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# ACADEMIC CALENDAR

## FALL SEMESTER 2014

<table>
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<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5, Tuesday</td>
<td>Faculty/Staff Conference</td>
</tr>
<tr>
<td>August 19, Tuesday</td>
<td>EXCEL Fall Session 1 Begins</td>
</tr>
<tr>
<td>September 1, Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 22, Monday</td>
<td>No Classes/Administrative Offices Closed</td>
</tr>
<tr>
<td>September 30, Tuesday</td>
<td>EXCEL Fall Session 2 Begins</td>
</tr>
<tr>
<td>October 27, Monday</td>
<td>Enrollment Snapshot Date</td>
</tr>
<tr>
<td>November 3, Monday</td>
<td>EXCEL Fall Session 3 Begins</td>
</tr>
<tr>
<td>November 17, Monday</td>
<td>Refund of institutional aid may be requested</td>
</tr>
<tr>
<td>November 24-27, Mon-Thurs</td>
<td>Registration opens for Spring semester</td>
</tr>
<tr>
<td>November 27-28, Thurs-Fri</td>
<td>Administrative Offices Closed</td>
</tr>
<tr>
<td>December 11, Thursday</td>
<td>EXCEL Fall Semester Ends</td>
</tr>
<tr>
<td>December 22-January 4</td>
<td>Administrative Offices Closed</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 6, Tuesday</td>
<td>EXCEL Spring Session 1 Begins</td>
</tr>
<tr>
<td>January 19, Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>January 19, Monday</td>
<td>No Classes/Administrative Offices Closed</td>
</tr>
<tr>
<td>February 16, Monday</td>
<td>Enrollment Snapshot Date</td>
</tr>
<tr>
<td>February 9, Monday</td>
<td>EXCEL Spring Session 2 Begins</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>EXCEL Spring Session 3 Begins</td>
</tr>
<tr>
<td>April 3, Friday</td>
<td>Good Friday</td>
</tr>
<tr>
<td>April 5, Sunday</td>
<td>Administrative Offices Closed</td>
</tr>
<tr>
<td>April 5, Sunday</td>
<td>Refund of institutional aid may be requested</td>
</tr>
<tr>
<td>April 7, Tuesday</td>
<td>Registration Opens for Summer and Fall</td>
</tr>
<tr>
<td>April 23, Thursday</td>
<td>EXCEL Spring Semester Ends</td>
</tr>
<tr>
<td>May 8, Friday</td>
<td>Honors Convocation/Baccalaureate 10:30 am</td>
</tr>
<tr>
<td></td>
<td>Suckau Chapel</td>
</tr>
<tr>
<td>May 9, Saturday</td>
<td>Commencement 2:00 pm</td>
</tr>
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<td></td>
<td>(Location TBD)</td>
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## SUMMER SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28, Tuesday</td>
<td>EXCEL Summer Session 1 Begins</td>
</tr>
<tr>
<td>May 25, Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 1, Monday</td>
<td>No Classes, Administrative Offices Closed</td>
</tr>
<tr>
<td>July 3, Friday</td>
<td>EXCEL Summer Session 2 Begins</td>
</tr>
<tr>
<td>August 13, Thursday</td>
<td>Administrative Offices Closed</td>
</tr>
<tr>
<td></td>
<td>EXCEL Summer Semester Ends</td>
</tr>
</tbody>
</table>

## Catalog Limitations

This catalog describes policies, programs, and procedures of Grace University and the EXCEL Adult Degree Completion Program that are in effect at the time of its preparation, June 2014.

Grace University and the EXCEL Adult Degree Completion Program reserve the right to change any rules and regulations at any time, including those relating to admissions, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase tuition or other fees similarly is reserved. All changes are effective at such time as the proper authorities determine and may apply not only to prospective students, but also to those who are already enrolled in the University.

The provisions of the catalog are not, and should not be construed to be, a binding contract between students and the University.
A Personal Note from the President

Welcome to the 2014–2015 academic year at Grace University. From reviewing the University academic programs, policies and procedures within the catalog, you will notice Grace’s commitment to quality Christian higher education. You will also learn about our history, mission, and objectives for you as a student.

On a personal note, each of us is committed to giving the best of ourselves through our respective God-given calling that is exemplified corporately in our mission statement: Grace University exists to develop servant leaders for the home, the church and the world through excellence in biblically-integrated education and through life change in a personal, discipling environment, all for the glory of God.

Our objective is to prepare you for fulfilling your unique, meaningful purpose in life. Our faculty and staff have the experience and credentials you expect, while caring about you as a child of God. As the eleventh president of Grace University, it is an honor to serve with the God-called educators and administrators, all of whom are disciplers, and to welcome you to the Grace University experience in 2014–2015.

Yours for God’s purposes at Grace University,

David M. Barnes, Ed.D.
President
Direct your questions or requests for information to the following University officials:

**ACADEMIC RECORDS, TRANSCRIPTS**
- Kris Udd, Ph.D. • Registrar
- Michelle Bonk, B.A. • Assistant Registrar

**BUSINESS OFFICE, STUDENT ACCOUNTS**
- Matthew Kelly, B.S., B.A. • Interim Chief Financial Officer (Consultant)
- Vicki Bloom, B.A. • Accounts Receivable Specialist

**CAREER DEVELOPMENT AND SERVICES CENTER**
- Robert Gall, M.A. • Director, Psychology Program
- C. James Santoro, M.S., M.A. • Acting Dean, College of Professional & Graduate Studies

**CHRISTIAN FORMATION**
- TBD

**COLLEGE OF PROFESSIONAL & GRADUATE STUDIES**
- C. James Santoro, M.S., M.A. • Acting Dean, College of Professional & Graduate Studies

**EXCEL ADMISSIONS AND STUDENT SERVICES INFORMATION**
- Angie Wayman, B.S. • Admissions Counselor & Academic Advisor

**EXCEL POLICY, EDUCATIONAL POLICY, PROCEDURES, AND FACULTY**
- C. James Santoro, M.S., M.A. • Acting Dean, College of Professional & Graduate Studies

**ENROLLMENT AND RETENTION (ALL EDUCATIONAL UNITS)**
- Chris Pruitt, B.A. • Dean of Enrollment Management

**FACILITIES**
- Deb Osmanson, B.S. • Dean of Student Services

**LIBRARY AND LEARNING RESOURCES**
- H. Ben Brick, M.A. • Library Director

**ONLINE LEARNING**
- TBD

**SCHOLARSHIPS AND FINANCIAL AID**
- Ray Miller, B.A. • Director of Financial Aid
- Teela Christensen, B.A. • Financial Aid Counselor

**STEWARDSHIP, GIFTS, GRANTS AND DONOR RELATIONS**
- Meredith Seaman, C.F.R.E, Vice President for Advancement
GENERAL INFORMATION

Our Mission

Grace University exists to develop servant leaders for the home, the church, and the world through excellence in biblically-integrated education and through life change in a personal, discipling environment, all for the glory of God.

Our Past

70 YEARS BY THE GRACE OF GOD

Grace University was born in prayer as a group of ten pastors and leaders met in Omaha, Nebraska, on June 1, 1943 to pray and plan for a college-level institution that would be fundamental in doctrine, vitally spiritual in emphasis, and interdenominational in scope. The need for such Bible-centered education became increasingly apparent to these evangelical pastors and leaders. A number of them shared this common concern with each other during the commencement activities at the Oklahoma Bible Academy in Meno, Oklahoma in 1942. So in the providence of God, they selected Omaha as a central location for the meeting that led to the founding of Grace Bible Institute.

From June 1 through September 8, 1943, the Lord opened doors and removed obstacles in such unusual ways that all were convinced that this new venture of faith was from God. At the dedicatory service on September 8, 1943, Dr. C.H. Suckau, chairman of the Board of Directors and later a president of the college, mentioned seven specific answers to prayer:

1. Location—the Lord definitely led the original group of men to Omaha on June 1 and opened doors for them.
2. Temporary Facility—the Presbyterian Theological Seminary was made available for use without any financial obligation other than its upkeep.
3. Incorporation—the laws of Nebraska were such that incorporation under the existing laws was impossible. But these laws were revised just as the founders were faced with the alternative of having to locate Grace Bible Institute in some other state.
4. Faculty—the college opened with a complete staff of teachers, having received the consent of the last needed faculty member by telegram that very afternoon at 3:00.
5. Student Body—a total of 18 students registered on the first day (and five more a few days later).
6. Funds—in a short time, the Lord’s people sent in more than $7,000 in gifts.
7. Permanent facility—the Lord preserved Stuntz Hall for Grace Bible Institute. On September 8, the Board of Directors signed a purchase contract for the building in the amount of $25,000.

In his book, The Story of Grace, Paul Kuhlmann documents many of the miraculous answers to prayer evident during the first 35 years of the University’s history. It is a testimony of God’s gracious provision and direction. The student enrollment grew rapidly in the early years and by 1949 it had reached 331. The diversity of the student body in recent years indicates its interdenominational nature and widespread appeal to students who desire a Bible-centered college education.

In his book, Committed to the Vision: 50 Years by the Grace of God, Harold J. Berry gives highlights of each presidential administration and focuses attention on those who have served Grace University 25 years or more. The Board of Trustees, Advisory Council, administrators, faculty, and staff provide a rich spiritual heritage for the University.

Academic programs have been expanded and upgraded to reach each generation; the administrative structure has been revised and the faculty has grown in size. Most significantly, the University has remained vigilant in upholding the fundamentals of the faith maintaining, without reservation, that the Bible is the inspired Word of God. In 1976, when a change of name was considered, Grace Bible Institute became Grace College of the Bible.

The physical plant has been expanded through the construction and purchase of additional facilities. The expansions include Suckau Chapel (basement, 1949; main floor, 1957); Schmidt Hall (1962); Harold D. Burkholder Center (1967), which includes the Jim Classen Gymnasium (2003); and the Donald J. Tschetter Academic Building (1975).

In 1977, the University purchased the St. Catherine’s Hospital Center for Continuing Care. This acquisition added nearly 2.7 acres to the campus and doubled facility space, making it the largest and most significant property acquisition in the history of the University. Three sections—Stanford Hall, Rieger Hall, and Waldo Harder Hall—have been used as dormitory facilities. A fourth section houses administrative offices, conference rooms, and classrooms. A fifth section houses the faculty offices and music rooms. Each facility expansion was an adventure of faith and a distinct answer to prayer.
In 1993, President Neal McBride proposed that Grace consider a new identity as Grace University. During the 1993-94 academic year, a feasibility study for restructuring was accomplished. In May 1994, the Trustees formally adopted restructuring as Grace University, which consisted of three colleges: Grace College of the Bible, Grace College of Graduate Studies, and Grace College of Continuing Education. On July 1, 1995, the institution’s new corporate identity as Grace University became official. In late Fall 2013, the College of Continuing Education merged with the College of Graduate Studies and officially became Grace College of Professional & Graduate Studies.

In 2003 the Jim Classen Gymnasium was dedicated, providing physical fitness and athletic opportunities to the campus community. With this construction, the Duerksen Center was renamed the Harold D. Burkholder Center, and the dining commons was named in honor of Vernon Duerksen.

Our Present

The core values of academic excellence, life change, and world impact continue to shape the vision of Grace. During the past 70 years, more than 8,000 students have studied at Grace University. Many of our alumni are actively involved in full-time church-related ministries. Many are serving in cross-cultural and international missions, in pastoral ministry, in Christian education, in music, and in Christian radio and telecommunications. Others impact the marketplace for Christ as educators, business people, farmers, ranchers, and public servants.

The oversight of Grace University is vested in a strong, spiritually minded Board of Trustees, representing various denominations. A variety of advisory teams assist in guiding various operations within the University. The Grace University Foundation Board of Trustees works closely with the University Development Department in friend building, fund raising, and investment management. The Grace University Parents Association (GUPA) works with the President’s Office regarding institutional and student support. The Alumni Association, a vital advisory group, connects our strong heritage with our ongoing mission of preparing men and women as servant leaders for the home, the church, and the world.


What Makes Our Education Different

The education offered at Grace University differs from a secular liberal arts education or even a Christian liberal arts education in a number of ways. Students should note the following differences that make us distinctive:

**ACADEMIC FOCUS**

Grace University broadens a student's education by using Bible and Bible-related courses as a foundation for professions and vocations with general education and professional studies serving an integrative role. There are thousands of educational institutions across America, but Grace is one of a select few who are committed to God and his Word. Luke 6:40 says that a student, when fully trained, will be like his teacher. At Grace, you know your instructors believe God’s Word; they also have the academic credentials, experience in their respective disciplines, and are disciple-makers.

As believers in Jesus Christ, we acknowledge many reasons for studying God and His Word. Yet from their thorough study of the Bible, which is the best-selling book in history, Grace University graduates understand the Bible’s relevance in shaping Western society and culture, with influence in areas such as science, law, and politics, and the Bible’s significance in shaping the values of the founders of our great country. It can be understood that the Bible is, quite frankly, the most important document in world history. Our graduates are distinguished through this education and are ready to be leaders in their homes, their churches, and the world.
INTEGRATION OF KNOWLEDGE AND SKILLS
At Grace University, the Bible is the integrating dynamic of our curriculum. All students in the EXCEL Program are required to complete a minimum of 21 hours in textual Bible and theology. Students are required to integrate their thinking about the world (General Education) and their understanding of the Word (Scripture and theology). This core helps students form a unified Christian worldview and philosophical perspective on life.

The integrated foundation of Biblical Studies, General Education, and Professional Studies provides for the development of leadership and lifelong learning skills that are not limited to vocational responsibilities.

SERVANT LEADERSHIP TRAINING
Practical field experience and community volunteerism are integral parts of the education process at Grace University; thus, all EXCEL students are required to participate in Servant Leadership Training.
Throughout each EXCEL course, students volunteer in a ministry or community agency to impact the lives of other people. These settings may include (but are not limited to) jail visitation, tutoring at-risk youth, ministering to children and youth in church settings, assisting in disaster relief, YMCA youth programs, or senior citizen and hospice visitation programs.

PERSONAL SPIRITUAL LIFE
Grace University places heavy emphasis upon Christian formation and ministry skill development regardless of the vocational direction a student has chosen. Christian formation includes a lifestyle of daily quiet time to read Scripture, meditate, pray, and pursue a worshipful focus on God. Christian formation also includes developing a Christ-honoring lifestyle which includes self-discipline, ethical decision-making, and abstaining from behavior and attitudes that Scripture calls sin. Ministry skill development includes development of one’s ability to share one’s faith with others, to speak about and teach Scripture publicly in a variety of ministry settings, and to engage in Christian worship with sensitivity to various traditions and styles.

FACULTY COMMITMENTS
Like other institutions of higher education, Grace University prides itself in its faculty and the academic freedom each has in accomplishing his/her duties in the classroom, research, and community service. What distinguishes our faculty is not only their academic qualifications and achievements, but also their desire to devote these achievements to Christ, their local churches and global missions, and the theological position of Grace University. Many private colleges are Christian in name, but their faculty promotes a worldview that is anything but Christian. At Grace University, faculty members view their teaching responsibilities as being supportive of the values of the home and of the church. Faculty members see themselves as key role models for students of godliness as well as scholarship. Our faculty members do not see it as their role to undermine a student’s confidence in Scripture or personal faith; rather, our individual and collective role is to encourage students and help integrate faith, the Word, and values into all aspects of life.

In summary, this means that students who complete bachelor level programs at Grace University should be Christ-like, mature, responsible individuals who have basic knowledge of Scripture and the world, and have skill in integrating this knowledge. They are equipped, motivated, and dedicated to being servant-leaders with the skills to accomplish the tasks in their chosen field, yet willing to go anywhere and do anything when challenged by the Lord. Ultimately, they will become servant leaders for the home, the church, and the world.

What We Believe
As a Christ-centered educational institution, Grace University consciously recognizes and submits itself to the Scriptures. The University does not require students to agree with all the nuances of its Doctrinal Statement, but we do arrange our curriculum around certain Biblical tenets of the faith. Grace identifies these seven primary doctrines as the following:
The Trinity.
The Full Deity and Humanity of Jesus Christ.
The Spiritual Lostness of the Human Race.
The Substitutionary Atonement and the Bodily Resurrection of Christ.
Salvation by Faith Alone.
The Physical and Visible Return of Christ.
The Authority and Inerrancy of Scripture.
Faculty will teach with the full Doctrinal Statement in mind, but welcome warm dialogue with students of varying backgrounds.

Members of the Board of Trustees, the Administration, and the Faculty are required to annually affirm, in good conscience, the Institutional Doctrinal Statement, which is found at the end of this catalog.

Student Characteristics

Because of our institutional mission, we believe education should reach beyond vocational skills and training. We believe it is important to develop all students in character and leadership skills so that they can be servants in the home, the church, and the community/world in which they live. The characteristics listed below identify key character traits of a servant leader. Our faculty members encourage the development of these characteristics in every graduate.

A Biblically Literate Student
A Grace graduate is a Christian who knows Scripture and can interpret and apply it to life situations as well as integrate it into their chosen career field. The Grace graduate is able to systematize that Biblical knowledge into theological propositions and communicate those propositions to others in relevant ways.

A Critical Thinker
A critical thinker searches for and promotes truth in all disciplines of human knowledge. A critical thinker is one who, while critically analyzing the world, makes wise choices in life integrating literacy about the world with literacy of Scripture. A Grace graduate is a Christian who observes the world (general revelation) and who knows, interprets, and assesses the merits and limitations of the various belief and value systems developed throughout history.

An Obedient Disciple
A Grace graduate is a Christian who acts consistently with the commands of Scripture, who demonstrates a submissive heart under the authority of appropriate leadership, and who is always in relationship with a local fellowship of believers. The obedient disciple understands that all levels of authority are God-ordained and seeks accountability for personal and professional behavior.

An Engaging Citizen
A Grace graduate is a Christian who engages culture, attempting to promote a Biblical perspective on life, family, law, justice, mercy, and societal governance. As an engaging citizen, the Grace graduate seeks to understand the role of citizens in the home, church, and world. As a citizen, a graduate works to bring Kingdom values to each of those arenas and provide public service to those in need.

A Compassionate Leader
A Grace graduate is a Christian who can lead a team to accomplish a mission or task, exercising the skills to cast and communicate vision, select and train team members, delegate authority, empower and motivate team members, provide accountability structures, evaluate the success of the mission or task, and function as an ethical professional. A compassionate leader follows a Biblical model of servant leadership, expressing compassion and care, never threatening or abusing a position of leadership, always encouraging and building up those who are serving or who are being served.

A Global Christian
A Grace graduate is a Christian who understands God’s view of the world and its need for divine instruction and redemption. Grace graduates take personal responsibility for communicating these things to all who will listen. A global Christian graduating from Grace seeks to understand culture and find diverse, relevant, multicultural, and international communication strategies to accomplish the tasks to which every Christian is called. These communication skills are transferable to all dimensions of life.

An Equipped Professional
A Grace graduate is prepared to enter his or her chosen profession with confidence and competence.
Institutional Goals and Objectives

Three core values shape the goals and objectives of Grace University – academic excellence, life change, and world impact. Recognizing that Christian education is a process rooted in the Bible and directed by the Holy Spirit, the University establishes goals and objectives for its EXCEL program. By graduation, EXCEL students should give evidence of:

1. A comprehensive working knowledge of the Bible, including Bible doctrine;
2. A growing love for Christ and His people;
3. Being a world Christian with a growing awareness of and involvement in God’s worldwide program of redemption;
4. A Christian worldview that integrates General Education studies with Biblical truth;
5. An ability to serve Christ effectively;
6. A Christian value-system that is reflected in Christian character, attitudes, decisions, and actions;
7. An ability to function at a level of competency within their chosen area of study (i.e., Certificate, Associate Bachelor, or Master level);
8. A commitment to lifelong spiritual, intellectual, emotional, relational, and physical health.

Philosophy of Christian Education

Grace University is committed to a Christian philosophy of education. This means that every facet of the University program is conditioned and directed by a Christ-centered, Biblical perspective. Questions relative to the meaning, purpose, and goals of education are answered in the light of Scripture. The following statements briefly present the University’s Christian philosophy of education.

1. Ultimate reality is found beyond man in the Triune God who created and now sustains all things.
2. Mankind is morally depraved and is dependent upon and answerable to a holy God. Every human has the capacity to know God.
3. The Bible, God’s inerrant, authoritative revelation to man, provides the essence of truth.
4. Disciplined, empirical study in all disciplines is valuable and helps to develop perspective, knowledge, attitude, and skill. It is always wise to examine the presuppositions and worldviews that influence researchers in the sciences and the creative aspects of the various arts.
5. The objective of Christian Education is to glorify God through salvation, maturation, and service.
6. The Bible is the core and integrating factor for the entire curriculum.
7. The teacher and student are both significant in the educative process with the Holy Spirit being the chief source for both.
8. Each faculty member is committed to excellence, theological soundness, and spiritual fervor, no matter under which academic discipline he or she teaches.
9. The University is committed to the local church as the primary agency through which God works.
10. Alumni are considered a strategic force within the home, the church, and the world.

This dynamic philosophy of education has been affirmed since 1943. The University’s current leadership is as deeply convinced today, as were the founding fathers, that the Bible is the only dependable lens through which all knowledge must be viewed in the search for truth. Grace University remains committed to offering an education that is distinctively Biblical.

Accreditation

Grace University is a private, not-for-profit, co-educational institution of higher education offering undergraduate and graduate programs leading to several Associate, Bachelor, and Master degrees. Grace College of the Bible is the academic
unit within Grace University that offers Associate and Bachelor degrees. Grace College of Professional & Graduate Studies is the academic unit that offers accelerated Bachelor degree programs and Master degree programs.

The University is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and the Association for Biblical Higher Education. Refer to address information below. Regional and professional accreditation assures students and the public that the University has clearly defined goals, and that these goals, to a reasonable degree, are accomplished in student’s lives. Graduate schools and evangelical seminaries generally recognize the Bachelor degree earned at Grace. In addition, universities and colleges normally transfer credits for equivalent subjects when students transfer from Grace to another institution.

Grace University is accredited by:

• The Higher Learning Commission and a member of the North Central Association
  230 South La Salle Street, Suite 7500
  Chicago, IL 60604
  (800) 621-7440
  www.ncahlc.org
  Last ten-year reaffirmation: 2008

• Commission on Accreditation of the Association for Biblical Higher Education
  5850 T.G. Lee Blvd., Ste. 130
  Orlando, FL  32822
  (407) 207-0808
  www.abhe.org
  Last ten-year reaffirmation: 2006

Grace University is listed in:

• The current edition of Accredited Institutions of Postsecondary Education and Programs published for Council on Higher Education Accreditation (CHEA) by the American Council on Education (ACE).
• The current edition of the Higher Education Directory.

Grace University is approved by:

• The United States Department of Justice for the education of foreign students.
• The Nebraska State Department of Education for the education of veterans and/or other persons eligible for Veterans Administration benefits.
• The Nebraska Department of Education as a standard institution of higher education offering teacher education programs leading to certification within the state of Nebraska.

Grace University is a member of:

• American and Nebraska Associations of Collegiate Registrars and Admissions Officers
• Association of Christian Schools International
• Association of Independent Colleges and Universities of Nebraska
• Association of Christian Librarians
• Christian Adult Higher Education Association
• Christian Camping International
• Council for Adult and Experiential Learning
• Evangelical Training Association
• National Association of Independent Colleges and Universities
• Nebraska Association of Colleges of Teacher Education
• Nebraska Council for Teacher Education
• Nebraska Independent College Foundation
• Nebraska Independent College Library Consortium

Grace University has articulation agreements and special academic relationships with the following institutions and organizations:
Facilities

Grace University is in beautiful Omaha, Nebraska, situated in the historic Dahlman Association neighborhood and located approximately six blocks from the downtown business district. The campus is approximately halfway between the Old Market District and the Henry Doorly Zoo and Aquarium and has seen more than $11 million in new construction, remodeling, and renovation upgrades in recent years.

Currently, the campus has dormitory rooms for traditional undergraduate students within Harder Hall, Rieger Hall, Stanford Hall, and Schmidt Hall. Several apartments on campus are also reserved for married students. The campus also has modern classrooms of various sizes, the remodeled Grewcock Library within the Tschetter Academic Building, learning labs for music students, and curriculum labs for students pursuing education degrees. Suckau Chapel serves as our space for campus gatherings including our daily chapel services for traditional undergraduate students. The Jim Classen Gymnasium, with double NCAA approved courts for tournament play and seating for 800, was dedicated in August 2003. The Donovan Glanzer Strength Training Center is located in the Harold D. Burkholder Center. The Administration Building houses faculty and staff offices as well as additional classrooms. In addition, the Fall 2014 semester marked the grand re-opening of the Grace Counseling Center in the property located near 8th and Dorcas Streets. More commonly known as “South Campus”, this facility is also home for the graduate faculty and students that are a part of the College of Professional & Graduate Studies.

The Grewcock Library has a collection of more than 49,000 volumes, 25,000 electronic books, and 15,000 print and electronic journals. In addition, access is provided to a number of databases in the fields of religion, education, business, and psychology through EBSCOhost and other databases. Instruction on the use of library resources is made available to the students by the library director. The Grewcock Library can access millions of resources from around the world via inter-library loan. There are computers for students to use as well as a wireless network throughout the library.

The University has invested heavily in providing a fast and stable network to serve the campus. The Grace University Department of Information Services provides network, computer, telecommunications, and technical support services to meet the ever-changing needs of our University community. The University also maintains a Microsoft software license allowing all faculty, staff, and students common access to current license versions on school computers. Email and Internet access are available to all faculty and students the University network. Access to the network is available in any of our computer labs as well as every classroom, office, and dormitory room.
STUDENT LIFE

Services

**ADVISING**
Each EXCEL student will work with an academic advisor who can guide that student through course selection, course sequencing, and program requirements so the student can complete his/her program. The advisor is trained to advise students about program requirements based on the Academic Catalog for the academic year in which the student begins his/her educational experience.

**GRACE CAREER SERVICES**
Career counseling and testing is conducted by the Psychology Department through Grace Career Services. Every student has access to a battery of career assessments (fees may apply). Students are strongly encouraged to use these professional assessments during the first semester of their final year. Students may be encouraged to explore other online assessments as well.

**PROFESSIONAL COUNSELING**
The University recognizes that during the college years, students may need some professional counseling related to personal and relational aspects of life. The College of Graduate Studies Counseling program provides services for all students, spouses, and children. The student may wish an outside referral or the faculty may determine that a referral to a peer may not be ethical; the graduate counseling faculty will gladly offer referrals to outside providers of counseling services. Grace University does not accept responsibility for referred services, including financial obligations, and students are to be smart consumers when making choices about accepting referrals. At times, students on University probation may be referred to professional counseling as a component of a remediation plan. The University practices all relevant and legal guidelines with respect to confidentiality.

The Grace University Counseling Center has a two-tiered counseling and fee structure. As part of their student practicum, graduate-level counseling students work under the direct supervision of licensed faculty to serve clients. Graduate-level counseling students provide excellent counseling services at no cost to Grace students and a minimal fee for community members. The mission of the counseling center is to: assist individuals, couples and families with processing the challenges they face in life from a Judeo-Christian Worldview.

**PLACEMENT OFFICE**
The University operates a placement service through Grace Career Services. The University also advises individuals seeking placement to contact other resources such as monster.com, accessomaha.com, careerlink.com, jobleads.org, christianjobs.com and jobsinaflash.org.

**ACADEMIC RESOURCE CENTER (ARC)**
The Academic Resource Center (ARC) is available to provide a variety of academic support services to enhance your educational experience at Grace University. Students may access these services free of charge. Student tutors are trained to provide assistance with specific areas of study. More information is available at www.graceu.edu/arc.

**HEALTH OFFICE**
Medical care for minor illness is provided through the Student Health Office for all students. More serious cases are referred to specialists or hospitals.

**MOTOR VEHICLE POLICY**
All students must register their motor vehicle(s) through the Student Development Office and must abide by University regulations governing the use of vehicles. Also, in compliance with Nebraska laws, vehicle owners must carry liability insurance and have valid operator licenses.
Standards of Conduct

Grace University and EXCEL recognize that evangelical Christians often have differing perspectives in relation to lifestyle standards. Positive exhortations are fairly well known (love, kindness, generosity, good deeds, etc.). And negative commands are generally clear as well: immorality (1 Thess. 4:3); drunkenness (Eph. 5:18); lying (Prov. 6:16-19); revenge (Rom 12:17), and other such Biblical mandates. Where the Bible clearly states a standard, the University seeks to adhere to that standard. Violation of such community standards will be considered as possible grounds for dismissal. But for many, lifestyle issues often go beyond the more obvious commands of the texts. In areas where the Scriptures do not seem to speak directly, the following principles may be helpful:

**Christian Liberty.** Grace appeals to a sanctified conscience in areas of “gray issues.” It avoids legalism, and allows for grace mixed with gentleness and servant-oriented deference in matters of choice (Rom. 14:10-12).

**Christian Testimony.** Basic behavior motivated by Christian love and courtesy is appropriate toward all people, whether they are Christ followers or not. 1 Cor. 9:19 suggests we are slaves to all men, especially those who do not yet believe (cf. 2 Cor. 6:3,4a). But how such freedom is exercised is often culturally relative. Examples of “gray areas” among believers might include smoking, drinking, modest dress, speech, and media usage. Students are encouraged to consider how their behavior might be used to move people toward Christ—all the while recognizing that some decisions in this area may be counter-intuitive.

**Christian Lack of Offense.** Grace University desires its students to treat all brothers and sisters in Christ with grace and wisdom. Individual differences and offenses are to be handled, whenever possible, according to the principles seen in Matt. 18:15-17. Knowing that there will always be some individuals who tend to rub us the wrong way, care is urged on the part of all EXCEL students to not cause others, especially younger believers, to stumble (Rom. 14:13-19).

**Alcohol, Drugs, and Tobacco**

To create a safe environment for personal growth and well-being, Grace University is an alcohol, drug, and tobacco-free campus.

## ADMISSIONS AND REGISTRATION

### Admissions Requirements

Grace University welcomes applications for admission from prospective students who possess the qualifications the University deems necessary for those anticipating marketplace professions and Christian ministry careers.

The EXCEL Program selects its students based on information received from the application form and college transcripts. For students interested in the Ministry Studies program, a ministry reference form is also required.

### Statement of Nondiscrimination

Grace University is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate unlawfully on the basis of race, color, national/ethnic origin, gender, age, individual disability, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities.

### Christian Character

Candidates for admission in all EXCEL programs sign a statement affirming their willingness to abide by the University’s lifestyle expectations.

Candidates for admission into the EXCEL Ministry Studies program must give evidence of a personal relationship with Jesus Christ. To assure some degree of spiritual maturity, normally the University expects that candidates have consistently
walked with Christ for at least one year. The lifestyle and relationships of each candidate should reflect this commitment to Christ and reflect a commitment to obeying the mandates and directives found in Scripture.

**ACADEMIC QUALIFICATIONS**

Candidates for admission generally will have completed approximately 60 semester hours of previous college work with a GPA of 2.0 or above. However, candidates with less than 60 semester hours will still be considered for admission. All candidates for admission with less than 60 semester hours would have the opportunity to complete some general education courses in an accelerated format prior to beginning the EXCEL Program.

**Exception:** Recognizing that life experience may bring maturity, if a prospective EXCEL student has less than a 2.00 GPA and supplemental records reflect that the student is capable of performing at the college level, the student may be admitted at the discretion of the Acceptance Committee.

**Application Process**

As a faith-based educational institution, Grace University has a statement of faith as part of its institutional mission. Applicants are encouraged to review Grace University’s doctrinal statement. To qualify for admission to the EXCEL Program, the following forms must be submitted completely:

- Application for Admission
- Ministry Reference Form (for Ministry Studies students only)
- College transcripts
- Writing sample

These forms can be obtained from the EXCEL Admissions Office by calling (800) 383-1422 or (402) 449-2826 or by visiting the University web site at www.graceuniversity.edu.

Students already enrolled in Grace University’s College of the Bible (traditional undergraduate college) who wish to apply for admission to EXCEL must also complete the above process.

**RE-ADMISSION**

Students who drop out for two or more semesters must complete an Application for Readmission. Students wishing to re-enroll after an absence of three or more years must complete a new set of application forms. Grace University retains paper copies of application forms (transcripts included) for five years after the date of last attendance.

Grace University will re-admit veterans who leave the institution to perform military service and grant the same academic status as the last semester of enrollment. Students must give advance notice of their deployment or, if no advance notice is given, submit proof of service. This policy will not apply to veterans with a length of absence from the institution of six years or more, to veterans receiving a dishonorable or bad conduct discharge, or to those who are sentenced in a court-martial.

**LIMITED ENROLLMENT APPLICANTS**

For admission purposes, the following students are considered limited enrollment applicants by the University:

- Those enrolling in less than six credit hours total.
- Those auditing a class.

Students, after verifying with the EXCEL Admissions Office that they are limited enrollment applicants, must complete the following requirements:

- EXCEL Limited Enrollment Application
- College transcript (auditing student are exempt from this requirement)

This form is available in the Admissions Office or online. If, at any time, the student wishes to enroll in a degree program, the student must follow the normal admission procedure and adhere to Grace’s standards for EXCEL students. Federal financial aid is not available to limited enrollment students.

**ADMISSIONS REQUIREMENTS FOR APPLICANTS WHOSE FIRST LANGUAGE IS NOT ENGLISH**

- Any applicant whose first language is not English is required to take the TOEFL, no matter the age or residency status of the applicant.
Applicants who have lived in an English-speaking country for several years will not be considered exempt from the above requirements if English is not their first language.

INTERNATIONAL STUDENTS

For an international, non-resident alien (defined as any person holding a foreign passport) to enroll at a school in the United States, that person must obtain an F-1 (student) visa. The F-1 visa cannot be obtained without the form I-20 Certificate of Eligibility, which is issued by the Registrar’s Office. There are four major requirements that the applicant must meet before the Registrar’s Office can issue an I-20.

1. **Proof of ability to pay.** The student must demonstrate that he/she has sufficient resources to pay for tuition and living costs. This can be in the form of personal funds (as shown on a bank account record), school funding (scholarships, on-campus employment), or sponsorship (organization, relative, or friend).

2. **English language proficiency.** This is normally demonstrated through acceptable scores on the TOEFL test, which is one of the criteria for admission to Grace University. Minimum scores are as follows: Internet Based (iBT) = 81, Computer Based (CBT) = 217, Paper-based (PBT) = 550. Grace University’s TOEFL code is 6248. The Test of Written English is **not required** for students applying to the EXCEL Program. Transferring international students (who are already studying at another U.S. institution) may show English language proficiency by completing an English Composition 1 course from an accredited college or university with a grade of "C" or higher.

3. **Admission to a Grace University degree program.** The student must be admitted into a degree program at Grace University in order to process the I-20. This includes the submission of an application for admission and submission of all academic transcripts with English translation. Transferring international students must also show that they are currently in status with no pending INS issues and do not owe money to any American college or university. This information is provided using the "International Student Transfer Clearance Form," which may be obtained from the Registrar’s Office.

4. **Proof of Health Insurance coverage.** The student must submit proof of health insurance coverage. Although we do not endorse particular insurance companies, the following companies offer health insurance for international students:

For further information on international student admissions, contact the Admissions Office or the Registrar’s Office.

Registration

The Registrar furnishes complete instructions concerning class enrollment procedures. Though the course registration process is now fully available online, students enrolling for the first time must contact the EXCEL Academic Advisor before beginning the registration procedure.

Students are considered registered only after the payment of all charges is made or other financial arrangements are approved.

After the beginning of the semester, students may change their schedules or programs after contacting the EXCEL Academic Advisor. Financial aid status may be affected if a student chooses to drop any course or courses during a semester.

ACCOMP LI SHING ADDITIONAL CREDIT

Once a student is enrolled in the EXCEL Program, additional credits can be earned toward graduation by completing any of a number of options. These options should be discussed with the EXCEL Advisor.

- **Traditional course options**
  - Undergraduate day courses at Grace University.
  - Independent studies and online courses. Contact the EXCEL Office for details.

- **EXCEL Elective Courses**
  - Each semester, several elective courses are offered in the EXCEL schedule. In addition, any other EXCEL course can also be used as an elective provided that course is not a requirement in the student’s chosen major.
Credit for Prior Learning (maximum of 36 credit hours)
  o Petition for Credit - Professional Schools/Training/Certifications on a case-by-case evaluation. Applies only to general electives.
  o College Level Examination Program (CLEP) exams or DANTE exams.
  o DELA (Documented Experiential Learning Analysis), documentation of personal experiences integrated with current research and learning outcomes. Applies only to general electives.

FINANCIAL INFORMATION

Grace University is a private, not-for-profit institution that seeks to keep tuition rates and fees as affordable as possible. Listed below is the established financial information for the EXCEL Program in the 2014-2015 academic year.

Scholarships and Grants

Grace University offers a wide range of scholarships and grants. Detailed information regarding financial aid is available from the University’s Financial Aid Office at (402) 449-2810 or at www.graceuniversity.edu.

Applicants must meet the general admissions requirements. The amount of financial aid granted by the University is determined by the Financial Aid Office within guidelines established by the University Scholarship and Financial Aid Committee. Decisions of the committee are final. Applicants and continuing students seeking any form of financial aid should be aware that pertinent financial data may be required in the financial aid application process. Failure to provide financial information can significantly impact funds available; falsification of documents is punishable by federal law.

TITLE IV FINANCIAL AID FOR UNDERGRADUATES

FEDERAL PELL GRANTS

To be eligible for a Federal Pell Grant, students must submit The Free Application for Federal Student Aid (FAFSA) which is available at www.fafsa.gov. The amount of the grant is determined by the results of the family financial statement and the amount of money allocated by Congress. Students who already have a bachelor degree are ineligible for a Pell Grant. The University’s identification number is 002547.

DIRECT STUDENT LOANS

Grace University is qualified to process federally insured loans (Federal Direct and Parent Loan for Undergraduate Students - PLUS) under the U.S. Department of Education. PLUS loans require the approval of the lending institution selected by the parents.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates (non-traditional included) with exceptional financial need - that is, students with the lowest Expected Family Contributions (EFCs) - and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

FEDERAL WORK-STUDY

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to course of study.

TUITION PAYMENT PLAN

The University offers a Tuition Payment Plan for the “out-of-pocket” portion of the student’s bill. This plan is administered by Tuition Management Systems, Inc. (TMS) in Warwick, RI. Every registered student will be contacted
directly by TMS and offered a Tuition Payment Plan. Students in all programs are encouraged to take advantage of this opportunity.

**Wisdom in Financial Planning for Education**

Students anticipating entering vocational ministry professions need to think carefully about how to finance their education. Obviously those who plan to enter vocational ministry can anticipate salaries that are typically lower than many other vocations. Wise students should be aware of burying themselves under too much debt. Students always should be alert to scholarship opportunities. Other options for students may be to take classes at a slower rate or consider seeking financial assistance from his/her local church. It is worth noting that some mission and/or support-based organizations require that employees/appointees be debt free.

**Satisfactory Progress Requirements for Financial Aid**

The student must maintain satisfactory progress to maintain eligibility for Title IV financial aid. Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. Refer to the Financial Aid Policies below for details related to GPA minimums.

Students on scholastic probation are eligible for Title IV financial aid for the ensuing semester. However, the GPA must be raised to the required level during the probationary semester if the student is to maintain eligibility for Title IV financial aid. Detailed policy information is available from the Financial Aid Office.

**Financial Aid Policies**

Financial Aid applicants are considered for financial assistance based upon individual need and enrollment status. To receive financial assistance as a full-time student, the student must be enrolled for a minimum of 12 semester hours each semester. Because EXCEL students generally enroll for 9-10 credits each semester, federal Pell Grants and other federal financial aid will be awarded on a pro-rated basis. To maintain full-time eligibility, the student must have successfully completed a minimum of 9 semester hours each semester for two consecutive semesters or a total of 18 semester hours each award year. Students who receive aid on half-time (6-8 hours per semester) or three-quarters time (9-11 hours per semester) must annually complete a minimum of 9 or 15 hours, respectively, during the award year.

To achieve successful completion of credit hours, the student must maintain:

- A minimum grade point average of 1.5 after the first semester.
- A minimum grade point average of 1.75 after two or three semesters.
- A minimum grade point average of 2.0 after four semesters and thereafter.

Failure to maintain these grade point averages results in the student being placed on academic probation. A student placed on academic probation according to the above scale is eligible to receive Title IV aid for the ensuing semester. However, if the student's grade point average is not raised to the required level during the probationary semester, the student is not eligible until the necessary grade point average is attained.

Students are eligible to receive financial aid for a total of:

- Six years (12 semesters) while completing a bachelor program.
- Three years (6 semesters) while completing the two-year programs leading to associate degrees.
- Three semesters while completing a one-year certificate program.

Adjustments can be made in each of these categories for part-time students.

Students retaking a course have the hours counted for financial aid only if:

- The grade received for the first attempt was an "F" and the course is required for graduation.
- The student is taking a full load (12 semester hours).
- A course in which a grade of "D" was received is retaken and counted for tuition cost only if it is not a part of the 12 hours.
Any student who was overpaid in the last award year must repay the amount of overpayment before additional grants can be received.

**Academic Eligibility to Receive Financial Aid**

The determination of a student’s eligibility to continue to receive financial aid is made by the Academic Appeals Committee. The Academic Appeals Committee meets to consider the continuance of students as soon as the probation list is furnished by the Registrar's Office. The Academic Appeals Committee waives the satisfactory progress requirement for a student who experiences undue hardship as a result of special circumstances. Such cases might include injury to the student, illness of the student, the death of a relative of the student, or other extenuating circumstances.

- Any student placed on academic probation or financial aid probation is notified by the Academic Dean.
- Any student whose financial aid is terminated is notified in writing by the Director of Financial Aid. The decision to terminate financial aid is made by the Academic Appeals Committee.
- Any student who wishes to appeal the termination of financial aid must do so in writing to the Academic Appeals Committee.
  - A written appeal by the committee to the Academic Dean for the reinstatement of the student is made within two weeks.
  - The appeal should include reasons why the student should be considered for reinstatement.
  - The decision reached on the appeal is communicated to the student in writing within two weeks of the date of the appeal. The decision is also sent to the Financial Aid Office.

Transfer students must meet the same basic requirements for financial aid. Required grade point average is based on classes taken at Grace.

**Disbursement Procedures for Federal Financial Aid**

Pell Grant: This grant is applied to the student's account at the beginning of each semester.

Direct and PLUS Loans: The loans are applied to the student’s account at the beginning of each semester. Notices are mailed to each student when their loan proceeds arrive. Students have 14 days from the date of the notification during which to decline the aid. Funds come by electronic funds transfer (EFT) and are credited to the student’s account.

State Grants and Outside Scholarships: These funds are applied to the student’s account once Grace has received the money.

**Credit Balance Refunds**

**Institutional Scholarships and Grants:**

Grace University institutional scholarships and grants will be applied to the student’s account but will not be earned or available for refund until the semester is 60% complete. The student may ask for a refund after the funds have been applied by filling out an online refund request form. The student is eligible for a refund if the payments, loans, scholarships, and/or grants for the semester are more than the charges for the current semester plus any previous unpaid balance. If a refund check is not cashed within 120 days, the check will be voided and the refund amount will be added back into the student’s account.

**Federal Loans and Grants:**

The University will refund any credit balance requested by the student and all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days after the student’s request or the date the Title IV SFA credit balance occurs. (For more details or a copy of the federal refund policies, contact the Financial Aid Office).
State Grants and outside scholarships:
These will be credited to the student’s account once Grace has received the money. If this creates a credit balance, the student may request up to the amount of that credit balance as a refund.

Refund Requests:
After institutional scholarships and grants have been applied to the student’s account, students will receive an email with instructions on how to determine if a refund is available and, if desired, how to request a refund of the excess credit balance. It is always an option to leave the extra and apply it as a pre-payment to a future term. After requesting a refund, the student will receive an email reply noting the date the refund check will be available.

Advances on Scholarship Monies:
There are no advances on scholarship monies. This is due to the fact that Grace University aid is not earned or applied to a student’s account until after the semester is 60% complete.

Delinquent Accounts
A former student with a balance due will receive a billing statement once a month from the Accounts Receivable Specialist. Late fees will be added monthly per published university policy.

EXCEL Cost of Attendance

EXCEL Tuition and Fees:

EXCEL Tuition $350 per credit hour
Independent Study Courses $210 per credit hour
Directed Studies course fee (in addition to tuition) $70 per credit hour
Independent Studies course fee (in addition to tuition) $70 per credit hour
Credit for Prior Learning Transcript Post Fee $200 per credit hour
Student Services Fee $80 per semester
Audit Fee $55 per credit hour

EXCEL Refund Schedule

The First Course
A new student, in the first course of their first semester in EXCEL, who withdraws may receive a percentage refund based on the following:

Withdrawal on or before the date of the:
- first class 100% refund
- second class 75% refund
- third class 50% refund
- fourth class 25% refund
- after fourth class no refund

All Other Courses
If the student attends the first night of a course, he/she will be charged for the entire course, regardless of whether the student completes the course. Exceptions may possibly be made for extenuating circumstances (deaths, illness, etc.) but these would be evaluated on a case-by-case basis. If the student does not attend the first night of the course, he/she will not be billed for the course, but the amount of financial aid and/or bill will be re-evaluated accordingly. If the student is unable to attend the first night of the course, but does plan to attend the remainder of the time, the Business Office and Financial Aid Office will need to be notified of this in order to reinstate aid and charge the student accordingly.
REFUNDING OF FEDERAL STUDENT FINANCIAL AID

The University will refund all Title IV Student Financial Aid (SFA) credit balances within 14 calendar days of the start of the semester or within 14 calendar days of the occurrence of the credit balance, whichever date is later. The University will refund any credit balance requested by the student within 14 calendar days after the student’s request. Credit balances of less than or equal to $1.00 on a student account at Fiscal Year End will not be refunded. They will be cleared from the student account and receipted into Grace University’s general checking account.

If a recipient of Title IV aid withdraws during a period of enrollment in which the recipient began attendance, Grace University must calculate the percentage and amount of Title IV assistance the student did not earn and return those funds to the Title IV programs. If the day the student withdraws occurs on or before the student has completed 60 percent of the period of enrollment for which the assistance was awarded, the amount of aid earned by the recipient is calculated by determining the percentage of the enrollment period completed multiplied by the total amount of Title IV aid that was dispersed (and that could have been disbursed). If the day the student withdrew occurs after the student has completed 60 percent of the period of enrollment, the recipient has earned 100 percent. The percentage and amount not earned is the complement of the percentage of Title IV aid earned multiplied by the total amount of Title IV aid that was disbursed (and that could have been disbursed) to the student, or on the student’s behalf.

For more details or a copy of the federal refund policies, contact the Financial Aid Office.

ACADEMIC POLICIES

This program catalog provides the academic requirements established for EXCEL students entering the program during the 2014-2015 academic year. This catalog serves as the 2014 - 2015 Catalog of Record. Should degree requirements change in future years, the requirements of this Catalog provide the basis for graduation requirements. Should a student withdraw from continuous study at Grace, and should the student resume his/her program at a future date, the program requirements in the University Catalog at the time of readmission will serve as the Catalog of Record. Changing programs during one’s studies at Grace University also is sufficient reason to change the Catalog of Record to the current year’s Catalog.

Information regarding tuition and fees in this Catalog only represents the rates for the stated academic year. These rates are reviewed and adjusted on a regular basis.

While course offerings are scheduled based on program requirements listed within this catalog, the University reserves the right to reschedule and/or cancel courses based on factors such as low course enrollment. Suggested course schedules available through the EXCEL Office should be viewed as exactly that—suggested. They should not be viewed as a binding contract on the part of the University. In the unusual event that the EXCEL Office exercises its right to cancel a required course, the EXCEL Program Director, in consultation with the EXCEL Academic Advisor, may substitute relevant course work to meet program requirements.

SERVANT LEADERSHIP TRAINING

The EXCEL Program is built around three interconnected components: personal directed study, peer interaction in the classroom, and practical application of knowledge in actual ministry settings. Other schools might call it “Christian Service” or “field education” but at Grace it is Servant Leadership Training (SLT). In many regards SLT is the distinguishing aspect of a Grace education. In the end the University desires to see its graduates go out and serve the Lord Jesus Christ wherever they find themselves. Servant leadership is not just a desirable quality for ministry students, but for all students. Over the years many alumni have reported that the most significant part of their education was those things learned and practiced in their SLTs. Therefore, every major at Grace University will have a very strategic Servant Leadership component built into it.

SEMESTER SYSTEM

Grace University offers academic credit on a semester system. Each course is defined by the number of semester credits granted for completion of the course. In the EXCEL Program, courses carry three or four semester credit hours. Information regarding the course numbering system and course abbreviations is available. EXCEL course descriptions and credit hours assigned to each course are designated in the Course Descriptions section of this catalog.
The EXCEL Program offers courses during three semesters each year – fall, spring, and summer. Each semester is divided into three sessions – two sessions of five weeks each and one session of six weeks. Students generally take one course per session, for a total of three courses in a semester. For some students, it can be possible to take two courses during a single session – each on a separate night. Courses are offered Monday through Thursday evenings.

**ACADEMIC HONESTY**

All students are expected to maintain a high degree of academic integrity in completing the requirements of any EXCEL course. Therefore, academic dishonesty of any kind will NOT be tolerated. Hacker’s A Pocket Style Manual states: “Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (107). Cheating and submitting work completed by others also constitute plagiarism. If it is determined that a student has plagiarized on a given assignment, a zero will be given for that assignment. For a first offense, the student will have the opportunity to redo the assignment. However, the assignment will be counted as late, and appropriate penalties will apply. Beyond the first offense, the zero grade will remain for the assignment.

**CAMPUS NETWORK**

Grace University’s web and computer network systems are set up to handle all email and educational needs for our students. Students have access to records, financial status, institutional announcements, and their email through the University system so it is imperative that they monitor their email and records on a regular basis—daily when it comes to email. The institution views its email system as the primary method of communicating with all students, faculty and staff. All communication from the Registrar’s Office, Business Office, administration and faculty, which does not come by regular post, will be done through a student’s Grace email account. More information is available in the EXCEL Adult Degree Completion Program Student Handbook.

**ACADEMIC CREDIT**

**GRADING SYSTEM**

A student may repeat any course once in an attempt to improve a grade of “C” or below. While both grades will appear on the student’s transcript, only the better grade will be used in computing the grade point average. Each repeated course will be counted only once in calculating credit hours required for graduation.

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<td>C-</td>
<td>Acceptable</td>
<td>78-80</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>76-77</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>73-75</td>
<td>1.00</td>
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<tr>
<td>D-</td>
<td>Poor</td>
<td>70-72</td>
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<tr>
<td>F</td>
<td>Failure</td>
<td>Below 70</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**GRADE POINT SYSTEM**

A student’s academic standing is computed by the numerical value assigned to each course grade. For example, every credit hour of “A” has the value of four points; every credit hour of “B” has a value of three points, etc. The total grade points earned, divided by the number of credit hours attempted, gives the grade point average. Graduation requirements and scholastic honors are determined on this basis. The Registrar computes the official GPA for each student each semester and cumulatively for his/her education at Grace.

**DROPPING A COURSE**

In order to receive a “W” rather than an “F” for withdrawing from a course:

5-week Courses: the student must submit a Drop Form to the Registrar’s Office before the date of the third night of class and have maintained a “C” or above grade average in work-to-date.
6-week Courses: the student must submit a Drop Form to the Registrar’s Office before the date of the fourth night of class and have maintained a “C” or above grade average in work-to-date.

Final Grades

Instructors are required to post grades on Self Service within two weeks of the conclusion of the course. All final grades are available for student viewing online as soon as they are posted.

Disputed Grade Policy

If an EXCEL student has a question regarding his/her grade, it is to be taken to the instructor first, doing so as soon as possible. The instructor is the first line of communication in this situation.

If the student still has a question, he/she may contact the EXCEL Office. A final avenue of appeal is the Academic Dean’s Council. To do this, a formal letter of appeal must be given to the EXCEL Office within 2 weeks from the time of the posting of the final grade by the instructor in Self Service. It should be remembered that Grace University places high value on its instructors. The school, as a general policy, does not override its instructors.

Auditing

In some cases, students may wish to enroll in a course for informational purposes only. Although auditors are required to attend classes and come under the same general regulations as other students, they may or may not be required to do the assignments and/or to take the examinations. Auditors should seek clarification on expectations from the faculty of record. No credit is given for courses audited. Because attendance is the basic requirement in all accelerated courses, auditing students are expected to attend every course session. No appeals are permitted. All auditors must have the approval of the EXCEL Program Director. The fee is nonrefundable.

CLEP Examinations

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 credit hours of exam-based credit can be earned through examinations such as AP, CLEP subject examinations, and Challenge Exams; however, no credit is allowed for CLEP general exams. Credit can only be offered in fields of study that are equivalent to those offered or approved by the University. CLEP exams approved by the University, minimum raw score requirements for credit, and credit hours approved per course are listed elsewhere in this catalog. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English or History, credit is not given by CLEP examination. The University’s code number for the CLEP examination report is 6248.

Directed Studies

For a variety of reasons, students may want to pursue areas of study that are not found in the regular schedule of classes. The area of study must be approved by the Department Chair and the instructor who directs the study. The student and instructor will meet regularly throughout the semester. Students will do assignments appropriate to the area of study and present their findings in a scholarly fashion appropriate to the area of study.

Independent Study

In an Independent Study, students are required to complete a variety of assignments. Course materials (except for textbooks or videos) are available online and all assignments are submitted online for grading. Course requirements and grading standards for I-Studies courses demonstrate approximate equivalence to traditional and/or accelerated courses. A student may accumulate a maximum of 21 credit hours of Independent Study coursework.

Class Attendance

Attendance at all EXCEL class sessions is mandatory because a significant portion of learning and interaction takes place in class. In addition, the format of EXCEL has already incorporated the minimal amount of seat time necessary for accreditation purposes.

Unless special permission is granted by the EXCEL staff, any student missing more than one class (more than a total of 4 hours) during a face-to-face course will be given an “F” for that course. This applies to both three and four credit hour courses. In online courses, all late work will receive a grade of “0”. Examples of circumstances in which possibly permission would be granted:

• Family emergency such as death.
• Diagnosis of a terminal illness of self or an immediate family member.
• Diagnosis of a mental health impairment with the need for hospitalization or written confirmation by a licensed physician regarding the impairment of functionality.

• A debilitating car accident or any other medical issue that causes the student to be unable to continue the course.

**TRANSFER OF CREDIT**

The University follows the general practices established in the Higher Education Transfer Alliance (HETA) by the Council for Higher Education Accreditation (CHEA). Grace University normally accepts transfer credit from accredited institutions when the grade is “C” or better, the course fits into the student’s program of study, and no other institutional policies are violated.

**WITHDRAWAL FROM COLLEGE**

If a student decides to withdraw from the EXCEL Program, it is important to go through an official withdrawal procedure in order to minimize any charges and maximize any refunds. The student who is withdrawing is to do the following:

• Contact the EXCEL Academic Advisor.
• Return any checked out library materials.
• Contact the Financial Aid Office to complete any necessary paperwork.
• Contact the Business Office to determine his/her account balance.

Students who enroll in EXCEL, but then drop out for more than one semester (but less than thee years) must complete the Application for Readmission (available from the Admissions Office). For absences longer than three years, students must complete the full admissions process.

**STUDENT AWARDS & GRADUATION HONORS**

**M.R. Dahlquist Award for Excellence**

Dr. Dick Dahlquist retired in May 2013 after serving with Grace University as a faculty member and as the Director of the EXCEL Adult Degree Completion Program for many years. As the Director of EXCEL, Dr. Dahlquist’s vision was to reach adult learners and encourage them to complete their education and earn their degree. To honor his efforts, the EXCEL Program is pleased to announce the M.R. Dahlquist Award for Excellence, which will be given to one EXCEL student annually. The recipient of this award will have demonstrated exemplary academic achievement in the classroom while also displaying the qualities of leadership and Christian character and integrating a Biblical worldview both in the classroom and in the local community.

**EXCEL Certificate of Excellence** (one student in each program: BS, BL, PSY, and CM)

The student must have a 3.6 GPA or higher

The student must exhibit Christian character

The student must exhibit leadership ability in the field of his/her program

The student must exhibit leadership ability in the area of Servant Leadership Training

**NOTE:** In the case of a tie, more than one award may be given, at the discretion of the EXCEL Committee, in any of the EXCEL Certificate of Excellence program awards.

**Delta Epsilon Chi** (Two EXCEL Students)

The student must have a 3.3 GPA, or higher

The student must exhibit approved Christian character

The student must exhibit Christian leadership ability

**EXCEL Honors**

The student must have a 3.8 GPA or higher

**Latin Honors**

Grace University awards graduation honors to undergraduate students (including EXCEL) who have earned a minimum of 62 semester credit hours at Grace University and who have achieved cumulative grade point averages according to the following:
Cum Laude 3.20 to 3.49 Cum. GPA
Magna Cum Laude 3.50 to 3.79 Cum. GPA
Summa Cum Laude 3.80 to 4.00 Cum. GPA

ACADEMIC PROBATION
A student’s academic standing is determined by his or her grade point average. When a student’s grade point average drops below that specified minimum cumulative grade point average, he/she is placed on scholastic probation and may remain in school only by special permission of the Academic Review Committee.

To create an environment of academic responsibility and support, the following standards, classifications, and requirements related to academic progress, probation, and student accountability are utilized.

STANDARDS OF PROBATION
Bachelor Degrees

<table>
<thead>
<tr>
<th>Hrs Completed</th>
<th>Min. Cum. GPA</th>
<th>Academic Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 15 hours</td>
<td>1.5</td>
<td>1.50 – 1.75</td>
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<tr>
<td>16 – 40 hours</td>
<td>1.75</td>
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</tr>
<tr>
<td>41+ hours</td>
<td>2.00</td>
<td>2.00 – 2.25</td>
</tr>
</tbody>
</table>

EXCEL PROGRAM ACADEMIC ACCOUNTABILITY CLASSIFICATIONS

Academic Warning:
Implemented to address the notification and support needs of pre-probationary students.

Recommendations: Increased advising and academic support resources.

Academic Probation:
Students who fall below the minimum cumulative GPA for related hours that they have completed at Grace University. Students remain at the institution but must raise their cumulative GPA within one semester (or show satisfactory academic progress within a given semester or semesters as stipulated in their notice of academic probation).

Recommendations: Increased advising and academic support resources.

Academic Suspension:
Students who are unable to show satisfactory academic progress after one semester of academic probation.

Requirements: Written request for readmission, as well as demonstration that the student has met any readmission requirements outlined at the time of their suspension (i.e., ELL coursework, etc.). Students would re-enter on academic probation.

APPEALS PROCESS
Students would be required to appeal any academic discipline decision in writing within two weeks of notification. Any appeals must be directed to the Academic Discipline Committee. Appeals are reviewed by the Academic Review Committee. Students are responsible to monitor their own academic progress. Notification of probationary status will be sent by the Academic Review Committee. Students on Academic Probation will receive one letter, which also will include information from the Financial Aid Office pertaining to how their probationary status will affect financial aid for the duration of the probationary period (Financial Aid Warning).

V.A. benefits are generally withheld when a veteran is placed on scholastic probation. Title IV benefits are withheld according to the guidelines presented under the Title IV Financial Aid for Undergraduates information.

CLASSIFICATION OF STUDENTS
At the beginning of each school year the University classifies students on the basis of credits and grade points earned or transferred. These classifications are as follows:

For Students in a Bachelor Degree Program
Freshman 0 – 24 Credits No Minimum
Sophomore 25 – 55 Credits No Minimum
Junior 56 – 92 Credits 100 Minimum
Senior Over 92 Credits 180 Minimum
If credits and grade points do not fall within the same division, the lower of the two determines the classification. Depending on the academic program in which they are enrolled, students may qualify as seniors who do not intend to be graduated within that academic year. When this occurs, the student is classified as sophomore or junior.

**RECORDS RETENTION AND TRANSCRIPTS**

The Registrar’s Office retains a variety of records pertinent to the academic progress of students. These records are available to school officials who have legitimate educational interest. The University retains for one year documents received in the Admissions Office for those who apply but do not enroll. For students who do enroll, the University retains relevant admission documents, including application forms and transcripts from other schools, for five years beyond the date of last attendance at Grace. Records of academic achievement at Grace University are retained permanently. The Family Educational Rights and Privacy Act of 1974 governs students’ rights of privacy and access to their educational records. Students have the right to inspect their files and all materials therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.

Grace University students and alumni are entitled to receive a reasonable number of copies of their academic transcripts reflecting their completed course work. Upon the written request of the student, with signature and appropriate fee, the Registrar’s Office will issue an official transcript to appropriate institutions, individuals, or agencies. Transcripts will not be issued for students who have financial obligations with the University.

**PRIVACY OF STUDENT INFORMATION**

Grace University designates the following student information as Directory Information: name, address, phone number, email address, date of birth, full-time/half-time status, major fields of study, dates of attendance, degrees/awards and honors received, admission/enrollment status, classification, athletic information, and photograph. The University may disclose any of these items without prior written consent, unless the student notifies the Registrar in writing to the contrary by the end of the first week of the respective semester. Unless a student has officially filed a written request restricting his or her information by this time, aspects of the student’s Directory Information may be included in appropriate University or Campus directories, publications, and released by school officials in response to inquiries concerning individual students. A student must be enrolled at Grace University to modify his or her restriction of directory information.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the request for access.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
- 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace University to comply with the requirements of FERPA.

Education records are no longer protected under FERPA after a student’s death; consequently the disposition of records pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Grace University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed. In general:

- The university will not release education records for one year after the date of death except with the written authorization of the executor/executrix of the deceased student’s estate or next of kin, if an executor/executrix has not been appointed.
- Unless it has information to the contrary, the university will presume that the student is deceased 75 years after the date the records were first created. Thereafter the student's education records may be released without restriction at the discretion of the university.

To request the education records of a deceased student, an individual must submit a written request to the Office of the Registrar specifying the requestee's name, relationship to the deceased, and reason for the request. Additionally, the requester must provide a death certificate or obituary notice as proof of death. The request will be reviewed by a panel of university administrators, generally including the Registrar and the Academic Dean or their designates, who will make the determination on a case-by-case basis.

For additional information about student rights, please see the Registrar.

**GRADUATION**

The University holds an annual Commencement ceremony in May. Students completing their requirements during the summer or fall have the option of receiving their degrees at those respective times or waiting until the spring ceremony.
Participation in Commencement exercises is required of all graduating students except those who have completed early and elected to take their diplomas, have moved out of the community, or have petitioned to graduate in absentia. Only those students who complete all graduation requirements or who file a request of variances by February 1 (specified below) are permitted to participate in the Commencement exercises. There is no waiver or adjustment of graduation fees.

**Petition to Graduate**

Students who anticipate completing the requirements for a degree are responsible for filing an application for graduation with the Registrar’s Office. The deadlines for submitting graduation applications are: May graduation: December 1; August graduation: June 30; December graduation: September 30. Students alone assume the responsibility that all requirements are met prior to the deadline for graduation.

Students with deficient academic hours may request permission to participate in Commencement exercises provided they have no more than six credit hours OR one academic course remaining in their program and they meet all other graduation requirements. To be considered for this special exemption, the student must submit a letter to the Academic Dean requesting permission to participate in the Commencement exercises by February 1. The faculty decides on any exceptions to the graduation requirements listed above.

**Graduation Requirements**

**Character and Doctrine**

Students must indicate agreement with the broad principles of the doctrinal positions found in this catalog. In addition to general review of character, no student is permitted to graduate from the University while on academic or disciplinary probation. The University reserves the right to withhold graduation from any student who disqualifies himself/herself in respect to character or orthodox doctrine at any time prior to commencement exercises.

**Scholastic Rating**

The student must satisfactorily complete the required subjects of the program chosen, have the prescribed number of semester credit hours, and a grade point average of 2.0 or better.

**Servant Leadership Training**

Because the University seeks to train students for effective service, it expects that those students show commendable zeal and faithfulness in their Servant Leadership Training. Each student’s total SLT experience is evaluated course by course in the EXCEL Program. The degree may be withheld on the basis of an unsatisfactory Servant Leadership Training record even though the student fulfills all other requirements.

**Residency Requirement**

To provide the University with a realistic opportunity to evaluate all the requirements for graduation including Christian character, basic doctrinal orthodoxy, scholastic rating, and SLT experience, a student must complete at least thirty hours of credit at Grace University. Normally, the final 15 credit hours of a student’s degree program must be earned at Grace University; however, circumstances may provide grounds for the dean to waive this requirement.

A student who withdraws from school with 15 or less hours remaining in a program has one year following the semester in which he or she terminated enrollment to complete the program. After one year, the student must complete the program as structured in the current catalog and complete a minimum of 15 credit hours at Grace University.

**Finances**

All financial obligations to the University must be settled to the satisfaction of the Business Office prior to graduation.

**Seniors Eligible to Take Graduate Courses**

Senior students in baccalaureate programs are eligible to take graduate-level courses and apply those credits toward their undergraduate degree provided (1) the graduate course meets the objectives of the undergraduate program, and (2) the students have gained permission from the director of the graduate program of interest to register for the graduate level course. Graduate courses completed to fulfill undergraduate program needs cannot be counted as credit to complete a graduate program. A substitute course may be applied for any coursework used within an undergraduate program.
SECOND BACHELOR'S DEGREE

Students who wish to earn a second Bachelor degree from Grace University may do so provided (1) at least one year has lapsed between the granting of the two degrees, (2) subsequent to the completion of the first degree at Grace, at least 24 additional hours are taken at Grace University, and (3) all program objectives within the second program are fully met. Individuals holding Bachelor degrees from another accredited institution may receive a second Bachelor degree provided (1) they complete a minimum of 30 hours of residency at Grace University, and (2) all objectives within the second program are fully met.
EXCEL ADULT DEGREE COMPLETION PROGRAM (BS)

EXCEL OVERVIEW
EXCEL enables busy adults to attend classes year round to complete their bachelor degree. Many students can earn their degree within 16 months. Classes in this program meet just one night a week for five to six weeks (depending on the course) and class times are always 6:00pm-10:00pm. Some courses are also available in a completely online format. Depending upon the number of hours transferred, some students may need additional credits to graduate after completing the EXCEL Program. These remaining credits can be achieved by taking additional elective classes in EXCEL or in other formats offered by the University. Credit for prior learning can also be an option for completing all or some of the additional credit. The compressed nature of the courses offered through EXCEL is consistent with standards of good practice for adult degree completion programs. Each semester a combination of Bible courses and professional courses related to each major are offered.

Three professional majors are available through the EXCEL Adult Degree Completion Program at Grace University. They are:

- Business Leadership
- Ministry Studies
- Psychology

By completing one additional Bible course (at least three semester hours), students in the Psychology or Business Leadership major may also receive a second major in Biblical Studies. Ministry Studies students automatically receive a second major in Biblical Studies.

PREREQUISITES TO EXCEL
To enter the EXCEL Core Program, 60 credit hours of previous college work (from accredited institutions of higher education) are required. An associate degree may meet this requirement. These 60 hours are then used to meet a portion of the general education credits required for a degree in the program (see breakdown below).

Applicants with less than 60 credit hours will also be considered for admission but will need to take additional hours before beginning EXCEL classes. Grace University does offer elective and general education courses in an accelerated format that will help students meet the 60 credit hour pre-requisite.

CREDIT HOURS REQUIRED
A total of 124 credit hours are needed to obtain a Bachelor Degree.

EXCEL Major Requirements (42 or 48 hours)

General Education Requirements (82 hours)
The following general education courses are required as part of the 82 general education credits. Nine of the 82 general education credits must be upper division courses (300-400 level).

- Science, Math, or Computer Science
- Humanities
- English Composition
- History
- Speech or Oral Communication

In addition, Business Leadership students must have a Business elective course, Psychology students must have an introductory or an upper level Psychology elective course, and Ministry Studies students must take BS 406 Romans and complete a semester-long internship.
To meet the requirement of 82 general education credits, students may transfer credit from other accredited higher education institutions, obtain credit through elective courses, or obtain credits through taking EXCEL Core courses that are not in the student’s own major. The student may also acquire credit from life experience (max: 36 hours) through a variety of prior learning assessment options. See the EXCEL Advisor for more information regarding these options.

**ACADEMIC OPTIONS FOR GENERATING ADDITIONAL CREDITS FOR PROGRAM COMPLETION**

Once a student is in the EXCEL Adult Degree Completion Program, additional credits can be earned toward graduation by completing a number of options. These options should be discussed with the EXCEL Academic Advisor.

- Traditional undergraduate day courses at Grace University.
- Independent studies and online courses at Grace University.
- Prior Learning Assessments. Applies only to general electives.
- College Level Examination Program (CLEP) exams or DSST (formerly DANTES) exams.
- Military Training
- Community College of the Air Force
- Transfer credits from other accredited colleges or universities

**EXCEL Major Requirements**

**BUSINESS LEADERSHIP**

The Business Leadership Program is designed to prepare students to impact the marketplace through integration of a Christian worldview and business. EXCEL’s Bachelor of Science in Business Leadership is distinctive from the studies of other educational institutions because of the influence of the Bible. The basis of our program is the understanding that biblical and theological principles, when applied to business, will constitute best business practices. The Business Leadership Program provides a general understanding of the principles of leadership and management, operation of organizations, and interrelationships of business functions within the organization. Additionally, the EXCEL student will apply the principles learned through their life application assignment and through an integration of their faith into their professional life.

**Business Leadership Program Objectives**
There are four primary objectives of the Business Leadership Program. Students who graduate with a business leadership major will be able to:
1. Devise a personal philosophy of business that incorporates a biblically based, Christian worldview into their choice of business field;
2. Demonstrate skills that are needed to competently perform as a business professional in their place of employment, whether in a Christian or secular setting;
3. Demonstrate interpersonal and relationship skills that promote an active Christian witness; and,
4. Demonstrate proficiency in the practice of Scripture, ethics, accounting, and business leadership and management.

**Business Leadership Core Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BS 301E</td>
<td>Inductive Methods of Bible Study/Methods of Biblical Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>BS 464E</td>
<td>Old Testament Survey 1 - Genesis to Esther</td>
<td>3</td>
</tr>
<tr>
<td>BS 465E</td>
<td>Old Testament Survey 2 - Job to Malachi</td>
<td>3</td>
</tr>
<tr>
<td>BS 468E</td>
<td>New Testament Survey 1 - Gospels to Acts</td>
<td>3</td>
</tr>
<tr>
<td>BS 469E</td>
<td>New Testament Survey 2 - Epistles to Revelation</td>
<td>3</td>
</tr>
<tr>
<td>TH 331E</td>
<td>Doctrine 1</td>
<td>3</td>
</tr>
<tr>
<td>TH 332E</td>
<td>Doctrine 2</td>
<td>3</td>
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<tr>
<td>COM 452E</td>
<td>Interpersonal Skills</td>
<td>3</td>
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<tr>
<td>BL 466E</td>
<td>Leading and Managing</td>
<td>4</td>
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<td>BL 471E</td>
<td>Organizational Dynamics</td>
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<td>BL 477E</td>
<td>Human Resource Management</td>
<td>4</td>
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<tr>
<td>BL 478E</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>
MINISTRY STUDIES

The Bachelor of Science in Ministry Studies lays a foundation for effective leadership in ministry. EXCEL students will acquire a framework of knowledge and experience that they will use to serve in a church or a parachurch ministry.

Ministry Studies Program Objectives
With the Ministry Studies degree, EXCEL students will be able to:
1. Integrate Biblical, historical, and contemporary principles into communicating the Word of God;
2. Demonstrate interpersonal and relationship skills;
3. Articulate a Biblical theory of leadership and exhibit organizational, administrative, and servant leadership skills;
4. Manifest necessary skills for continuing Christian ministry;
5. Demonstrate an awareness of the local church’s strategic role in carrying out God’s redemptive plan for the world;
6. Engage in ministry with people as a servant leader; and
7. Function as an associate staff in a local church or parachurch organization.

Ministry Studies Program Core Requirements

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BS 301E/401E</td>
<td>Inductive Methods of Bible Study/Methods of Biblical Interpretation</td>
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<td>BS 406E</td>
<td>Romans</td>
<td>3</td>
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<td>BS 464E</td>
<td>Old Testament Survey 1 - Genesis to Esther</td>
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</tr>
<tr>
<td>BS 465E</td>
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<td>Interpersonal Skills</td>
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<td>CM 413E</td>
<td>Ministry Internship</td>
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<td>CM 453E</td>
<td>Spiritual Leadership</td>
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<td>CM 454E</td>
<td>Care Ministries</td>
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<td>CM 461E</td>
<td>Philosophy &amp; Practice of Worship</td>
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<tr>
<td>CM 462E</td>
<td>Educational Ministries</td>
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</tr>
<tr>
<td>CM 471E</td>
<td>Mission &amp; Evangelism</td>
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</tbody>
</table>

PSYCHOLOGY

The Bachelor of Science in Psychology is designed with considerable flexibility for the student, providing him/her with the opportunity to study a wide variety of psychological topics from a Christian worldview and allowing them to integrate their faith and practice. The EXCEL student will learn critical thinking skills needed to examine the psychological knowledge base from a biblical perspective. Each student will learn the critical thinking skills which will allow him/her to access the professional literature and to understand the research process.

Psychology Program Objectives
Students that earn a Bachelor of Science in Psychology will be able to:
1. Be a servant leader capable of serving the Lord for the home, the church, and the world through both their faith and their profession;
2. Possess an awareness of self and others through a Biblically integrated worldview;
3. Be a critical thinker capable of analyzing professional information and research through a Biblically integrated worldview;
4. Articulate an understanding of the models of integrative thought;
5. Identify spiritual disciplines that are foundational in the quest of helping people;
6. Utilize learned skills in a practical and professional setting; and
7. Demonstrate ethical and moral reasoning in his/her decision making.

<table>
<thead>
<tr>
<th>Psychology Program Core Requirements</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BS 301E/401E Inductive Methods of Bible Study/Methods of Biblical Interpretation</td>
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<td>TH 332E Doctrine 2</td>
<td>3</td>
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<tr>
<td>COM 452E Interpersonal Skills</td>
<td>3</td>
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<tr>
<td>PSY 473E Lifespan Development</td>
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<tr>
<td>PSY 474E Marriage and Family</td>
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<tr>
<td>PSY 475E Personality Theories</td>
<td>3</td>
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<tr>
<td>PSY 476E Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 477E Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

COURSE NUMBERING
The subjects numbered 100-199 are normally for freshman, 200-299 for sophomores, 300-399 for juniors, and 400-499 for seniors. Subjects with the letter “E” after the department prefix are offered by the EXCEL Adult Degree Completion Program. Subjects with the letter(s) “C”, “CC”, or “DC” after the department prefix are offered via Independent Study but administered through the EXCEL Office. The University reserves the right to withdraw any subject and/or course in which an insufficient number of students are enrolled.

COURSE ABBREVIATIONS
The curriculum offered in the EXCEL Program is organized in alphabetical order. Below are the subjects offered with the proper course abbreviations:

<table>
<thead>
<tr>
<th>BS</th>
<th>Biblical Studies</th>
<th>PSY</th>
<th>Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL</td>
<td>Business Leadership</td>
<td>SCI</td>
<td>Science</td>
</tr>
<tr>
<td>BU</td>
<td>Business &amp; Technology</td>
<td>SP</td>
<td>Speech</td>
</tr>
<tr>
<td>CM</td>
<td>Christian Ministry</td>
<td>SS</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>COM</td>
<td>Communication</td>
<td></td>
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<tr>
<td>EN</td>
<td>English</td>
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<td></td>
</tr>
<tr>
<td>HU</td>
<td>Humanities</td>
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</tr>
</tbody>
</table>

Biblical Studies

**BS 202E Survey of the Life of Christ**
This course is a study of the authenticity and history of the Biblical Jesus of Nazareth with particular emphasis on Scripture and historical evidence.

**BS 204CC/DC Gospels (independent study)**
A study of the earthly life of Christ as revealed in the four Gospels. Attention is given to the political, religious, Biblical, and geographical backgrounds. A chronology of events and a harmony of the Gospels are established. Biblical passages as well as the Gospel’s character and purpose and Christ’s person and ministry are analyzed.

**BS 301E Inductive Methods of Bible Study**
This course will introduce the students to sound methods of biblical interpretation, including general principles of interpretation as well as skills required to interpret various types of literature within the Bible. These skills will be practically applied to observation, interpretation, and application with the goal of edification and spiritual transformation.

**BS 306CC/DC Daniel & Revelation (independent study)**
Through a study of Daniel, Revelation, and the Thessalonian letters, this course is designed to establish the pre-millennial framework for biblical prophecy.

**BS 311C 1 Corinthians (independent study)**
This course is a detailed exposition of this crucial epistle giving special emphasis to the divisions, disorders, and difficulties of the Corinthian church. Special consideration is also given to the nature of spirituality as well as spiritual gifts.

**BS 315E Philippians**
This course is an expository study of Paul’s prison epistle to the church in Philippi. In addition to a study of the book of Philippians this course will examine the following topics from the book: the person of Christ, the nature of Christian joy, the process of sanctification, and the value of suffering. There will be a special focus on the book’s applicational value.

**BS 402E Hebrews**
An expository study of the letter to the Hebrews with special consideration of the relationship between the Old and New Testaments. Study will be conducted concerning the letter’s historical background and major themes presented within the letter. Students will be challenged to apply lessons to present-day situations.
This course is an expository study of Paul’s epistle to the church in Rome. Paul’s letter to the Romans is one of the most influential books of the Bible. It played a role in Augustine’s conversion as well as the Protestant Reformation. During this course the student will examine both the doctrinal and practical aspects of Paul’s incredible book.

This course is an expository study of Paul’s epistle to the church in Rome. Paul’s letter to the Romans is one of the most influential books of the Bible. It played a role in Augustine’s conversion as well as the Protestant Reformation. During this course the student will examine both the doctrinal and practical aspects of Paul’s incredible book.

This course will continue to equip students to use interpretive tools and various methods necessary to study the Bible. Theory will be applied to various biblical texts with an emphasis on the grammatical-historical method. Attention will focus on the importance of application of Scripture to personal and corporate transformation. Prerequisite: BS 301E or equivalent.

An overview study of the background, history, authorship, and content of Genesis through Esther. Special emphasis will be placed on the skills for studying narrative and code law literature.

An overview study of the background, history, authorship, and content of Job through Malachi. Special emphasis will be placed on the skills for studying poetry, wisdom, and prophetic literature.

An overview study of the background, history, authorship, and content of Matthew through Acts. Special emphasis will be placed on the skills for studying this portion of Scripture.

An overview study of the background, history, authorship, and content of Romans through Revelation. Special emphasis will be placed on the skills for studying this portion of Scripture.

See Directed Studies description in the Academic Policies section.

Business Leadership

A study of leadership styles and skills. Emphasis is placed on motivational techniques and their effectiveness. Simulation activities assist in learning about management, leadership, and dealing with conflict.

This course seeks to bring together the fields of organizational psychology and counseling, communication and personnel management, and vocational functioning within a Christian worldview.

This course addresses issues pertinent to personnel management, recruitment, selection, training, evaluation, discipline, and dismissal.

An introduction to business and financial policies regarding allocation, acquisition, and flow of funds. The student is introduced to basic accounting terms and principles and develops skills in reading financial statements.

The course examines ethics from a Christian world view in the context of the marketplace. Basic ethical theories are explored along with the integration of Scripture to develop a basis for ethical decision making.

Students study the financial policies regarding allocation, acquisition, and cash flow of funds for a profit or nonprofit business. Time value of money, capital budgeting, and investments are analyzed through case studies and applied to business situations. Prerequisite: BL 478E Financial Management.
BL 491E Business Practicum 3
The internship is designed to provide the student with work experience that will facilitate the integration of practice and theory, to give business majors insight into current policies, procedure, and problems in all types of organizations. The experience will include interactions with the internship supervisor and with the supervising faculty member.

BL 499 Directed Studies 1-4
See Directed Studies description in the Academic Policies section.

Business & Technology

BU 208E Personal Finance 3
This course is designed to give students a hands-on approach to personal finances. Students will create personal budgets, use software to track their income and expenses, develop a savings plan, learn to manage credit card debt, and understand the role taxes and insurance play in our financial world. This course will provide foundational understanding and useful skills to make informed personal financial decisions.

BU 499 Directed Studies 1-4
See Directed Studies description in the Academic Policies section.

Ministry Studies

CM 330E Peacemaking in Today’s World 3
This class will examine the positive and negative of conflict and seek Biblical answers to solving conflict in a way that honors God and restores wholeness to a relationship.

CM 413E Ministry Practicum 3
This course is designed for Ministry Studies and/or Pastoral students to enable them to receive field experience in a ministry context. Their “field supervisor” at their place of ministry will provide ministry opportunities and guide them during their weekly activities. Their mentor from Grace University will provide help and counsel weekly via online journals and every third week via class meetings.

CM 453E Spiritual Leadership 4
This course will focus on the dynamics of spiritual leadership in 21st-century ministry. One’s giftedness and calling in ministry will be examined in addition to ministry leadership topics; for example, mission/vision development, strategic planning, church structure, working with volunteers, and conflict resolution.

CM 454E Care Ministries 3
In this course the student will study the dynamics of Christian fellowship and group interaction. A major focus will be working with and developing small groups. Several issues, like singleness, marriage, family and intergenerationality, which are vital to healthy relationships among believers, will be investigated.

CM 461E Philosophy & Practice of Worship 4
This course will investigate the philosophy and practice of personal and corporate worship and how it pertains to one’s relationship with God including the review of six key worship styles. The student will also learn how to plan and execute a worship service and discuss the unique features that are usually associated with church services like preaching, technology, music, and corporate prayer.

CM 462E Educational Ministries 4
The focus of this course will center on how a believer grows in Christ and how he/she can help other believers grow. Topics to be studied will include Biblical and theological truths, cultural analysis, and disciple making.

CM 471E Mission & Evangelism 3
This course will focus on the great commission and its role in the life of a believer in his/her community and world. The student will be exposed to areas of evangelism and mission that are an essential part of a mission-minded ministry. Topics to be included are personal evangelism, apologetics, parachurch ministry, and short-term mission projects.

CM 499 Directed Studies 1-4
See Directed Studies description in the Academic Policies section.
Communication Studies

COM 452E  Interpersonal Skills  3
A study of how to communicate intrapersonally and interpersonally. There will be an emphasis on personal development looking at goals, values, and beliefs and realistically preparing for the future. Principles of communication, relationship building, and conflict resolution will be addressed within a variety of contexts.

COM 499  Directed Studies  1-4
See Directed Studies description in the Academic Policies section.

English

The EXCEL Program places emphasis on written communication, therefore, writing skills are important to the success of each student. During the application process, students are required to submit a Writing Sample for review by the University’s English Department and the writing sample is given a score between one and five. If a student’s submission receives a score below a 2.5, that student will be required to enroll in and successfully complete (with a grade of ‘C’ or better) EXCEL’s foundational writing course, EN 110E, before moving on to any other EXCEL course.

EN 110E  Writing for College and Career  3
This course will focus on clear, effective, and correct writing using information based on the six traits, style, MLA, and fluency. There will also be a focus on the writing of applied learning papers. Students will learn how to develop good writing skills needed for the classroom and the workplace.

EN 499  Directed Study  1-4
See Directed Studies description in the Academic Policies section.

Humanities

HU 221C  Introduction to Philosophy (independent study)  3
In this class, the student explores the philosophical foundations of Christian theism and the biblical world view so that he or she may appreciate the intellectual and moral foundations of belief in God.

HU 222E  Critical Thinking  3
This course will investigate the logic and reasoning techniques needed to make correct decisions and solve problems. By the end of the class, students should be able to analyze and critique arguments read or heard in the media. Correct strategies for thinking clearly, logically, and creatively will be learned.

HU 281E  Survey of Religious Literature  3
The objective for this course is to provide students with a working knowledge of important literary works dating from the biblical era through today. This will serve as a springboard to a lifetime of enjoying literature that is edifying. Special emphasis will be placed on thinking through which literature is enjoyable and formative for living.

HU 412C  Introduction to Apologetics (independent study)  3
This class develops a Biblically based, philosophically detailed defense and statement of Christian theism and belief in God. Topics include: (1) the aims and methods of apologetics, (2) the existence of God, (3) religious language, (4) the problem of evil, (5) miracles and Scripture, (6) the nature of science, and other contemporary topics relevant to showing the rationality of Christian belief. The readings are drawn from both classical and contemporary sources.

HU 412E  Introduction to Apologetics  3
This class develops a Biblically based, philosophically detailed defense and statement of Christian theism and belief in God. Topics include: (1) the aims and methods of apologetics, (2) the existence of God, (3) religious language, (4) the problem of evil, (5) miracles and Scripture, (6) the nature of science, and other contemporary topics relevant to showing the rationality of Christian belief. The readings are drawn from both classical and contemporary sources.

**HU 499 Directed Studies** 1-4
See Directed Studies description in the Academic Policies section.

### Psychology

**PSY 300C Introduction to Biblical Counseling (independent study)** 3
This class is an introductory study of the basics of counseling, integrating counseling principles, skills, and perspectives with biblical truths. Special fees apply.

**PSY 453E Professional Ethics and Issues** 3
This course is a study of the standards of conduct and ethics as they apply to human services and chemical dependency counseling. Topics include: legal issues, client welfare, professionalism, counselor values and conflicts, dual roles, confidentiality, informed consent, professional development, burnout, and self-care. Ethical codes of various professional organizations will be examined as well.

**PSY 473E Lifespan Development** 4
This course will focus on the physical, cognitive, psychological, and spiritual development processes that take place during childhood, adolescence, and adulthood. The major theories will be examined and reviewed.

**PSY 474E Marriage and Family** 4
This course will focus on the basic concepts of establishing and maintaining a home including defining marriage and exploring family structures. Emphasis is given to understanding the social and psychological forces that impact marriage and family life. It will include a Biblical model of marriage, family life, and parenting. The effects of modern thought, cultures, and behaviors on family structures will be considered. The role of the church in marriage and family development will also be explored.

**PSY 475E Personality Theories** 3
A study of the major theories of personality. This course emphasizes the understanding of the development, structure, and dynamics of the various theories. These will be evaluated from a biblical context.

**PSY 476E Abnormal Psychology** 4
A study of the etiology, diagnosis, and treatment of abnormal behavior. The student is introduced to the DSM IV.

**PSY 477E Social Psychology** 3
A study of the social and psychological processes of human interaction. Major topics to be covered include conformity, aggression, self-justification, persuasion, prejudice, attraction, and interpersonal communication. A special emphasis will be placed on group dynamics.

**PSY 491E Psychology Practicum** 3
This practicum course provides the student with opportunities for supervised field experiences. This course is designed to help the student use and further their skills in problem solving, research, and case management within the professional setting of mental health agencies and institutions. Prerequisite: PSY 101 General Psychology, PSY 453E Professional Ethics, and instructor approval.

**PSY 499 Directed Study** 1-4
See Directed Studies description in the Academic Policies section.

### Science

**SCI 203E Introduction to Astronomy** 3
This course in basic astronomy is designed to meet the general science requirements for undergraduate non-science majors. Topics studied will include the history of astronomy, the design and origin of the universe, the nature of matter, energy, time, space, gravity and motion, planets and their satellites, the sun and other stars, the Milky Way and other galaxies, within a creationist framework. Additional studies will include the use of binoculars, telescopes, and other instruments, and the sun’s effects on the near-earth environment.
SCI 345C  **Ecology & Resource Conservation (independent study)**
3
This class is a study of the interrelationships of organisms with their living and non-living environment: includes populations, communities, ecosystems, and biomes with an emphasis on conservation of resources and biblical stewardship of the creation.

SCI 499  **Directed Study**
1-4
See Directed Studies description in the Academic Policies section.

**Speech**

SP 100E  **Speech**
3
In this course, students will study the fundamentals of developing a speech. Students will have opportunities to give short speeches in class and have them evaluated by their peers and instructor.

SP 499  **Directed Study**
1-4
See Directed Studies description in the Academic Policies section.

**Social Sciences**

SS 205E  **Economic History of the U.S.**
3
This course will give the student a basic understanding of the economic changes that have occurred in the United States. Beginning with a simpler market place economy, the student will learn how the current complex system evolved. Specific historic changes, in how business is conducted and how business is regulated, will be examined.

SS 341C  **Church History (independent study)**
3
This class is a chronological survey of the Christian church that gives special emphasis to theological development and change.

SS 345E  **The Reformation Church, 1517-1648**
3
The course will focus on the Protestant Reformation, causes, key figures (e.g., Martin Luther, Ulrich Zwingli, John Calvin, the Anabaptists, and Elizabeth I of England), and will stress the theological differences between Protestantism and Catholicism.

SS 499  **Directed Studies**
1-4
See Directed Studies description in the Academic Policies section.

**Theology**

TH 331E  **Doctrine 1**
3
This course is a doctrinal and theological survey of God, His Word, and His Church. The following areas will be the subject of study: doctrine of God the Father, doctrine of Christ, doctrine of the Holy Spirit, doctrine of the Bible, and doctrine of the Church. It covers the basic issues related to each of these topics and helps the student develop a framework of belief for evaluating other theological concepts.

TH 332E  **Doctrine 2**
3
The following areas will be the subject of study: Anthropology, Hamartiology, Angelology, Soteriology, and Eschatology. The course covers the basic issues related to each of these topics and helps the student develop a framework of belief for evaluating other theological concepts.

TH 499  **Directed Studies**
1-4
See Biblical Studies for description.
DIRECTORIES

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Pastor, Covenant Community Church

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   EXCEL Academic Advisor

Office of University Development

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EXCEL Adult Degree Completion Program Faculty

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B.A., Southern Baptist University; M.Div., Southwest Baptist Theological Seminary; D.S.Th., Bethany Seminary; Grace University, 2005

Thomas Clark, EXCEL Biblical Studies, Adjunct
B.S., St. Louis University; M.S., University of Colorado; M.A., Grace University; Grace University 2004

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B.A., Grace University; M.A., Columbia International University; Grace University, 1998

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A.A., Mt. San Antonio College; B.S., Grace University; M.A., Grace University; Grace University, 2007

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C. James Santoro, Acting Dean, College of Professional & Graduate Studies
B.S., The Ohio State University; M.S., University of Northern Colorado; M.A., Grace University, Grace University, 2005
INSTITUTIONAL DATA

Alumni Association

The University strives to help Grace alumni stay connected with Grace. The purpose of the Association is to maintain communication between the alumni and University, to promote fellowship among the alumni, to foster prayer and support for the University and one another, and to encourage alumni to uphold the spiritual, evangelistic, and academic emphasis of the University. Alumni are a vital part of the continuing excellence that is Grace University. More information about the Alumni Association and its activities can be found on the University’s website.

Graduation Rate

The current graduation rate, based on the Fall 2006 entering class, is 43%. 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 because of employment needs, family issues, or academic achievement goals. The University has no statute of limitations regarding completion of associate or bachelor degrees. For a more complete analysis by demographic factors, contact the Academic Dean.

Placement Rate

The 2012 Spring graduating class reported the following objectives:

Do you have a job? Yes - 81% No - 19%
Do you have a job in the field you are graduating in? Yes - 40% No - 60%

<table>
<thead>
<tr>
<th>Placement Response Category</th>
<th>Percentage of Graduating Seniors Responding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pursue Travel</td>
<td>1.6%</td>
</tr>
<tr>
<td>Pursue Additional Education</td>
<td>18.0%</td>
</tr>
<tr>
<td>Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.)</td>
<td>4.9%</td>
</tr>
<tr>
<td>Pursue employment in my vocational/professional field</td>
<td>50.8%</td>
</tr>
<tr>
<td>Pursue employment based on location, compensation, or other reasons than by vocation or professional field</td>
<td>11.4%</td>
</tr>
<tr>
<td>Already employed in my vocational/professional field</td>
<td>9.8%</td>
</tr>
</tbody>
</table>

For a complete placement report, contact the Academic Dean.

Institutional Reports

**TITLE II: HIGHER EDUCATION ACT REPORT**
Contact the Academic Dean for a copy of the report.

**CERTIFIED PUBLIC ACCOUNTANT’S AUDIT REPORT**
Each year the University’s financial records are audited by an independent certified public accounting firm. The results of this report are available for review. Contact the Dean of Student Services for a copy of the report.
CAMPUS SECURITY REPORT

Each year, in accordance with Higher Education Act requirements, the Student Development Office publishes a Campus Security Report regarding security policies, procedures, and crime statistics. Contact the Dean of Student Services for a copy of the report.

INSTITUTIONAL ASSESSMENT REPORT

Each year the Faculty prepares a report evaluating the effectiveness of the institution in student learning and in other areas of institutional research and assessment. The evaluation is based on assessment of the stated goals and objectives of the University. The results of this report are available for review. Contact the Academic Dean for a copy of the report.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) is used to establish credit in certain college courses. A total of 15 hours of exam-based credit can be earned through examinations such as CLEP subject examinations; however, no credit is allowed for CLEP general exams. Credit can only be offered in fields of studies that are equivalent to those offered or approved by the University. For CLEP exams that are approved by the University, minimum raw score requirements for credit and credit hours approved per course are listed below. Credit earned by CLEP examination is not counted toward residency requirements for graduation. If the course has been taken by audit, or if the student has already completed one semester of a year-long course sequence such as English or History, credit is not given by CLEP examination. The University is a CLEP Test Center, and its code number for the CLEP examination report is 6248. See below for a listing of CLEP Subject Exams accepted by Grace University.

<table>
<thead>
<tr>
<th>CLEP Subject Exams Offered and Accepted by Grace University</th>
<th>Minimum Acceptable Test Score</th>
<th>Amount of Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition and Literature*</td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Analyzing and Interpreting of Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
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<tr>
<td>College Composition Modular (no essay)</td>
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<td>English Literature</td>
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<tr>
<td>Foreign Languages</td>
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<td>French Language 2 semesters</td>
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<td>6</td>
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<tr>
<td>French Language 4 semesters</td>
<td>59</td>
<td>12</td>
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<tr>
<td>German Language 2 semesters</td>
<td>50</td>
<td>6</td>
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<tr>
<td>German Language 4 semesters</td>
<td>60</td>
<td>12</td>
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<tr>
<td>Spanish Language 2 semesters</td>
<td>50</td>
<td>6</td>
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<tr>
<td>Spanish Language 4 semesters</td>
<td>66</td>
<td>12</td>
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<td>Social Sciences* and History*</td>
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<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Educational Psychology, Introduction to</td>
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<td>History of the U.S. I (Pre-1865)</td>
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<td>History of the U.S. II (Post-1865)</td>
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<td>Human Growth and Development</td>
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<td>Psychology, Introductory</td>
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*Science, Mathematics, Social Science, History, and Literature exams, in addition to the CLEP Subject Exam in Information system and Computer Applications, can also be used as General Education electives.
OUR DOCTRINAL STATEMENT

The following is the unabridged doctrinal statement of the University and provides the basis for doctrinal agreement. Each member of the Board of Trustees, Administration, and Faculty is required to subscribe annually to the doctrinal statement. Copies of this document are available from the President’s Office.

ARTICLE I - THE SCRIPTURES
We believe... That “all Scripture is given by inspiration of God” (2 Tim. 3:16), accepting unreservedly the writings of the Old and the New Testaments as the infallible Word of God (Jn. 17:17; 1 Thess. 2:13; Ps. 119:89).
...That it is divine revelation, given by the Holy Spirit to holy men of God (2 Pet. 1:21; Acts 1:16; Jn. 16:3; 1 Cor. 2:13); verbally inspired in all its parts (Ex. 4:15) and therefore wholly without error as originally given of God (Matt. 5:18; Jn. 10:35); altogether sufficient in itself as our only infallible rule of faith and practice (2 Tim. 3:16, 17; Rom. 15:4; 1 Cor. 10:11) and everywhere centering in, and pointing to, the Person and work of our Lord Jesus Christ of Whom all Scripture testifies (Lk. 24:27, 44; Jn. 5:39; Acts 17:2-3; 18:28).

ARTICLE II - THE GODHEAD
We believe... That God is Spirit (Jn. 4:24), eternally existing in three Persons, the Father, the Son, and the Holy Spirit (Matt. 28:19; 2 Cor. 13:14).
...That these three are one God (Mk. 12:29), Who is perfect, infinite, and eternal in His being, holiness, love, wisdom and power (Ps. 18:30; 147:5; Deut. 33:27; Ps. 135:6); absolutely separate from and above the world as its Creator (Gen. 1:1), yet everywhere present in the world as the Upholder of all things (Ps. 139:1-10; Ps. 104); Self-existent and Self-revealing (Jn. 5:26; Matt. 11:27).
...That each of the three Persons is worthy of equal honor, obedience, and worship (Jn. 1:1-3; Acts 5:3-4; Jn. 5:23).

ARTICLE III - GOD THE FATHER
We believe... That, although God is the Creator of the universe and of the human race (Gen. 1:1, 26, 27; 2:7, 21, 22; Acts 17:28, 29), He is the Father only of those who accept the Lord Jesus Christ as their personal Savior (Jn. 1:12, 13; Gal. 3:26; 1 Jn. 3:2).
We do not believe in the universal Fatherhood of God, nor the universal Brotherhood of man (Jn. 8:42-44; 1 Jn. 5:12).

ARTICLE IV - JESUS CHRIST
We believe... That the Lord Jesus Christ, the Second Person of the Triune God (Matt. 28:19), the Eternal and Only-begotten Son of God (Ps. 2:7; Jn. 1:18; 8:58), came into the world, as provided and purposed by God, and as pre-announced in the prophecies of the Scriptures (1 Pet. 1:10; Acts 2:23; Gen. 3:15), that he might become the Redeemer of a lost world (Lk. 19:10).
...That without any essential change in His divine Person (Heb. 4:15; Jn. 8:46), He was conceived by the Holy Spirit (Matt. 1:18; Lk. 1:35), became a man through the miracle of the Virgin Birth (Matt. 1:23), received a human body and a sinless human nature (Jn. 1:14; 2 Cor. 5:21; 1 Pet. 2:22; 1 Tim. 3:16; Heb. 2:14, 17; 1 Jn. 3:5) and thus continues forever as both true God and true Man (Col. 2:9; Rev. 22:16), one Person with two natures (Rom. 1:3-4; 1 Tim. 2:5).
...That as a Man He was in all points tempted as we are, yet without sin (Heb. 4:15; Jn. 8:46).
...That as the perfect Lamb of God (Jn. 1:29) He gave Himself in death upon the Cross (Matt. 20:28; Phil. 2:8), shedding His own precious Blood (1 Pet. 1:18-19), bearing there our sin (1 Pet. 2:24) and suffering its full penalty of divine wrath as our substitute (Isa. 53:5-6; Gal. 3:13).
...That He arose from the dead and was glorified in the same body in which He suffered and died (Jn. 20:25-28; Acts 2:32, 33).
...That as our great High Priest, He ascended into heaven (Heb. 4:14; Acts 1:9), there to appear before the face of God as our Advocate and Intercessor (Heb. 7:25; 9:24; 1 Jn. 2:1).
...That He will come again (Acts 1:11), first to receive from the earth His own (Jn. 14:3), and then to establish His righteous kingdom upon the earth (Acts 15:14-16).
ARTICLE V - THE HOLY SPIRIT
We believe...That the Holy Spirit, the Third Person of the Trinity (Matt. 28:19), is the divine Agent in nature, revelation, and redemption (Gen. 1:2; Ps. 104:30; 1 Cor. 2:10; Tit. 3:5).
...That, though omnipresent from all eternity, He took up His abode in the world in a special sense on the Day of Pentecost, dwelling in each and all believers (Acts 2:1-4), baptizing them into one body, the Church of Christ (1 Cor. 12:13).
...That He will never take His departure from the Church (Jn. 14:16; Eph. 1:14), but is ever present to testify of Christ, seeking to fill the believer with Him (Jn. 15:16; 16:14).
...That His abode in the world, in this special sense, will cease when the Church is completed, and when Christ comes to receive His own (2 Thess. 2:7; Jn. 14:16; Rev. 4:5).
...That in this age certain well-defined ministries are committed to Him, such as: the restraining of evil in the world to the measure of the divine will (2 Thess. 2:7); the convicting of the world with respect to sin, righteousness, and judgment (Jn. 16:8-11); the regenerating and cleansing of all believers (Jn. 3:5; Tit. 3:5); the indwelling of all who are saved (Rom. 8:9; Jn. 14:16, 17); the anointing of believers to teach them all truth (Jn. 16:13; 1 Jn. 2:20, 27); the sealing of believers unto the day of redemption (Eph. 1:13,14; 4:30); the continued filling for guidance, power, and service of those among the saved who are yielded to Him, and who are subject to His will (Eph. 5:18; Acts 4:31); and the bestowal of spiritual gifts upon the members of Christ’s body according to His own will (1 Cor. 12:1, 8-11).

ARTICLE VI - CREATION AND FALL OF MAN
We believe...That man was the direct creation of God (Gen. 2:7; 18-22), spirit and soul and body (1 Thess. 5:23), and not in any sense the product of animal ancestry (1 Cor. 15:39), but made in the image and likeness of God (Gen 1:26, 27).
...That through personal unbelief and disobedience to the revealed will of God man fell (Gen. 2:17, 3:11), became a sinful creature (Mk. 7:21-23), lost his spiritual life (Eph. 4:18), became “dead in trespasses and sins” (Eph. 2:1), lives under the righteous judgment and wrath of God (Rom. 1:18; Jn. 3:36) and became subject to the power of the devil (Acts 26:18; Col. 1:13).
...That this spiritual death, or total depravity of human nature (Jer. 17:9; Rom. 7:18), has been transmitted to the entire human race (Gen. 5:3; Rom. 5:12), Jesus Christ only being excepted (Lk. 1:35), so that all are sinners both by nature and by practice (2 Pet. 3:3; Rom. 3:23) and are essentially and totally unable of themselves to gain recovery or salvation (Rom. 3:20; Jer. 13:23; Jn. 1:13; 2 Cor. 4:4).

ARTICLE VII - SALVATION THROUGH GRACE BY FAITH
We believe...That our salvation is the free gift of God’s grace (Rom. 6:23; Eph. 2:8).
...That we are justified solely on the ground of the shed Blood of our Lord Jesus Christ (Rom. 3:24; Heb. 9:22) who was made sin for us by His substitutionary death on the Cross (2 Cor. 5:21; 1 Pet. 2:24).
...That salvation is received only by personal faith in the Lord Jesus Christ (Acts 16:31; Jn. 3:16).
...That it is neither merited nor secured, in part or whole, by any virtue or work of man (Rom. 4:4, 5; Jn. 6:28, 29), for no repentance, no confession, no feeling, no sincere efforts, no good resolutions, no submission to any rules or ordinances of any church can add in the least to the value of the Blood of Christ, nor be added in any sense to believing as a condition of salvation (Eph. 2:8, 9; Isa. 64:6; Gal. 3:11; Col. 2:13, 14).
...That this salvation has a threefold aspect: salvation from guilt and penalty of sin – justification; salvation from the power of sin – sanctification; salvation from the presence of sin – glorification (Tit. 2:11-13; Heb. 9:24, 26, 28; Phil. 3:12, 21; Rom. 8:23), and includes the whole man – spirit, soul, and body (1 Thess. 5:23).
...That true believers have as a present possession the gift of eternal life (1 Jn. 5:10-12), a perfect righteousness (Rom. 3:22), sonship in the family of God (Jn. 1:12; 1 Jn. 3:1, 2), every spiritual resource needed for life and godliness (Eph. 1:3; 2 Pet. 1:3), and deliverance from all condemnation (Jn. 5:24).
...That in view of this completeness in Christ (Col. 2:10) and the abiding, sanctifying presence of the Holy Spirit (Jn. 14:16, 17; Tit. 3:5), it is in no way required by God to seek a “second work of grace” (Gal. 3:3).
...That apart from Christ there is no possible salvation (Jn. 14:6; Acts 4:12; 13:39).

ARTICLE VIII - SANCTIFICATION
We believe...That sanctification, which is a setting-apart unto God, is threefold:
That it is already complete for every person because his position toward God is the same as Christ’s position (Heb. 10:10, 14; 1 Cor. 6:11, RV).
...That while the standing of the believer is thus perfect “in Christ”, his present state is as imperfect as his experience in daily life, and there is therefore also a progressive sanctification wherein the believer is to “grow in grace” and to be “changed” by the unhindered power of the Holy Spirit (2 Cor. 7:1; 3:18; 2 Pet. 3:18).
...That, lastly, the child of God will yet be fully sanctified in his state, as he is now sanctified in his standing, when he shall see his Lord and “shall be like Him” (Jn. 3:2; 1 Thess. 3:13; 5:23).

**ARTICLE IX - ASSURANCE**

We believe...That, because of the eternal purpose of God towards the objects of His love (Eph. 1:4; 2:6, 7) because of His freedom to exercise grace towards the meritless on the ground of the propitiatory Blood of Christ (Rom. 5:8-10; Jn. 10:28), because of the very nature of the divine gift of eternal life (Jn. 5:24; 1 Jn. 5:13), because of the present and unending intercession and advocacy of Christ in heaven (Heb. 7:25; 1 Jn. 2:1), because of the abiding and sealing presence of the Holy Spirit in the hearts of all who are saved (Jn. 14:16; Eph. 1:13, 14) we, and all true believers everywhere, can have a firm assurance of our salvation (Heb. 6:18, 19).

We believe also, however... that since God is a holy and righteous Father (1 Pet. 1:15, 16), and cannot overlook the sins of His children (Hab. 1:13), He will, when His children persistently sin and fail to judge themselves (1 Cor. 11:31), chasten them and scourge them in infinite love (Heb. 12:6) in order that He may at last present them blameless before the presence of His glory (1 Cor. 11:30, 31; Eph. 5:25, 26; 1 Cor. 5:5).

**ARTICLE X - THE CHURCH**

We believe...That the Church is the mystical Body and Bride of the Lord Jesus Christ (Col. 1:18; Rev. 21:9), which He began on the Day of Pentecost (Matt. 16:18; Acts 2:47), and will complete at His second coming (1 Thess. 4:16, 17; Rom. 11:25).

...That all true believers of this dispensation, irrespective of membership in the organized local churches of earth, have been baptized into this Body of Christ by the Holy Spirit (1 Cor. 12:12, 13; cf. 1:2).

...That the members of this one Body should wherever possible, assemble themselves together into local churches for worship, prayer, fellowship, and teaching (Heb. 10:25; Acts 2:42), and for the observance of the ordinances of baptism and the Lord’s Supper (Matt. 28:19; 1 Cor. 11:23-26).

...That it is the solemn duty of its members to “keep the unity of the Spirit in the bond of peace” (Eph. 4:3), rising above sectarian differences (1 Cor. 3:3, 4), and loving one another with a pure heart (1 Pet. 1:22).

...That the first and foremost mission of the Church in the world today is to witness for Christ among the nations (Matt. 28:19, 20; Mk. 16:15; Acts 1:8).

**ARTICLE XI - THE BLESSED HOPE**

We believe...That the Second Coming of Christ (Heb. 9:28) will take place in two stages, the first being the Rapture (1 Thess. 4:13-17) when He comes as the “Morning Star” (Rev. 22:16), in the air (1 Thess. 4:17) to receive His own (Jn. 14:3) and the second being the Revelation (2 Thess. 1:7,8) when He comes as the “Son of Righteousness” (Mal. 4:2) to the Mount of Olives (Zech. 14:4) to be received by repentant Israel (Zech. 12:10);

...That, according to the Word of God, the next great event in the fulfillment of prophecy will be the pre-Tribulation coming of Christ (Rev. 3:10,11) in the air to receive to Himself His own, both those who have fallen asleep and those who are alive and remain unto His coming (1 Thess. 4:13-17; 1 Cor. 15:51, 52; Jn. 11:25, 26);

...That this is the “blessed hope” of the Church (Tit. 2:13), an event for which we should constantly be watching, the time being unrevealed but always imminent (Mk. 13:32-37; Rev. 22:12,20);

...That this event will be followed by the judgment of the believer’s works for reward at the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:11-15) a judgment which may result in the loss of rewards, but not the loss of salvation (1 Cor. 3:11-15) and by the Marriage of the Lamb just before the Lord returns in glory (Rev. 19:7-9).

**ARTICLE XII - CHRIST’S GLORIOUS APPEARING**

We believe...That the world will not be converted previous to the Second Coming of Christ, but is day by day ripening for judgment (Lk. 17:26).

...That this dispensation will end with a fearful apostasy in the professing Church (1 Tim. 4:1; 2 Tim. 4:3, 4; 2 Thess. 2:11, 12) which during the Great Tribulation (Matt. 24:21), will be headed by a personal Antichrist (2 Thess. 2:3, 4; 1 Jn. 2:18).

...That God’s righteous judgments will then be poured out upon the world (Rev. 6:1-18:24).

...That at the close of this period (Matt. 24:29, 30) the Lord Jesus Christ will personally, visibly, and gloriously descend from heaven (Rev. 1:7; 19:11-16) with the Church (Zech. 14:5; Jude 14) and His holy angels (2 Thess. 1:7) to bind Satan in the bottomless pit (Rev. 20:1-3), judge the living nations (Matt. 25:31-46), restore to Israel her land (Deut. 30:3-5; Ezek. 37:21; Isa. 11:11, 12), establish His glorious and literal kingdom over all nations for a thousand years (Acts 15:16; Rev. 20:4-6), lift the curse which now rests upon the whole creation (Isa. 11:6-9; Rom. 8:19-23), and bring the whole world to the knowledge of the Lord (Isa. 11:9; Hab. 2:14).
...That at the end of the thousand years, Satan shall be loosed for a short season to deceive the nations (Rev. 20:7-9).
...That the unsaved dead shall then be raised, judged according to their works, and cast into the Lake of Fire prepared for the devil and his angels (Rev. 20:11-15; Matt. 25:41).
...That, as the Son of David (Lk. 1:32), Christ will finally deliver up the Messianic Kingdom to God the Father, in order that He, as the Eternal Son, may reign with the Father in the New Heaven and the New Earth eternally (1 Cor. 15:24-28; Rev. 21:1).

**ARTICLE XIII - THE FUTURE LIFE**

We believe...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), and in that state forever to enjoy the presence of the Lord (1 Thess. 4:17) and to reign with Him on Earth (Rev. 5:10; 20:6) and throughout eternity (Rev. 22:5).

**ARTICLE XIV - ANGELS, FALLEN AND UNFALLEN**

We believe...That God created an innumerable company of sinless, spiritual beings, known as angels (Col. 1:16; Heb. 12:22).
...That one, Satan, a personal being of the highest rank (Ezek. 28:12-19) through pride (1 Tim. 3:16) and unlawful ambition (Isa. 14:12-15) rebelled against God and fell, thereby becoming completely depraved in character (Jn. 8:44) and the leader of a large host of evil angels and demons who followed him in his fall (Rev. 12:9; Matt. 22:14, RV; Jude 6).
...That a great company of angels kept their holy estate (Mk. 8:38), and are before the throne of God (Rev. 5:11) from whence they are sent forth as ministering spirits, to minister to the heirs of salvation (Heb. 1:13, 14).
...That Satan was judged at the cross (1 Jn. 3:8) and through subtlety led our first parents into transgression (2 Cor. 11:3), accomplishing their moral fall (Gen. 3:1-7), and, as the “god of this world,” subjecting them and their posterity to his own power (2 Cor. 4:4).
...That Satan was judged at the cross (Jn. 16:11; Col. 2:15), and, although that judgment was not immediately executed, he will ultimately be “cast into the lake of fire and brimstone” where, together with the fallen angels and all the unsaved, he will be “tormented day and night forever and ever” (Rev. 20:10,15; Jude 6).

**ARTICLE XV - THE CHRISTIAN’S WALK**

We believe...That the believer is called with a holy calling (2 Tim. 1:9) to walk not after the flesh, but after the Spirit (Rom. 8:4) and so to live in the power of the indwelling Spirit, that he will not fulfill the lust of the flesh (Gal. 5:16-18).
...That as the flesh with its fallen Adamic nature in this life is never eradicated (Rom. 7:23; 1 Jn. 1:8; 1 Ki. 8:46; Phil. 3:12), it needs to be kept by the Spirit in constant subjection to Christ (Rom. 6:11-13; Eph. 4:22-24; 1 Cor. 10:12; 2 Cor. 10:5).
...That good works are in no sense the procuring cause of salvation (Eph. 2:8-10), but are its proper evidence and fruit (1 Jn. 3:9-10; Tit. 2:14; Matt. 7:16-20).
...That since our citizenship is in heaven (Phil. 3:20, RV), we as the children of God should live a consistent, separated Christian life (Rom. 12:2; 2 Cor. 6:14-17; Eph. 5:11), and abstain from all worldly amusements and unclean habits which defile mind and body (1 Thess. 5:22; 1 Pet. 2:11; Rom. 13:14; 1 Cor. 6:19, 20), and from such worldly practices as: the swearing of oaths (James 5:12), affiliation with secret societies (2 Cor. 6:14), using courts for settling disputes between believers (1 Cor. 6:1-8), taking personal vengeance and participating in carnal strife (Rom. 12:17-21; 2 Cor. 10:3, 4), and divorce as forbidden by the Lord (Matt. 19:9; Rom. 13:9).
...That the believer should keep the Word of the Lord (Jn. 14:23), seek those things which are above (Col. 3:1, 21), walk as He walked (1 Jn. 2:6), be careful to maintain good works (Tit. 3:8), and especially accept as a solemn responsibility the duty and privilege of bearing the Gospel (1 Cor. 5:19; Jn. 15:16), remembering that a victorious, fruitful life is possible only to those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Him for His service (Rom. 12:1, 2).