	2
SC231 Survey of Biological Science	3	SC221 Survey of Physical Science	3
SC232 Survey of Bio. Science Lab	2	SC222 Survey of Physical Sc Lab	2
Total Semester Hours	19	SS245 World Geography	3
J-Term		ED347 Teaching Elementary Bible	2
ED452EL Field Experience II		Total Semester Hours	19

Senior Year

Fall	Hrs	Spring	Hrs
BI334 Romans	3	ED453EL Student Teaching	8
ED444 Classroom Management	2	ED463 Teaching Portfolio	0
ED445 Reading Assessment & Remediation	3	Total Semester Hours	8
ED459 Senior Seminar	1		
TH442 Senior Theology	1		
SS324 Human Growth & Dev	3		
ED241 Technology for Teachers	2		
TH222 Systematic Theology III	3		
Total Semester Hours	18		

(To further reduce number of hours per semester, take CLEP tests up to 12 hrs or take online courses during the summer.)

4 year guide for a Bachelor of Science Degree**Secondary Education**

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BII11 Survey of OT Lit.	4	BII12 Survey of NT Lit.	3
BII15 Bible Study/Herm.	3	ED190 Intro to Education	2
COM110 Written Research Pract.	1	EN113 College Composition II	3
EN112 College Composition I	3	HP222 American History II	3
GE100 College Life Seminar	1	MU110 Music Appreciation	3
HP221 American History I	3	PE110 Lifetime Fitness	1
IC111 Intro to Chr. Missions	3	TH111 Evangelism/Spiritual Life	3
RP100 Biblical Worldview	1	Total Semester hours	18
Total Semester Hours	19	Summer (any during first 3 years)	
J-Term		HP251 Missouri State History	3
PE247 First Aid & Personal Safety	1	SS231 Economics	3

Sophomore Year

Fall	Hrs	Spring	Hrs
BI343 Genesis	3	ED347SE Teaching Secondary Bible	2
Pick 1: BI220 (spring) or BI224	3	ED349 Tests and Measurements	2
COM220 Oral Communication	3	HP232 Western Civilization II	3
ED241 Technology for Teachers	2	HP238 United States Government	3
HP231 Western Civilization I	3	RP339 Introduction to Philosophy	2
MA241 College Math I	3	TH220 Systematic Theology I	3
SS324 Human Growth & Dev	3	Pick 1: Literature Option	2
Total Semester Hours	20	Total Semester Hours	17
J-Term			
ED252SE Field Experience I	1		

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	ED348	Teaching Secondary Reading	2
ED323	Educational Psychology	3	ED350	The Exceptional Child	2
ED247	Foundations of Education	3	Pick 1:	Science and Lab Option	5
SS337	Cultural Anthropology	3	SS223	General Psychology	3
TH221	Systematic Theology II	3	SS245	World Geography	3
	American History Elective	<u>3</u>		American History Elective	<u>3</u>
Total Semester Hours		18	Total Semester Hours		18

J-Term

ED452SE	Field Experience II	1
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Senior Year

Fall		Hrs	Spring		Hrs
ED444	Classroom Management	2	ED453SE	Student Teaching	8
ED448	Teaching in Sec. School	2	ED463	Teaching Portfolio	<u>0</u>
ED459	Senior Seminar	1	Total Semester Hours		8
TH442	Senior Theology	1			
RP341	Ethics	2			
TH222	Systematic Theology III	3			
SS249	Conflict Resolution	3			
	World History Elective	<u>2</u>			
Total Semester Hours		16			

General Studies Department

Department Chair: Hannah Bitner, M.S.

Description:

The General Studies Department provides a broad educational foundation to help students think clearly, to relate ethically to our global society, and to articulate a Christian worldview.

Teaching Faculty:

Dr. Teddy Bitner, Jeanette Regier, Cory Trowbridge, Dr. Mike Dodds, Dr. Keith Miller, Lawrence Spry, and other Adjunct Faculty

Objectives:

- That the student grows in his/her development of a Christian theistic worldview by relating his/her studies in general education to a biblical philosophy.
- That the student demonstrates the ability to identify, analyze, question, and evaluate content as a guide to understanding.
- That the student understands how his/her chosen field of study can impact the world for Jesus Christ.

All Calvary baccalaureate degrees include General Education courses, plus a major in Bible and Theology and a professional major. Associate Degrees also have General Education requirements. “Skills” courses may only be used to meet general education elective hours.

General Education Requirements for the Baccalaureate Degree*

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- RP339 Introduction to Philosophy (2 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- PE110 Lifetime Fitness (1 hour)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- Pick 1: SS223, SS248, SS249, SS324, or SS337 (3 hours)

Pick 2: PE Activities (.5/.5 hour)

General Education Electives (11 hours)

Total credit hours required are at least 49

*Some majors have additional General Education requirements to align with their program objectives.

General Education Requirements for the Associate Degree*

GE100 College Life Seminar (1 hour)

COM110 Written Research Practicum (1 hour)

EN112 College Composition I (3 hours)

EN113 College Composition II (3 hours)

RP339 Introduction to Philosophy (2 hours)

PE110 Lifetime Fitness (1 hour)

Pick 1: EN211, EN222, EN223, or EN415 (2 hours)

Pick 1: MU110 or TA341 (3 hours)

Pick 1: HP221, HP222, HP231, HP232, HP238, HP241, or
HP336 (3 hours)

Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)

Pick 1: MA241, MA242, or MA243 (3 hours)

Total credit hours required are at least 27

*Some majors have additional General Education requirements to align with their program objectives.

Ministry Studies Department

Department Chair: Mike Dodds, Th.M., D.Min.

Description:

The Ministry Studies Department program and concentrations are designed to equip students with the essential academic, interpersonal, and practical skills to serve as pastors, associate pastors, and ministry directors in local churches and parachurch organizations. Each program combines extensive classroom instruction by ministry-seasoned professors and supervised ministry experiences (i.e., internships) with experienced ministry leaders in order to give students the necessary biblical and practical understanding of ministry in today's world. The program has multiple concentrations.

Ministry Studies Program and Concentrations (Advisor):

- Ministry Studies
 - Children's Ministry** (Mike Piburn)
 - Intercultural Studies (Josh Paxton)
 - Pastoral Ministry* (Dr. Mike Dodds)
 - Youth Ministry (Dr. Mike Dodds)
 - Youth Ministry – Worship Arts (Dr. Mike Dodds and Dr. Tom Stolberg)
- Children's Ministry, Associate** (Mike Piburn)

Teaching Faculty:

Dr. Mike Dodds, Josh Paxton, Dr. Tom Stolberg, Children's Ministries Institute Instructors (in partnership with CEF), and other Adjunct Faculty

Objectives:

- That the student demonstrates the Christian Character qualities essential for Christian ministry.
- That the student understands the theology, theories, methodologies, and skills essential for effective Christian ministry leadership.
- That the student develops effective communication skills essential for Christian ministry.
- That the student develops basic interpersonal skills necessary for addressing the spiritual needs of people.
- That the student develops basic ministry skills under the guidance of a mature, seasoned professional supervisor in the kind of ministry setting anticipated after graduation.

Special Requirements:

- A supervised internship in a ministry setting appropriate to the enrolled emphasis is required for Pastoral Ministry, Intercultural Studies, and Youth Ministry students.
- A Senior Seminar oral examination is required for Pastoral Ministry, Intercultural Studies, and Youth Ministry students.
- A grade of C or higher is required in BL232, Greek II, and in each succeeding Greek course before taking the next level Greek course for Pastoral Ministry students.
- A GPA of 2.5 or higher must be maintained in all Ministry Studies courses for Pastoral Ministry students.

*In keeping with Calvary's doctrinal conviction that the New Testament teaches that only men be ordained to the ministry, only men are accepted into and may graduate from the Pastoral Ministry major (1 Timothy 2:8-3:7). Furthermore, it is also Calvary's doctrinal conviction that the New Testament teaches that men who are ordained to the ministry are to be "the husband of one wife" (1 Timothy 3:1-7; Titus 1:5-9). Thus, only men who have been married once (widowers excepted) or who have never been married, are accepted into and may graduate from the Pastoral Ministry major. However, a man who is divorced may take Pastoral Ministry courses as elective hours in another major.

**Children's Ministry majors require one semester attendance at the Children's Ministries Institute, Child Evangelism Fellowship, in Warrenton, MO.

Ministry Studies Requirements, B.S. Degree**Course Requirements**Biblical Education—32 hours

BI111	Survey of Old Testament Lit. (4 hours)
BI112	Survey of New Testament Lit. (3 hours)
BI115	Bible Study/Hermeneutics (3 hours)
Pick 1:	BI220 or BI224 (3 hours)
BI334	Romans (3 hours)
BI343	Genesis (3 hours)
TH111	Evangelism/Spiritual Life (3 hours)
TH220	Systematic Theology I (3 hours)
TH221	Systematic Theology II (3 hours)
TH222	Systematic Theology III (3 hours)
TH442	Senior Theology (1 hour)

General Education—49 hours

GE100	College Life Seminar (1 hour)
COM110	Written Research Practicum (1 hour)
COM220	Oral Communication (3 hours)
EN112	College Composition I (3 hours)
EN113	College Composition II (3 hours)
Pick 1:	EN211, EN222, EN223, or EN415 (2 hours)

- Pick 1: MU110 or TA341 (3 hours)
- Pick 2: HP231 or HP232 and HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- SS248 Family Living (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- Pick 2: PE Activities (.5/.5 hour)
- CO244 Introduction to Biblical Counseling (3 hours)

General Education Electives (8 hours)

Professional Education—45 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Ministry Studies Core—9 hours

- EM322 Administrative Process (3 hours)
- EM221 Teaching Process [for IC, PM, & YM majors] (3 hours) or
- EM237 Teaching the Bible [for CM majors] (3 hours)
- TH340 Theological Foundations for Ministry (3 hours)

Ministry Studies: Children's Ministry, B.S. Degree

Major—25 hours

- CM202 Teaching Children Effectively Level 1 (2 hours)**
- CM203 Teaching Children Effectively Level 2 (2 hours)**
- CM204 Understanding Today's Child (2 hours)**
- CM205 Progressive Methods of Child Evangelism (2 hours)**
- CO338 Counseling Children (3 hours)
- LD401 Distinctives of C.E.F. (1 hour)**
- LD402 Ministry Strategy and Development (2 hours)**
- LD403 Leadership Essentials (2 hours)**
- IT251 Technology & Media in Education (2 hours)
- Pick 1: TT301 or TT401 (2 hours)**

Children Ministry Electives—Pick 5 hours

- EM231 Christian Education of Children (2 hours)
- EM330 Educational Ministry of the Local Church (3 hours)
- ED323 Educational Psychology (3 hours)
- ED350 The Exceptional Child (2 hours)

Open Electives – 8 hours

Total hours for the B.S. degree: 126 hours

Ministry Studies: Intercultural Studies, B.S. Degree

Major—28 hours

- CO247 Counseling Cross-Culturally (3 hours)
- Pick 1: BI238 or IC320 (2 hours)
- IC303 Theology of Missions (3 hours)

IC336	Intercultural Communication & Evangelism (3 hours)
IC346	Contemporary Issues in Intercultural Studies (2 hours)
IC434	Intercultural Church Planting (3 hours)
IC446	Practical Relations in Intercultural Studies (3 hours)
IC453	Intercultural Studies Internship (3 hours)
IC459	Senior Seminar-Intercultural Studies (3 hours)
SS337	Cultural Anthropology (3 hours)

Open Electives—5 hours

Total hours for the B.S. degree: 126 hours

Ministry Studies: Pastoral Ministry, B.A. Degree

Language (General Education Electives hours)

BL231	Greek I (4 hours)
BL232	Greek II (4 hours)

Major—30 hours

BL342	Greek Reading I (2 hours)
BL343	Greek Reading II (2 hours)
CO345	Marriage and Family Counseling (3 hours)
EM237	Teaching the Bible (3 hours)
EM330	Educational Ministry of the Local Church (3 hours)
MU212	Music Ministry in the Church (2 hours)
PM331	Expository Preaching I (3 hours)
PM332	Expository Preaching II (3 hours)
PM446	Pastoral Life & Ministry (3 hours)
PM453	Pastoral Internship (3 hours)
PM459	Senior Seminar—Pastoral Ministry (3 hours)

Open Electives—3 hours

Total hours for the B.A. degree: 126 hours

Ministry Studies: Pastoral Ministry, B.S. Degree

Major—28 hours

CO345	Marriage and Family Counseling (3 hours)
Pick 1:	EM231, EM234, or EM236 (2 hours)
EM237	Teaching the Bible (3 hours)
EM330	Educational Ministry of the Local Church (3 hours)
MU212	Music Ministry in the Church (2 hours)
PM331	Expository Preaching I (3 hours)
PM332	Expository Preaching II (3 hours)
PM446	Pastoral Life & Ministry (3 hours)
PM453	Pastoral Internship (3 hours)
PM459	Senior Seminar—Pastoral Ministry (3 hours)

Open Electives—5 hours

Total hours for the B.S. degree: 126 hours

Youth Ministry, B.S. Degree

Major—26 hours (Men), 25 hours (Women)

- CO340 Biblical Counseling of Youth (3 hours)
- EM234 Christian Education of Youth (2 hours)
- EM237 Teaching the Bible (3 hours)
- EM330 Educational Ministry of the Local Church (3 hours)
- PM331 Expository Preaching 1 (Men) (3 hours) or
- EM231 Christian Education of Children (Women) (2 hours)
- YM235 Principles & Methods of Youth Ministry (2 hours)
- YM329 Recreational Leadership (2 hours)
- YM439 Practical Youth Ministry Applications (2 hours)
- YM453 Youth Ministry Internship (3 hours)
- YM459 Senior Seminar – Youth Ministry (3 hours)

Open Electives—8 hours (Women) 7 hours (Men)

Total hours for the B.S. degree: 126 hours

Youth Ministry – Worship Arts, B.S. Degree

Course Requirements

Biblical Education—32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—50 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- MU221 Music Theory I (4 hours)
- MU222 Music Theory II (4 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- Pick 1: SS223, SS248, SS249, SS324, or SS337 (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)

- RP339 Introduction to Philosophy (2 hours)
 PE110 Lifetime Fitness (1 hour)
 Pick 2: PE Activities (.5/.5 hour)
 MUMC Calvary Masterworks Chorus (.5/.5 hour)
 Music Ensembles (6 hours–2 must be MUPB)

Professional Education–48 hours

Missions/Ministry Core–3 hours

- IC111 Introduction to Christian Missions (3 hours)

Ministry Studies Core–9 hours

- EM322 Administrative Process (3hours)
 EM221 Teaching Process [for IC, PM, & YM majors] (3 hours) or
 EM237 Teaching the Bible [for CM majors] (3 hours)
 TH340 Theological Foundations for Ministry (3 hours)

Youth Ministry-Worship Arts Track (28 hours)

Youth Ministry–12 hours

- CO244 Introduction to Biblical Counseling (3 hours)
 EM330 Educational Ministries of Local Church (3 hours)
 Pick 1: EM234 or YM329 (2 hours)
 YM235 Principles and Methods of Youth Ministry (2 hours)
 YM439 Practical Youth Ministry Applications (2 hours)

Worship Arts–16 hours

- MU213 Music Technology (3 hours)
 MU215 Worship Leading (2 hours)
 MU334 Basic Conducting (2 hours)
 Pick 1: MU337 or MU338 (3 hours)
 MU347 Worship Literature (3 hours)
 MU443 Music Philosophy & Leadership (2 hours)
 MU456 Worship Arts & Youth Ministry Field Experience (1 hour)
 MUGR General Recital (0 hours)

Applied Music–8 hours

- Primary Proficiency (6 hours)
 Secondary Proficiency (2 hours)

Total hours for the B.S. degree: 130 hours

Children's Ministry, A.A. Degree**Course Requirements**Biblical Education–17 hours

- BI111 Survey of Old Testament Lit. (4 hours)
 BI112 Survey of New Testament Lit. (3 hours)
 BI115 Bible Study/Hermeneutics (3 hours)
 RP100 Developing a Biblical Worldview (1 hour)
 RP/TH114 Survey of Theology (3 hours)
 TH111 Evangelism/Spiritual Life (3 hours)

General Education—27 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 1: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (3 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)

Professional Education—22 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—19 hours

- CM202 Teaching Children Effectively Level 1 (2 hours)**
- CM203 Teaching Children Effectively Level 2 (2 hours)**
- CM204 Understanding Today’s Child (2 hours)**
- CM205 Progressive Methods of Child Evangelism (2 hours)**
- LD401 Distinctives of CEF (1 hour)**
- LD402 Ministry Strategy & Development (2 hours)**
- LD403 Leadership Essentials (2 hours)**
- Pick 1: TT301 or TT401 (2 hours)**
- IT251 Technology & Media in Education (2 hours)
- ED350 The Exceptional Child (2 hours)

***Courses taken through Children’s Ministries Institute*

Total hours for the A.A. degree: 66 hours

(A minor is available in Children’s Ministry, Intercultural Studies, Pastoral Ministry, and Youth Ministry. See Interdisciplinary Studies for details)

4 year guide for a Bachelor of Science Degree

Children’s Ministry

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	MU110 or TA341	3
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
IC111	Intro to Chr. Missions	3	SS248	Family Living	3
RP100	Biblical Worldview	1	Total Semester Hours		16
Total Semester Hours		16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
HP336	Church History	3	Pick 1:	HP231 or HP232	3
CO244	Intro to Biblical Counseling	3	CO338	Counseling Children	3
Pick 1:	Science Option	5	TH221	Systematic Theology II	3
TH220	Systematic Theology 1	3	EM237	Teaching the Bible	3
Total Semester Hours		17	Total Semester Hours		15

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
Pick 1:	Math Option	3	IT251	Technology & Media in Ed	2
Pick 1:	PE Activity	.5	EM322	Administrative Process	3
TH222	Systematic Theology III	3	Pick 1:	Literature Option	2
TH340	Theo Foundation of Ministry	3	Pick 1:	PE Activity	.5
	General Education Elective(s)	3	Pick 1:	Children's Ministry Electives	2
	Open Electives	2	Pick 1:	Open Electives	3
Total Semester Hours		17.5	Total Semester Hours		15.5

Senior Year

Fall		Hrs	Spring		Hrs
RP339	Introduction to Philosophy	2	CM202	Teaching Effectively I**	2
TH442	Senior Theology	1	CM203	Teaching Effectively II**	2
Pick 1:	Children's Ministry Elective	3	CM204	Today's Child**	2
	General Ed Electives	5	CM205	Prog. Method of Child Evang**	2
	Open Electives	3	LD401	Distinctive of CEF**	1
Total Semester Hours		14	LD402	Min. Strategy & Devel.**	2
			LD403	Leadership Essentials**	2
			Pick 1:	TT301 or TT401**	2
			Total Semester Hours		15

**Courses taken through Children's Ministries Institute

4 year guide for a Bachelor of Science Degree

Intercultural Studies

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	MU110 or TA341	3
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
IC111	Intro to Chr. Missions	3	SS248	Family Living	3
RP100	Biblical Worldview	1	Total Semester Hours		16
Total Semester Hours		16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
HP336	Church History	3	Pick 1:	BI238 or IC320	2
EM221	Teaching Process	3	IC336	IC Communication & Evang.	3
CO244	Intro to Biblical Counseling	3	Pick 1:	Science Option	5
TH220	Systematic Theology 1	3	TH221	Systematic Theology II	3
Total Semester Hours		15	Total Semester Hours		16

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
Pick 1:	Math Option	3	EM322	Administrative Process	3
Pick 1:	PE Activity	.5	IC346	Contemp. Issues in I. S.	2
TH222	Systematic Theology III	3	Pick 1:	Literature Option	2
TH340	Theo Foundation of Ministry	3	Pick 1:	PE Activity	.5
IC303	Theology of Missions	3	RP339	Introduction to Philosophy	2
	General Education Elective	2	Pick 1:	HP231 or HP232	3
Total Semester Hours		17.5	Total Semester Hours		15.5

Senior Year

Fall		Hrs	Spring		Hrs
CO247	Counseling Cross-Culturally	3	IC459	Senior Seminar–IC Studies	3
IC434	Intercultural Church Planting	2	SS337	Cultural Anthropology	3
IC446	Pract. Relations of IC Studies	3	TH442	Senior Theology	1
IC453	Intercultural Studies Internship	3		Open Electives	3
	Open Elective(s)	2		General Education Elective(s)	4
	General Education Elective(s)	2	Total Semester Hours		14
Total Semester Hours		16			

4 year guide for a Bachelor of Arts Degree

Pastoral Ministry

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	MU110 or TA341	3
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
IC111	Intro to Chr. Missions	3	SS248	Family Living	3
RP100	Biblical Worldview	1	Total Semester Hours		16
Total Semester Hours		16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
BL231	Greek I	4	BL231	Greek II	4
HP336	Church History	3	Pick 1:	Science Option	5
CO244	Intro to Biblical Counseling	3	EM237	Teaching Bible	3
EM221	Teaching Process	3	Total Semester Hours		15
Total Semester Hours		16			

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
BL342	Greek Reading I	2	EM330	Ed Ministries of Local Church	3
Pick 1:	Math Option	3	EM322	Administrative Process	3
Pick 1:	PE Activity	.5	Pick 1:	HP231 or HP232	3
TH220	Systematic Theology I	3	PM446	Pastoral Life and Ministry	3
MU212	Music Ministry in the Church	2	BL343	Greek Reading II	2
TH340	Theo Foundation of Ministry	3	Total Semester Hours		17
Total Semester Hours		16.5			

Senior Year

Fall		Hrs	Spring		Hrs
RP339	Introduction to Philosophy	2	PM459	Senior Seminary-Pastoral Min.	3
CO345	Marriage and Family	3	Pick 1:	Literature Option	2
TH221	Systematic Theology II	3	TH442	Senior Theology	1
PM453	Pastoral Internship	3	PM332	Expository Preaching II	3
PM331	Expository Preaching I	3	Pick 1:	PE Activity	.5
	Total Semester Hours	14	TH222	Systematic Theology III	3
				Open Electives	3
				Total Semester Hours	15.5

Bachelor of Science program guide available upon request in Registrar's office

4 year guide for a Bachelor of Science Degree

Youth Ministry

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	MU110 or TA341	3
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
IC111	Intro to Chr. Missions	3	SS248	Family Living	3
RP100	Biblical Worldview	1		Total Semester Hours	16
	Total Semester Hours	16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
CO244	Intro to Biblical Counseling	3	YM329	Recreational Leadership	2
EM221	Teaching Process	3	Pick 1:	Science Option	5
HP336	Church History	3	EM237	Teaching Bible	3
YM235	Principle & Methods of YM	2	TH220	Systematic Theology I	3
	Open Elective	2		Total Semester Hours	16
	Total Semester Hours	16			

Junior Year

Fall		Hrs	Spring		Hrs
CO340	Counseling Youth	3	BI343	Genesis	3
Pick 1:	Math Option	3	EM330	Ed Ministries of Local Church	3
Pick 1:	PE Activity	.5	EM322	Administrative Process	3
TH221	Systematic Theology II	3	Pick 1:	HP231 or HP232	3
TH340	Theo Foundation of Ministry	3	TH222	Systematic Theology III	3
	General Education Elective	3		Open Elective(s)	2
	Total Semester Hours	15.5		Total Semester Hours	17

Senior Year

Fall		Hrs	Spring		Hrs
RP339	Introduction to Philosophy	2	BI334	Romans	3
PM331*	Expository Preaching I (M)	3	EM231*	Christian Ed of Children (W)	2
EM234	Christian Ed of Youth	2	TH442	Senior Theology	1
YM439	Practical Youth Ministry Apl.	2	Pick 1:	Literature Option	2
YM453	Youth Ministry Internship	3	Pick 1:	PE Activity	.5
	General Education Elective(s)	3	YM459	Senior Seminar–Youth Min.	3
	Open Elective(s)	2/3*		Open Electives	2
	Total Semester Hours	16/18*		General Education Elective(s)	2
				Total Semester Hours	15.5/13.5*

*Men’s and Women’s Programs differ on these courses and totals

4 year guide for a Bachelor Science Degree

Youth Ministry – Worship Arts

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BII11	Survey of OT Lit.	4	BII12	Survey of NT Lit.	3
BII15	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	MU221	Music Theory I	4
GE100	College Life Seminar	1	MU	Primary Proficiency	1
MU	Primary Proficiency	1	Pick 1:	Chorale or Ensemble	1
Pick 1:	Chorale or Ensemble	1	MU215	Worship Leading	2
MUGR	General Recital	0	MUGR	General Recital	0
RP100	Biblical Worldview	1		Total Semester Hours	17
	Total Semester Hours	15			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
CO244	Intro to Biblical Counseling	3	Pick 1:	Science Option	5
EM221	Teaching Process	3	TH220	Systematic Theology I	3
MU222	Music Theory II	4	MU	Primary Proficiency	1
MU334	Basic Conducting	2	Pick 1:	Chorale or Ensemble	1
MU	Primary Proficiency	1	MUGR	General Recital	0
MUMC	Masterwork Chorus	.5	YM235	Principle and Methods of YM	2
Pick 1:	Chorale or Ensemble	1	PE110	Lifetime Fitness	1
MUGR	General Recital	0		Total Semester Hours	16
	Total Semester Hours	17.5			

Junior Year

Fall		Hrs	Spring		Hrs
IC111	Intro to Christian Missions	3	EM322	Administrative Process	3
Pick 1:	Math Option	3	EM330	Ed Ministry of Local Church	3
Pick 1:	PE Activity	.5	Pick 1:	Literature Option	2
Pick 1:	History Option	3	MU	Primary Proficiency	1
MU	Primary Proficiency	1	Pick 1:	History Option	3
MU443	Music Philo. & Leadership	2	MUGR	General Recital	0
MUPB	Praise Band	1	Pick 1:	MU337 or MU338	3
MUGR	General Recital	0	TH222	Systematic Theology III	3
TH340	Theo. Foundation of Ministry	3		Total Semester Hours	18
	Total Semester hours	16.5			

Senior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
MU213	Music Technology	3	Pick 1:	SS223, 248,249, 324, 337	3
MU	Secondary Proficiency	1	MU	Secondary Proficiency	1
MUMC	Masterwork Chorus	.5	YM439	Practical YM Applications	2
MUPB	Praise Band	1	RP339	Introduction to Philosophy	2
MUGR	General Recital	0	MUGR	General Recital	0
MU456	Worship Arts & YM Fld Exp	1	MU347	Worship Literature	3
TH221	Systematic Theology II	3	Pick 1:	PE Activity	<u>.5</u>
TH442	Senior Theology	1		Total Semester Hours	14.5
Pick 1:	EM234 or YM329	<u>2</u>			
	Total Semester Hours	15.5			

2 year guide for an Associate Arts Degree

Children's Ministry

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Pract.	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	Pick 1:	History Option	3
GE100	College Life Seminar	1	Pick 1:	Science Option	<u>5</u>
IC111	Intro to Chr. Missions	3		Total Semester Hours	17
RP100	Biblical Worldview	<u>1</u>			
	Total Semester Hours	16			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	Math Option	3	CM202	Teaching Effectively I**	2
Pick 1:	MU110 or TA341	3	CM203	Teaching Effectively II**	2
IT251	Tech & Media	2	CM204	Today's Child**	2
ED350	The Exceptional Child	2	CM205	Prog. Method of Child Evang**	2
RP114	Survey of Theology	3	LD401	Distinctive of CEF**	1
PE110	Lifetime Fitness	1	LD402	Min. Strategy & Devel.**	2
Pick 1:	Literature Option	2	LD403	Leadership Essentials**	2
RP339	Introduction to Philosophy	<u>2</u>	Pick 1:	TT301 or TT401**	<u>2</u>
	Total Semester Hours	18		Total Semester Hours	15

**Courses taken through Children's Ministries Institute

Music Department

Department Chair: Tom Stolberg, D.M.A.

Description:

The Music Department has several programs designed to train the student to maximize musical gifts and talents while developing the character and skill set necessary for effective ministry. Overall musicianship and competency is stressed, while concentrating on the concentrations specific areas of leading, teaching, performing, and ministering.

The student who successfully completes the Music Education program will be eligible to apply for ACSI certification, which qualifies him/her to teach in Christian schools, and to apply for Missouri State Teacher Certification which qualifies him/her to teach in public schools.

The Music Major has multiple concentrations which allow various areas of music involvement.

Music Programs and Concentrations (Advisors):

- Music Education
 - Instrumental (Dr. Tom Stolberg)
 - Vocal/Choral (Dr. Tom Stolberg)
- Music
 - Music Performance & Pedagogy
 - Instrumental (UnChong Christopher)
 - Keyboard (UnChong Christopher)
 - Voice (Dr. Haekyung An)
 - Worship Arts
 - Guitar (Dr. Tom Stolberg)
 - Keyboard (Dr. Tom Stolberg)
 - Voice (Dr. Tom Stolberg)
- Worship Arts, Associate (Dr. Tom Stolberg)
- Worship Arts, One-Year Certificate (Dr. Tom Stolberg)

Teaching Faculty:

Dr. Tom Stolberg, Dr. Haekyung An, UnChong Christopher, and other Adjunct Faculty

Objectives:

- That the student develops skills necessary for effective music ministry in the chosen area of program specialization.
- That the student acquires competency in musicianship, leadership, conducting, and performance.

- That the student develops a personal philosophy of music based on biblical principles that will become the basis of an effective music ministry.

Special Requirements:

- An audition is required prior to entry into all music programs.
- All music majors and minors must participate in two semesters of MUMC.
- All music majors are required to take MUGR each semester they take applied lessons.
- A jury is required of all music majors each semester they take applied lessons for their primary instrument. Youth Ministry – Worship Arts majors are exempt from this requirement.
- All music majors (with the exception of keyboard) must pass a keyboard proficiency test. Youth Ministry – Worship Arts majors are exempt from this requirement.

Special Requirements for the Music Education Program:

These Special Requirements are in addition to the general Music Department Special Requirements

- Entry into the Music Education Program requires the successful completion of ED190, submission of an Application for Admission to the Chair of the Education Department, and the recommendation of the Education Department Faculty Committee. The pre-service teacher must complete a background check according to Education Department guidelines, must pass the General Education Assessment, and other requirements set by the Missouri Department of Elementary and Secondary Education (DESE).
- Education majors completing the program before Spring 2017 must maintain a cumulative GPA of 2.5 or higher with no grade lower than 2.0 in all professional and content courses. Education majors completing the program in Spring 2017 or afterward must meet the following GPA requirements: 2.75 cumulative, 3.00 in the content area, and 3.00 in professional education coursework.
- The pre-service teacher must create and maintain an academic portfolio of work samples which is submitted his/her final semester before graduation.
- To become a Missouri State Certified Teacher, the student must pass the appropriate Praxis II Exam, apply for certification through the Missouri Department of Elementary and Secondary Education (DESE), and be recommended for certification by the Certification Officer for Calvary Bible College.
- To assure that the Calvary Bible College Pre-Service Teacher Candidate will be qualified for recommendation to the Missouri Department of Elementary & Secondary Education, teacher education majors must complete at least 30 hours of the Elementary Education courses (which includes ED courses, MU441, and PE344) or at least 16 hours of the Secondary Education courses plus all Field Experiences and Student Teaching at Calvary.
- The Music Education Program is designed to be completed in five years.

Music Education**Course Requirements****Biblical Education—32 hours**

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—52 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- MU221 Music Theory I (4 hours)
- HP251 Missouri State History (3 hours)
- HP238 US Government (3 hours)
- Pick 1: HP221 or HP222 (3 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- SS324 Human Growth & Development (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- PE247 First Aid & Personal Safety (1 hour)
- MU337 Music History & Literature I (3 hours)
- MU338 Music History & Literature II (3 hours)
- Music Ensembles (4 hours)

Professional Education—69 hours**Missions/Ministry Core—3 hours**

- IC111 Introduction to Christian Missions (3 hours)

Music Education Core—50 hours

- ED190 Introduction to Teacher Education (2 hours)
- ED247 Foundations of Education (3 hours)
- ED323 Educational Psychology (3 hours)
- ED348 Teaching Secondary School Reading (2 hours)
- ED350 The Exceptional Child (2 hours)
- ED448 Teaching in the Secondary School (2 hours)

ED459	Senior Seminar (1 hour)
ED463	Teaching Portfolio (0 hours)
MU213	Music Technology (3 hours)
MU222	Music Theory II (4 hours)
MU252	Field Experience I (1 hour)
MU331	Music Theory III (4 hours)
MU332	Music Theory IV (4 hours)
MU334	Basic Conducting (2 hours)
MU443	Music Philosophy & Leadership (2 hours)
MU445	Teaching Elementary School Music (2 hours)
MU446	Teaching Secondary School Music (2 hours)
MU452	Field Experience II (1 hour)
MU453	Student Teaching (8 hours)
MU490	Senior Recital Preparation (1 hour)
MUGR	General Recital (0 hours)
MUKP	Keyboard proficiency (0 hours)
MUMC	Calvary Masterworks Chorus (.5/.5 hour)
MUR	Senior Recital (0 hour)

K-12 Instrumental, B.Mus. Degree

Major –16 hours

Pick 3:	MU227, MU228, MU229, or MU230 (6 hours)
MU336	Advanced Instrumental Conducting (2 hours)
MU448	Introduction to Orchestration (2 hours)
Pick 1:	Primary Proficiency Lessons (6 hours)

Total hours for the B.Mus. degree: 153 hours

K-12 Vocal/Choral, B.Mus. Degree

Major –16 hours

MU120	Diction (2 hours)
MU335	Advanced Choral Conducting (2 hours)
MU431	Choral Arranging (2 hours)
MU437	Choral Literature (2 hours)
Pick 1:	MUP, MUP150, or MUP151 (2 hours)
MUV	Voice Lessons (6 hours)

Total hours for the B.Mus. degree: 153 hours

Bachelor of Music Requirements

Biblical Education –32 hours

BI111	Survey of Old Testament Lit. (4 hours)
BI112	Survey of New Testament Lit. (3 hours)
BI115	Bible Study/Hermeneutics (3 hours)
Pick 1:	BI220 or BI224 (3 hours)
BI334	Romans (3 hours)
BI343	Genesis (3 hours)

- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—50 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- MU221 Music Theory I (4 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- Pick 1: SS223, SS248, SS324, or SS337 (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- Pick 2: PE Activities (.5/.5 hour)
- MU337 Music History & Literature I (3 hours)
- Music Ensembles (8 hours)

Professional Education—57 hours**Missions/Ministry Core—3 hours**

- IC111 Introduction to Christian Missions (3 hours)

Music Core—26 hours

- MU213 Music Technology (3 hours)
- MU222 Music Theory II (4 hours)
- MU331 Music Theory III (4 hours)
- MU332 Music Theory IV (4 hours)
- MU334 Basic Conducting (2 hours)
- Pick 1: MU335 or MU336 (2 hours)
- MU338 Music History & Literature II (3 hours)
- MU443 Music Philosophy & Leadership (2 hours)
- MU490 Senior Recital Preparation (1 hour)
- MUGR General Recital (0 hours)
- MUMC Calvary Masterworks Chorus (.5/.5 hour)
- MUR Senior Recital (0 hour)

Music Performance & Pedagogy—Instrumental, B.Mus. Degree**Major—28 hours**

- Pick 1 Chosen Instrument for Applied Lessons (16 hours)
- Pick 1: MU227, MU228, MU229, or MU230 (2 hours)

MU373	Instrumental Pedagogy I (2 hours)
MUIE	Instrumental Ensemble (2 hours)
MUKP	Keyboard proficiency (0 hours)
MUP	Piano Lessons (2 hours)
	Music Electives (4 hours)

Total hours for the B.Mus. degree: 139 hours

Music Performance & Pedagogy–Keyboard, B.Mus. Degree

Major–28 hours

MU200	Hymn Playing & Accompanying (2 hours)
MU361	Piano Pedagogy I (2 hours)
MU362	Piano Pedagogy II (2 hours)
MU367	Piano/Vocal Collaboration (1 hour)
MU438	Piano Literature (2 hours)
MU465	Piano Ensemble (1 hour)
MUP	Piano Lessons (16 hours)
MUO	Organ Lessons (2 hours)

Total hours for the B.Mus. degree: 139 hours

Music Performance & Pedagogy–Voice, B.Mus. Degree

Major–28 hours

MU120	Diction (2 hours)
MU214	Opera & Musical Theatre Workshop (1 hour)
MU367	Piano/Vocal Collaboration (1 hour)
MU371	Vocal Pedagogy I (2 hours)
MU372	Vocal Pedagogy II (2 hours)
MU489	Vocal Literature (2 hours)
MUKP	Keyboard proficiency (0 hours)
MUP	Piano Lessons (2 hours)
MUV	Voice Lessons (16 hours)

Total hours for the B.Mus. degree: 139 hours

Worship Arts–Guitar, B.Mus. Degree

Course Requirements

Major–28 hours

MU215	Worship Leading (2 hours)
MU347	Worship Literature (3 hours)
MU373	Instrumental Pedagogy I (2 hours)
MU449	Worship Arts Internship (1 hour)
MUG	Guitar Lessons (14 hours)
Pick 1:	MUP, MUP150, MUP151 (2 hours)
Pick 1:	MUV, MUV150, MUV151 (2 hours)
MUKP	Piano Proficiency (0 hours)
	MU Electives (2 hours)

Total hours for the B. Mus. degree: 139 hours

Worship Arts–Keyboard, B.Mus. Degree

Course Requirements

Major–28 hours

- MU200 Hymn Playing & Accompanying (2 hours)
- MU215 Worship Leading (2 hours)
- MU361 Piano Pedagogy I (2 hours)
- MU347 Worship Literature (3 hours)
- MU449 Worship Arts Internship (1 hour)
- Pick 1: MUO or MU362 (2 hours)
- MUP Piano Lessons (14 hours)
- MUV Voice Lessons(2 hours)

Total hours for the B.Mus. degree: 139 hours

Worship Arts–Voice. B.Mus. Degree

Major–28 hours

- MU120 Diction (2 hours)
- MU215 Worship Leading (2 hours)
- MU347 Worship Literature (3 hours)
- MU371 Vocal Pedagogy I (2 hours)
- MU449 Worship Arts Internship (1 hour)
- MUV Voice lessons (14 hours)
- Pick 1: MUP, MUP150 or MUP151 (2 hours)
- Pick 1: MU372, MU431, MU432, or MU437 (2 hours)
- MUKP Piano Proficiency (0 hours)

Total hours for the B.Mus. degree: 139 hours

Worship Arts, A.A. Degree

Course Requirements

Biblical Education–17 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP/TH114 Survey of Theology (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)

General Education–28 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- MU221 Music Theory I (4 hours)
- Pick 1: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (3 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)

- Pick 1: MA241, MA242, or MA243 (3 hours)
 RP339 Introduction to Philosophy (2 hours)
 PE110 Lifetime Fitness (1 hour)

Professional Education—22 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—19 hours

- MU213 Music Technology (3 hours)
 MU215 Worship Leading (2 hours)
 MU337 Music History & Literature I (3 hours)
 MU347 Worship Literature (3 hours)
 Music Ensembles (4 hours)
 Applied Music (4 hours)

Total hours for the A.A. degree: 67 hours

(A minor in Music is available. See Interdisciplinary Studies for details)

Worship Arts, One-Year Certificate

Course Requirements

- GE100 College Life Seminar (1 hour)
 BI115 Bible Study / Hermeneutics (3 hours)
 BI220 Life of Christ (3 hours)
 BI111 Survey of Old Testament Literature (4 hours)
 BI112 Survey of New Testament Literature (3 hours)
 RP/TH114 Survey of Theology (3 hours)
 RP100 Developing a Biblical Worldview (1 hour)
 MU213 Music Technology (3 hours)
 MU215 Worship Leading (2 hours)
 MU221 Music Theory I (4 hours)
 MU347 Worship Literature (3 hours)
 MUGR General Recital (0 hours)
 Applied Music (2 hours)

Total hours for Worship Arts One-Year Certificate: 32 hours

5 year guide for a Bachelor of Music

Music Education: K-12 Vocal/Choral

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall		Hrs	Spring		Hrs
BI111	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BI115	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	MU221	Music Theory I	4
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
MU120	Diction	2	Pick 1:	MUP,MUP150,MUP151, MUG	1
RP100	Biblical Worldview	1	MUCC	Chorale or Ensemble	1
MUV	Voice Lessons	1	MUGR	General Recital	0
MUCC	Chorale or Ensemble	1		Total Semester Hours	16
MUGR	General Recital	0			
	Total Semester Hours	17			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	ED190	Intro to Teacher Education	2
IC111	Intro to Christian Missions	3	MU331	Music Theory III	4
MU222	Music Theory II	4	Pick 1:	Science Option	5
MU252	Field Experience I	1	TH220	Systematic Theology I	3
Pick 1:	MUP,MUP150,MUP151, MUG	1	MUV	Voice Lessons	1
MUMC	Masterworks Chorus	.5	MUCC	Chorale or Ensemble	1
MUGR	General Recital	0	MUGR	General Recital	0
MUV	Voice Lessons	1	MUKP	Keyboard Proficiency	0
Pick 1:	Math Option	3		Total Semester Hours	16
	Total Semester Hours	16.5			

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
MU337	Music History & Lit I	3	TH222	Systematic Theology III	3
MUCC	Chorale or Ensemble	1	Pick 1:	Literature Option	2
MUV	Voice Lessons	1	ED348	Teaching Sec School Reading	2
MU332	Music Theory IV	4	MU338	Music History and Lit. II	3
TH221	Systematic Theology II	3	MU213	Music Technology	3
ED247	Foundation of Education	2	MUV	Voice Lessons	1
MUGR	General Recital	0	MUGR	General Recital	0
	Total Semester Hours	17		Total Semester Hours	17

Senior Year #1

Fall		Hrs	Spring		Hrs
MU334	Basic Conducting	2	Pick 1:	History Option	3
ED323	Educational Psychology	3	MU335	Advanced Choral Conducting	2
ED448	Teaching in Sec. School	2	MU465	Teaching Elem School Music	2
COM220	Oral Communication	3	MU490	Senior Recital Preparation	1
MUMC	Masterworks Chorus	.5	MUR	Senior Recital	0
MUGR	General Recital	0	ED350	The Exceptional Child	2
MUV	Voice Lessons	1	HP238	U.S. Government	3
MU446	Teaching Secondary Music	2	MU452	Field Experience II	1
SS324	Human Growth and Devel.	3		Total Semester Hours	14
	Total Semester Hours	16.5			

Senior Year #2

Fall	Hrs	Spring	Hrs
HP251 Missouri State History	3	MU453 Student Teaching	8
MU431 Choral Arranging	2	ED463 Teaching Portfolio	<u>0</u>
MU443 Music Phil. & Leadership	2	Total Semester Hours	8
PE247 First Aid and Personal Safety	1		
RP339 Introduction to Philosophy	2		
TH442 Senior Theology	1		
ED459 Senior Seminar	1		
MU437 Choral Literature	2		
MU490 Senior Recital Preparation	1		
MUR Senior Recital	<u>0</u>		
Total Semester Hours	15		

Other program guides for Bachelor of Music – Music Education will be available from the Registrar's office

4 year guide for a Bachelor of Music Degree

Music Performance and Pedagogy – Keyboard

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Lit.	4	BI112 Survey of NT Lit.	3
BI115 Bible Study/Herm.	3	EN113 College Composition II	3
COM110 Written Research Practicum	1	TH111 Evangelism/Spiritual Life	3
EN112 College Composition I	3	MU221 Music Theory I	4
GE100 College Life Seminar	1	PE110 Lifetime Fitness	1
IC111 Intro to Chr. Missions	3	MUP Piano Lessons	2
RP100 Biblical Worldview	1	MUCC Chorale or Ensemble	1
MUP Piano Lessons	2	MUGR General Recital	<u>0</u>
MUCC Chorale or Ensemble	1	Total Semester Hours	17
MUGR General Recital	<u>0</u>		
Total Semester Hours	19		

Sophomore Year

Fall	Hrs	Spring	Hrs
Pick 1: BI220 (spring) or BI224	3	COM220 Oral Communication	3
Pick 1: History Option	3	MU331 Music Theory III	4
MU222 Music Theory II	4	Pick 1: Science Option	5
MU334 Basic Conducting	2	TH220 Systematic Theology I	3
MU200 Hymn Playing & Accomp.	2	MUP Piano Lessons	2
MUMC Masterworks Chorus	.5	MUCC Chorale or Ensemble	1
MUCC Chorale or Ensemble	1	MUGR General Recital	<u>0</u>
MUGR General Recital	0	Total Semester Hours	18
MUP Piano Lessons	<u>2</u>		
Total Semester Hours	17.5		

Junior Year					
Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
Pick 1:	Math Option	3	TH222	Systematic Theology III	3
Pick 1:	PE Activity	.5	Pick 1:	Literature Option	2
TH221	Systematic Theology II	3	Pick 1:	MU335 or MU336	2
MU337	Music History & Lit I	3	MU338	Music History and Lit. II	3
MU367	Vocal/Piano Collaboration	1	MU438	Piano Literature	2
MU443	Music Philo. & Leadership	2	MUP	Piano Lessons	2
MUP	Piano Lessons	2	MUCC	Chorale or Ensemble	1
MUCC	Chorale or Ensemble	1	MUGR	General Recital	0
MUGR	General Recital	0		Total Semester Hours	18
	Total Semester Hours	18.5			

Senior Year					
Fall		Hrs	Spring		Hrs
RP339	Introduction to Philosophy	2	Pick 1:	History Option	3
TH442	Senior Theology	1	Pick 1:	PE Activity	.5
MU213	Music Technology	3	MUO	Organ Lessons	2
MU332	Music Theory IV	4	MUR	Senior Recital	0
MUMC	Masterwork Chorus	.5	MU490	Senior Recital Preparation	1
MUCC	Chorale or Ensemble	1	MU465	Piano Ensemble	1
MUGR	General Recital	0	MUGR	General Recital	0
MUP	Piano Lessons	2	MUP	Piano Lessons	2
MU361	Piano Pedagogy I	2	MU362	Piano Pedagogy II	2
	Total Semester Hours	15.5	MUCC	Chorale or Ensemble	1
			Pick 1:	SS223, SS248, SS324, SS337	3
				Total Semester Hours	15.5

Other program guides for Bachelor of Music – Performance and Pedagogy will be available from the Registrar’s office.

4 year guide for a Bachelor of Music Degree

Worship Arts – Guitar

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year					
Fall		Hrs	Spring		Hrs
BII11	Survey of OT Lit.	4	BI112	Survey of NT Lit.	3
BII15	Bible Study/Herm.	3	EN113	College Composition II	3
COM110	Written Research Practicum	1	TH111	Evangelism/Spiritual Life	3
EN112	College Composition I	3	MU221	Music Theory I	4
GE100	College Life Seminar	1	PE110	Lifetime Fitness	1
IC111	Intro to Chr. Missions	3	MUG	Guitar Lessons	2
RP100	Biblical Worldview	1	MUCC	Chorale or Ensemble	1
MUG	Guitar Lessons	2	MUGR	General Recital	0
MUCC	Chorale or Ensemble	1		Total Semester Hours	17
MUGR	General Recital	0			
	Total Semester Hours	19			

Sophomore Year

Fall		Hrs	Spring		Hrs
Pick 1:	BI220 (spring) or BI224	3	COM220	Oral Communication	3
Pick 1:	History Option	3	MU331	Music Theory III	4
MU222	Music Theory II	4	Pick 1:	Science Option	5
MU215	Worship Leading	2	TH220	Systematic Theology I	3
MU334	Basic Conducting	2	Pick 1:	MUP, MUP150, MUP151	1
Pick 1:	MUP, MUP150, MUP151	1	Pick 1:	Praise Band or Ensemble	1
MUMC	Masterwork Chorus	.5	MUGR	General Recital	0
Pick 1:	Praise Band or Ensemble	1	MUKP	Keyboard Proficiency	0
MUGR	General Recital	0		Total Semester Hours	17
MUG	Guitar Lessons	2			
	Total Semester Hours	18.5			

Junior Year

Fall		Hrs	Spring		Hrs
BI334	Romans	3	BI343	Genesis	3
Pick 1:	Math Option	3	TH222	Systematic Theology III	3
Pick 1:	PE Activity	.5	Pick 1:	Literature Option	2
TH221	Systematic Theology II	3	MU338	Music History and Lit. II	3
MU337	Music History & Lit I	3	MU373	Instrumental Pedagogy I	2
Pick 1:	MUV, MUV150, MUV151	1	MUG	Guitar Lessons	2
MU443	Music Philo. & Leadership	2	Pick 1:	Praise Band or Ensemble	1
MUG	Guitar Lessons	2	MUGR	General Recital	0
Pick 1:	Praise Band or Ensemble	1	Pick 1:	Music Elective	2
MUGR	General Recital	0		Total Semester Hours	18
	Semester Total Hours	18.5			

Senior Year

Fall		Hrs	Spring		Hrs
RP339	Introduction to Philosophy	2	Pick 1:	History Option	3
TH442	Senior Theology	1	Pick 1:	PE Activity	.5
MU213	Music Technology	3	MUR	Senior Recital	0
MU332	Music Theory IV	4	MU490	Senior Recital Preparation	1
MUMC	Masterwork Chorus	.5	Pick 1:	MU335 or MU336	2
Pick 1:	Praise Band or Ensemble	1	MUG	Guitar Lessons	2
MUGR	General Recital	0	MUGR	General Recital	0
MUG	Guitar Lessons	2	MU347	Worship Literature	3
MU449	Worship Arts Internship.	1	MUCC	Chorale or Ensemble	1
Pick 1:	MUV, MUV150, MUV151	1	Pick 1:	SS223, SS248, SS324, SS337	3
	Total Semester Hours	15.5		Total Semester Hours	15.5

Other program guides for Bachelor of Music – Worship Arts will be available from the Registrar's office.

2 year guide for an Associate Arts Degree

Worship Arts

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Lit.	4	BI112 Survey of NT Lit.	3
BI115 Bible Study/Herm.	3	EN113 College Composition II	3
COM110 Written Research Pract.	1	TH111 Evangelism/Spiritual Life	3
EN112 College Composition I	3	Pick 1: History Option	3
GE100 College Life Seminar	1	Pick 1: Science Option	5
IC111 Intro to Chr. Missions	3	MU Applied Lessons	1
RP100 Biblical Worldview	1	MUGR General Recital	0
MU Applied Lessons	1	Total Semester Hours	18
MUGR General Recital	0		
Total Semester Hours	17		

Sophomore Year

Fall	Hrs	Spring	Hrs
MU221: Music Theory I	4	MU215 Worship Leading	2
PE110 Lifetime Fitness	1	MU213 Music Technology	3
Pick 1: Math Option	3	MU337 Music History and Literature I	3
Pick 1: Literature Option	2	MU347 Worship Literature	3
Pick 2: Music Ensemble	2	Pick 2: Music Ensemble	2
RP114 Survey of Theology	3	RP339 Introduction to Philosophy	2
MU Applied Lessons	1	MU Applied Lessons	1
MUGR General Recital	0	MUGR General Recital	0
Total Semester Hours	16	Total Semester Hours	16

One Year Worship Arts Certificate Program

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Lit.	4	BI112 Survey of NT Lit.	3
BI115 Bible Study/Herm.	3	BI220 Life of Christ	3
GE100 College Life Seminar	1	MU215 Worship Leading	2
RP100 Biblical Worldview	1	MU221 Music Theory I	4
RP114 Survey of Theology	3	MU347 Worship Literature	3
MU213 Music Technology	3	MU Applied Lessons	1
MU Applied Lessons	1	MUGR General Recital	0
MUGR General Recital	0	Total Semester Hours	16
Total Semester Hours	16		

Professional Directed Studies [PDS] Department

Department Chair: Larry Spry, M.Div.

Programs (Larry Spry is the Director [Advisor] for the PDS Program):

- Professional Directed Studies

Teaching Faculty:

Calvary Faculty and other CHEA accredited Institutions' Faculty

Description:

The Professional Directed Studies Department enables academic learning in cooperation with other CHEA accredited institutions. Students can study at Calvary and integrate courses taken from another academic institution in order to major in an academic program not offered at Calvary. A list of the pre-approved programs may be obtained from an admissions counselor.

Objectives:

- That the student integrates his biblical worldview with his professional major.
- That the student is able to attend Calvary and major in an academic program not offered at Calvary.

Special Requirements:

- The student must complete two qualifying semesters at Calvary before being admitted into the Professional Directed Studies Program. (A student transferring more than 30 hours into a Professionally Directed Studies Program and meeting the academic requirements may have this prerequisite waived and be allowed into the Professional Directed Studies program his/her first semester.)
- The student must have the academic credentials for acceptance to both institutions (e.g. high school transcripts and ACT scores corresponding to the entry requirements of Calvary and the other institution).
- Academic advising from both institutions is required and the student must submit contact information from the other institution to the Professional Directed Studies Director.
- A cumulative GPA of 2.5 or higher with no grade lower than 2.0 in all professional and content courses must be maintained.
- The student must annually submit official transcripts to the Calvary Registrar's Office.

Professional Directed Studies, B.S. Degree

Course Requirements

Biblical Education—32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education Division—49 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)
- Pick 1: SS223, SS248, SS249, SS324, or SS337 (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- Pick 2: PE Activities (.5/.5 hour)

General Education Electives (11 hours)

Professional Education Division—45 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—30 to 36 hours depending on Major

Open Electives—6 to 12 hours depending on Major

Approved Bachelor Majors in Professional Directed Studies

Airframe & Power Plant Mechanics

Art

Computer Science

Criminal Justice

English Literature

English/Creative Writing
Film and Media Arts
French
German
History
Journalism and Mass Communication
Linguistics
Mathematics
Military Science
Photography
Political Science
Spanish

Approved Associate Majors in Professional Directed Studies

Information Technology

Approved Minors in Professional Directed Studies

Aviation Flight Training
Political Science

Theatre Arts Department

Department Chair: Bobbie Jeffrey, M.A.

Programs (Director):

- Theatre Arts (Bobbie Jeffrey)
- Theatre Arts, Minor (Bobbie Jeffrey)

Teaching Faculty:

Bobbie Jeffrey, Kaleb Krahn, and other Adjunct Faculty

Description:

The Theatre Arts program is designed to equip students in the academic, performance-related, technical, and spiritual foundations demonstrated through directing church theatrical programs, overseeing all aspects of a theatre ministry, directing theatre in high schools, preparing students for graduate programs, and developing skilled and disciplined actors.

Objectives:

- That the student embraces the core principle that theatre is service: to fellow actors; to the working text; to the audience; and first and foremost, to the Audience of One.
- That the student demonstrates the foundational skills necessary to critically analyze a piece of dramatic literature for its quality and theme while comparing it with the knowledge of God’s word and His character.
- That the student understands his/her function as a believer-artist to impact the culture and reclaim the art form.
- That the student learns to engage the culture, not to hide from it, particularly in light of the fact that the entertainment industry impacts our culture more powerfully than any other influence in our society today.
- That the student is equipped to inhabit this mission field and minister to and through it with passion and integrity.

Theatre Arts, B.S. Degree

Course Requirements

Biblical Education—32 hours

- | | |
|---------|--|
| BI111 | Survey of Old Testament Lit. (4 hours) |
| BI112 | Survey of New Testament Lit. (3 hours) |
| BI115 | Bible Study/Hermeneutics (3 hours) |
| Pick 1: | BI220 or BI224 (3 hours) |
| BI334 | Romans (3 hours) |
| BI343 | Genesis (3 hours) |

- TH111 Evangelism/Spiritual Life (3 hours)
 TH220 Systematic Theology I (3 hours)
 TH221 Systematic Theology II (3 hours)
 TH222 Systematic Theology III (3 hours)
 TH442 Senior Theology (1 hour)

General Education—49 hours

- GE100 College Life Seminar (1 hour)
 COM110 Written Research Practicum (1 hour)
 COM220 Oral Communication (3 hours)
 EN112 College Composition I (3 hours)
 EN113 College Composition II (3 hours)
 Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
 Pick 1: MU110 or TA341 (3 hours)
 Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or
 HP336 (6 hours)
 Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
 Pick 1: MA241, MA242, or MA243 (3 hours)
 SS223 General Psychology (3 hours)
 RP100 Developing a Biblical Worldview (1 hour)
 RP339 Introduction to Philosophy (2 hours)
 PE110 Lifetime Fitness (1 hour)
 Pick 2: PE Activities (.5/.5 hour)
 General Education Electives (11 hours)

[Note: Student must choose a Music Elective as part of their GE Electives (2-3 hours)]

Professional Education—45 hoursMissions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major—33 hours

- COM230 Voice and Diction in Public Speaking (3 hours)
 TA221 Chapel Theatre (1 hour)
 TA225 Acting I (3 hours)
 TA226 Acting II (3 hours)
 TA233 Theatre History and Dramatic Literature (3 hours)
 TA252 Theatre Practicum (1 hour)
 TA340 Directing (3 hours)
 TA449 Theatre Arts Capstone (3 hours)
 Pick 3: TA250, TA251, TA330, TA353, TA361, or TA440 (9 hours)

TA Electives—4 hoursOpen Electives—9 hours**Total hours for the Bachelors degree: 126 hours**

(A minor is available in Theatre Arts. See Interdisciplinary Studies for details.)

4 year guide for a Bachelor of Science Degree

Theatre Arts

This guide is a plan to complete required classes. See advisor for assistance.

Freshman Year

Fall	Hrs	Spring	Hrs
BI111 Survey of OT Literature	4	BI112 Survey of NT Literature	3
BI115 Bible Study/Herm.	3	EN113 College Composition II	3
COM110 Written Research Practicum	1	TH111 Evangelism/Spiritual Life	3
EN112 College Composition I	3	TA233 Theatre History	3
GE100 College Life Seminar	1	PE110 Lifetime Fitness	1
TA225 Acting I	3	TA226 Acting II	3
TA221 Chapel Theatre	1	Total Semester Hours	16
RP100 Biblical Worldview	1		
Total Semester Hours	17		

Sophomore Year

Fall	Hrs	Spring	Hrs
Pick 1: BI220 (spring) or BI224	3	COM220 Oral Communication	3
Pick 1: History Option	3	SS223 General Psychology	3
Pick 1: Math Option	3	Pick 1: Science Option	5
IC111 Intro to Christian Missions	3	Pick 1: Theatre Option	3
Pick 1: Theatre Option	3	Pick 1: History Option	3
Total Semester Hours	15	Total Semester Hours	17

Junior Year

Fall	Hrs	Spring	Hrs
BI334 Romans	3	Pick 1 MU110 or TA341	3
Pick 1: PE Activity	.5	Pick 1: Theatre Option	3
TA252 Theatre Practicum	1	TH221 Systematic Theology II	3
COM230 Voice & Diction in Speaking	3	Open Elective(s)	3
TH220 Systematic Theology I	3	Theatre Elective(s)	2
Pick 1: Music Elective(s)	3	Total Semester Hours	14
General Ed Elective(s)	3		
Total Semester Hours	16.5		

Senior Year

Fall	Hrs	Spring	Hrs
RP339 Introduction to Philosophy	2	BI343 Genesis	3
TA340 Directing	3	TH442 Senior Theology	1
TH222 Systematic Theology III	3	Pick 1: Literature Option	2
Theatre Elective(s)	2	Pick 1: PE Activity	.5
General Education Elective(s)	3	TA449 Theatre Arts Capstone	3
Open Elective(s)	3	Open Electives	3
Total Semester Hours	16	General Education Elective(s)	2
		Total Semester Hours	14.5

Interdisciplinary Studies

Description

This major is formed by choosing two of the minors listed below.* Both minors are considered equal. The focus is upon the integration of two distinct disciplines.

Objectives

- That the student demonstrates the Christian character qualities necessary for an effective ministry.
- That the student builds a solid foundation of ministry-related knowledge.
- That the student be able to communicate effectively in varied ministry settings.
- That the student acquire the ministry skills needed to adequately serve in a ministry that requires training from two academic minors.

Interdisciplinary Studies

Course Requirements for the B.S. Degree

Biblical Education—32 hours

- BI111 Survey of Old Testament Lit. (4 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH442 Senior Theology (1 hour)

General Education—49 hours

- GE100 College Life Seminar (1 hour)
- COM110 Written Research Practicum (1 hour)
- COM220 Oral Communication (3 hours)
- EN112 College Composition I (3 hours)
- EN113 College Composition II (3 hours)
- Pick 1: EN211, EN222, EN223, or EN415 (2 hours)
- Pick 1: MU110 or TA341 (3 hours)
- Pick 2: HP221, HP222, HP231, HP232, HP238, HP241, or HP336 (6 hours)
- Pick 1 pair: SC221 and SC222 or SC231 and SC232 (5 hours)
- Pick 1: MA241, MA242, or MA243 (3 hours)

- Pick 1: SS223, SS248, SS249, SS324, or SS337 (3 hours)
- RP100 Developing a Biblical Worldview (1 hour)
- RP339 Introduction to Philosophy (2 hours)
- PE110 Lifetime Fitness (1 hour)
- Pick 2: PE Activities (.5/.5 hour)

General Education Electives (11 hours)

Professional Education—45 hours

Missions/Ministry Core—3 hours

- IC111 Introduction to Christian Missions (3 hours)

Major

Add two minors from the * listed below. (Note: some general education requirements may be changed depending on minors selected)

***Advanced Biblical Studies, Minor**

Course Requirements

- BI/TH Bible or Theology Electives (10 hours)
- BI459 Advanced Hermeneutics (2 hours)
- EM221 Teaching Process (3 hours)
- RP346 Apologetics (2 hours)
- RP/TH440 Contemporary Theology (2 hours)
- Pick 1: RP444 or RP445 (1 hour)

Note: HP336 Church History is required as part of the history electives.

Total hours for Advanced Biblical Studies Minor: 20 hours

***Biblical Counseling, Minor**

Course Requirements

- CO244 Introduction to Biblical Counseling (3 hours)
- CO340 Biblical Counseling of Youth (3 hours)
- CO345 Marriage and Family Counseling (3 hours)
- CO432 Crisis Counseling (3 hours)
- CO449 Senior Counseling Project (3 hours)
- SS249 Conflict Resolution (3 hours)
- Pick 1: CO Electives (3 hours)

Total hours for Biblical Counseling Minor: 21 hours

***Business Administration, Minor**

- AC211 Introduction to Accounting (3 hours)
- AC335 Accounting for Managers (3 hours)
- BU305 Business Information Systems (3 hours)
- BU340 Business Problems and Policies (3 hours)
- BU350 Human Resource Management (3 hours)
- OL435 Organizational Behavior (3 hours)
- OL447 Legal Implications of Business (3 hours)

Total hours for Business Administration Minor: 21 hours

***Children's Ministry, Minor**

CM202	Teaching Children Effectively Level 1 (2 hours)**
CM203	Teaching Children Effectively Level 2 (2 hours)**
CM204	Understanding Today's Child (2 hours)**
CM205	Progressive Methods of Child Evangelism (2 hours)**
EM237	Teaching the Bible (3 hours)
LD401	Distinctives of C.E.F. (1 hour)**
LD402	Ministry Strategy and Development (2 hours)**
LD403	Leadership Essentials (2 hours)**
Pick 1:	TT301 or TT401 (2 hours)**
TH340	Theological Foundations for Ministry (3 hours)

***Courses taught at Children's Ministries Institute at Child Evangelism Fellowship*

Total hours for Children's Ministry Minor: 21 hours

Intercultural Studies, Minor*Course Requirements**

CO244	Introduction to Biblical Counseling (3 hours)
IC336	Intercultural Communication & Evangelism (3 hours)
IC346	Contemporary Issues of Intercultural Studies (2 hours)
IC434	Intercultural Church Planting (2 hours)
IC446	Practical Relations of Intercultural Studies (3 hours)
IC453	Intercultural Studies Internship (3 hours)
RP330	World Religions (2 hours)
SS337	Cultural Anthropology (3 hours)
TH340	Theological Foundation for Ministry (3 hours)

Total hours for Intercultural studies Minor: 24 hours

Music, Minor*Course Requirements**

MUMC	Calvary Masterworks Chorus (.5/.5 hour)
	Music Ensembles (4 hours)
	Applied Music (4 hours)
MUGR	General Recital (0 hours)
	MU Electives (11 hours) Must be 200-level or higher

Note: A performance area must be chosen.

Total hours for Music Minor: 20 hours

Organizational Leadership, Minor*Course Requirements**

OL311	Foundations of Organizational Leadership (3 hours)
OL435	Organizational Behavior (3 hours)
OL443	Strategic Management (3 hours)
	Open Business and Organizational Leadership Electives (12 hours)

Total hours for Organization Leadership Minor: 21 hours

***Pastoral Ministry, Minor**

Course Requirements

- CO244 Introduction to Biblical Counseling (3 hours)
- EM221 Teaching Process (3 hours)
- EM237 Teaching the Bible (3 hours)
- EM322 Administrative Process (3 hours)
- PM331 Expository Preaching I (3 hours)
- PM446 Pastoral Life & Ministry (3 hours)
- TH340 Theological Foundations for Ministry (3 hours)

Note: HP232 and HP336 are required for the History electives. SS248 is required for the Social Science elective. The selective entrance requirements are the same as for the Pastoral Ministry major.

Total hours for Pastoral Ministry Minor: 21 hours

***Personal Training, Minor**

Course Requirements

- SS211 Care & Prevention of Injuries (3 hours)^
- SS381 Exercise Physiology (3 hours)^
- PE247 First Aid & Personal Safety (1 hour)
- PE248 Health (1 hour)
- BIOL144 Human Anatomy & Physiology (5 hours)
- PE311 Personal Training I (2 hours)
- PE312 Personal Training II (2 hours)
- PE459 Practicum in Personal Training (3 hours)

Total hours for Personal Training Minor: 20 hours

^ Course taken from another college

***Theatre Arts, Minor**

Course Requirements

- TA221 Chapel Theatre (1 hour)
- TA225 Acting I (3 hours)
- TA226 Acting II (3 hours)
- TA252 Theatre Practicum (1 hour)
- TA340 Directing (3 hours)
- Pick 2: TA250, TA251, TA330, TA353, or TA361 (6 hours)
- TA Electives (4 hours)

Note: SS223 is required for the Social Science elective. A three-hour music elective must be selected from music theory, vocal, or instrumental courses.

Total hours for Theatre Arts Minor: 21 hours

***Youth Ministry, Minor**

Course Requirements

- CO340 Biblical Counseling of Youth (3 hours)
- EM322 Administrative Process (3 hours)
- EM330 Education Ministry of the Local Church (3 hours)

- Pick 1: EM234 or YM329 (2 hours)
Pick 1: PM331 Expository Preaching (*Men*) (3 hours) or
EM221 Teaching Process (*Women*) (3 hours)
TH340 Theological Foundations for Ministry (3 hours)
YM235 Principles & Methods of Youth Ministry (2 hours)
YM439 Practical Youth Ministry Applications (2 hours)

Note: CO244 Introduction to Biblical Counseling is a prerequisite for CO340.

Total hours for Youth Ministry Minor: 21 hours

Adult and graduate Studies Department

Department Chair: Mike Piburn, M.S.

Programs (Mike Piburn is the Director [Advisor] for the NTS Program):

- Excel Advanced Biblical Studies
- Excel Biblical Counseling
- Excel Business Administration:
 - Business Management
 - Business Marketing
 - Organization Leadership
- Excel Ministry Studies
 - Children’s Ministry**
 - Intercultural Studies
 - Pastoral Ministry*
 - Youth Ministry
 - Youth Ministry & Worship Arts
- Excel Music
 - Worship Arts–Keyboard
 - Worship Arts–Voice
 - Worship Arts–Guitar
- Excel Professional Directed Studies [PDS]
- Bridge Associate Degree
 - Biblical Studies
 - Children’s Ministry
 - Worship Arts
- Gateway One-Year Certificate
 - Bible Track/Life Track
 - Worship Arts

Teaching Faculty:

Mike Piburn, Dr. Teddy Bitner, Larry Blanchard, Dr. Tom Bonine, Dr. Mike Dodds, Bill Gibbs, Rose H. Henness, Aaron Heath, Victor “Skip” Hessel, Bobbie Jeffrey, John Klaassen, Dr. David Martin, Anthony Mickelson, Dr. Keith Miller, Patricia Miller, Jeanette Regier, Ken Rogers, Bill Schlacks, Tim Smith, Dr. Tom Stolberg, Cory Trowbridge, Joel Williamson, and other Adjunct Faculty

Description:

The Adult and graduate Studies Department provides college courses in a adult and graduate format to allow adult students to complete their degree. Intensive courses, and Online courses are designed to allow the adult and graduate student to work full time while earning a degree.

Adult and graduate students complete a General Education core, a Biblical Education core, a Common Professional Core, and a Major core. These are taught in a context of a Biblical worldview.

Objectives:

- That the student integrates his/her biblical worldview with his/her professional major.
- That the student acquires the indispensable skills in his/her chosen field essential for a successful career in secular and Christian arenas.

Special Requirements:

- Entry into the Excel program requires students to be at least 21 years old unless prior approval is obtained from the Academic Curriculum Committee.
- Intensive courses require students to be at least 21 years old unless prior approval is obtained from the Academic Curriculum Committee.
- Before students make take online courses, an Ability Assessment must be taken and the Assessment confirmation brought to the NTS Office.
- Portfolio credit may be available for Excel Degrees.

*In keeping with Calvary's doctrinal conviction that the New Testament teaches that only men be ordained to the ministry, only men are accepted into and may graduate from the Pastoral Ministry major (1 Timothy 2:8-3:7). Furthermore, it is also Calvary's doctrinal conviction that the New Testament teaches that men who are ordained to the ministry are to be "the husband of one wife" (1 Timothy 3:1-7; Titus 1:5-9). Thus, only men who have been married once (widowers excepted) or who have never been married, are accepted into and may graduate from the Pastoral Ministry major. However, a man who is divorced may take Pastoral Ministry courses as elective hours in another major.

**Children's Ministry majors require one semester attendance at the Children's Ministries Institute, Child Evangelism Fellowship, in Warrenton, MO.

"Bible" is the distinctive of a Bible College. Thus, all Calvary baccalaureate degrees include a major in Bible and Theology plus the selection of a professional major. Associate Degrees (Bridge) and the One-Year Certificate (Gateway) also have Bible and Theology requirements.

Bible and Theology Requirements for the Baccalaureate Degree*

- BI111A Survey of Old Testament Lit. I (3 hours)
- BI111B Survey of Old Testament Lit. II (3 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- TH220 Systematic Theology I (3 hours)
- TH221 Systematic Theology II (3 hours)
- TH222 Systematic Theology III (3 hours)
- TH341 Ethics (3 hours)
- BI/TH Electives (15 hours)

Total credit hours required are at least 36

**Some majors have additional Bible and Theology requirements to align with their program objectives.*

Bible and Theology Requirements for the Associate Degree

- BI111A Survey of Old Testament Lit. I (3 hours)
- BI111B Survey of Old Testament Lit. II (3 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- TH111 Evangelism/Spiritual Life (3 hours)
- RP/TH114 Survey of Theology (3 hours)

Total credit hours required are at least 18

Bible and Theology Requirements for the 1-Year Certificate

- BI111A Survey of Old Testament Lit. I (3 hours)
- BI111B Survey of Old Testament Lit. II (3 hours)
- BI112 Survey of New Testament Lit. (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI224 Gospel of John (3 hours)**
- RP/TH114 Survey of Theology (3 hours)

Total credit hours required are 15-18

***The Worship Arts Certificate does not require this course.*

All Calvary baccalaureate degrees include General Education courses, plus a major in Bible and Theology and a professional major. Associate Degrees (Bridge) also have General Education requirements.

General Education Requirements for the Baccalaureate Degree*

- HP336 Church History (3 hours)
- PE111 Fitness & Wellness (3 hours)
- RP339 Introduction to Philosophy (3 hours)
- SS249 Conflict Resolution (3 hours)
- English (6 hours)
- Fine Arts (3 hours)
- Literature (3 hours)
- Math (3 hours)
- Science (3 hours)
- General Education Electives (6 hours)

Total credit hours required are at least 36

**Some majors have additional General Education requirements to align with their program objectives.*

General Education Requirements for the Associate Degree*

- HP336 Church History (3 hours)
- RP339 Introduction to Philosophy (3 hours)
- English (6 hours)

- Fine Arts (3 hours)
- Literature (3 hours)
- Math (3 hours)
- Science (3 hours)

Total credit hours required are at least 24

Common Professional Core for the Baccalaureate Degree (Excel)

- COM311 Group Decision Making (3 hours)
- EX264 Portfolio (3 hours)
- IC111 Introduction to Christian Missions (3 hours)
- SS311 Goals, Priorities & Attitudes (3 hours)

Total credit hours required are 12

Excel Advanced Biblical Studies, B.S. Degree

Major –27 hours

- TH111 Evangelism/Spiritual Life (3 hours)
- BI115 Bible Study/Hermeneutics (3hours)
- Pick 1: BI220 or BI224 (3 hours)
- BI334 Romans (3 hours)
- BI343 Genesis (3 hours)
- BI459 Advanced Hermeneutics (3 hours)
- TH341 Ethics (3 hours)
- RP/TH346 Apologetics (3 hours)
- TH440 Contemporary Theology (3 hours)

Total credit hours required are 27 hours

Excel Biblical Counseling, B.S. Degree

Major –27 hours

- CO244 Introduction to Biblical Counseling (3 hours)
- CO245 History of Psychological Systems (3 hours)
- CO340 Biblical Counseling of Youth (3 hours)
- CO345 Marriage and Family Counseling (3 hours)
- CO432 Crisis Counseling (3 hours)
- CO449 Senior Counseling Project (3 hours)
- CO453 Biblical Counseling Internship (3 hours)
- CO Electives (6 hours)

Excel Business Administration, B.S. Degree

Major – 21 hours plus concentration

- AC335 Accounting for Managers (3 hours)
- BU305 Business Statistics (3 hours)
- EM322 Administrative Process (3 hours)
- OL435 Organizational Behavior (3 hours)
- OL443 Strategic Management (3 hours)
- BU449 Senior Project (3 hours)

Open Electives –(15 hours)

Choose one of the next three concentrations

Business Management –9 hours

- BU330 Essentials of Management (3 hours)
- BU350 Human Resources Management (3 hours)
- OL448 Cutting Issues in Management (3 hours)

Business Marketing – 9 hours

- BU332 Marketing Principles (3 hours)
- BU430 Marketing Research (3 hours)
- OL334 Non-Profit Marketing (3 hours)

Organization Leadership 9 hours

- BU350 Human Resource Management (3 hours)
- OL311 Foundation of Organizational Leadership (3 hours)
- OL333 Case Studies in Leadership (3 hours)

Excel Ministry Studies Children’s Ministry*, B.S. Degree

Course required as part of Biblical Education requirements

- TH340 Theological Foundations for Ministry (3 hours)

Courses required as part of General Education requirements

- CO244 Introduction to Biblical Counseling (3 hours)
- SS248 Family Living (3 hours)

Major –26 hours

- CM202 Teaching Children Effectively, Level I (2 hours)**
- CM203 Teaching Children Effectively, Level 2 (2 hours)**
- CM204 Understanding Today’s Child (2 hours)**
- CM205 Progressive Methods of Child Evangelism (2 hours)**
- LD401 Distinctives of CEF (1 hour)**
- LD402 Ministry Strategies and Development (2 hours)**
- LD403 Leadership Essentials (2 hours)**
- Pick 1: TT301 or TT401 (2 hours)**
- CO338 Counseling Children (3 hours)
- EM322 Administrative Process (3 hours)
- Pick 1: ED350 or IT251 (2 hours)
- Pick 1: ED323 or EM330 (3 hours)

Professional Electives–16 hours

***Courses taken through Children’s Ministries Institute*

Excel Ministry Studies: Intercultural Studies, B.S. Degree

Course required as part of Biblical Education requirements

- TH340 Theological Foundations for Ministry (3 hours)

Courses required as part of General Education requirements

- CO244 Introduction to Biblical Counseling (3 hours)

Major –27 hours

- CO247 Counseling Cross-Culturally (3 hours)
- EM322 Administrative Process (3 hours)
- IC336 Intercultural Communication and Evangelism (3 hours)
- IC346 Contemporary Issues in Intercultural studies (3 hours)
- IC434 Intercultural Church Planting (3 hours)
- IC446 Practical Relations of Intercultural Studies (3 hours)
- IC453 Intercultural Studies Internship (3 hours)
- IC459 Senior Seminar – Intercultural Studies (3 hours)
- Pick 1: RP/TH330 or TH346 (3 hours)

Professional Electives–15 hours**Excel Ministry Studies: Pastoral Ministry, B.S. Degree****Course required as part of Biblical Education requirements**

- TH340 Theological Foundations for Ministry (3 hours)

Courses required as part of General Education requirements

- CO244 Introduction to Biblical Counseling (3 hours)

Major -27 hours

- BI459 Advanced Hermeneutics (3 hours)
- EM322 Administrative Process (3 hours)
- EM330 Education Ministry of the Local Church (3 hours)
- PM331 Expository Preaching I (3 hours)
- PM332 Expository Preaching II (3 hours)
- PM446 Pastoral Life & Ministry (3 hours)
- PM453 Pastoral Internship (3 hours)
- PM459 Senior Seminar – Pastoral Ministry (3 hours)
- Pick 1: CO345 or CO432 (3 hours)

Professional Electives–15 hours**Excel Ministry Studies: Youth Ministry, B.S. Degree****Course required as part of Biblical Education requirements**

- TH340 Theological Foundations for Ministry (3 hours)

Courses required as part of General Education requirements

- CO244 Introduction to Biblical Counseling (3 hours)

Major –27 hours

- CO340 Biblical Counseling of Youth (3 hours)
- CO432 Crisis Counseling (3 hours)
- EM322 Administrative Process (3 hours)
- EM330 Education Ministry of the Local Church (3 hours)
- YM235 Principle and Methods of Youth Ministry (2 hours)
- YM329 Recreational Leadership (2 hours)
- YM439 Practical Youth Ministry Applications (2 hours)
- YM453 Youth Ministry Internship (3 hours)
- YN459 Senior Seminar – Youth Ministry (3 hours)
- Pick 1: PM331 Expository Preaching I (Men) (3 hours) or

EN333 Biblical Communication (Women) (3 hours)

Professional Electives–15 hours

Excel Ministry Studies: Youth Ministry - Worship Arts, B.S. Degree Major –48 hours

Youth Ministry Core–21 Hours

- CO244 Introduction to Biblical Counseling (3 hours)
- CO340 Biblical Counseling of Youth (3 hours)
- EM322 Administrative Process (3 hours)
- EM330 Education Ministry of the Local Church (3 hours)
- YM235 Principles & Methods Youth Ministry (3 hours)
- YM329 Recreational Leadership (3 hours)
- YM439 Practical Youth Ministry Applications (3 hours)

Worship Arts Core–27 Hours

- MU213 Music Technology (3 hours)
- MU215 Worship Leading (2 hours)
- MU222A Music Theory II (2 hours)
- MU222B Music Theory II (2 hours)
- MU334 Basic Conducting (2 hours)
- MU338 Music History & Literature II (3 hours)
- MU347 Worship Literature (3 hours)
- MU443 Music Philosophy & Leadership (2 hours)

Applied Music

- MU Primary Proficiency (6 hours)
- MU Secondary Proficiency (2 hours)

Excel Professional Directed Studies [PDS], B.S. Degree

See Advisor

Excel Music–Worship Arts, B.S. Degree

Courses required as part of General Education requirements

- MU221A Music Theory I (2 hours)
- MU221 B Music Theory I (2 hours)
- MU337 Music History & Literature (3 hours)
- Pick 4: MU Ensembles (4 Hours)

Major –29 hours plus concentration

Worship Arts Core–29 hours

- MU213 Music Technology (3 hours)
- MU215 Worship Leading (2 hours)
- MU222A Music Theory II (2 hours)
- MU222B Music Theory II (2 hours)
- MU331A Music Theory III (2 hours)
- MU331B Music Theory III (2 hours)
- MU334 Basic Conducting (2 hours)
- Pick 1: MU335 or MU336 (2 hours)

MU338	Music History & Literature II (3 hours)
MU347	Worship Literature (3 hours)
MU443	Music Philosophy & Leadership (2 hours)
MU490	Senior Recital Preparation (1 hour)
MUPB	Praise Band (2 hours [course 1 hr, take twice])
MUR	Senior Recital (0 hour)
MU449	Worship Arts Internship (1 hour)

MU221A & MU221B Music Theory I (each 2 hours) meets the Fine Arts requirement in General Education.

MU337 Music History & Literature (3 hours) meets 3 hours of General Education electives.

MU Ensembles (4 hours) meets the remaining hours in General Education electives.

Choose one of the next three concentrations

Excel Music–Worship Arts: Keyboard –16 hours

MU200	Hymn Playing & Accompanying (2 hours)
MU361	Piano Pedagogy I (2 hours)
MUGR	General Recital (0 hours)
Pick 1:	MUP, MUO, or MU362 (2 hours)
MUP	Piano Lessons (8 hours)
MUV	Voice Lessons (2 hours)

Excel Music–Worship Arts: Voice– 16 Hours

MU120	Diction (2 hours)
MU371	Vocal Pedagogy (2 hours)
MUGR	General Recital (0 hours)
MUKP	Keyboard proficiency (0 hours)
Pick 1:	MUP, MU150/ MU151, or MUG (2 hours)
MUV	Voice Lessons (8 hours)
Pick 1:	MU372, MU431, MU432, or MU437 (2 hours)

Excel Music–Worship Arts: Guitar– 16 Hours

MUGR	General Recital (0 hours)
MUKP	Keyboard proficiency (0 hours)
Pick 1:	MUO or MUP (2 hours)
MUG	Guitar Lessons (8 hours)
MUV	Voice Lessons (2 hours)
MU Electives	(4 hours)

Bridge Biblical Studies, A.A. Degree

Major–24 hours

IC111	Introduction to Christian Missions (3 hours)
BI/TH Electives	(21 hours)

Bridge Children's Ministry, A.A. Degree

Major—22 hours

- IC111 Introduction to Christian Missions (3 hours)
- CM202 Teaching Children Effectively Level I (2 hours)**
- CM203 Teaching Children Effectively Level II (2 hours)**
- CM204 Understanding Today's Child (2 hours)**
- CM205 Progressive Methods Child Evangelism (2 hours)**
- LD401 Distinctives of CEF (1 hour)**
- LD402 Ministry Strategy and Development (2 hours)**
- LD403 Leadership Essentials (2 hours)**
- Pick 1: TT301 or TT401 (2 hours)**
- ED350 The Exceptional Child (2 hours)
- IT251 Technology & Media in Education (2 hours)

***Courses taken through Children's Ministries Institute*

Bridge Worship Arts, A.A. Degree

Major—22 hours

- IC111 Introduction to Christian Missions (3 hours)
- MU213 Music Technology (3 hours)
- MU215 Worship Leading (2 hours)
- MU347 Worship Literature (3 hours)
- MU337 Music History & Literature (3 hours)
- MU Ensembles (4 hours)
- Applied Music (4 hours)

Gateway Bible Track, One-Year Certificate

Certificate—33 hours

- BI111A Survey of OT Literature I (3 hours)
- BI111B Survey of OT Literature II (3 hours)
- BI112 Survey of NT Literature (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI224 Gospel of John (3 hours)
- TH114 Survey of Theology (3 hours)
- Bible/Theology Electives (15 hours)

Gateway Life Track, One-Year Certificate

Certificate—33 hours

- BI111A Survey of OT Literature I (3 hours)
- BI111B Survey of OT Literature II (3 hours)
- BI112 Survey of NT Literature (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- BI224 Gospel of John (3 hours)
- TH114 Survey of Theology (3 hours)
- Open Electives (15 hours)

Gateway Worship Arts, One-Year Certificate**Certificate—33 hours**

- BI111A Survey of Old Testament Literature I (3 hours)
- BI111B Survey of Old Testament Literature II (3 hours)
- BI112 Survey of New Testament Literature (3 hours)
- BI115 Bible Study/Hermeneutics (3 hours)
- TH114 Survey of Theology (3 hours)
- MU221A Music Theory I (2 hours)
- MU221B Music Theory I (2 hours)
- MU213 Music Technology (3 hours)
- MU215 Worship Leading (2 hours)
- MU347 Worship Literature (3 hours)
- Applied Music (4 hours)
- MU Ensembles (2 hours)

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Course descriptions and course scheduling are subject to change, without prior notice, in accordance with established procedures. The type of course is indicated on the transcript and on the Semester Course Offerings List. Types of Courses (as designated by letter):

- “T” courses are traditional college courses, offered mainly during the day.
- “I” courses are intensive college courses, offered at night for six weeks, four hours a night.
- “N” courses are online courses in the eight-week mode through the Adult and graduate Studies Department and are considered distance education.
- “O” courses indicate a format that takes place in the professor’s office (i.e., practicum, internship, field experience, etc.).
- “L” courses are private lessons and are usually found in the music area.
- “D” courses are independent studies when traditional scheduling must be tailored to meet a student’s degree requirement. From time to time, independent courses are offered which are not listed in the catalog. A number will be assigned to these courses at that time. Independent courses which are equivalent to a course listed here will carry the same number and title with the type of course identified as “D.”

ACCOUNTING (AC)

AC211 Introduction to Accounting (I-3 hrs) 3 hours

Students learn accounting principles and procedures addressing debits and credits, classifying accounts, and the accounting equation. Students learn that accurate financial records must be kept in the process of running any organization and learn how good accounting principles produce these records.

AC313 Cost Accounting (I-3 hrs) 3 hours

Cost accounting systems provide valuable information for management planning and control. Students in this course will be exposed to advances in cost accounting in recent years while working through the basics of cost accounting through case study. The cases cover a variety of decision-making settings and illustrate the role of cost information in these settings. (Also listed as BU313)

AC335 Accounting for Managers (I-3 hrs) 3 hours

Management use of accounting data for planning and control; theories and practice of cost accounting and analysis of data for management decision making. The course includes cost behavior analysis, cost-volume-profit analysis, responsibility accounting, budgeting and performance measurement, and pricing decisions. (Also listed as BU335)

BIBLE (BI)

BI111 Survey of Old Testament Literature (T-4 hrs) 4 hours

An overview of the entire Old Testament law, history, poetry, and prophecy. The authorship, time of writing, key words and verses, theme, purpose, and an outline are covered for each book, as well as the highlights of their contents.

BI111A Survey of Old Testament Literature I (I-3 hrs) 3 hours

An intensive overview of the historical books of the Old Testament (Genesis to Esther). The authorship, time of writing, key words and verses, theme, purpose, and an outline are covered for each book, as well as the highlights of their contents.

BI111B Survey of Old Testament Literature II (I-3 hrs) 3 hours

An intensive overview of the Old Testament poetic, wisdom, and prophetic literature (Job to Malachi). The authorship, time of writing, key words and verses, theme, purpose, and an outline are covered for each book, as well as the highlights of their contents.

BI112 Survey of New Testament Literature (T-3 hrs; I-3 hrs) 3 hours

A study of each book of the New Testament. Emphasis is placed on an understanding of the background of the author and the writing of each book, as well as key elements such as its theme, key verse, and key words. The contents of each book are studied in summary form. A survey of the inter-testamental period is also included.

BI115 Bible Study/Hermeneutics (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

An introduction to Bible Study methods from a dispensational framework including inductive study involving the steps of observation, interpretation, application, and correlation. The course is designed to clarify progressive revelation, biblical covenants, and the distinction between church and Israel, which is expressed in a pre-millennial theology.

BI220 Life of Christ (T-3 hrs; N-3 hrs) 3 hours

A study of the earthly life of Christ as revealed in the four Gospels. Special emphasis is placed on establishing a harmony of the Gospels, especially regarding the chronology of events, Jesus' message, and His miracles.

BI222 Luke (T-3 hrs; I-3 hrs) 3 hours

A study of Luke's portrayal of Jesus of Nazareth, investigating the uniqueness of Luke's account of the human effects of the incarnation. An emphasis will be placed on developing disciples as Jesus taught His disciples after he "set His face to Jerusalem."

BI223 Mark (T-2 hrs; I-3 hrs) 2-3 hours

A study of Mark's portrayal of Jesus of Nazareth, emphasizing the features of Mark which are unique and distinctive. Comparisons are made with the other Gospels to implement this purpose.

BI224 John (T-3 hrs; I-3 hrs) 3 hours

The fourth Gospel is analyzed to distinguish its unique features which traditionally have placed it in a category distinct from the viewpoint of the Synoptics. The doctrinal, devotional, and prophetic aspects are emphasized.

BI225 Galatians and James (T-2 hrs; I-3 hrs) 2-3 hours

The relationship of "justification by faith" to the demonstration of a "faith that works" is studied in these seemingly contradictory letters. The problem of legalism and the concept of the "law of liberty" in the Christian life are carefully examined.

BI227 Joshua, Judges, and Ruth (T-2 hrs; I-3 hrs) 2-3 hours

A study of the pre-monarchy period of Israel's history as reflected in the books of Joshua, Judges, and Ruth. A special emphasis is placed on the social, political, and spiritual conditions of Israel during this time.

BI228 Thessalonian Epistles (T-2 hrs; I-3 hrs) 2-3 hours

An analysis of Paul's earliest epistles with emphasis on Paul's revelation concerning the Rapture and the Day of the Lord.

BI229 Proverbs (T-2 hrs; I-3 hrs) 2-3 hours

A study of Proverbs, concentrating on the structure of individual proverbs while emphasizing the moral and theological principles contained in the book.

- BI230 Minor Prophets (T-3 hrs; I-3 hrs)** **3 hours**
A study of the 12 minor prophets with special emphasis on the historical background, the content, the spiritual message, and the preaching value of each book.
- BI238 Acts (T-2 hrs; I-3 hrs)** **2-3 hours**
An analytical study of the book of Acts that examines the foundation and early development of Christianity. Particular attention is given to the transition from Israel to the Church and Paul's missionary journeys.
- BI239 Ezra, Nehemiah, and Esther (T-2 hrs)** **2-3 hours**
This study of the postexilic books examines their chronological setting, their place in God's prophetic program, and their bearing on the history of Israel.
- BI241 The Divided Kingdom (1 and 2 Kings) (I-3 hrs)** **3 hours**
A study of the key passages and themes in the books of First and Second Kings related to the period of Israel's history commonly referred to as the divided kingdom. This course is especially designed to provide you with a theological interpretation of these historical books and help you know how to draw out and teach relevant life applications for today from these narrative accounts.
- BI248 General Epistles (T-2 hrs; I-3 hrs)** **2-3 hours**
The epistles of Peter, John, and Jude are carefully studied. Their contribution to the needs of the early church, their local setting, and their present-day application is outlined.
- BI316 The Creation – Evolution Conflict (I-3 hrs)** **3 hours**
This course examines the concepts of biblical creationism and biblical catastrophism imbedded in Genesis 1-11 and the implications these truths have on the world in which we live.
- BI326 Prison Epistles (T-3 hrs; I-3 hrs)** **3 hours**
The books of Ephesians, Philippians, Colossians, and Philemon are carefully analyzed. The important doctrines concerning both the character and conduct of Christians are clearly presented.
- BI331 Daniel and Revelation (T-3 hrs; I-3 hrs)** **3 hours**
A study of the books of Daniel and Revelation with special emphasis on the prophetic outline developed in these books. The course also will deal with the arguments for the authenticity of the book of Daniel.
- BI332 1 Corinthians (T-3 hrs; I-3 hrs)** **3 hours**
This strategic church epistle is studied in order to understand Paul's description of church order, structure, government, and problems. Spiritual gifts are seen in the light of the Spirit's purpose in promoting the effectiveness of the local church.
- BI334 Romans (T-3 hrs; I-3 hrs)** **3 hours**
A systematic analysis of the book of Romans, highlighting the outworking of God's righteousness in His plan of salvation. Each student is required to master the argument of Romans as a solid foundation for Christian living and service.
- BI341 Studies in Exodus (I-3 hrs)** **3 hours**
A study of the key passages and themes in the book of Exodus. This course is especially designed to provide the student with a foundational theology of God, His attributes, names, moral standards, acceptable worship, and His divinely initiated plan of redemption. Studying the events and theology of this book more carefully will do much to fortify the student's faith as a believer today and enable the student to stand strong against the temptations and pressures in today's world.

BI343 Genesis (T-3 hrs; I-3 hrs)**3 hours**

A systematic study of the chronological progression of events in this foundational book. Practical emphasis is placed on the content and its relation to the geography, local setting, and historical significance to the early history of Israel.

BI345 Matthew (T-3 hrs)**3 hours**

An analytical study of the first Gospel with particular attention given to Matthew's portrayal of Jesus, the themes of the Gospel, narrative analysis, discipleship, and interpretive issues of the book.

BI346 Hebrews (T-3 hrs; I-3 hrs)**3 hours**

The book of Hebrews is studied with a focus on Christology. The background of the book in the Old Testament Levitical system is surveyed to provide an adequate foundation for interpretation.

BI360 Ephesians and Colossians (T-2 hrs; I-3 hrs)**2-3 hours**

An expositional study of the twin epistles of Ephesians and Colossians. The doctrines of the Church as the Body of Christ and Christ as the Head of the Church are carefully examined and explained. The related truths of the standing of the believer in Christ and the resulting practical Christian life are also emphasized.

BI371 Biblical Sites Trip**3 hours**

This course is designed to give the student experience in cross-cultural life and ministry. This is an international trip carried out over the summer to various locations in partnership with different organizations. Emphasis is placed on learning culture, cross-cultural ministry, and biblical archeology. The location for the trip will be announced the fall semester prior to the summer of the trip. (Prerequisite: IC301, IC302, also listed as IC/RP/SS371)

BI393 The Parables of Jesus (E-3 hrs)**3 hours**

This course surveys methods of interpreting the major narrative parables of Jesus and adopts an eclectic model drawing on the best insights of each of the methods. Conclusions are drawn concerning the theological significance of each parable and their application to life.

BI397 James (E-3 hrs)**3 hours**

An individualized study of the Epistle of James using the Institute of Theological Studies materials. The study includes a brief introduction to the General Epistles and an introduction and exposition of the Epistle of James with a concentration on the practical message of James and certain problem passages.

BI411 Pauline Epistles (T-3, I-3)**3 hours**

An exegetical survey of the Epistles of Paul (Romans-Philemon) to understand the flow of Paul's argument and to understand the significance to thinking and living biblically.

BI433 Isaiah (T-2 hrs; I-3 hrs)**2-3 hours**

The book of Isaiah is studied as a representative of the major prophetic literature. The course includes a study of the historical background, the message to pre-exilic Israel, and the Messianic and eschatological prophecies. The contribution of the book to premillennial theology is discussed.

BI441 Pastoral Epistles (T-2 hrs; I-3 hrs)**2-3 hours**

An exposition of 1 and 2 Timothy and Titus. Their content and topics are developed, emphasizing the responsibilities of leaders in the church.

BI459 Advanced Hermeneutics (T-2 hrs; I-3 hrs) 2-3 hours

This class covers the issues of exegetical analysis and exposition, building on the hermeneutical principles learned in the previous class. The principles of historical, grammatical, and rhetorical interpretation will comprise the major portion of the class along with the expositional method for teaching. (Prerequisite: BI115 or professor's approval)

BIBLICAL COUNSELING (CO)**CO244 Introduction to Biblical Counseling (T-3 hrs; I-3 hrs) 3 hours**

An introductory study of the definitive approach to counseling based on biblical truth and effecting biblical change. Content includes: comparison of the biblical model as compared to modern philosophies, emphasis on the centrality of the gospel, and an explanation of counseling components, principles, and methods. This is a prerequisite for all CO courses.

CO245 History of Psychological Systems (T-3 hrs; I-3 hrs) 3 hours

An evaluative survey of major psychological systems, analyzing the concepts of principles of each system's theory of personality development. Emphasis is placed on providing a strong foundation of biblical truth, response to these theories, and guidance for recognizing and evaluating future theories. (Prerequisite: CO244)

CO247 Counseling Cross-Culturally (I-3 hrs) 3 hours

This course is a study of cultural issues related to cross-cultural biblical counseling. Cultural self-awareness, ethnic group characteristics, cultural traditions and changes will be examined. The effect culture and cultural bias can have on counseling will be considered. (Prerequisite: CO244)

CO249 Biblical Counseling Conference (O-3 hrs) 3 hours

The student will attend an approved Biblical Counseling conference, for the purpose of widening their exposure to biblical counseling theories and practices. The student will also be able to network with other counselors and leaders in the biblical counseling field. (Permission by Biblical Counseling Department chair, Prerequisite: CO244. Fee: Shared costs for transportation, food, lodging, and registration.)

CO326 Biblical Counseling of Addictions (I-3 hrs) 3 hours

This course is a study on a biblical view of the causes of addiction. This study examines and compares various addictions and various methods of resolving addictions with an emphasis on the biblical perspective. (Prerequisite: CO244)

CO338 Counseling Children (I-3 hrs) 3 hours

This course seeks to help biblical counselors be more effective in their work with children by addressing the specific developmental tasks and challenges (both personal and interpersonal) that children face as part of their maturation process. The specific struggles of children will be addressed with biblical solutions. (Prerequisite: CO244)

CO340 Biblical Counseling of Youth (I-3 hrs) 3 hours

This course seeks to help biblical counselors be more effective in their work with youth by addressing the specific developmental tasks and challenges (both personal and interpersonal) that youth face as part of their maturation process. The specific struggles of youth will be addressed with biblical solutions. (Prerequisite: CO244)

CO342 Developing and Establishing a Biblical Counseling Center (I-3 hrs) 3 hours

This course will include many aspects of establishing a Biblical Counseling Center. Consideration will be given to development and training of a biblical counseling team, policies and procedures, and some legal aspects. Working independently or with a local church or para church organization will be evaluated. (Prerequisite: CO244)

CO345 Marriage and Family Counseling (T-3 hrs; I-3 hrs) 3 hours

This course is an in-depth consideration of premarital and marital counseling. The preparation for marriage and the experience of family life is the focus. The course will examine impediments to family life from a biblical perspective. (Prerequisite: CO244)

CO346 Biblical Counseling of Depression (I-3 hrs) 3 hours

This course is a study of a biblical view of depression. This course will contain a description of various types of depression including origins and effects, with some aids to its resolution from a biblical perspective. (Prerequisite: CO244)

CO347 Counseling the Non-Traditional Family (I-3 hrs) 3 hours

This course will examine the non-traditional family units created by death, divorce, and remarriage as well as the mature single adult. The family also facing fertility issues will be considered. Skills necessary for effectively counseling non-traditional families will be included. (Prerequisite: CO244 and CO345)

CO348 Counseling Troubling Emotions (I-3hrs) 3 hours

This course will give the student practical, heart-changing counseling approaches for ministering to individuals who struggle with fear, anxiety, worry, anger, guilt, and shame. The course will include the resolution of long-standing negative habits and behaviors. Emphasis is placed on biblical truth, God's sovereign presence, and the role of sanctification in the management of these emotions and behaviors. (Prerequisite: CO244)

CO351 Introduction to Human Trafficking and Exploitation (I-3hrs) 3 hrs

This introductory course will investigate the nature and scope of the world-wide human trafficking epidemic with a view to understanding the impact the biblical gospel of grace can have on individuals trapped and set free from this bondage. Integral to this course is extensive exposure to principles of Biblical Counseling. (Prerequisite: CO244)

CO432 Crisis Counseling (T-3 hrs; I-3 hrs) 3 hours

This course is a study in the nature of crisis and conveys practical steps for ministering to those who struggle and to those who care for them. This course presents an understanding and scriptural basis for crisis, trauma, loss, and grief, and the processes they represent and how and when they occur. (Taken last spring in attendance – Senior year. Prerequisite: CO244)

CO436 Death, Dying, and Grief Counseling (I-3 hrs) 3 hours

This course is designed to help the student understand the various dynamics of death, dying, and grief through the conscientious study of God's Word. (Prerequisite: CO244)

CO438 Substance Abuse (I-3 hrs) 3 hours

The course is designed to provide an overview of substance abuse counseling by exposing students to a biblical and theological understanding of chemical dependence, as well as the dynamics, etiology, diagnosis, and treatment of substance related disorders. (Prerequisite: CO244)

CO446 Selected Counseling Topic Seminar 3 hours

This course seeks to prepare biblical counselors to be more effective in ministering to individuals, couples, and families struggling with a variety of problems. Four of the

following topics will be covered in class: self-harm; eating disorders; suicidal thoughts; family of origin issues; healthy relationships; perfectionism; lack of self-control; affair recovery. Possible biblical solutions will be identified for each main topic presented in class. (Prerequisite: CO244)

CO449 Senior Counseling Project (O-3 hrs) 3 hours

This course will assess the student's cumulative theological and counseling understanding through the development of written statements in response to a series of questions provided for the student. This project will allow the student to complete the testing section of the certification process with AABC (American Academy of Biblical Counselors). The student will also be required to develop a personal philosophy of counseling consistent with a biblical worldview. (The student must have completed their junior year and 15 hours in the Professional Education Academic Division of the major. Admission by permission of the Biblical Counseling Department Chair. Fee: \$65)

CO453 Biblical Counseling Internship (O-3 hrs) 3 hours

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the Biblical Counseling Department Chair is required for enrollment in this course.

(Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education academic discipline of their major. Fee: \$100.)

BIBLICAL LANGUAGES (BL)

BL211 Greek for Non-Greek Majors (I-3 hrs) 3 hours

A study of the alphabet, vocabulary, and some of the basics of the grammar of New Testament Greek which lays the foundation for using various biblical tools which require a fundamental knowledge of Greek.

BL231 Greek I (T-4 hrs) 4 hours

An introduction to elementary grammar and basic vocabulary of Koine Greek, including the reading of progressively more complex passages from the Greek New Testament. (Prerequisite: English proficiency at or beyond the EN112 level; concurrent enrollment in EN112 is acceptable. Fee: \$20)

BL232 Greek II (T-4 hrs) 4 hours

Building upon the foundation laid in Greek I, this study completes the basic survey of elementary Greek grammar and includes the reading of the text of 1 John as well as wide reading in the Greek New Testament. (Prerequisite: BL231. Fee: \$20)

BL342 Greek Reading I (T-2 hrs) 2 hours

Building on one year of elementary Greek grammar, this course introduces the student to an intermediate level of Greek through an inductive, reading-based approach to the text. The student is also introduced to the basic methods and issues related to New Testament textual criticism and its relevance to contemporary ministry. The primary goals of the course are to build the student's confidence in reading the Greek New Testament through exposure to a wide range of Scriptures, and to build sermon outlines based on the actual structure and flow of paragraphs in the Greek New Testament. (Prerequisite: BL232. Fee: \$20)

BL343 Greek Reading II (T-2 hrs) 2 hours

This course is the continuation of BL342 and continues an inductive study of New Testament Greek. Printed and computerized reference tools used in Greek exegesis are introduced with a view toward ministry application. (Prerequisite: BL342 with a grade of C or better. Fee: \$20)

BL345 Intermediate Greek Grammar and Syntax (T-2 hrs) 2 hours

Intermediate Greek grammar and syntax are studied in a topical, deductive framework with assigned readings from the New Testament that illustrate the relevant principles. (Prerequisite: BL342 with a grade of C or better or concurrent enrollment in BL342. Fee: \$20)

BL453 Greek Exegesis: [Selected Subjects] (T-2 hrs) 2 hours

Greek exegesis of selected portions of the original text of the New Testament. The particular selections chosen will be the decision of the professor, but an attempt will be made at exposing the student to the various genre and writers of the New Testament. Emphasis will be placed on sight-reading of the text, as well as detailed exposition of a more limited portion. The historical and cultural background of the text and its theological contributions will be studied. This course may be repeated for credit due to the rotating nature of the selections covered. (Prerequisite: BL343 or equivalent. Fee: \$20)

BL471 Hebrew I (T-4 hrs) 4 hours

A study of the fundamentals of Hebrew phonology, morphology, and syntax, emphasizing extensive reading of the biblical text. (Fee: \$20)

BL472 Hebrew II (T-4 hrs) 4 hours

The practical demonstration and application of grammar, reading, and exegesis in the Hebrew text. Special emphasis is placed upon making Hebrew a useful tool for the ministry. (Prerequisite: BL471 or equivalent. Fee \$20)

BL473 Hebrew Reading (T-4 hrs) 4 hours

Building on the skills developed in other Hebrew classes, this course reinforces the student's grasp of the grammar and syntax of Biblical Hebrew by exposing him to selected texts in several literary genres. Focus is placed on sight recognition of terms, grammatical forms, and syntactical relations. (Prerequisite: BL472 or equivalent. Fee \$20)

BL474 Hebrew Narrative (T-4 hrs) 4 hours

Building on the skills developed in other Hebrew classes, this course introduces the exegesis of Old Testament narrative, with a special focus on the function of verbs and clauses in plot development. Applying a consistent exegetical approach, the student reads and analyzes selected Old Testament stories. (Prerequisite: BL472 or equivalent. Fee \$20)

BL475 Hebrew Poetry (T-4 hrs) 4 hours

Building on the skills developed in other Hebrew classes, this course introduces the exegesis of Old Testament poetry, with a special focus on textual criticism and lexical studies. Applying a consistent exegetical approach, the student reads and analyzes various genres of psalms, explaining their parallelism and figures of speech. (Prerequisite: BL472 or equivalent. Fee \$20)

BL476 Hebrew Exegesis [Selected Subjects] (T-4 hrs) 4 hours

Building on the skills developed in other Hebrew classes, this course defines a philosophy of exegesis that integrates historical, cultural, and literary research with lexical, grammatical, and syntactic analysis. The student hones his skills by identifying the author's intended meaning of selected passages as well as their theological and practical significance.

Note: since this course analyzes a different Old Testament portion each time, the course may be repeated for credit. (Prerequisite: BL472 or equivalent. Fee \$20)

BL478 Biblical Aramaic (T-4 hrs)

4 hours

This course introduces the student to the phonology, morphology, and syntax of biblical Aramaic and uses his insights in an exegetical analysis of the Aramaic portion of the Book of Daniel (2:4-7:28). In addition to grammar and text analysis, the course addresses the questions of date, historicity, and genre associated with this portion of the book. (Prerequisite: BL472 or equivalent, Fee \$20)

BUSINESS (BU)

BU205 Business Information Systems (I-3 hrs)

3 hours

This course familiarizes students with management information systems theory, the systems currently being used for meeting information systems requirements, and the application of current software packages (spreadsheets and databases) to solve information problems. The emphasis is primarily on using the computer through practical, hands-on operation thereby providing experience in the use of computers in higher-level courses and business environments.

BU305 Business Statistics (I-3 hrs)

3 hours

The course is designed to acquaint students with major data-driven tools used in business analysis. Mathematical formulas will be demonstrated to help students in analysis of data management. Students should possess skills in algebra. Students will learn how to choose the correct tool(s) for their specific application(s).

BU313 Cost Accounting (I-3 hrs)

3 hours

Cost accounting systems provide valuable information for management planning and control. Students in this course will be exposed to advances in cost accounting in recent years while working through the basics of cost accounting through case study. The cases cover a variety of decision-making settings and illustrate the role of cost information in these settings. (Also listed as AC313)

BU321 History of Money and Banking (I-3 hrs)

3 hours

The student will examine the history of money and monetary instruments, the evolution of our current banking systems and predictions of future monetary systems. Topics will include precious-metal currency, paper money, stock, bonds, insurance, and other advance financial instruments.

BU330 Essentials of Management (I-3 hrs)

3 hours

This course gives the basic explanation of management terminology, legal doctrines and principles, development, and business principles. While it is impossible to be comprehensive in one course, the necessary essentials of management will be taught from a biblical worldview and the practical experience of the American legal culture. Students in profit and nonprofit organizations will benefit from the teaching and student interaction provided in this course.

BU332 Marketing Principles (I-3 hrs)

3 hours

This course will provide the student with the framework for understanding what marketing is and the function of marketing in a firm or nonprofit organization. The terms, strategies, and social responsibility of marketing will be taught from a biblical worldview. Students will learn about selling and advertising while learning that marketing is so much

more. This is an activity-based class where students will have to work outside of the classroom and share their work with classmates.

BU335 Accounting for Managers (I-3 hrs) 3 hours

Management use of accounting data for planning and control; theories and practice of cost accounting and analysis of data for management decision making. The course includes cost behavior analysis, cost-volume-profit analysis, responsibility accounting, budgeting and performance measurement, and pricing decisions. (Also listed as AC335)

BU340 Business Problems & Policies (I-3 hrs) 3 Hours

This course will provide the student with the dynamics of business operations in contemporary times. An examination of corporate policies and business strategies will enable students to be prepared for future decision making in the organizations and firms in which they gain employment. Legal and behavioral points of view will be examined in the development of organizational leadership. Students will learn concepts through examination of case studies.

BU341 Labor Relations (I-3 hrs) 3 hours

A study designed to acquaint the student with the historical, legal, and structural environment affecting labor-management relations and to examine the rights and obligations of labor and management.

BU350 Human Resource Management (I-3 hrs; N-3 hrs) 3 hours

The course is designed to acquaint the student with a basic competency of the HR function within an organization from a practical perspective.

BU430 Marketing Research (I-3 hrs) 3 hours

This course teaches business students how to acquire the data needed to make marketing decisions in profit or nonprofit organizations. Students should already have a basic knowledge of marketing principles. Students will learn a variety of strategies to gather important information and organize the data to make informed marketing decisions. Students MUST have access to a computer with Internet capabilities.

BU445 Financial Management (I-3 hrs) 3 hours

This course will provide the student with the general nature of financial management, the American financial system, taxes, and the major financial decisions of corporations. Specific attention is given to present value and capital budgeting; risk and asset pricing; financial analysis and forecasting; financial decisions and market efficiency; and capital structure. Problem-solving methodology is used to illustrate the theories and tools in financial decision making. Students may work in teams. During the first class the instructor will ask students to choose Fortune 500 companies to follow. This is a hands-on course that focuses highly on applying learned concepts to day-to-day business decisions.

BU447 Legal Implications of Business (I-3 hrs; N-3 hrs) 3 hours

A basic explanation of the law -its sources, development, and terminology- and a discussion of specific legal doctrines and principles which affect business, with an introduction to business organizations such as corporations and partnerships, criminal contracts, legal documents, and property. (Also listed as OL447)

BU450 Legal Aspects of Human Resources (I-3 hrs) 3 hours

The course is designed to acquaint the student with major legal aspects of Human Resource Management. Taking a fresh approach to employment law, students will examine the extensive and growing body of law regulating the employment relationship and influencing virtually every area of human resource practice.

COMMUNICATIONS (COM)

- COM110 Written Research Practicum (T-1 hr) 1 hour**
 Through the use of lecture, demonstration, and hands-on experience, the student will be introduced to Microsoft Word and how to write a research paper in Turabian style. A brief overview of a Bible program is also included. (Fee: \$25)
- COM220 Oral Communication (T-3 hrs) 3 hours**
 Training in the principles of oral communication and the application of these principles to public speaking so the student may communicate effectively with the society in which he lives. (Prerequisite: EN112. Fee: \$15)
- COM230 Voice and Diction in Public Speaking (T-3 hrs) 3 hours**
 This course will train students in technique that mentally and physically communicates the spoken text in effective and dynamic ways. (Prerequisite: EN112 and COM220)
- COM311 Group Decision Making (I-3 hrs; N-3 hrs) 3 hours**
 Students will learn concepts of communication interpersonally and in the group through exercises, reading, and activities. Basic skills and strategy will be emphasized orally and written. The course is divided into five major areas: Why Communicate?; Value of Group Communication; Dynamics of Group Communication; Managing Group Conflict; and Managing Group Communication.
- COM333 Biblical Communications (T-3 hrs; I-3 hrs) 3 hours**
 This course is designed to give women the basics of message preparation and presentation. This course will also include a study of women as audience and learners. The student will have opportunities to create and practice relevant, biblical presentations appropriate for devotions, dinners, retreats, conferences, and podcasts. [For women only] (Prerequisite: COM220)

CHILDREN MINISTRY (CM, LD,TT)

- CM202 Teaching Children Effectively, Level 1(T-2 hrs) 2 hours**
 A practical learning experience designed to equip students with basic skills and effective methods to evangelize children and immediately begin a neighborhood or public school ministry. Emphasis is placed on organizing and conducting meaningful classroom activities which can enrich children spiritually. In addition to regular course work, students are required to participate in teaching five children's classes applying the methods learned in this course.
- CM203 Teaching Children Effectively, Level 2 (T-2 hrs) 2 hours**
 TCE Level 2 is designed to provide information and practical methods which will enable the student to effectively guide the saved child in progressive spiritual growth. The course is centered on the principle that true teaching of the Word of God produces change. Students gain skills which will enable them to offer practical help to children as they establish and develop a personal relationship with God. Students are required to participate in teaching five children's classes applying the methods learned in the course to enforce classroom study.

CM204 Understanding Today's Child (T-2 hrs) 2 hours

A study of child development and behavior from birth through adolescence as related to the unique problems faced in today's society. Emphasis is placed on the role of the parent/teacher in helping children to develop physically, socially, emotionally, intellectually and spiritually. Students will also learn how to help children who are victims of abuse, divorce, and other dysfunctional situations. In addition, students will learn how to teach children from various religious backgrounds.

CM205 Progressive Methods of Child Evangelism (T-2 hrs) 2 hours

An advanced study of the doctrine of redemption and contemporary methods and strategies for evangelizing and teaching today's child. The course is designed to provide students with a variety of effective tools that can enhance evangelistic skills in children's ministry. The course also helps students define their theology of childhood conversion through an in-depth study of pertinent Scriptures and an examination of current philosophies concerning children and salvation.

LD401 Distinctives of Child Evangelism Fellowship (T-1 hr) 1 hour

This course examines the history, philosophy and policies of Child Evangelism Fellowship. The requirements and process for becoming a member of the CEF staff in the USA or internationally will be discussed. This course reveals CEF as a worldwide mission organization with a vital influence in developing children's workers and leaders to be involved in reaching the world's most forsaken mission field with the Gospel.

LD402 Ministry Strategy and Development (T-2 hrs) 2 hours

This course is a study of fundamental principles and skills basic to the successful development of a children's ministry in Child Evangelism Fellowship, the local church or other mission organization. This course is designed for leaders who desire involvement in a dynamic ministry under the direction of the Holy Spirit.

LD403 Leadership Essentials (T-2 hrs) 2 hours

This course is focused on the student as a leader in children's ministry who is constantly growing and maturing in his or her walk with the Lord and with others. The course examines biblical principles for leadership and the personal qualities essential for a good leader. Through the DISC inventory, students will gain insight into the behavioral patterns that shape their leadership styles. In addition, emphasis is placed on interpersonal relationships, conflict management and communication skills necessary for effective ministry.

TT301 Dynamics of Teaching Training (T-2 hrs) 2 hours

A course designed to equip students with basic skills for planning and conducting dynamic training for adult learners in various aspects of children's ministry. Students will learn how to conduct training in a variety of settings including seminars, workshops, conferences and ongoing training will be discussed.

TT401 Instructor of Teachers, Level 1 (T-2 hrs) 2 hours

A course on equipping committed Christians with basic spiritual and educational principles they will need to present Teaching Children Effectively, Level 1 courses under the auspices of Child Evangelism Fellowship. Emphasis is placed on the role of the instructor of teachers under the control of the Holy Spirit, as an instrument to produce change. To qualify for a credential authorizing them as Level 1 instructors of teachers for Child Evangelism Fellowship, students must successfully participate in teaching one Teaching Children Effectively Level 1 course under supervision.

EDUCATION (ED)**ED190 Introduction to Teacher Education (T-2 hrs) 2 hours**

A course designed to give the teacher education major an overview of the field of teaching. This course includes an introduction to the teacher education program and certification requirements for the State of Missouri.

ED241 Technology for Teachers (T-3 hrs) 2 hours

In this course students will learn how to integrate educational technology into elementary and secondary classrooms. The course will also focus on social, ethical, legal, and human issues surrounding the use of technology in the classroom. (Prerequisite: ED190 or permission from the Education Department program director)

ED247 Foundations of Education (T-3 hrs) 3 hours

This course is a survey of the philosophical, historical, sociological, and legal foundations of education in the United States. The student is required to formulate a personal philosophy of education consistent with a biblical worldview. (Prerequisite: ED190 or permission from the Education Department program director)

ED252EL Field Experience I (O-1 hr) 1 hour

This course consists of observation and participation in the ongoing teaching/learning situations in an elementary classroom. Students are assigned to local schools where they observe a Missouri state-certified teacher for one week in the elementary classroom. (To be taken sophomore year. Prerequisite: ED190 or permission from the Education Department program director)

ED252SE Field Experience I (O-1 hr) 1 hour

This course consists of observation and participation in the ongoing teaching/learning situations in a secondary classroom. Students are assigned to local schools where they observe a Missouri state-certified teacher for one week in the secondary classroom. (To be taken sophomore year. Prerequisite: ED190 or permission from the Education Department program director)

ED323 Educational Psychology (T-3 hrs) 3 hours

This course is a study of psychological principles as applied to education with an emphasis on the psychology of learning, individual differences, motivation, and measurements. (Prerequisite: ED190 or permission of the Education Department program director)

ED340 Teaching Elementary Social Studies (T-2 hrs) 2 hours

This course is a survey of basic social studies principles and practices which relate to students in the elementary years. Consideration is given to teaching strategies, construction of units of study, and planning field trips. (Prerequisite: ED190 or permission from the Education Department program director)

ED341 Teaching Elementary Reading (T-3 hrs) 3 hours

The student is trained to teach reading from the phonetic approach and to manage a comprehensive reading program in the elementary school with an emphasis on the primary (1-3) grades. (Prerequisite: ED190 or permission from the Education Department program director)

ED342 Teaching Elementary Language Arts (T-2 hrs) 2 hours

The language arts (listening, speaking, writing, spelling, etc.) will be studied relative to objectives, teaching strategies, classroom activities, and teaching materials as they would be used in an elementary classroom. (Prerequisite: ED190 or permission from the Education Department program director)

ED343 Teaching Elementary Literature (T-2 hrs) 2 hours

This course is a survey of children's books with an emphasis on analysis of the worldview presented. (Prerequisite: ED190 or permission of the Education Department program director)

ED344 Teaching Elementary Science (T-2 hrs) 2 hours

This course prepares pre-service teachers to teach science concepts commonly developed in the elementary grades, with a special emphasis on use of materials, field trips, experiments, laboratory and other activities. (Prerequisite: ED190 or permission of the Education Department program director)

ED345 Teaching Elementary Arithmetic (T-2 hrs) 2 hours

This course covers the basic fundamental operations of arithmetic and teaching strategies. (Prerequisite: ED190 or permission from the Education Department program director)

ED346 Teaching Elementary Art (T-2 hrs) 2 hours

This course is designed to prepare the pre-service teacher to teach art to students in the elementary grades. The course covers the utilization of arts and crafts with emphasis on acquisition of materials, instructional techniques, and development of creativity. (Prerequisite: ED190 or permission of the Education Department program director)

ED347EL Teaching Elementary Bible (T-2 hrs) 2 hours

This course is a study of teaching methods, curriculum materials, and audiovisual media available for teaching the Bible in a Christian elementary school. (Prerequisite: ED190 or permission from the Education Department program director)

ED347SE Teaching Secondary Bible (T-2 hrs) 2 hours

This course is a study of teaching methods, curriculum materials, and audiovisual media available for teaching the Bible in a Christian secondary school. (Prerequisite: ED190 or permission from the Education Department program director)

ED348 Teaching Secondary Reading (T-2 hrs) 2 hours

This introductory course is designed to help pre-service teachers learn how to help secondary school students improve the literacy skills necessary for the comprehension of written content materials. The student will concentrate on curriculum, methods, and techniques specific to his/her subject area concentration. (Prerequisite: ED190 or permission from the Education Department program director)

ED349 Tests and Measurements (T-2 hrs) 2 hours

This course is an introduction to assessment of student achievement through use of teacher-made tests, standardized tests, portfolios, rubrics, and other assessment tools. (Prerequisite: ED190 or permission of the Education Department program director)

ED350 The Exceptional Child (T-2 hrs) 2 hours

This is an introduction to human exceptionality and the field of special education. This survey course examines the diverse needs of students with varying abilities and how educators can make accommodations and modifications for individual differences in the least restrictive environment. (Prerequisite: ED190 or permission from the Education Department program director; no prerequisite for non-education majors)

ED352 Reading & Literacy in Elementary School (T-2 hrs) 2 hours

This course will provide opportunities to increase understanding of the reading process and strategies for effective literacy instruction and assessment methods with an emphasis on the upper elementary grades (4-6). (Prerequisite: ED341 or permission of the Education Department program director)

ED444 Classroom Management (T-2 hrs) 2 hours

This course covers the basics of classroom management, including how to organize the classroom for maximum learning plus principles of discipline in the classroom. (Prerequisite: ED190 or permission from the Education Department program director)

ED445 Reading Assessment & Remediation (T-3 hrs) 3 hours

This course teaches procedures for the diagnosis and correction of reading problems that may be found in elementary classrooms. (Prerequisites: ED341 and ED352 or permission of the Education Department program director)

ED448 Teaching in the Secondary School (T-2 hrs) 2 hours

This is a general methods course to be taken by those who plan to teach on the secondary level. The student will concentrate on teaching strategies, materials, and media specifically for the subject field in which the student will be teaching. (Prerequisite: ED190 or permission of the Education Department program director)

ED452EL Field Experience II (O-1 hr) 1 hour

This course consists of one week of involvement in an elementary classroom. Students observe a Missouri state-certified teacher and participate in a variety of activities to become familiar with the total school experience. (To be taken junior year. Prerequisites: ED190 and ED252EL)

ED452SE Field Experience II (O-1 hr) 1 hour

This course consists of one week of involvement in a secondary classroom. Students observe a Missouri state-certified teacher and participate in a variety of activities to become familiar with the total school experience. (To be taken junior year. Prerequisites: ED190 and ED252SE)

ED453EL Student Teaching (O-8 hrs) 8 hours

This course is the culmination of the elementary education program. The emphasis of this course is classroom teaching. For twelve weeks (60 days) the student teacher is totally involved in the assigned classroom/school, under the guidance of both the supervising teacher and an advisor from the Education Department faculty. This course may only be taken after all other course work is completed. (Fee: \$100, non-refundable)

ED453SE Student Teaching (O-8 hrs) 8 hours

This course is the culmination of the secondary education program. The emphasis of this course is classroom teaching. For twelve weeks (60 days) the student teacher is totally involved in the assigned classroom/school, under the guidance of both the supervising teacher and an advisor from the Education Department faculty. This course may only be taken after all other course work is completed. (Fee: \$100, non-refundable)

ED459 Senior Seminar-Education (T-1 hr) 1 hour

This course will provide opportunities for the pre-service teacher to develop skills in the areas of portfolio development, resumé writing & interviewing, proactive employment search, and development of professional relationships with parents and other teachers. This course should be taken the fall before Student Teaching (Prerequisite: ED190 or permission of the Education Department program director).

ED463 Teaching Portfolio (O-0 hrs)**0 hours**

The pre-service teacher will complete and submit a portfolio providing evidence that demonstrates the knowledge, skills, and competencies attained during the teacher preparation program. This portfolio will be completed according to the instructions given in ED190 and ED459 and will be submitted upon finishing ED453 for final evaluation by the Education Department faculty. All students enrolled in ED453 or MU453 should register for this course. This is a non-credit, pass/fail requirement.

EDUCATIONAL MINISTRY (EM)**EM221 Teaching Process (T-3 hrs)****3 hours**

A study of teaching methods, materials, and media with emphasis on sound principles of instruction, the writing of objectives for teaching, preparation of lesson plans, and the use of audiovisual media.

EM231 Christian Education of Children (T-2 hrs; I-3 hrs)**2-3 hours**

An in-depth study of the nature and needs of children from birth through elementary school. Objectives, leadership, methods, materials, and special-emphasis areas such as evangelism, worship, music, memorization, and creative activities will be studied.

EM234 Christian Education of Youth (T-2 hrs; I-3 hrs)**2-3 hours**

An introductory study of the nature and needs of youth in relation to the Christian education program of a local church. Consideration will be given to developing a Christian philosophy of youth ministry and the qualifications and responsibilities of youth workers.

EM236 Christian Education of Adults (T-2 hrs)**2 hours**

Characteristics and expanding needs of adults in the home, church, and society are studied in view of the church's unique opportunity for Christian adult education. This course gives consideration to the overall program of Christian education for adults in the local church.

EM237 Teaching the Bible (T- 3hrs)**3 hours**

Building on the skills learned in BI115 Bible Study/Hermeneutics, students are equipped to study their English Bible for teaching others. Students also learn how to assess their audience and teaching setting in order to develop appropriate Bible-based lessons for that audience and setting. Finally, building on the skills learned in COM220 Oral Communication, students are given practical experiences in the teaching of the Scriptures in various settings. (Prerequisites: BI115 & COM220)

EM322 Administrative Process (T-3 hrs; I-3 hrs)**3 hours**

A course designed to train the student in the application of group dynamics and leadership training used in enlisting, training, and supervising workers in Christian education ministries. Included are studies in organization, human relations, management, and counseling.

EM330 Educational Ministry of the Local Church (T-3 hrs)**3 hours**

A survey of the various educational ministries of the local church with a focus on the unique role each plays in the attainment of the total educational goals of the local church. Special emphasis will be given to the major teaching ministries of the local church, available materials and resources, and basic principles and practice of organization, administration, and supervision of church ministries.

ENGLISH (EN)**EN100 Introduction to College Composition (T-3 hrs; I-3 hrs; N-3 hrs)3 hrs**

This course studies the structure of the English language: reviewing the parts of speech and analyzing how to combine them into grammatically correct phrases, clauses, sentences, paragraphs, and entire compositions. Emphasis is placed on accuracy in grammar, spelling, and punctuation, as well as on the student's application of basic principles in written composition. A five-page essay is required (Course may be used as general education elective but does not fulfill English requirement).

EN112 College Composition I (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

This course develops the students' skills in composition and written expression with an emphasis on clarity, precision, and organization. The composition and style of the essay will form the framework of the class as students practice descriptive, narrative, critical, persuasive, and expository writing.

EN113 Composition II (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

Through students' reading of selected literary works, this course develops skills in critical reading, analytical observation, and effective writing. Analytical competence is attained through various writing opportunities including expository and persuasive essay writing as well as through oral presentations and class discussions. In addition, students gain skills in research methods, both print and electronic, and the writing of a research paper.

EN211 Introduction to Literature (T-2 hrs) 2 hours

This course applies the skills developed in EN112 and EN113 to the study of literature. The student is introduced to the basic techniques of prose and poetry and their use in selected works of great literature. A research paper in some area of literature is required. (Prerequisite: EN112 with a grade of C or higher or by permission of the professor)

EN222 British Literature (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

Through the critical reading of selected classic works of British literature, this course develops skills in analysis, appreciation, and understanding of British literature from medieval to modern times. Literary selections offer a survey of major trends in British literature over the past seven hundred years.

EN223 American Literature (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

American Literature acquaints the student with a process of reading, responding to, analyzing, interpreting, and writing about standard genres of American literature, including short stories, novels, novellas, poetry, and/or drama. No prior literary study is required.

EN415 Shakespeare (T-3 hrs; I-3 hrs) 3 hours

This course will focus on the Elizabethan world, authorship, language, and representative plays from the history, tragedy, comedy, and romance genres of the Shakespearean canon. The class will read and discuss these plays and watch actual performances. (Also listed as TA415)

EN425 Playwriting (T-3 hrs) 3 hours

This course will focus on the creative writer as playwright and will involve the student in the creation of character, plot, dialogue, action, unity, structure, conflict, volition, and thematic statement. If selected, scenes and one acts will be produced by Acting I, Acting II, and Chapel Theatre actors. (Prerequisites: TA225 and TA226. Also listed as TA425).

EXCEL (EX)**EX264 Portfolio (O-3 hrs)****3 hours**

This course organizes an assessment of the student's personal achievements, experiences, training, and education. Students will learn how to document important activities they have experienced. In many cases, students are able to achieve additional credit over and above the three credit hours earned for this class.

GENERAL EDUCATION (GE)**GE100 College Life Seminar (T-1 hr)****1 hour**

This course is designed to help students to adjust to college life, to introduce critical thinking, to learn how to obtain the most out of their courses, and to learn to organize their time to accomplish their objectives in each course.

GE220 Yearbook (T-1 hr)**1 hour**

Assisting with publishing *The Crown*, Calvary's yearbook. (May be repeated for credit)

HISTORY AND POLITICAL SCIENCE (HP)**HP221 American History I (Columbus to Lincoln) (T-3 hrs; N-3 hrs)3 hours**

This study surveys the political, social, religious, intellectual, and economic developments in the United States from its founding to the presidency of Lincoln.

HP222 American History II (Lincoln to present) (T-3 hrs)**3 hours**

The nation's rise as an industrial power, its growing international involvements, World War I and II, and the United States as a world power are topics discussed. An emphasis is placed upon the increasing role played by the federal government in the twenty-first century.

HP231 Western Civilization I (T-3 hrs; N-3 hrs)**3 hours**

A broad survey of the various civilizations from ancient to medieval times, emphasizing the relationship between human history and God's program for the ages.

HP232 Western Civilization II (T-3 hrs; N-3 hrs)**3 hours**

A broad survey of the political, economic, spiritual, and intellectual experiments of Western man from the Renaissance to the present. This course concerns itself particularly with man's age-old search for order.

HP238 United States Government (T-3 hrs; N-3 hrs)**3 hours**

A study of the ideological foundation of the government of the United States including the framing and adoption of the Constitution, the essentials of the constitutional system, and the organization, procedures, and powers of the legislative, executive, and judicial branches.

HP241 American Military History (T-3 hrs; N-3 hrs)**3 hours**

This course is a survey of American military history with focus on doctrinal and policy trends within US military services, use of forces throughout American history, and assessment of military effectiveness. The course uses Clausewitz as the basis for assessment.

HP251 Missouri State History (E-3 hrs; N-3 hrs) 3 hours

Survey of Missouri's history from colonization to the present. The course examines continuity and change in Missouri history and the contributions of Missouri and its citizens to the development of the United States. This course will study the political, economic, social, and cultural development of Missouri.

HP336 Church History (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

A study of Christendom in the course of its development from apostolic times to the end of the church age. The most important persons, problems, decisions, and developments are traced.

HP338 The Christian and Contemporary Politics (I-3 hrs) 3 hours

This course reviews Christian responsibilities and participation in American democracy. Emphasis is placed on historical and contemporary understandings of the relationship between the Church and American political processes. It is strongly recommended (but not required) that students take HP238 before enrolling in this class.

HP391 History of Christianity in America (E-3 hrs) 3 hours

A study of the church in America from its Colonial beginnings to the current day with emphasis on the numerous influences that have forged the current religious scene.

HP392 Medieval History (N-3 hrs) 3 hours

A study of European history from the breakup of the Roman Empire to the dawn of the Renaissance. This course will study the political, economic, social, and cultural development of Western Christendom and will touch on the rise of Islam and the Byzantine Empire.

HP393 Ancient History (N-3 hrs) 3 hours

A study of ancient history from the beginning of antiquity to the breakup of the Roman Empire. This course will study the political, economic, social, and cultural development of ancient civilizations leading to the modern western world and will touch on the rise of Christianity.

HP401 History of the Crusades (E-3 hrs) 3 hours

A study of the history of the Crusades. This course will introduce the student to the crusading movement, including the themes of cultural diffusion, conquest, and colonization within the context of interactions between competing societies of Western Europe, Eastern Europe, Northern Africa, and West Asia.

HP440 Senior Seminar–History (O-3 hrs) 3 hours

The student integrates research, presentation, and writing skills in this closely supervised culminating course. The course uses small group and workshop methods to encourage discussion and immediate feedback. An oral defense of a major research paper is included as part of the course.

INFORMATION TECHNOLOGY (IT)

IT251 Technology and Media in Education (E-2 hrs) 2 hours

A course designed to equip teachers with methods and strategies for applying technology, media, educational software, and the Internet to maximize student learning. Students will be exposed to learning environments and experiences supported by technology that can be utilized for assessment as well as enhance their productivity professionally. (Fee: \$45, non-refundable)

INTERCULTURAL STUDIES (IC)**IC111 Introduction to Christian Missions (T-3 hrs; I-3 hrs) 3 hours**

An introductory study of the biblical basis of intercultural studies, the history of missions, current strategies for intercultural studies, the preparation for intercultural studies, and the role of the local church in intercultural studies.

IC303 Theology of Missions (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purpose, nature, scope, and current challenges of intercultural studies.

IC 301 Summer Trip Preparation (T- .5 hours) .5 hours

This course is designed to prepare the student for a summer cross-cultural experience. It is a prerequisite for study abroad classes that are Calvary lead. It is designed to both equip the student for the overseas experience and provide the means for raising necessary funds to go on the trip. It is to be taken in conjunction with a particular trip in mind as the fee associated with the class will be in accordance with that trip.

IC302 Summer Trip Preparation (T-.5 hours) .5 hours

This course is a continuation of Summer Trip Preparation (1), designed to prepare the student for a summer cross-cultural experience. It is a prerequisite for study abroad classes that are Calvary lead. It is designed to both equip the student for the overseas experience and provide the means for raising necessary funds to go on the trip. It is to be taken in conjunction with a particular trip in mind as the fee associated with the class will be in accordance with that trip. (Prerequisite IC301)

IC320 History of Missions (T-2 hrs; I-3 hrs) 2-3 hours

A survey study of the history of Christian missions from the time of Pentecost to the present.

IC332 Practical Field Work (O-3 hrs) 3 hours

A ministry carried out in a cross cultural setting under the supervision of an approved agency. (Permission of the Intercultural Studies program director)

IC336 Intercultural Communication & Evangelism 3 hours

Designed to equip the Christian worker in an intercultural context, this course will focus on understanding cultural differences and cross cultural communication, with a view to effectively sharing the gospel. Importance is placed on recognizing the spectrum of cultural differences and the dimensions of intercultural communication with an emphasis on the process of becoming effective in intercultural studies and evangelism. (Prerequisite: SS337)

IC346 Contemporary Issues in Intercultural Studies (T-2 hrs; I-3 hrs) 2-3 hours

A survey study of selected contemporary issues impacting intercultural studies. The study will evaluate these issues in the light of revealed biblical truth.

IC371 Biblical Sites Trip 3 hours

This course is designed to give the student experience in cross-cultural life and ministry. This is an international trip carried out over the summer to various locations in partnership with different organizations. Emphasis is placed on learning culture, cross-cultural ministry, and biblical archeology. The location for the trip will be announced the fall semester prior to the summer of the trip. (Prerequisite: IC301, IC302, also listed as BI/RP/SS371)

IC406 Area Study (O-3 hrs) 3 hours

A study of a people group, investigating the successes and failures of past attempts to evangelize them and formulating a strategy to reach them with the gospel. The study will evaluate these issues in the light of revealed biblical truth.

IC434 Intercultural Church Planting (T-2 hrs; I-3 hrs) 2-3 hours

A practical study of intercultural church planting in tribal, peasant, and urban societies, emphasizing the biblical basis and New Testament patterns as well as modern practices and relevant research on the subject.

IC446 Practical Relations of Intercultural Studies (T-3 hrs; I-3 hrs) 3 hours

This course charts a course from the years of college training to the end of the first furlough from intercultural studies. Emphasis is placed on choosing a board, pre-field ministry and development of a support base, prayer-letter writing, travel, language study, orientation on the field, interrelationships with coworkers and nationals, and interaction with governments and other agencies. It also deals with the activities of home ministry assignment following the period of intercultural studies.

IC453 Intercultural Studies Internship (O-3 hrs) 3 hours

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$100)

IC459 Senior Seminar—Intercultural Studies (O-3 hr) 3 hours

An assessment of the student's cumulative studies through a written philosophy of intercultural studies, a written doctrinal statement, and an oral comprehensive examination. The review panel consists of professors and the Intercultural Studies program director.

MATH (MA)**MA241 College Mathematics I (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours**

A study of the basic concepts of mathematics, including historical development, skills in the use of numbers, the structure of the number system, and theory of mathematical operations.

MA242 College Mathematics II (T-2 hrs; I-3 hrs) 2-3 hours

This course is an advanced study of concepts of mathematics, including skills in the use of numbers, the structure of the number system, and theory of mathematical operations. (Prerequisite: MA241 or equivalent)

MA243 Applied College Algebra (N-3 hrs) 3 hours

An introduction to college mathematics is provided with an emphasis on business and work-world applications. Students will perform best in this course if they have a basic understanding of high school mathematics through Algebra. The goal of the course is to build a fundamental understanding of college algebra that is adequate to provide a level of competence expected of a college graduate.

MILITARY SCIENCE (MIL)**MIL102 Leadership Practicum (O-2 hrs) 2 hours**

Examines leadership in basic tactical and patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students practice leadership according to 16 principles and learn basic individual soldier skills.

MIL105 Rappelling and Military Rifle Marksmanship (T-1 hr) 1 hour

Course teaches techniques and methods of rappelling, rope management, knot tying, small bore rifle marksmanship and range safety. May be substituted for physical education activity credit in General Studies Category Five - Physical Health.

MIL112 Leadership Practicum (O-2 hrs) 2 hours

Continuation of MIL102. Examines advanced squad and platoon tactical operations with emphasis on patrolling operations. Topics include: leadership techniques, basic first aid, and problem-solving exercises. A tactical field application exercise and physical fitness conditioning program are included as course requirements. Students perform duties as leaders of small units.

MIL116 Foundations of Officership (T-1 hr) 1 hour

The course introduces the student to issue and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the semester addresses "life skills" including fitness and time management. This course is designed to give the student an accurate insight into the Army profession and the officer's role in the Army.

MIL126 Basic Leadership (T-1 hr) 1 hour

This course builds upon the fundamentals introduced in MIL116 Foundations of Officership, by focusing on leadership theory and decision making. "Life skills" lessons in this semester include: problem solving, critical thinking, leadership theory, followership, group interaction, goal setting, and feedback mechanisms. Upon completion of this semester, students are prepared to advance to more complex leadership instruction concerning the dynamics of organization. Additionally, students will be increasingly required to demonstrate knowledge of leadership fundamentals and communications (written and oral). Prerequisite: MIL116 or departmental approval.

MIL202 Leadership Practicum (O-2 hrs) 2 hours

Course examines squad and platoon offensive and defensive operations and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness conditioning as a course requirement. Students will perform various leadership roles and present classroom instruction. To be taken concurrently with MIL216.

MIL210 Introduction to Survival**and Cross-Country Orienteering (T-2 hrs)****2 hours**

Introduction to survival techniques and how to read a map and use a compass to negotiate a land navigation course. Additionally, the course provides basic tips about how to survive in the outdoors. Prerequisites: MIL105 and MIL116, or departmental approval.

MIL212 Leadership Practicum (O-2 hrs) 2 hours

Continuation of MIL202 to examine advanced squad and platoon offensive and defensive operations, reaction to obstacles, and leadership procedures in patrolling operations. Includes a tactical application exercise and participation in physical fitness

conditioning as a course requirement. Students will perform in various leadership roles and present classroom instruction. To be taken concurrently with MIL226.

MIL216 Individual Leadership Studies (T-3 hrs) 3 hours

This semester is designed to develop within the student a knowledge of self, self-confidence and individual skills. Through experiential learning activities, students will develop problem-solving and critical thinking skills, and apply communication, feedback and conflict-resolution skills. Building upon the fundamentals introduced in MIL116/MIL126, this course delves into several aspects of communication and leadership theory. The focus of the semester is on critical "life skills" which enable the student's future success. The course concludes with a major leadership and problem-solving case study which draws upon previous instruction. To be taken concurrently with MIL202. Prerequisites: MIL116 and MIL126 or departmental approval.

MIL220 Advanced Survival Skills (T-2 hrs) 2 hours

Provides the student with knowledge and practical experience in field expedient first aid and selected survival subjects. Course emphasizes first aid, land navigation, shelters, traps and snares, and water procurement.

MIL226 Leadership and Teamwork (T-2 hrs) 2 hours

This course focuses on self-development guided by knowledge of self and group processes. Experiential learning activities are designed to challenge students' current beliefs, knowledge and skills. This semester takes the approach of placing students in a wide variety of group exercises designed to emphasize various leadership competencies and insights. The instructor, acting as facilitator, helps guide student processing of the events to derive the leadership, group dynamics and problem-solving lessons that the exercises offer. Practical "life skills" are emphasized throughout. To be taken concurrently with MIL212. Prerequisites: MIL116, MIL126, and MIL216 or departmental approval.

**MIL283 Introduction to Research Methods
in Military Science (T- 1-2 hrs) 1-2 hours**

Introduction to basic research in military science. Individual and team projects involving methods for solving military science related research problems. Prerequisite: Departmental approval.

MIL302 Leadership Practicum (O-2 hrs) 2 hours

Examines squad and platoon offensive and defensive operations, the patrol leader in patrolling operations, and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. To be taken concurrently with MIL316.

MIL312 Leadership Practicum (O-2 hrs) 2 hours

. Familiarization with military firearms; includes assembly and disassembly; tactical communications; and the field artillery request and a tactical application exercise. Participation in physical fitness conditioning and a tactical application exercise is required. Students will perform in various leadership roles and present classroom instruction. To be taken concurrently with MIL326.

MIL316 Leadership and Problem Solving (T-3 hrs) 3 hours

Provides the student with no prior military or cadet experience the ability to quickly learn essential cadet knowledge and skills necessary for successful performance of cadet tasks. Following an introduction to the principles of physical fitness and healthy lifestyles, lessons will cover: the Leader Development Program, planning and conducting individual and small unit training, basic tactical principles, reasoning skills and the military-specific

application of these skills in the form of the Army's troop-leading procedures. The course concludes with a detailed examination of officership, which culminates in a five-hour officership case study. To be taken concurrently with MIL302. Prerequisite: Completion of 6 credit hours in Military Science and departmental approval.

MIL320 Introduction to U.S. Army**Organizations and Equipment (T-1 hr)****1 hour**

Provides students with an overview of the organization and structure of the United States Army, the role and missions of the Army Nurse Corps, and an introduction to the equipment, organization and tactics of Army combat units. Prerequisite: Acceptance into an accredited four-year nursing program.

MIL326 Leadership and Ethics (T-3 hrs)**3 hours**

Continues the focus from MIL316 on doctrinal leadership and tactical operations at the small unit level. Instructional modules include: Army branches, Army leadership philosophy, dynamics of a group environment, oral and written presentation skills, culminating in instruction in national and Army values and ethics. This critical semester synthesizes the various components of training, leadership and team building. To be taken concurrently with MIL312. Prerequisite: MIL316.

MIL330 Leadership and Small Unit Operations (T-1 hrs)**1 hour**

Examines the principles of leadership and how they relate to small unit operations, to include the role and responsibilities of the medical service officer in evaluating and treating injured, sick and wounded people. Prerequisite: MIL320.

MIL402 Leadership Practicum (O-2 hrs)**2 hours**

Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management. Participation in physical fitness conditioning and tactical application exercise is required. Students will perform in various leadership positions and present classroom instruction. To be taken concurrently with MIL416.

MIL412 Leadership Practicum (O-2 hrs)**2 hours**

Practical applications in problem analysis, decision making, planning and organization, delegation and control, and development of interpersonal skills required for effective management, includes a tactical application exercise. Participation in physical fitness conditioning is required. Students will perform various leadership roles and conduct classroom instruction. To be taken concurrently with MIL426.

MIL416 Leadership and Management (T-3 hrs)**3 hours**

A series of lessons designed to enable students to make informed career decisions as they prepare for commissioning and service as Second Lieutenants. Classes concentrate on Army operations and training management, and communications and leadership skills, which support the final transition from cadet/student to Lieutenant/leader. Subjects include: The Army Training Management System, coordinating activities with staffs, and counseling skills. At the end of this semester, students should possess the fundamental skills, attributes and abilities to operate as a competent leader in the cadet battalion. To be taken concurrently with MIL402.

MIL420 Training and Logistics Management (T-1 hr)**1 hour**

Familiarizes student with the components of the U.S. Army Training Management and Logistics System. In addition, examines international military power, advanced problem-solving, planning/coordination/execution of special events and leadership pursuits as an army 2nd Lieutenant. Prerequisite: MIL330.

MIL426 Officership (T-3 hrs) 3 hours

A series of lessons that provide a review of the ethical dimensions of leadership, law in leadership, organizing for military operations to include historical case studies, personnel, supply and maintenance administration and management, personal financial planning and entering the service. The semester concludes with a 12-lesson experiential exercise simulating assignment as a new Lieutenant in a unit. To be taken concurrently with MIL412. Prerequisite: MIL416.

MIL430 Military Justice and Leadership (T-1 hr) 1 hour

Study of the U.S. Army Military Justice System and examination of the working relationships between nurses, doctors, and administrative staffs at Army hospitals. Prerequisite: MIL420.

MIL450 Independent Research/Project (O- 1-5 hrs) 1-5 hours

Investigation of a research problem, project, or topic on an individual conference basis. Prerequisites: A minimum of 2.5 GPA and departmental approval.

MIL453 Military Science Internship (O-3 hrs) 3 hours

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education academic discipline of their major.)

MUSIC (MU)**MU090 Basic Music Theory (T-1 hr) 1 hour**

A course in basic music theory to prepare new music majors for MU221. A basic music theory placement test will be given to determine if the student needs this course. This course will be teacher-guided using music theory software. (Credit does not count toward graduation; remedial)

MU100 Basic Music Theory (T-1 hr) 1 hour

A course in basic music theory to prepare non-music majors for MU221. A basic music theory placement test will be given to determine if the student needs this course. This course will be teacher-guided using music theory software.

MU110 Music Appreciation (T-3 hrs; N-3 hrs) 3 hours

(for non-music majors)

This course provides an introduction to the basic elements of music and an overview of traditional Western classical music. The role and function of the church in the development of the art of musical expression will be examined. Non-music majors with a strong music background may substitute MU221 by taking a basic music theory placement test. (See the Music Department for permission)

MU120 Diction (T-2 hrs) 2 hours

Easy navigation guide from orthographic spelling to pronunciation of English, Italian, Latin, German, French, and Spanish for the purpose of singing and teaching.

MU200 Hymn Playing and Accompanying (T-2 hrs) 2 hours

An applied class on learning how to effectively sight read, improvise, and accompany congregational singing in traditional and contemporary music settings, including playing from a lead sheet and chord chart. Includes class and private instructions. (Fee: \$50)

MU212 Music Ministry in the Church (T-2 hrs) 2 hours
(for non-music majors)

A study of song-leading techniques, biblical basis for music in the church, worship service planning, basic hymnology, and other practical topics related to music in the church. Designed to help the pastor or other non-music major with the fundamentals of church music. (Prerequisite: MU110 or permission of the professor)

MU213 Music Technology (T-3 hrs; I-3 hrs) 3 hours

A practical, functional, and introductory study of music software, hardware, and media in music, including uses in traditional and contemporary music and worship, and music teaching settings. Includes basic instruction in the Finale music writing program. This course includes class and lab instruction. (Fee: \$30)

MU214 Opera and Musical Theatre Workshop (T-1 hr) 1 hour

This course is designed to learn and experience vocal and presentational techniques through the preparation and performance of songs, arias, and operatic roles. This course provides students with opportunity to study, develop, and improve dramatic skills out of their voice studio. Recommended for all music, vocal, and acting majors and minors, but open to all students with the consent of the instructor.

MU215 Worship Leading (T-2 hrs; I-2 hrs) 2 hours

A practical course providing information and training in worship leading for traditional and contemporary music, praise band, audio/visual, and service planning – all geared for church and youth settings.

MU221 Music Theory I (T-4 hrs) 4 hours

A course in the basic elements of music, including foundational studies in chords, progressions, cadences, part-writing, and melodic and harmonic structure. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. All music majors will be given a basic music theory placement test early in their first semester. Students deficient in basic music theory will be required to complete a guided independent study before being admitted into Music Theory I. Non-music majors with a strong music background may substitute MU221 by taking the basic music theory placement test. (See the Music Department for permission)

MU221A Music Theory IA (I-2 hrs) 2 hours

A course in the basic elements of music, including foundational studies in chords, progressions, cadences, part-writing, and melodic and harmonic structure. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. All music majors will be given a basic music theory placement test early in their first semester. Students deficient in basic music theory will be required to complete a guided independent study before being admitted into Music Theory I. Non-music majors with a strong music background may substitute MU221 for MU110 by taking the basic music theory placement test. (See the Music Department for permission)

MU221B Music Theory IB (I-2 hrs) 2 hours

A continuation of MU221A.

MU222 Music Theory II (T-4 hrs) 4 hours

The second of four courses in music theory. A continuation of Music Theory I, including advanced studies in chords, part-writing, harmonic progression, and harmonizing a melody. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. (Prerequisite: MU221 or permission of the professor)

- MU222A Music Theory IIA (I-2 hrs)** **2 hours**
 The second of four courses in music theory. A continuation of Music Theory I, including advanced studies in chords, part-writing, harmonic progression, and harmonizing a melody. In addition, approximately one-fourth of the course is devoted to the development of ear training and sight-singing. (Prerequisite: MU221 or permission of the professor)
- MU222B Music Theory IIB (I-2 hrs)** **2 hours**
 A continuation of MU222A.
- MU227 Instrumental Methods I: Brass (T-2 hrs)** **2 hours**
 Basic foundations in brass instruments to prepare teachers for classroom instruction. Includes learning to play at least three brass instruments, with added information and techniques related to other brass instruments. (Fee: \$30)
- MU228 Instrumental Methods II: Woodwinds (T-2 hrs)** **2 hours**
 Basic foundations in woodwind instruments to prepare teachers for classroom instruction. Includes learning to play at least three woodwind instruments, with added information and techniques related to other woodwind instruments. (Fee: \$30)
- MU229 Instrumental Methods III: Strings (T-2 hrs)** **2 hours**
 Basic foundations in string instruments to prepare teachers for classroom instruction. Includes learning to play violin with added information and techniques related to other string instruments. (Fee: \$30)
- MU230 Instrumental Methods IV: Percussion (T-2 hrs)** **2 hours**
 Basic foundations in percussion instruments to prepare teachers for classroom instruction. Includes learning to play primary percussion instruments with added information and techniques related to other percussion instruments. (Fee: \$30)
- MU252 Field Experience I (O-1 hr)** **1 hour**
 This course consists of observation and participation in the ongoing teaching/learning situations in the classroom. Students are assigned to local schools where they observe a Missouri state-certified teacher for one week in the classroom. (To be taken sophomore year. Prerequisite: ED190 or permission from the Music Department program director)
- MU331 Music Theory III (T-4 hrs)** **4 hours**
 The third of four courses in music theory. Advanced study in diatonic and chromatic harmony, modulation, progression, and harmonizing through part-writing, analysis, and composition. In addition, approximately one-fourth of the course is devoted to advancing development of ear training and sight-singing. (Prerequisite: MU222 or permission of the professor)
- MU331A Music Theory IIIA (I-2 hrs)** **2 hours**
 The third of four courses in music theory. Advanced study in diatonic and chromatic harmony, modulation, progression, and harmonizing through part-writing, analysis, and composition. In addition, approximately one-fourth of the course is devoted to advancing development of ear training and sight-singing. (Prerequisite: MU222 or permission of the professor)
- MU331B Music Theory IIIB (I-2 hrs)** **2 hours**
 A continuation of MU331A.
- MU332 Music Theory IV (T-4 hrs)** **4 hours**
 The fourth of four courses in music theory. Advanced study of chromatic harmony, modulation, and progression, with special emphasis given to impressionistic and twentieth century harmony and compositional techniques through analysis and composition. In

addition, approximately one-fourth of the course is devoted to advanced ear training and sight-singing. (Prerequisite: MU331 or permission of the professor)

MU332A Music Theory IVA (I-2 hrs) 2 hours

The fourth of four courses in music theory. Advanced study of chromatic harmony, modulation, and progression, with special emphasis given to impressionistic and twentieth century harmony and compositional techniques through analysis and composition. In addition, approximately one-fourth of the course is devoted to advanced ear training and sight-singing. (Prerequisite: MU331 or permission of the professor)

MU332B Music Theory IVB (I-2 hrs) 2 hours

A continuation of MU332A.

MU334 Basic Conducting (T-2 hrs; I-2 hrs) 2 hours

A foundational study of song-leading, rehearsing and conducting techniques, information, and materials for the church and school choral director. Includes rehearsing and conducting a variety of basic choral music literature using a laboratory group. (Prerequisite: MU221 or permission of the professor)

MU335 Advanced Choral Conducting (T-2 hrs; I-2 hrs) 2 hours

A study of advanced rehearsal and conducting techniques, information, and materials for the church and school choral director. Includes rehearsing and conducting a variety of more advanced choral music literature in class and using a laboratory group. (Prerequisite: MU334 or permission of the professor)

MU336 Advanced Instrumental Conducting (T-2 hrs; I-2 hrs) 2 hours

A study of foundational and advanced conducting techniques, information, and materials for the church and school instrumental director. Includes conducting a variety of basic and advanced instrumental music literature in class. (Prerequisite: MU334 or permission of the professor)

MU337 Music History and Literature I (T-3 hrs; I-3 hrs) 3 hours

A study of the historical development of music from Bible times through the Baroque period. Styles, composers, and musical works are studied in their social and cultural contexts, as well as how they impacted the music of the future. The course includes in-class and out-of-class listening.

MU338 Music History and Literature II (T-3 hrs) 3 hours

A study of the historical development of music from the Classic period to the present. Styles, composers, and musical works are studied in their social and cultural contexts, as well as how they impacted the music of the future. The course includes in-class and out-of-class listening.

MU347 Worship Literature (T-3 hrs; I-3 hrs) 3 hours

A study of worship literature from Bible times to the present, tracing the historical development of music in worship. Practical information on various styles of worship, programming music for a worship service, and analyzing the construction and theology of music will be explored.

MU361 Piano Pedagogy I (T-2 hrs) 2 hours

Survey, comparison, and evaluation of beginning methods, materials, and repertoire for piano teaching. Introduction to learning theories and teaching strategies for successful private piano teaching at the beginning levels. Student teaching required. (Admission by permission of the professor)

- MU362 Piano Pedagogy II (T-2 hrs)** **2 hours**
 Survey, comparison, and evaluation of method series and repertoire at the intermediate level. A continuing study of the learning process and teaching strategies at the intermediate level. Professional and business aspects of the teaching profession. Student teaching required. (Prerequisite: MU361)
- MU367 Piano/Vocal Collaboration (T-1 hr)** **1 hour**
 A performance-based course designed to give instruction and experience in collaborative music-making between vocalists and pianists. (Prerequisites for piano: Private, college-level piano lessons, MU361, MU362, and permission of the professor. Prerequisites for voice: Two years of private, college-level voice lessons, MU120, MU371, and MU372, and permission of the professor.)
- MU369 Teaching Practicum – Piano (O-1 hr)** **1 hour**
 Internship in the teaching of children from preschool through high school under faculty supervision. Includes evaluation of teacher effectiveness and student musical growth. (Prerequisites: MU361 and MU362)
- MU371 Vocal Pedagogy I (T-2 hrs)** **2 hours**
 Survey of beginning methods and materials for vocal teaching. Introduction to learning theories and teaching strategies for successful private vocal teaching for the individual and group instruction. (Prerequisites: MU120 and one year of college-level voice lessons)
- MU372 Vocal Pedagogy II (T-2 hrs)** **2 hours**
 Survey, comparison, and evaluation of method series and repertoire at the intermediate level. A continuing study of the learning process and teaching strategies. (Prerequisite: MU371)
- MU373 Instrumental Pedagogy I (T-2 hrs)** **2 hours**
 Survey, comparison, and evaluation of methods, materials, and repertoire for instrumental teaching. Introduction to learning theories and teaching strategies for successful private studio teaching. Student teaching required. (Admission by permission of the professor)
- MU379 Teaching Practicum – Voice (O-1 hr)** **1 hour**
 Internship in teaching private voice lessons for beginning voice students under faculty supervision. Includes evaluation of teacher effectiveness and student musical growth. (Prerequisites: two years of private, college-level voice lessons, MU120, MU371, MU372, and permission of the professor)
- MU431 Choral Arranging (T-2 hrs)** **2 hours**
 A practical study of writing techniques for vocal ensembles. Includes arranging, composing, and adapting music for a variety of types of vocal ensembles.
- MU437 Choral Literature (T-2 hrs)** **2 hours**
 A study of basic and advanced choral literature. Included will be criteria for choral music selection, evaluation of choral literature, and selection of choral literature appropriate for a variety of types of vocal ensembles and choirs.
- MU438 Piano Literature (T-2 hrs)** **2 hours**
 A survey through analysis, reading, listening, and performance of the development of the classical keyboard literature from Pre-Baroque to Contemporary period.

MU441 Music for the Elementary Teacher (T-2 hrs) 2 hours

A study of the curriculum, materials, and techniques necessary for teaching music in the elementary classroom. This course includes teaching music for preschool-age children. This course meets the requirements for elementary education and music education majors. Separate requirements are given for each. (Prerequisite: MU110 or MU221. Fee: \$30)

MU443 Music Philosophy & Leadership (T-2 hrs; I-2 hrs) 2 hours

A study of the biblical foundations of music and worship. Emphasis is given to helping the student develop a personal, biblical philosophy of music. Emphasis is given to implementation of the philosophy into the organizing, planning, and administration of music in the church, school, private studio, mission field, and personal life. Also includes basic information on the use of drama in ministry and education.

MU445 Teaching Elementary Music (T-2 hrs) 2 hours

A study of methods, information, materials, and techniques to prepare the music teacher for teaching elementary music. Special emphasis is given to understanding the needs of the student and providing methods for meeting those needs in the elementary music classroom. Includes information on teaching early childhood music. (Fee: \$30)

MU446 Teaching Secondary Music (T-2 hrs) 2 hours

A study of methods, information, materials, and techniques to prepare the music teacher for teaching and directing in secondary schools. Special emphasis is given to understanding the needs of the student and providing methods for meeting those needs in the secondary music classroom and in the choral or instrumental music group. (Fee: \$30)

MU448 Introduction to Orchestration (T-2 hrs) 2 hours

A study of all of the instrument families of the band and orchestra, with practical work in scoring, arranging, and adapting music for instrumental solos, ensemble, and larger groups as needed in the church and school. (Prerequisites: MU221 and MU222 or permission of the professor)

MU449 Worship Arts Internship (O-1 hr) 1 hour

The practical application of the philosophy, administration, and practices of worship arts in a local church situation under the guidance of a local minister of worship arts and/or a Music Department professor. The internship will take place during one semester or during the summer near the end of the student's training at Calvary and may be the student's Christian ministry.

MU452 Field Experience II (O-1 hr) 1 hour

This course consists of one week of involvement in a classroom. Students observe a Missouri state-certified teacher and participate in a variety of activities to become familiar with the total school experience. (To be taken junior year. Prerequisites: ED190 and MU252)

MU453 Student Teaching (O-8 hrs) 8 hours

This course is the culmination of the music education program. The emphasis of this course is classroom teaching. For twelve weeks (60 days) the student teacher is totally involved in the assigned classroom/school, under the guidance of both the supervising teacher and an advisor from the Music Department faculty. Area of concentration may be instrumental or vocal/choral. This course may only be taken after all other course work is completed. (Fee: \$100, non-refundable)

MU456 Worship Arts and Youth Ministry Field Experience (O-1 hr) 1 hour

Worship Arts and Youth Ministry majors will intern at a church or organization which can provide experience in either worship arts ministry, youth work, or both. The course will

be under the guidance of a worship arts or youth staff member from the church/organization and a faculty member.

MU463 Piano Pedagogy III (T-2 hrs) 2 hours

Survey, comparison, and evaluation of repertoire and teaching strategies for the advanced piano student. A survey of the history of piano pedagogy and pedagogues.

Student teaching required. (Prerequisites: MU361 and MU362)

MU465 Piano Ensemble (T-1 hr) 1 hour

An applied class on surveying and performing piano duet, duo, and concerto repertoire. (Admission by permission of the professor)

MU473 Vocal Pedagogy III (T-2 hrs) 2 hours

Survey, comparison, and evaluation of repertoire and teaching strategies for the advanced vocalist student. Setting up your own studio and preparing programs for the advanced singer. (Prerequisites: two years of private voice lessons, MU120, MU371 and MU372)

MU489 Vocal Literature (T-2 hrs) 2 hours

This course examines the development of art song from the Renaissance through the twentieth century. This course is required for Voice Performance and Pedagogy majors and recommended for those who desire to broaden their understanding and improvement of performance styles and performance practices and skills. (Prerequisite: MU120)

MU490 Senior Recital Preparation (O-1 hr) 1 hour

In the final year of study, all students majoring in any music major perform a required senior recital in their applied music area of study. Students who chose a major reflecting multiple disciplines (Worship Arts and Youth Ministry, Interdisciplinary Studies) are not required to present a senior recital. Students should take MU490 concurrently with MURA or MURN.

Applied Music

MUGR General Recital (O-0 hrs) 0 hours

General recitals are scheduled each semester for listening, performing, and informational benefit of music students. Attendance is required at all general recitals by all students taking private lessons.

MUKP Keyboard Proficiency (O-0 hrs) 0 hours

All Music majors (with the exception of piano) must acquire sufficient piano skills to pass the keyboard proficiency. Students will begin piano lessons no later than no later than their second semester at Calvary and continue lessons until the proficiency requirement is passed. The student should sign up for MUKP the semester they and/or their piano teacher feels the student will be ready to pass their keyboard proficiency. See the Music Department for more details about the proficiency.

MUR Senior Recital (O-0 hrs) 0 hours

MURA or MURN: In the final year of study, all music majors perform a required senior recital in their applied music area of study. Students who chose a major reflecting multiple disciplines (Worship Arts and Youth Ministry, Interdisciplinary Studies) are not required to present a senior recital. A Senior Recitalist who requires an accompanist – sign up for MURA (Fee: \$200). A Senior Recitalist who does not require an accompanist – sign up for MURN (no fee).

MUG150 Group Guitar I (T-1 hr) 1 hour

An applied class on the fundamentals of playing the guitar. (Fee: \$30)

MUG151 Group Guitar II (T-1 hr)	1 hour
A continuation of MUG150 on the fundamentals of playing the guitar. (Fee \$30)	
MUP150 Group Piano I (T-1 hr)	1 hour
An applied class on the fundamentals of playing the piano. (Fee: \$30)	
MUP151 Group Piano II (T-1 hr)	1 hour
A continuation of MUP150 on the fundamentals of playing the piano. (Fee \$30)	
MUV150 Group Voice I (T-1 hr)	1 hour
An applied class on the fundamentals of voice. (Fee: \$30)	
MUV151 Group Voice II (T-1 hr)	1 hour
A continuation of MUV150 on the fundamental of voice. (Fee \$30)	

Private Applied Lessons

MUB Applied Bass Guitar (L-1 or 2 hrs)	1-2 hours
Private instruction for bass guitar. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUBR Applied Brass (L-1 or 2 hrs)	1-2 hours
Private instruction for brass instruments. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUC Applied Conducting (L-1 or 2 hrs)	1-2 hours
Private instruction for students who desire in-depth work in beginning to advanced choral and instrumental conducting. With the permission of the instructor and Music Department Chair, this course may serve to meet the requirements for the group conducting courses. (MU334, MU335 and MU336; Fee: \$125 per hour)	
MUD Applied Drums (L-1 or 2 hrs)	1-2 hours
Private instruction for drum instruments. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUG Applied Guitar (L-1 or 2 hrs)	1-2 hours
Private instruction for guitar. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUO Applied Organ (L-1 or 2 hrs)	1-2 hours
Private instruction for organ. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUP Applied Piano (L-1 or 2 hrs)	1-2 hours
Private instruction for piano. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUS Applied Strings (L-1 or 2 hrs)	1-2 hours
Private instruction for string instruments. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUW Applied Woodwinds (L-1 or 2 hrs)	1-2 hours
Private instruction for woodwind instruments. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	
MUV Applied Voice (L-1 or 2 hrs)	1-2 hours
Private instruction for voice. The student is required to attend all General Recitals during the semester of the private lessons. (Fee: \$125 per hour)	

Music Ensembles**MUCC Calvary Chorale (T-1 hr)****1 hour**

The Chorale is an auditioned group of Calvary singers rehearsing and performing a varied repertoire of sacred choral literature. Their ministry serves the College and the local church community. The Chorale takes a spring tour each year. Membership includes participation in the Calvary Masterworks Chorus when it meets.

MUEV Evidence (T-1 hr)**1 hour**

Evidence is an auditioned group formed by the Music Department to represent the College and provide music ministry opportunities for students. This music team ministers in churches and schools year round.

MUHC Handbell Choir (T-1 hr)**1 hour**

The handbell choir is a group of 9 to 11 students who perform sacred literature on English handbells. The group performs at College functions and churches. Auditions are required.

MUIE Instrumental Ensemble (T-1 hr)**1 hour**

The Instrumental Ensemble is a group of students who perform sacred and standard literature. The group performs at College functions. Basic performing skills on an individual instrument are required.

MUMC Calvary Masterworks Chorus (T-.5 hr)**.5 hour**

Open to all students, faculty, staff, and community personnel for the study and performance of standard oratorio literature. Required for all music majors and minors.

MUMT Music Team (T-1 hr)**1 hour**

Music teams are auditioned groups formed by the Music Department to represent the College and provide music ministry opportunities for students. The music teams minister in local churches and schools. Music teams are formed during the school year and in the summer.

MUOR Orchestra (T-1 hr)**1 hour**

The Orchestra is an instrumental ensemble made up of students, faculty, staff and friends of Calvary Bible College. This ensemble performs sacred and standard literature at College functions. Basic playing skills on an individual instrument are required.

MUPB Praise Band (T-1 hr)**1 hour**

The Praise Band is comprised of instrumental and vocal students who form a group to perform contemporary music and lead praise & worship service music on campus or in other settings. Basic performing skills in voice or on an instrument are required. An application and audition is required.

MUPBS Praise Band Seminar (I-2 hr)**2 hours**

A practical course providing information and training in the directing and management of praise bands as used in church and youth settings. (Prerequisite: Consent of the instructor.)

ORGANIZATIONAL LEADERSHIP (OL)**OL311 Foundations of Organizational Leadership (I-3 hrs)****3 hours**

Leaders of organizations today face many challenges. These challenges provide the need for training in interconnectedness, in understanding organizational culture, and in

shaping/motivating that culture. Christians must know how to lead organizational units, understand diversity, manage politics, and effectively handle conflict between individuals and units as a part of successful leadership. Such challenges, and how to deal with them, are the subject of this course. The purpose of this course is to provide the student with a more comprehensive understanding of organizational systems in order to be both a more informed observer of them and a more effective participant in them.

OL333 Case Studies in Leadership (I-3 hrs; N-3 hrs) 3 hours

Case studies will be selected for in-depth study of the application of leadership concepts. Students will develop a written concept of their desired style of leadership to be used in personal and career situations.

OL334 Nonprofit Marketing (I-3 hrs; N-3 hrs) 3 hours

This course deals with marketing tactics used to further nonprofit organizations including (1) building an organization image; (2) promoting its values; and, (3) helping the public remember the organization.

OL343 Organizational Marketing and Sales (N-3 hrs) 3 hours

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product, and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

OL405 Teams & The Work Process (N-3 hrs) 3 hours

This course will analyze how the organization of a strategic plan is effected by human effort through small group and teams of various composition bringing work to a higher level of quality for the end user.

OL435 Organizational Behavior (I-3 hrs; N-3 hrs) 3 hours

This course seeks to bring together the fields of organizational psychology, counseling, communication, and personnel management, as well as other materials studied in prior EXCEL courses, to develop a Christian philosophy of organizational behavior.

OL443 Strategic Management (I-3 hrs) 3 hours

Strategic Management uses case studies to learn strategic models and apply them from a biblical perspective. This decision making skill challenges students to access the environment and their organization for the purpose of implementing successful change.

OL446 Leading and Managing (I-3 hrs; N-3 hrs) 3 hours

This practical course is designed to enrich and sharpen leadership and management skills. In addition to studying the qualities of a good leader, students will become familiar with various elements of the administrative process. The course is also designed so that students will recognize their own leadership styles and know what styles work best in what situations and with what kinds of people. The student should emerge from the course better prepared both personally and professionally to understand the concepts of management and to exhibit effective leadership styles.

OL447 Legal Implications of Business (I-3 hrs; N-3 hrs) 3 hours

A basic explanation of the law – its sources, development, and terminology – and a discussion of specific legal doctrines and principles which affect business, with an introduction to business organizations such as corporations and partnerships, criminal contracts, legal documents, and property. (Also listed as BU447)

OL448 Cutting Issues in Management (I-3 hrs; N-3 hrs) 3 hours

A course for managers, allowing them to build upon the principles of management. The student will study current trends and developments in the field of management as found in business and in the thinking of writers in the field.

PASTORAL MINISTRY (PM)

In keeping with Calvary's doctrinal conviction that the New Testament teaches that only men be ordained to the ministry (1 Tim. 2:8-3:7), only men may enroll in and attend pastoral ministry courses.

PM331 Expository Preaching I (T-3 hrs; I-3 hrs) 3 hours

An introductory course designed to give the student instruction in the mechanics of preparing and preaching expository sermons. This course includes instruction in parts of a sermon, sermonic structure, manuscript preparation, sermonic research, and opportunity for preaching in class. (Prerequisites: BI115 and COM220. Fee: \$30)

PM332 Expository Preaching II (T-3 hrs; I-3 hrs) 3 hours

A course designed to prepare the student for preaching in the various pastoral contexts faced by a local church pastor: special ceremonies (e.g., weddings, funerals), special occasions (e.g., leadership dedication, baptism, civic holidays), seasonal (e.g., Christmas, Easter), and pastoral leadership (e.g., vision-casting, evangelistic). (Prerequisite: PM331. Fee: \$30)

PM433 Expository Preaching III (T-2 hrs; I-3 hrs) 2-3 hours

An advanced course in homiletics designed to further develop pulpit communication of the Word of God. The focus is on exegetical accuracy, expositional excellence, and applicational relevance. (Prerequisite: PM331. Fee: \$30)

PM446 Pastoral Life and Ministry (T-3 hrs; I-3 hrs) 3 hours

A "nuts and bolts" course concerned with practical pastoral duties, responsibilities, and relationships. Through lectures, demonstrations, and projects, attention is given to ordination, candidating, beginning a new ministry, working with church boards, family relationships, proper procedures for pastoral visitation in home and hospital, the conducting of worship services, administration duties, funerals, weddings, etc.

PM453 Pastoral Internship (O-3 hrs) 3 hours

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$100)

PM459 Senior Seminar-Pastoral Ministry (O-3 hrs) 3 hours

An integration of the theoretical and practical skills gained in the program in order to prepare the Pastoral Ministry student for securing a ministry position upon graduation. The course includes an assessment of the student's cumulative biblical, theological, and practical studies through an oral examination modeled after that of an ordination council, the preparation of documents used in the normal pastoral search process, and the development of a written philosophy and strategy of ministry unique to the kind of ministry sought upon graduation.

PHYSICAL EDUCATION (PE)

- PE110 Lifetime Fitness (T-1 hr)** **1 hour**
An introduction to lifetime fitness and wellness that will teach and motivate students to pursue realistic goals in nutrition, weight management, and exercise.
- PE111 Fitness and Wellness (I-3 hrs)** **3 hours**
A special emphasis on lifetime fitness and wellness that will teach and motivate students to pursue realistic goals in nutrition, weight management, and exercise.
- PE211 Basketball (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of basketball.
- PE212 Volleyball (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of volleyball.
- PE214 Varsity Cheerleading (T-.5 hr)** **.5 hour**
A course to develop fundamental skills and techniques in cheerleading. Admission is by permission of the professor. Up to one semester of the general education physical education activity requirement may be satisfied through this course.
- PE215 Jogging (T-.5 hr; E-1 hr)** **.5-1 hour**
An elementary course designed to enhance aerobic ability while teaching proper techniques and fundamentals of jogging.
- PE218 Weight Training (T-.5 hr)** **.5 hour**
An elementary course that teaches how the muscular skeletal structure is developed and strengthened. It is designed to teach the techniques and types of strength training programs.
- PE219 Softball (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of softball.
- PE220 Badminton (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of badminton.
- PE221 Tennis (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of tennis.
- PE222 Golf (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of golf.
- PE223 Racquetball (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of racquetball.
- PE224 Bowling (T-.5 hr)** **.5 hour**
An introductory course designed to teach the fundamentals of bowling.
- PE225 Varsity Athletics (Specified Sport, T-1 hr)** **1 hour**
A course designed to develop fundamental skills and techniques in selected sports (basketball, soccer, and volleyball). Admission is by permission of the professor. Up to two semesters of the general education physical education activity requirement may be satisfied through this course. (Graded only on a pass/fail basis; may be repeated for credit to satisfy PE Activity requirements)
- PE227 Basic Archery (T-.5 hr)** **.5 hour**
This course teaches the fundamentals of target archery, equipment selection and care, and safety and liability issues surrounding an archery range. Recurve or compound bows and appropriate length arrows with target points are supplied by the student. No crossbows will be used.

PE231 Elementary Swimming (T-.5 hr) .5 hour

An introductory course designed to teach beginning swimmers how to swim. The basic fundamentals of floating, elementary backstroke, beginning crawl, and safety around the water are addressed.

PE232 Lifeguarding (T-1 hr) 1 hour

This course is designed to teach the skills and knowledge necessary to perform the duties of a professional Lifeguard according to the standards set forth by the American Red Cross. Skills in professionalism, surveillance, water rescues, lifesaving, and first aid are addressed.

PE241 Self Defense (T-.5 hr) .5 hour

This course will focus on developing basic skills that will allow the student to effectively defend him or herself in the event of dangerous situations.

PE242 Flag Football (T-.5 hr) .5 hour

An introductory course designed to teach the fundamentals of flag football.

PE245 Basic Pistol Shooting (I-1 hr) 1 hour

This course is designed to introduce students to the knowledge, skills, and attitude necessary for owning and using a pistol safely. (Fee: \$40)

PE247 First Aid and Personal Safety (T-1 hr) 1 hour

A study of first aid and CPR for infants, children, and adults. Students completing the requirements will receive first aid and CPR certificates authorized by the National Safety Council. May be used as a PE activity. (Fee: \$25)

PE248 Health (T-1 hr; N-3 hrs) 1-3 hours

An overview of physical, psychological, social, and spiritual components of health as they combine to influence the whole human being.

PE260 Movement for the Stage (T-1 hr) 1 hour

This course will focus on flexibility, strength, and coordination foundational to choreographed movement for the stage and will emphasize auditioning technique. Skills acquired in this course will be applicable to both sacred and secular productions. (Also listed as TA260)

PE301 Coaching Practicum (T-3 hrs) 3 hours

This course is designed to give the student an opportunity to have practical experience in coaching volleyball, soccer, or basketball. During the practicum, the student will invest time assisting and observing an experienced coach in their coaching duties.

PE311 Personal Training I (T-2 hrs) 2 hours

This course introduces the student to the major components of fitness analysis, basic exercise program design, and the skills necessary for teaching individual activities to clients. Components of exercise physiology are included throughout. (Prerequisite: transfer course in Human Anatomy and Physiology and Exercise Physiology or permission of the professor)

PE312 Personal Training II (T-2 hrs) 2 hours

This course introduces students to the concepts and skills necessary to become a certified personal trainer with the National Council on Strength and Fitness.

PE317 Walking (T-.5 hr) .5-1 hour

An elementary course designed to enhance aerobic ability while teaching proper techniques and fundamentals of walking for fitness.

PE344 Teaching Elementary Physical Education (T-2 hr) 2 hours

A study of the curriculum in physical education at the elementary school level with special emphasis on techniques of curriculum construction. Does NOT count as a PE activity.

PE459 Practicum in Personal Training (O-3 hrs) 3 hours

This course consists of observation and participation in an actual personal training setting. Students are assigned to gyms where they observe and participate in training activities for forty hours.

RELIGION AND PHILOSOPHY (RP)**RP100 Developing A Biblical Worldview (T-1 hr) 1 hour**

This course is designed to equip the student “to live according to a biblical worldview.” The course starts with the theological foundations of a biblical worldview and applies the foundations to several aspects of life and society.

RP114 Survey of Theology (T-3 hrs; I-3 hrs) 3 hours

An introductory survey of the major areas of systematic theology from a dispensational, premillennial perspective. The course is designed to provide the basis for further study of theology. (Also listed as TH114)

RP330 World Religions (T-2 hrs; I-3 hrs; N-3 hrs) 2-3 hours

A study of selected major religions/cults influencing America and the world. Comparisons are made between their doctrinal tenets and those of revealed biblical truth. The practical concern of this course is to help the student discern truth from error in these religious systems and to effectively teach and witness with an adequate understanding of their beliefs and with tact and kindness reflecting the love of Christ. (Also listed as TH330)

RP339 Introduction to Philosophy (T-2 hrs; I-3 hrs; N-3 hrs) 2-3 hours

Introduction to Philosophy presents the historical philosophical movements that have been influential on contemporary worldviews. This introductory course focuses on some of the major ideas foundational to Western philosophy. This course also includes an examination of a variety of philosophers who have contributed to beliefs such as naturalism, idealism, pragmatism, existentialism, etc. Moreover, the course compares and contrasts these secular views to a biblical worldview.

RP340 Biblical Worldview (N-3 hrs) 3 hours

A study of the biblical worldview as presented in the Old and New Testaments. Use of the Scripture to explore the role of general revelation (the creation), special revelation (the Scripture), and experience God at work in the modern world.

RP341 Ethics (T-2 hrs; I-3 hrs; N-3 hrs) 2-3 hours

A general investigation into the major issues in ethics both on the individual and societal levels. Emphasis is upon a Christian critique of these issues in order to establish a proper biblical perspective of ethical inquiry. (Also listed as TH341)

RP346 Apologetics (T-2 hrs; I-3 hrs) 2-3 hours

A study of the vindication of the Christian philosophy of life against the various forms of non-Christian philosophy of life. Presuppositional and evidential approaches to apologetics are evaluated on the basis of a study of relevant portions of Scripture. (Also listed as TH346)

RP371 Biblical Sites Trip**3 hours**

This course is designed to give the student experience in cross-cultural life and ministry. This is an international trip carried out over the summer to various locations in partnership with different organizations. Emphasis is placed on learning culture, cross-cultural ministry, and biblical archeology. The location for the trip will be announced the fall semester prior to the summer of the trip. (Prerequisite: IC301, IC302, also listed as BI/IC/SS371)

RP440 Contemporary Theology (T-2 hrs; I-3 hrs)**2-3 hours**

A survey and biblical analysis of a broad range of theological issues relevant to local church ministry in the twentieth and twenty-first centuries. Classical liberalism, neo-orthodoxy, and neo-evangelicalism are studied as a backdrop to a more detailed evaluation of more recent theological systems, movements, and issues that impact the church in both American and international contexts. (Also listed as TH440)

RP444 Theodicy (T-1 hr)**1 hour**

A general investigation into the problem of evil. Emphasis is on the philosophical and theological responses to the problem of evil considered in the light of the biblical doctrines of the goodness and omnipotence of God. (Prerequisite: junior class standing or permission of the professor. Also listed as TH444)

RP445 Great Christian Thinkers (T-1 hr)**1 hour**

A reading seminar focusing on the writings of an important Christian thinker that has influenced or continues to influence the church. The writings will be evaluated from the perspective of biblical theology. Students will read and report on selected writings of the thinker. This course may be taken four times for credit as different Christian thinkers are covered. (Prerequisite: junior class standing or permission of the professor. Also listed as TH445)

RP446 Literature of C.S. Lewis (N-3 hrs)**3 hours**

The course will explore the life of and literature produced by C.S. Lewis in order to gain perception into his theology, the various genres in which he wrote, and the principles that make his writings meaningful nearly forty years after his death. (Also listed as TH446)

SCIENCE (SC)**SC221 Survey of Physical Science (T-3 hrs)****3 hours**

A broad overview of the physical sciences for the non-science major. Emphasis is placed on a conceptual understanding of the basic principles of physics (laws of motion, energy, electricity, heat, sound, light) and chemistry (nuclear structure, chemical bonding, periodic law) from a biblical perspective. Concurrent enrollment in SC222 is required.

SC221A Survey of Physical Science I (I-3 hrs)**3 hours**

A broad overview of the physical sciences for the non-science major. Emphasis is placed on a conceptual understanding of the basic principles of physics (laws of motion, energy, electricity, heat, sound, light) and chemistry (nuclear structure, chemical bonding, periodic law) from a biblical perspective. The course includes a lab component. (Fee: \$30, non-refundable)

SC221B Survey of Physical Science II (I-3 hrs)**3 hours**

A continuation of SC221A designed to give a broad overview and conceptual understanding of basic physical science principles for the non-science major. Areas include

chemistry (solutions, chemical reactions, acid/base), meteorology, geology, and astronomy from a biblical perspective. The course includes a lab component. (Fee: \$30, non-refundable)

SC222 Survey of Physical Science Lab (T-2 hrs) 2 hours

This course is the lab component of SC221 and must be taken concurrent with SC221. (Fee: \$30, non-refundable)

SC231 Survey of Biological Science (T-3 hrs) 3 hours

A broad overview of fundamental biological concepts for the non-science major. Emphasis is placed on a conceptual understanding of the chemistry of life, cell biology, microbiology, and genetics from a biblical perspective. Concurrent enrollment in SC232 is required.

SC231A Survey of Biological Science I (I-3 hrs) 3 hours

A broad overview of fundamental biological concepts for the non-science major. Emphasis is placed on a conceptual understanding of the chemistry of life, cell biology, microbiology, and genetics from a biblical perspective. The course includes a lab component.

SC231B Survey of Biological Science II (I-3 hrs) 3 hours

A continuation of SC231A designed to give a broad overview and conceptual understanding of basic biological concepts for the non-science major. Areas include botany, zoology, anatomy, physiology, and ecology from a biblical perspective. The course includes a lab component.

SC232 Survey of Biological Science Lab (T-2 hrs) 2 hours

This course is the lab component of SC231 and must be taken concurrent with SC231. (Fee: \$30, non-refundable)

SOCIAL SCIENCE (SS)

SS220 Spiritual Foundations for Women (T-3 hrs; I-3 hrs) 3 hours

A practical study for the Christian woman who is interested in growing as a person and in her relationship with others and with her God. It will help her identify needs in her own life, point to God's answers from Scripture, and prepare her to relate to others in a meaningful way. It considers specific needs of others in family life, church, and ministry and outlines precise steps toward meeting those needs.

SS223 General Psychology (T-3 hrs) 3 hours

An introduction to the various areas and aspects of psychology and a preparatory course in basic psychological concepts dealing with man's psychophysical development. Psychology is interpreted in the light of biblical teachings, and the course is aimed at helping the student understand his own behavior, as well as that of others.

SS230 Personal Finance (T-1 hr) 1 hour

Starting from the foundation of biblical truth, this course examines and evaluates basic financial principles and applies them to individuals' personal money management.

SS231 Microeconomics (N-3 hrs) 3 hours

This course is a basic study of economic principles with emphasis upon microeconomics. It includes a study of economics of the firm, consumer-demand theory, and current problems.

SS232 Macroeconomics (N-3 hrs)**3 hours**

A study of macroeconomic theory with primary emphasis placed upon an examination of economic aggregates, including topics such as supply and demand, the market process, the economic role of government, measuring the nation's economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade, and foreign exchange markets.

SS245 World Geography (T-3 hrs)**3 hours**

This course is a basic study of world geography. The regional geography of the United States is also discussed.

SS248 Family Living (T-3 hrs; I-3 hrs)**3 hours**

A biblical study of human family relationships with an accompanying examination of contemporary viewpoints toward the same family-related subjects. The subjects studied in the course will include but not be limited to the following: gender (masculinity and femininity), singleness, marriage, family, family planning, parenting, sexual intimacy, homosexuality, divorce and remarriage, and the relationship of family to church, school, and society.

SS249 Conflict Resolution (T-3 hrs; I-3 hrs)**3 hours**

A biblical management approach dealing with personal, interpersonal, group, and intergroup conflict. Management skills will be considered that best lead to biblical change and reconciliation. Biblical principles and elements of peacemaking will be considered to best prepare the student in conflict management.

SS311 Goals, Priorities, & Attitudes (I-3 hrs; N-3 hrs)**3 hours**

This course promotes self-assessment and self-examination. The course emphasis will be on individual goal setting, personal attitude, and prioritization of goals in relation to truths and aspirations of the student's life. There will be discussion on attitudes and other aspects of psychological makeup and how they impact the ability and willingness to set goals and priorities. An emphasis will be made on how goals, priorities, and attitudes can lead to effective Christian walk in a world filled with positivism and postmodern thinking.

SS324 Human Growth & Development (T-3 hrs; I-3 hrs)**3 hours**

A Christian approach to the study of human growth. This course deals with the individual's physical, intellectual, social, emotional, moral, and spiritual development through childhood, adolescence, and adulthood.

SS337 Cultural Anthropology (T-3 hrs; I-3 hrs; N-3 hrs)**3 hours**

An introduction to the study of humanity from a cultural viewpoint. The study includes language communication, foods, housing, clothing, marriage, the family, clubs, social classes, government, and religion. Both primitive and developed societies are noted.

SS371 Biblical Sites Trip**3 hours**

This course is designed to give the student experience in cross-cultural life and ministry. This is an international trip carried out over the summer to various locations in partnership with different organizations. Emphasis is placed on learning culture, cross-cultural ministry, and biblical archeology. The location for the trip will be announced the fall semester prior to the summer of the trip. (Prerequisite: IC301, IC302, also listed as BI/IC/RP371)

SS411 Comparative Economic Systems**3 hours**

The student will examine the economics systems in the world today in order to gain an appreciation for the free-market system as well as to understand communist and socialist systems. (Prerequisite: SS231 or SS232, or by permission of the instructor)

THEATRE ARTS (TA)

TA221 Chapel Theatre (T-1 hr)

1 hour

This performance course focuses on finding, developing, writing, and performing short skits designed for presentation in chapel or church. Students will workshop performances for presentations during CBC chapel and other venues. Skills learned in this course will prepare students for effective use of theatre in ministry settings. (This course may be taken four times for credit)

TA225 Acting I (T-3 hrs)

3 hours

This course will address the academic, practical, and spiritual foundations of theatre with two emphases: 1) how the believer artist impacts the culture and reclaims the art form and 2) beginning performance techniques and strategies for the actor. It will cover basic relaxation techniques, voice and diction, goal, obstacle, tactics, expectation, and scenework. This course will equip the student to deliver believable, natural performances in both secular and sacred environments.

TA226 Acting II (T-3 hrs)

3 hours

This course will build on the skills introduced in Acting I and continue to address the academic, practical, and spiritual foundations of theatre. Continued development as an actor will be emphasized through study of increasingly complex actor training techniques and strategies. Script analysis, stage combat, preparation of a role, rehearsing, staging, making choices, and development of the actor's portfolio through monologue preparation, auditioning techniques, resume, and headshot will be covered. (Prerequisite: TA225 or permission of the professor)

TA233 Theatre History and Dramatic Literature (T-3 hrs)

3 hours

This course surveys theatre history starting with prehistoric spectacle and covers Greek and Roman, Medieval, Renaissance, seventeenth-century France and England, Romanticism, and Realism in their historical contexts, ending with new forms in modern theatre. The class includes reading and discussion of representative plays from historically formative periods.

TA240 Film as Literature (T-3 hrs)

3 hours

Film as Literature will encompass the viewing, discussion and analysis of film as a literary form. Students will develop interpretive and evaluative skills applied to films from a wide variety of genres, including films based on prose, theatrical, and historical sources as well as films written directly for the screen.

TA250 Set Design and Construction (T-3 hrs)

3 hours

This course will emphasize competencies in two major areas of technical theatre: 1) basic principles of set design and implementation and 2) basic set construction, carpentry, and proper and safe use of power tools. The course will have practical application to a Calvary theatrical production in progress during the semester that TA250 is offered so that set design and construction will actually be implemented in the production.

TA251 Theatrical Makeup (T-3 hrs)

3 hours

This course will cover two major areas of stage make-up: designing and application. Designing make-up will concentrate on equipping the student to design and organize make-up for an actual production. The application area will concentrate on basic stage make-up technique and include old age, character, crepe wool hair technique, application of wax and latex prosthetics, and scars and bruises. Skills learned in this course will be applicable to

church or secular productions. This course will have practical application to a Calvary theatrical production in progress during the semester that TA251 is offered so that coursework will actually be implemented in the production.

TA252 Theatre Practicum (O-1 hr)

1 hour

This course will give theatre arts credit to a student participating in the performance or technical areas of a Calvary production. If the student has been cast in the production, he/she will receive one credit for performance and in addition will contribute at least 10 hours helping in technical areas. If the student has a major technical responsibility in the areas of stage management, set construction, lighting, props, make-up, or costuming, he/she may receive 1 credit after documenting at least 20 hours in the specific technical area. (This course may be taken four times for credit)

TA260 Movement for the Stage (T-1 hr)

1 hour

This course will focus on flexibility, strength, and coordination foundational to choreographed movement for the stage and will emphasize auditioning technique. Skills acquired in this course will be applicable to both sacred and secular productions. (Also listed as PE260)

TA280 Basic Styles of Musical Theatrical Choreography (T-3 hrs)

3 hour

Students will learn terminology and elements of styles of movement required for a working knowledge of basic styles of movement in theatrical productions. Skills acquired in this course will be applicable to both sacred and secular productions. This will be achieved through lecture, class participation, quizzes, and final physical evaluation and exam. (Prerequisite: TA260 or permission of the professor)

TA281 Fundamental of Tap Dance (T-1 hrs)

1 hour

Students will learn terminology and elements of styles of movement required for a working knowledge of tap technique and dance used in theatrical productions. Skills acquired in this course will be applicable to both sacred and secular production. This course may also be taken as a general education elective or PE activity course. (Prerequisite: TA260 or permission of the professor)

TA283 Fundamental of Jazz Movement (T-2 hrs)

2 hours

Students will learn terminology and elements of styles of movement required for a working knowledge of jazz technique and dance used in theatrical productions. Skills acquired in this course will be applicable to both sacred and secular production. This course may also be taken as a general education elective or PE activity course. (Prerequisite: TA260 or permission of the professor)

TA330 Stage Management (T-3 hrs)

3 hours

This class focuses on defining the critical role of the stage manager and developing and training students to effectively function in this role. It will cover such things as professional and personal characteristics along with specifics of the stage manager's position. It will enable the student to effectively run both church and secular productions smoothly. It is recommended (but not required) that the student take TA353 before enrolling in this course. The course will have practical application to a Calvary theatrical production in progress during the semester that TA330 is offered so that course work will actually be implemented in the production.

TA340 Directing (T-3 hrs)

3 hours

This course is designed to equip a student to understand his/her role as a director in four major areas: 1) play selection, 2) pre-production considerations, 3) rehearsals and performances, and 4) audience development. The course will include actual direction of a

scene and/or chapel drama. It is recommended (but not required) that the student take TA250, TA251, TA353, and TA361 before enrolling in this course. (Prerequisites: TA225 and TA226)

TA341 Christ and Creativity (T-3 hrs; I-3 hrs) 3 hours

This course will center on the techniques of Jesus in His role as Creator and Master Storyteller, explore the inherent creativity in every life, and examine the role Christ plays in endowing His creation with unique and individualized gifts. Particular emphasis will be placed on the role of the arts.

TA353 Theatrical Lighting (T-3 hrs) 3 hours

This course will cover lighting theory, design, and implementation. The course will have practical application to a Calvary theatrical production in progress during the semester that TA353 is offered so that lighting design, instrument knowledge, and hang and focus will actually be implemented in the production. Skills learned in this course will be applicable to church or secular productions.

TA361 Costuming (T-3 hrs) 3 hours

This course will cover the following aspects of theatrical costuming: a brief history of costume design; the role and responsibility of the costume designer; working with costume construction and management assistants; and working with the performers. Included will be basic construction, remaking found items, altering and fitting, and management of costumes during and after a performance run. Students will learn how to operate regular and serger sewing machines, select patterns, make basic alterations and forms, and be part of a costume team. Projects will include the design outline for a chosen play or musical and construction of one costume for that show. The course will have practical application to a Calvary theatrical production in progress during the semester that TA361 is offered so that coursework will actually be implemented in the production.

TA415 Shakespeare (T-3 hrs; I-3 hrs) 3 hours

This course will focus on the Elizabethan world, authorship, language, and representative plays from the history, tragedy, comedy, and romance genres of the Shakespearean canon. The class will read and discuss these plays and watch actual performances. (Also listed as EN415)

TA425 Playwriting (T-3 hrs) 3 hours

This course will focus on the creative writer as playwright and will involve the student in the creation of character, plot, dialogue, action, unity, structure, conflict, volition, and thematic statement. If selected, scenes and one acts will be produced by Acting I, Acting II, and Chapel Theatre actors. (Prerequisites: TA225 and TA226. Also listed as EN425)

TA440 Advanced Directing (T-3 hrs) 3 hours

This course will continue the development of the student as director in the following areas: 1) in-depth text analysis, 2) the director/actor relationship, 3) the director/designer relationship, and 4) communicating through staging and style. (Prerequisite: TA340)

TA449 Theatre Arts Capstone (O-3 hrs) 3 hours

In the final year of study, students majoring in Theatre Arts are required to complete the Capstone Project. This course will demonstrate the student's cumulative ability to produce a one-act play, a one-man show, or a full-length production in collaboration with other seniors completing their Capstone Projects. Students who chose a major reflecting multiple disciplines (Interdisciplinary Studies) are not required to complete a Capstone Project, but may elect to do so. (Fee: \$125)

TADT Theatre Arts Drama Team - Reflection (T-1 hr) 1 hour

Reflection is an audition-only performance group directed by the Theatre Arts Department to represent Calvary Bible College, provide ministry opportunities for its students, and to tell the Story of God in unique and compelling ways.

THEOLOGY (TH)**TH111 Evangelism/Spiritual Life (T-3 hrs; I-3 hrs) 3 hours**

An introduction to the biblical principles of evangelism and spiritual life from a New Testament framework. Emphasis is on the practical methods of witnessing, discipleship, spiritual growth which includes our position in Christ by the Holy Spirit, and grace.

TH114 Survey of Theology (T-3 hrs; I-3 hrs) 3 hours

An introductory survey of the major areas of systematic theology from a dispensational, premillennial perspective. The course is designed to provide the basis for further study of theology. (Also listed as RP114)

TH220 Systematic Theology I (T-3 hrs; I-3 hrs; N-3 hrs) 3 hours

A study of the origin and nature of the Bible; a study of the nature and attributes of God; a study of the person and work of the Holy Spirit. (Prerequisites: COM110 or concurrent enrollment in COM110 for traditional students)

TH221 Systematic Theology II (T-3 hrs; I-3 hrs) 3 hours

A study of the origin, fall, and nature of man including hamartiology, the doctrine of sin; a study of the doctrine of the person of Christ; and a study of the doctrine of salvation. (Prerequisites: COM110 or concurrent enrollment in COM110 for traditional students)

TH222 Systematic Theology III (T-3 hrs; I-3 hrs, N-3 hrs) 3 hours

A study of the angels, including the doctrine of holy angels, Satan, and demons; a study of the Church, its beginning, nature, importance, officers, and ordinances; a study of the doctrine of prophecy and predictive revelation, both fulfilled and unfulfilled, with emphasis on the nature of the Rapture, the Tribulation, and the Millennial Kingdom. (Prerequisites: COM110 or concurrent enrollment in COM110 for traditional students)

TH230 Theology and Practice of Prayer (T-2 hrs) 2 hours

A study of biblical prayers and biblical teaching about prayer in contrast to nonbiblical prayer models. The necessity of prayer, the content of prayer, and the requirement for answered prayer will be considered as part of this course. Practice of the principles of prayer discussed will be a part of every class session.

TH330 World Religions (T-2 hrs; I-3 hrs; N-3 hrs) 2-3 hours

A study of selected major religions/cults influencing America and the world. Comparisons are made between their doctrinal tenets and those of revealed biblical truth. The practical concern of this course is to help the student discern truth from error in these religious systems and to effectively teach and witness with an adequate understanding of their beliefs and with tact and kindness reflecting the love of Christ. (Also listed as RP330)

TH340 Theological Foundations for Ministry (T-3 hrs; I-3 hrs) 3 hours

A biblical examination of the nature of ministry to include an in-depth study of the following ministry-related subjects: the purpose of ministry, qualifications for ministry leadership, spiritual gifts for ministry, biblical conflict management, biblical ministry strategy, personal calling, and affirmation for ministry.

TH341 Ethics (T-2 hrs; I-3 hrs; N-3 hrs) 2-3 hours

A general investigation into the major issues in ethics both on the individual and societal levels. Emphasis is upon a Christian critique of these issues in order to establish a proper biblical perspective of ethical inquiry. (Also listed as RP341)

TH346 Apologetics (T-2 hrs; I-3 hrs) 2-3 hours

A study of the vindication of the Christian philosophy of life against the various forms of non-Christian philosophy of life. Presuppositional and evidential approaches to apologetics are evaluated on the basis of a study of relevant portions of Scripture. (Also listed as RP346)

TH440 Contemporary Theology (T-2 hrs; I-3 hrs) 2-3 hours

A survey and biblical analysis of a broad range of theological issues relevant to local church ministry in the twentieth and twenty-first centuries. Classical liberalism, neo-orthodoxy, and neo-evangelicalism are studied as a backdrop to a more detailed evaluation of more recent theological systems, movements, and issues that impact the church in both American and international contexts. (Also listed as RP440)

TH442 Senior Theology (T-1 hr) 1 hour

This course is conducted as a seminar, reviewing the major doctrines of the Bible. Group discussion, research, and oral quizzing is used to hone the student's theological skills. (Prerequisites: TH220, TH221, TH222 and second-semester junior class standing)

TH444 Theodicy (T-1 hr) 1 hour

A general investigation into the problem of evil. Emphasis is on the philosophical and theological responses to the problem of evil considered in the light of the biblical doctrines of the goodness and omnipotence of God. (Prerequisite: junior class standing or permission of the professor. Also listed as RP444)

TH445 Great Christian Thinkers (T-1 hr) 1 hour

A reading seminar focusing on the writings of an important Christian thinker that has influenced or continues to influence the church. The writings will be evaluated from the perspective of biblical theology. Students will read and report on selected writings of the thinker. This course may be taken four times for credit as different Christian thinkers are covered. (Prerequisite: junior class standing or permission of the professor. Also listed as RP445)

TH446 Literature of C.S. Lewis (N-3 hrs) 3 hours

The course will explore the life of and literature produced by C.S. Lewis in order to gain perception into his theology, the various genres in which he wrote, and the principles that make his writings meaningful nearly forty years after his death. (Also listed as RP446)

YOUTH MINISTRY (YM)

YM235 Principles and Methods of Youth Ministry (T-2 hrs; I-2 hrs) 2 hours

This course will include all aspects of youth ministry, including local church, para-church, and Christian camping. A biblical philosophy, as well as practical methods for youth ministry, will be studied. An analysis of various programs will be considered. The diversity of youth, as well as their different developmental stages, will be examined. Vocational opportunities and practical life experience in youth ministries will be discussed.

YM329 Recreational Leadership (T-2 hrs; I-2 hrs) 2 hours

A study of recreational leadership for Christian camping, local church, and para-church ministry will be examined. Benefits and legalities of recreational programs and leadership will be discussed. A practical study of the variety of recreational activities and the organization and supervision of these activities will be studied and practiced.

YM439 Practical Youth Ministry Applications (T-2 hrs; I-2 hrs) 2 hours

This course will focus on the specifics and details of youth ministry such as: vision, planning youth events, youth missions, time management, parents, and youth staff training. It will place emphasis on the practical application of these issues in the youth ministry context.

YM453 Youth Ministry Internship (O-3 hrs) 3 hours

This course is designed to provide the student opportunity for practical experience in a supervised internship program. During this course the student will apply academic concepts to practice. Permission of the program director is required for enrollment in this course. (Prerequisite: The student must have completed the junior year and 15 hours in the Professional Education Academic discipline of their major. Fee: \$100)

YM459 Senior Seminar-Youth Ministry (O-3 hrs) 3 hours

An integration of the theoretical and practical skills gained in the program in order to prepare the Youth Ministry student for securing a ministry position upon graduation. The course includes an assessment of the student's cumulative biblical, theological, and practical studies through an oral examination modeled after the kinds of interviews faced in the ministry search process, the preparation of documents used in the normal job search process, and the development of a written philosophy and strategy of ministry appropriate to the kind of youth ministry sought upon graduation.

PERSONNEL

Administration 214
College Faculty 214
Adjunct Faculty..... 217
Board of Trustees 219

ADMINISTRATION

President

James L. Clark, B.S., M.Div., Ph.D.

President's Cabinet

Thomas S. Baurain, B.S., Th.M., D.Min., Ph.D. (ABD)

Vice President and Dean of the Seminary

Teddy Bitner, B.S., M.A., M.M.A.S., D.Min.

Vice President and Academic Dean of the College

Randy L. Grimm, B.S.

Vice President of Operations

President's Council

Hannah Bitner, B.A., M.S.

Librarian

Jeffrey Campa, B.S., M.Div.

Director of Public Relations and Marketing

Joe Dapra, B.S., M.S.

Director of Food Services

Joe Everett, B.A.

Director of Christian Ministries

Aaron Heath, B.A., M.Div.

Information Systems Manager

Mike Piburn, B.S., B.S., M.S.

Associate Dean of Enrollment Management and Adult and graduate
Studies Director

Jeanette Regier, B.S.E., M.S.

Athletic Director

Lawrence Spry, B.S., M.Div.

Registrar

Willis Talley

Director of Maintenance

Cory Trowbridge, B.A., B.S., M.B.A.

Dean of Students

Merv Wagner, A.A., B.S.

Director of Development

Glenn Williams, A.A.S., B.S.
Chief of Security

Academic Administrators

Kim Bailey, Dean of Women
Hannah Bitner, Librarian
Teddy Bitner, Vice President and Academic Dean of the College
Joe Everett, Director of Christian Ministries
Charles Kurtz, Institutional Research Coordinator
Mike Piburn, Associate Dean of Enrollment Management and Adult and
graduate Studies Director
Jeanette Regier, Athletic Director
Tressa Shoemaker, Adult and graduate Studies Assistant Director and
Disability Support Services Coordinator
Lawrence Spry, Registrar
Cory Trowbridge, Dean of Students

Staff Administrators

Jeffrey Campa, Director of Public Relations and Marketing
Bob Crank, Director of Financial Aid
Joe Dapra, Director of Food Services
Randy Grimm, Vice President of Operations
Ruth Grimm, Director of Publications
Aaron Heath, Information Systems Manager
Willis Talley, Director of Maintenance
Merv Wagner, Director of Development
Glenn Williams, Chief of Security

COLLEGE FACULTY

An, Haekyung, Assistant Professor; Music Department; B.Mus. and
M.Mus., New England Conservatory of Music; M. Mus., Southern Illinois
University; D.M.A., University of Missouri-Kansas City. 2010

Bailey, Kim, Instructor; Dean of Women; B.A., University of Missouri-
Columbia; M.S., Friends University. 2013

***Baurain, Thomas S.**, Professor; Vice President and Dean of the Seminary;
B.A., Lawrence College; Th.M., Dallas Theological Seminary; D.Min., Trinity
Evangelical Divinity School; Ph.D. (ABD), Loyola University, Chicago. 2000

Bitner, Teddy D., Professor; Vice President and Academic Dean of the College; B.S., Central Missouri State University; M.A., Wheaton College; M.M.A.S., U.S. Army Command and General Staff College; D.Min., Trinity College and Seminary. 2000

Bonine, Tom J., Professor; Education Department; B.A., Calvary Bible College; M.A. and Ph.D., University of Missouri-Kansas City. 1980

Christopher, Un Chong, Associate Professor; Music Department; B.Mus. and M.Mus., University of Missouri-Kansas City Conservatory of Music. 2008

Dodds, Michel L., Associate Professor; Chairman, Ministry Studies Department; B.A., Asbury College; Th.M. and D.Min, Dallas Theological Seminary. 2007

Heness, Rose, Assistant Professor; Chairman, Education Department; B.S. and M.A., Western Illinois University; M.A.C.E., Dallas Theological Seminary; M.S., Calvary Theological Seminary. 2009

***Hessel, Victor E. Jr.**, Assistant Professor; Organizational Development Program; B.S., Calvary Bible College; M.B.A., University of Missouri-Kansas City. 2002

Jeffrey, Bobbie A., Instructor; Chairman, Theatre Arts Department; B.S., University of Wisconsin, Stevens Point; M.A., University of Missouri-Kansas City. 2004

***Klaassen, John C.**, Associate Professor; Bible and Theology Program; B.A., Grace College of the Bible; B.A., Calvary Bible College; Th.M., Dallas Theological Seminary. 1991

Miller, Keith R., Professor; Bible and Theology Department; B.A., Calvary Bible College; Th.M. and D.Min., Dallas Theological Seminary. 1994

Miller, Patricia A., Instructor; Chairman, Biblical Counseling Department; B.A., Western Illinois University; M.S., Calvary Theological Seminary. 1994

***Nelson, Neil D.**, Professor; New Testament Studies; B.S., University of Wisconsin-Madison; M.Div., North American Baptist Seminary; S.T.M. and Ph.D., Dallas Theological Seminary. 1996

Paxton, Joshua, B.S., Calvary Bible College; M.Div., Calvary Theological Seminary. 2013

Piburn, L. Michael, Instructor; Associate Dean of Enrollment Management and Adult and graduate Studies Director; B.S., Covington Theological Seminary; B.S., Calvary Bible College; M.S., Calvary Theological Seminary. 1999

Regier, Jeanette L., Assistant Professor; Athletic Director; B.S.E. and M.S., Emporia State University. 1996

Stolberg, Tom A., Associate Professor; Chairman, Music Department; B.M.E., University of Illinois-Normal; M.Mus., New Mexico State University; D.M.A., University of Missouri-Kansas City Conservatory of Music. 2010

***Stricker, Eric C.**, Associate Professor; Masters Education Program; B.S.E., John Brown University; M.A.B.S., Dallas Theological Seminary; M.Ed., Ed.S., and Ed.D., University of Arkansas. 2011

Stricker, Terri L., Instructor; The Learning Center Director; B.S.E., M.A., and Ph.D., University of Arkansas. 2012

Trowbridge, Coral D., Instructor; Dean of Students; B.A., Frontier School of the Bible; B.S., Calvary Bible College; M.B.A., MidAmerica Nazarene University. 2011

Wieduwilt, Sharon K., Assistant Professor; Education Department; B.S. and M.A., Calvary Bible College. 1974

***Williamson, Joel T. Jr.**, Professor; Old Testament Studies; B.A., University of Texas at El Paso; Th.M. and Ph.D. (in progress), Dallas Theological Seminary. 1982

*Full-time Seminary faculty, adjunct to the College faculty

ADJUNCT FACULTY

(This list is subject to change each semester)

Baker, Megan, B.A., Sterling College; M.A., University of Missouri-Kansas City. 2012

Baker, Norm, B.A., Calvary Bible College; M.Div., Trinity Theological Seminary; Th.M., Dallas Theological Seminary. 2012

Basel, Chris, B.A., William Jewell College; M.S., University of Kansas. 2013

Blanchard, Larry, B.A., Calvary Bible College; M.Div., Capital Bible Seminary. 2014

Braga, Joaquim, B.S., Calvary Bible College; M.A., Dallas Theological Seminary; M.Div., Calvary Theological Seminary; Ph.D. (in progress), Texas Woman's University. 2011

Bridges, Barbara, B.A., University of Kansas; M.S., Calvary Theological Seminary. 2012

Costabile, Cheryl, B.S. Calvary Bible College; M.A. and RPT, MidAmerica Nazarene University. 2012

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