



*Christ-Centered Education for Character*

## **2017-2018 Catalog**

*January 2018 Addendum*



**[www.centralchristian.edu](http://www.centralchristian.edu)**

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# Central Christian College of Kansas

## 2017-2018 Catalog



The material in this publication does not constitute a legal contract between the student and the College. It is a series of guidelines that are as recent and accurate as possible at the time of publishing. Central Christian College of Kansas reserves the right to make adjustments at any time without previous notice. The College does not assume responsibility for any editorial, clerical, or programing errors associated with the publication of this catalog. There is often a gap between approved modifications and publication of the catalog.

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## MESSAGE FROM THE PRESIDENT

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Welcome to Central Christian College of Kansas. We are excited about the opportunity to partner with you in your educational endeavors. It is our belief that God has brought you here for a reason and that together we will prepare you for God's call upon your life.

Since 1884, Central Christian College of Kansas has provided students with an outstanding educational experience. As a faculty and staff, we are committed to providing you with an education that will prepare you to impact this world. We believe that the Christ-centered experience you gain at Central Christian will shape your character and prepare you for the word He has in store for you.

The bedrock of our education is this: Jesus is spoken here. In addition to developing the skills required to achieve in this world, we take the time to explore what it means to engage our culture from God's perspective—a Christian worldview. Here at Central Christian College of Kansas, we focus on the student as a whole person. We create opportunities for you to develop not only academically, but also spiritually, socially, emotionally, and physically.

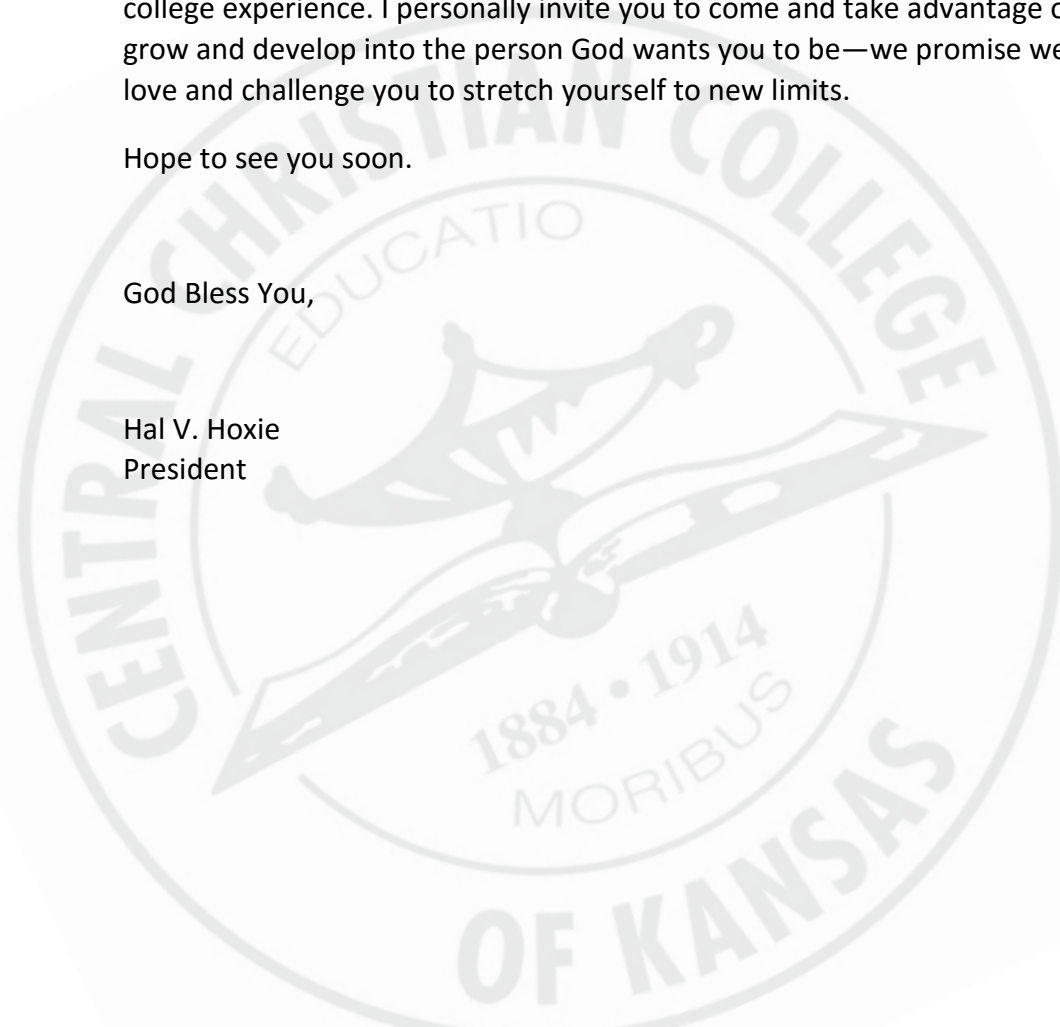
Our faculty are gifted and inspired to challenge and educate you! You will discover professionals with the credentials, experience, and heart that will help make your time with Central Christian College not just worthwhile, but life changing. That is true regardless of the learning environment you choose.

There is no question about it, Central Christian is a place dedicated to providing you with an incredible college experience. I personally invite you to come and take advantage of the tremendous opportunity to grow and develop into the person God wants you to be—we promise we will surround you in Christian love and challenge you to stretch yourself to new limits.

Hope to see you soon.

God Bless You,

Hal V. Hoxie  
President



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# INTRODUCTION

## Our Mission

Central Christian College of Kansas, an evangelical Christian College embracing the Wesleyan tradition, is dedicated to educating men and women of character who will impact the world for Christ. The mission statement, “Christ-centered education for character,” affirms the ethos that has inspired the College since its inception. Our mission drives us forward to higher levels of excellence and distinction as we seek to glorify God in our programs. Through our residential program centrally located in McPherson, Kansas, and through our global online learning environment, Central Christian College of Kansas is dedicated to providing a Christ-centered education for character.

## Our Vision

In humble response to God’s direction and provision, Central Christian College seeks to be a premier global educational institution focused on providing a Christ Centered Education for Character to any person desiring to become a faithful steward of mind, heart, body, and soul.

## Our Outcomes

The Fit Four Model represents the outcomes Central Christian College of Kansas uses as a gauge relative to the fulfillment of its mission. These four character outcomes serve as the virtues toward which the College presumes every student should demonstrate progress during his or her interaction with the College.



It expresses a comprehensive approach to the educational experience. While it appreciates the discussion about the integration of faith and learning, it assumes that faith and learning need not be considered as two elements requiring integration. Rather, it recognizes that faith development, properly understood, is an outcome of the pursuit of truth through learning. Therefore, the role of the College is to amplify truth, as it presents itself through the arts and sciences, providing the foundation upon which a Christ-centered character can be formed.

- **FIT HEARTS (SOCIALY RESPONSIBLE: CULTURAL & RELATIONAL)**

We believe students graduating from Central Christian College should demonstrate an ability to

engage and connect with those from diverse cultures, backgrounds and worldviews. This dimension represents the dispositional effect of character. *It should be illustrated by students engaged in hospitality, social justice, and civil discourse.*

- **FIT SOULS (SPIRITUALLY RESPONSIVE: SPIRITUAL & ENVIRONMENTAL)**

We believe students graduating from Central Christian College should demonstrate an appreciation for the Lordship of Jesus Christ. This dimension represents the spiritual effect of character. *It should be illustrated by students who are engaged in spiritual formation and stewardship.*

- **FIT MINDS (RATIONALLY COMPETENT: INTELLECTUAL & PSYCHOLOGICAL)**

We believe students graduating from Central Christian College should demonstrate intellectual and psychological health. This dimension represents the cognitive effect of character. *It should be illustrated by students who demonstrate a positive self-image and who possess the needed skills to engage in critical thinking and discovery.*

- **FIT BODIES (PROFESSIONALLY ASTUTE: PHYSICAL & VOCATIONAL)**

We believe students graduating from Central Christian College should demonstrate a commitment to a responsible and healthy lifestyle. This dimension represents the somatic effect of character. *It should be illustrated by students who employ the necessary skills to enhance wellness and skill development.*

## OUR CORE VALUES

The Core Values articulate the ideals that guide the operations of Central Christian College of Kansas in pursuit of providing a Christ-Centered Education for Character. They provide a conceptual framework by which the College holds itself accountable. We strive to be a place of:

- **Truth:** Acknowledging that God is the source of All Truth, we emphasize a balanced application of Scripture, reason, tradition and experience as the measure through which to test and approve truth as we explore, study, and appreciate His creation.
- **Spiritual Formation:** Granting that God has called every individual to full devotion to Christ, we are committed to providing an environment through

which each individual can develop and sustain a maturing relationship with God.

- **Comprehensive Education:** Realizing that character is a reflection of the whole individual (spiritual, emotional, intellectual, physical, social, environmental, and vocational), we are dedicated to providing a personalized and balanced liberal arts education.
- **Excellence:** Appreciating that excellence provides an opportunity to honor God and inspire people, we promote an environment of innovation, where people are equipped and encouraged to serve with distinction.
- **Prayer:** Recognizing God's invitation, we continually and consistently utilize prayer as the primary means through which we seek guidance and counsel, articulate our praise and thanksgiving, and ask for His action and intervention.
- **Community:** Understanding that God has uniquely created every individual, we seek to provide an environment where each person is treated with respect and dignity.
- **Integrity:** Believing that our actions reflect on the character of Christ, we adhere to the highest moral and professional standards for all personal and corporate interactions.
- **Service:** Knowing that God has challenged every individual to active service, we foster an environment where we can develop our expertise in order to effectively minister.
- **Leadership/Followership:** Trusting that effective leadership and followership is an outcome of humble service and spiritual gifting, we strategically sustain an environment where each person can excel in response to God's gifting and leading for their lives.

## OUR BELIEFS

Central Christian College of Kansas is affiliated with the Free Methodist Church of North America and a member of the Association of Free Methodist Educational Institutions. As such, we hold to the doctrine and governance as articulated in the Book of Discipline, published every four years by the Free Methodist Church.

In accordance with the Discipline our statement of faith includes the following:

- We believe the Bible is God's written Word, uniquely inspired by the Holy Spirit. It bears unerring witness to Jesus Christ, the Living Word. The Bible has authority over all human life.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## OUR ACCREDITATION

Central Christian College of Kansas is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)). Specific data concerning the accreditation status of Central Christian College of Kansas can be found at [http://www.ncahlc.org/?option=com\\_directory&Action=ShowBasic&instid=1272](http://www.ncahlc.org/?option=com_directory&Action=ShowBasic&instid=1272).

Until its transition to a four-year college, Central Christian was the oldest accredited junior college in Kansas, having been recognized and accredited by the State Department of Education in 1918. In 2000, Central Christian was recognized as a four-year, private, not-for-profit college by the Carnegie foundation and expanded its accreditation with the North Central Association of the Higher Learning Commission. In 2009, Central Christian was recognized by the Kansas State Department of Education to begin offering Elementary Education and Secondary Education Programs (as approved).

Central Christian has been approved to offer education for those who qualify for educational benefits under the Veterans Administration Educational Program. Central Christian College of Kansas has also been approved by the U.S. Office of Education for administering federal programs of student aid.

Central Christian College of Kansas is recognized by the Kansas State Department of Education to offer Teacher

Preparation for Elementary and Secondary (Math, English, History, and Music), and Physical Education.

## OUR GOVERNANCE

Central Christian College of Kansas is governed by a Board of Trustees of which at least 25% are required to be members of the affiliated denomination, The Free Methodist Church of North America. Included in this self-perpetuating body are alumni and friends of Central Christian College of Kansas who are willing to give of their talents and resources to support and advance Central Christian College of Kansas. The Board elects its membership from the nominees submitted.

## OUR AFFILIATIONS

- American Association of Collegiate Registrars and Admissions Officers
- Association of Business Administrators of Christian Colleges
- Association of Christian Schools International
- Association of Free Methodist Educational Institutions
- Center for Urban Studies
- Christian Council of Colleges and Universities
- Christian Adult Higher Education Association
- Council for Advancement and Support of Education (CASE)

- Education First
- Fellowship of Christian Police Officers
- Free Methodist Church – USA
- Free Methodist Foundation
- Higher Learning Commission (North Central Association of Colleges and Schools)
- InVest Program (Insurance)
- Jerusalem University College
- Kansas Association of Collegiate Registrars and Admissions Officers
- Kansas Department of Education
- Kansas Association of Insurance Agents (KAIA)
- McPherson Airport
- McPherson Chamber of Commerce
- McPherson Main Street
- McPherson Ministerial Alliance
- National Association of Independent Colleges and Universities
- National Association of Intercollegiate Athletics
- National Christian College Athletic Association
- National Alliance of Concurrent Enrollment Partnerships
- The Kansas Independent College Association and Fund
- United States Office of Education for Administering Federal Programs



## GENERAL POLICY & PROCEDURES

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### NOTICE OF NON-DISCRIMINATION

Notice of Nondiscrimination:

- It is the intent of Central Christian College of Kansas, through its policy on equal opportunity, to comply with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246, Section 504, of the Rehabilitation Act of 1973; and all related regulations.
- Central Christian College of Kansas, in compliance with these acts, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, treatment, or employment in its programs and activities.
- Inquiries related to Title IX, non-discrimination on the basis of sex, may be referred to the Dean of Student Development, 1200 S Main, and McPherson, Kansas 67460 (620-241-0723, ext. 314). Inquiries related to Titles VI & VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act, may be referred to the Chief Academic Officer, 1200 S Main, McPherson, Kansas 67460 (620-241-0723, ext. 320).

Nondiscrimination Policy in Employment:

- It is the policy of Central Christian College of Kansas to afford equal employment opportunity without regard to an individual's race, color, sex, national origin, handicap, medical condition or age in hiring, retention, termination, promotion, wages and benefits, privileges, working conditions and in the application of any policy, practice, rule or regulation. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion in hiring, but only to the extent permitted by applicable law.
- Central Christian College of Kansas, as a Free Methodist institution, adheres to the covenantal and constitutional guidelines, delineated in the 2011 Book of Discipline, paragraph 4810+, consistent with the history, theology, mission and character of the Free Methodist Church. Employees of Central Christian College of Kansas are expected to adhere to these policies and to abide by the lifestyle expectations associated with the Book of Discipline as guidelines for Christian living. These guidelines are taken into consideration during the hiring process. For an online copy of the most recent Free Methodist Book of Discipline, visit [www.fmcna.org](http://www.fmcna.org).

### FREEDOM OF EXPRESSION

Members of the Central Christian College community, including students and invited guests, are granted the privilege to write about or discuss any subject of intellectual inquiry without fear of censorship, discipline, or intimidation. This freedom does not provide the right to individuals to say anything that one wants without regard. Civility and respect are foundational components of freedom of expression. A hostile environment limits the expression of ideas and therefore undermines the diverse expression of opinion. Faculty members of the College provide a safe environment where, as members of a learning community, the entire college community can engage ideas through scholarly investigation and inquiry. Student performance is assessed solely on the fulfillment of learning outcomes as prescribed in course syllabi. Opinions shared in class, classroom conduct, or matters not related to academic performance are not used as a basis for assessing student performance.

### ACCESSIBILITY

Due to the historic nature of the campus and its facilities, not all spaces are physically accessible to handicapped persons. However, the College is committed to removing any and all barriers to provide accessibility and achievement of educational goals. Central Christian College of Kansas will take such means as are necessary to ensure that no qualified handicapped person is denied benefits, excluded from participation, or otherwise subject to discrimination because Central's facilities are physically inaccessible to or unusable by handicapped persons. The accessibility standard required by federal law for existing facilities is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to handicapped persons. Central Christian College of Kansas may meet this standard through such means as reassignment of classes or other services to accessible locations redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central Christian College of Kansas is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In 1974, the Family Educational Rights and Privacy Act (FERPA) was passed to provide families and eligible students (over 18) the right to view their own educational

records, the right to request that educational records be amended, and protection of the privacy of educational records. FERPA is administered by the Family Policy Compliance Office (FPCO), and applies to all schools that receive funding through the U.S. Department of Education. Central Christian College of Kansas complies with the mandates of FERPA. Eligible students have the right to file complaints with the FPCO for alleged failure of the College to comply with FERPA. (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520)

### **ACCESS TO EDUCATIONAL RECORDS**

Students, and when designated, their legal representative, may request access to educational records, as stipulated by FERPA. The College is not obligated to immediately provide these documents if the procurement of said records represents a significant impediment to normal operational demands. In such cases, the College will attempt to provide copies of records in a timely manner. The College will assess a fee of \$.50/copy and payment will be required before records are released. When the copying of a record may compromise the privacy of another student or faculty member, the Provost, in consultation with the College Attorney, will determine the appropriate release of records.

The College may deny access to the following records:

- Parent/Spouse Financial Statements
- Letters of Recommendation, if instructed to do so by the student
- Records filed prior to January 1, 1975
- Records associated with denial of admittance to Central Christian College of Kansas
- Records that are not defined as educational records by FERPA.

### **AMENDMENT OF EDUCATION RECORDS**

Eligible students have the right under FERPA to request an amendment to their educational records. Central Christian College of Kansas is required to consider such a request. In those cases in which the College does not grant the request, the student has the right to request a formal hearing. If the hearing does not result in an amended record, the student has the right to attach a statement to the record in question. The student's statement will remain with the record as long as it is maintained by the College.

### **DISCLOSURE OF EDUCATIONAL RECORDS**

Central Christian College of Kansas does not disclose personally identifiable educational records to third parties without the student's written consent, except when allowed under FERPA. These exceptions include, but are not limited to:

- To school officials with a legitimate educational interest in the records. A school official is defined as someone employed by Central Christian College of Kansas in an administrative, supervisory, academic, research or support staff position; a member of the College's Board of Trustees or the Kansas State department of Education; or a person employed by or under contract to the College to perform a special task, such as an attorney, auditor or collection agency. A school official has a legitimate educational interest if that official is performing a task that is specified in his/her position description (or by a contract agreement) or is related to a student's education or to the discipline of a student. The official may also be providing a service or benefit to the student or student's family, such as health care, counseling, job placement or financial aid.
- To officials of another school in which a student seeks enrollment. In such cases, the College may forward educational records to other educational institutions when a student seeks to enroll or is enrolled.
- To officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for financial aid (to determine the student's eligibility or the amount/conditions of aid, or to enforce terms or conditions of the aid).
- If disclosure is required by a state law adopted before FERPA (November 19, 1974), which therefore supersedes FERPA.
- To organizations conducting certain studies on behalf of the College.
- To accrediting organizations to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To a parent, partner or individual holding Power of Attorney that authorizes access to education records.
- Requests associated with the Solomon Amendment, made by authorized military recruiters.
- To comply with a judicial order or lawfully issued subpoena. The College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- To appropriate parties in a health or safety emergency.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security

Number, grades, or other private information — may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College may object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from educational records, and track student participation in education and other programs by linking such PII to other personal information obtained from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **DIRECTORY INFORMATION**

Central Christian College hereby designates the following categories of student information as public or "Directory Information." Subject to the qualifications and exceptions set forth below, such information may be disclosed by the institution for any purpose, at its discretion.

Category I            Name, address, telephone number, dates of attendance, class, place of birth, enrollment status, campus email, photograph

Category II            Previous institution(s) attended, field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III            Past and present participation in officially recognized sports and activities, height and weight of athletes, date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, the student must see that written notification is received prior to September 15 in the office of the registrar at Central

Christian College, McPherson, Kansas. Forms requesting the withholding of "Directory Information" are available in the registrar's office.

Failure to specifically request the withholding of categories of "Directory Information" constitutes individual approval for disclosure. If students direct the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused (subject to applicable time limits on non-disclosure directions).

The institution will honor requests to withhold any of the categories listed, but, if it receives a request for such information, cannot assume responsibility to contact student for subsequent permission to release it. The institution assumes no liability for the consequences of honoring instructions to withhold information. The College also shall not be required to begin disclosing information after any applicable non-disclosure time limit expires, unless student delivers to the institution a written request to begin making such disclosures.

The student should consider the consequences of restricting use of Student Directory information, as it may impact the ability of the College to report enrollment at the institution. Therefore impacting how the student is represented to future employees, graduate programs, and other colleges. Restriction of Student Directory information can also impact how the student is represented in press releases, programs, and recommendations.

An official copy of the transcript is maintained permanently in the Office of the Registrar. All other records are forwarded to the Alumni Office at the time of withdrawal or graduation. The Alumni Office maintains these files indefinitely for archival purposes.

Further information about FERPA policies is available at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html> <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **COPYRIGHT**

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is prohibited by the College and may subject violators to civil and criminal penalties.

Copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies. The following four factors must be considered for determining "fair use": The purpose

and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes, the nature of the copyrighted work, the amount and substantiality of the portion used in relation to the copyrighted work, the effect of the use upon the potential market for or value of the copyrighted work.

While copyright law may permit fair use of content without permission in specific circumstances including criticism, comment, news, reporting, or teaching, students, faculty, and administrators should be aware that most sharing of music, videos, software, and other copyrighted materials is unlikely to be considered "fair use." Students who wish to report a copyright issue should contact the Academic Office.

Claims of copyright infringement will be investigated by the Provost, and violations of school policy will be dealt with appropriately.

#### **SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

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

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

*Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright office at [www.copyright.gov](http://www.copyright.gov).*

#### **DRUG FREE ENVIRONMENT**

Central Christian College of Kansas provides the following information in compliance with the Drug-Free Schools and Communities Act of 1989, and in support of the College's commitment to assist its students and employees in engaging in safe and healthy conduct, in keeping with the Fit Four Model and a Christ Centered Education for Character.

Central Christian College of Kansas, as a Free Methodist affiliated institution, adheres to the covenantal and constitutional guidelines as outlined in the Book of Discipline of the Free Methodist Church, USA. Employees of the College are expected to adhere to these policies and to abide by the lifestyle expectations articulated in the Book of Discipline. A copy of the discipline can be found in the Office of the President. All employees are required to affirm adherence to this policy as part of the employment process.

It is the policy of Central Christian College of Kansas that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the College (hereinafter referred to as "workplace"). Any officer or employee of the College, including faculty, other unclassified personnel, support staff, or student employees, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace shall be subject to disciplinary action. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Central Christian College prohibits the manufacture, possession, use, distribution, sale, or purchase of illicit drugs and alcohol by students and employees (regardless of age) on College property or as part of any College activities. Employees of the College are prohibited from serving or allowing students to manufacture, possess, use, distribute, sell, or purchase illicit drugs or alcohol, regardless of location.

As a condition of employment, all employees of Central Christian College of Kansas shall abide by the terms of this policy statement and will notify the College of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Central Christian College of Kansas will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances will be maintained in the office of the Vice President of Enrollment (or designee). The term does not include the use of a



controlled substance pursuant to a valid prescription or other uses authorized by law. Any definition of a “legal substance” or “legal use” may be further clarified or sanctioned by the College, beyond terms used by Federal or State agencies, including abuse of substances that an individual is legally entitled to possess or use.

The Colleges reviews this policy on an annual basis to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Modifications in the policy are implemented based on this assessment. The last review occurred on June 27, 2016.

#### **DRUG AWARENESS PROGRAM**

The Central Christian College of Kansas Drug Awareness Program includes but is not limited to the following:

1. Drug-Free Workplace Policy statement (above) - This policy is reviewed as part of the initial employment process and remains available in the Policy and Procedures Manual. Student related policies are available in the Student Handbook.
2. Special programs - Educational programs on drug awareness and substance abuse will be presented on a periodic basis to inform employees of the dangers of drug abuse in the workplace and promote a drug-free work environment and workplace.
3. Counseling Services – The Student Development Office and Campus Ministries Office is a resource available to all employees for drug awareness and substance abuse counseling, information, and programs. Employees are encouraged to use this resource to assure a drug- free environment and workplace.
4. Reasonable Suspicion – The College reserves the right to require an employee to submit to an alcohol or drug test whenever it is reasonable to suspect a violation of the free drug and alcohol workplace policy. The appropriate Reasonable Suspicion form is on file in the office of the Vice President of Enrollment (or designee).
5. Penalties for policy violation - In accordance with College disciplinary policies and practices, when an employee is found in violation of this policy he or she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their expense, in a substance abuse or rehabilitation program before being allowed to return to work. Appropriate action will be taken within 30 days of notice to the College of a conviction or violation of the statement on drug-free workplace.

#### **POSSIBLE SANCTIONS**

Legal sanctions under federal, state, and local law for the unlawful possession or distribution of illicit drugs and

alcohol are severe. Such sanctions include substantial fines, imprisonment, loss of driving privileges, and loss of federal financial aid.

Penalties for violations of drug and alcohol under federal law for unlawful possession of a controlled substance in violation of 21 U.S.C. §844(a), include:

- First Conviction: term of imprisonment of not more than 1 year, a minimum fine of \$1,000, or both.
- Second Conviction: At least 15 days in prison but not more than 2 years, minimum fine of \$2,500 but not more than \$250,000 for an individual, or both.
- After two convictions: At least 90 days in prison but not more than 3 years, minimum fine of \$5,000 but not more than \$250,000 for an individual, or both.

For more information about maximum penalties for violation of the Federal Controlled Substances Act and Related Laws, see

<http://www.fas.org/sgp/crs/misc/RL30722.pdf>. Unlawful distribution of a controlled substance to an individual without that individual’s knowledge with the intent to commit a crime of violence, including rape is punishable by up to 20 years of imprisonment; a maximum fine of \$250,000. 21 U.S.C. §841(b)(7).

Unlawful distribution of a controlled substance, possession with intent to distribute, or manufacturing a controlled substance in, on or within 1000 feet of a public college or university is punishable by not less than 1 year of imprisonment and twice the maximum penalty provided by law. For second convictions, the mandatory minimum term of imprisonment is 3 years and three times the maximum punishment provided by law. 21 U.S.C. §860.

Penalties for drug traffickers and possessors also include loss of federal benefits, including student loans and federal financial assistance, and civil penalties up to \$10,000 for each violation. 21 U.S.C. §862 and 21 U.S.C. §844a(a).

#### **DRUGS – STATE LAW PENALTIES**

Under Kansas law, the penalties for the unlawful possession or distribution of drugs are based on the quantity of drug, type of drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21- 5706. Maximum penalties range from fines of \$100,000 to \$500,000 and imprisonment from 10 months to 17 years.

#### **ALCOHOL – RELATED PENALTIES UNDER STATE LAW**

It is illegal under Kansas law and local ordinances for persons under 21 years of age to possess, consume, obtain, purchase or attempt to obtain alcoholic liquor or cereal



malt beverages. Maximum penalties include a fine up to \$500 dollars (a mandatory minimum fine of \$200 for persons 18 and 21 years of age); completion of 40 hours of public service; completion of a community-based alcohol and drug educational or training program with costs assessed to the offender; and mandatory suspension of driving privileges for 30 days for a first conviction; 90 days for a second conviction; and 1 year for a third or subsequent conviction.

Convictions for Driving Under the Influence (DUI) include a mandatory alcohol and drug evaluation and requirement to following any recommendation made as a result of that evaluation with costs assessed to the defendant, and additional penalties, including:

#### First Conviction

1. A fine of not less than \$750 nor more than \$1,000, and
2. Imprisonment of not less than 2 days nor more than 6 months.
3. Mandatory minimum 48 consecutive hours in imprisonment
4. Driving privileges suspended for 30 days, followed by a 180-day ignition interlock restriction

#### Second Conviction

1. A fine of not less than \$1,250 nor more than \$1,750
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 120 hours imprisonment
4. Driving privileges suspended for one year, followed by a 1 year ignition interlock restriction

#### Third Conviction

1. A fine of not less than \$1,750 nor more than \$2,500
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 90 days imprisonment
4. Driving privileges suspended for 1 year, followed by a 2 year ignition interlock restriction

#### Fourth Conviction

1. A fine of not less than \$2,500
2. Imprisonment of not less than 90 days nor more than 1 year
3. Mandatory minimum 90 days of imprisonment
4. Driving privileges suspended for 1 year, followed by a 3 year ignition interlock restriction (For a fifth conviction, driving privileges are suspended for 1 year, followed by a 10 year ignition interlock restriction)

Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal to take the breath, blood or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and two years required use of an ignition interlock device.

Local city ordinances for drug and alcohol offenses impose sanctions similar in severity to state law.

### COLLEGE SANCTIONS

Employees of the college who violate the terms of this policy will be reported to the appropriate officials and will be subject to the following possible sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination of employment.

Before the imposition of sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts. Nothing in this policy is intended to diminish the right of the College to take any other disciplinary action which is provided for in College Policies.

If an employee is to participate in a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

Student sanctions are addressed in the Student Handbook.

### HEALTH RISKS

The consumption of alcohol poses several health risks including impaired judgment, impaired coordination, and impaired attention which may lead to difficulty in safely navigating one's environment or difficulty in safely operating a motor vehicle. Consuming alcohol may alter a person's ability to learn or retain information, or negatively impact academic, occupational, or social functioning. At low doses, alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as alcohol dependence. Alcohol dependence is marked by increased physiological tolerance of alcohol's effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include autonomic hyperactivity such as anxiety, sweating, and

tachycardia; tremors, nausea, vomiting, hallucinations, psychomotor agitation, seizures, and death.

Long-term use of alcohol can cause permanent damage to vital organs, particularly to the brain and the liver.

Illicit drug use poses multiple health risks that can negatively impact academic, occupational, and social functioning. For information on specific adverse effects of a particular drug, please refer to the United States Drug Enforcement Administration list of illicit drugs and associated risks at

[http://www.justice.gov/dea/druginfo/all\\_fact\\_sheets.pdf](http://www.justice.gov/dea/druginfo/all_fact_sheets.pdf)

### **DRUG OR ALCOHOL COUNSELING AND RELATED PROGRAMS**

Drug and alcohol counseling, treatment, and related programs are available through the Student Development Office and through the local McPherson community. For more information about substance abuse assessment screening and counseling contact the Student Development Office or one of the following resources:

- <http://www.drugabuse.gov/>
- Carousel Live (620-241-2300) – Hotline: 620-755-6091
- Central Kansas Foundation (620-241-5550) Hotline: 785-825-6224
- Prairie View (620-245-5000)

### **IMAGE & RECORDING RELEASE STATEMENT**

Central Christian College of Kansas (CCC) uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, public relations, promotions, publicity and advertising. The College does not collect release forms from individuals for the use of images and recordings taken while attending a public event or for general group shots taken while on campus (campus scenes, athletic events, performances, large groups or activities, graduation, etc.)

Individuals should be aware that participation in or around college facilities, properties, College-sponsored events (on and off campus), constitutes consent to the capture and

use of images and recordings by CCC, and the individual waives any claims or rights, whether in law or in equity. The College reserves the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, copyright, distribute, broadcast, display or otherwise use the image, voice and/or likeness and name (including audio and visual recordings made in classes, during any academic, co-curricular or other exercises, activities, lectures and performances, and any transcripts thereof) (collectively, "Recordings"), of any student, employee, visitor, alumnus, or guest, in connection with any products, services, advertising, films, videotapes, websites, streaming and broadcasts in all markets, in all media or technologies, now known or hereafter developed, for the benefit of the College and the College's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. The College may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit.

Individuals who do *NOT* want to be photographed or recorded, and who submit a written request, are responsible for removing themselves from the area in which image or sound recording is occurring, or notifying the operator of their *OPT OUT* status. Failure to do so may result in an unknown or unintentional capture of an image or recording. While the College will make every attempt to screen and prevent the use of such images and recordings, the College cannot guarantee total compliance, where subjects do not have an expectation of privacy and provided the image or recording does not violate the privacy of the subject.

Any individual (or the parents or guardians of said individual, if under age 18) who desires to *OPT OUT*, must submit a written request, to the Student Development Office. The written request is good for one Academic Year (August 1 – July 31) and must be accompanied by a current picture of the individual.

All images and recording taken on behalf of the College remain the property of Central Christian College of Kansas and may be used at the discretion of the College.

## HISTORY OF CENTRAL CHRISTIAN COLLEGE OF KANSAS

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Throughout the 131-year history of Central Christian College, the driving force has been the same: Central Christian College is committed to providing quality education from a Christian worldview. In each celebratory moment and during each challenge, the focus continues to be on Christ. As we reflect on the committed Christians who have poured their lives and God-given talents into this school, we are grateful for their service and their sacrifices in the name of Christ. More than an accolade to any man, all glory returns to God for his provision for and guidance of this vessel we now call Central Christian College of Kansas. This is a part of her story.

### **The Beginning**

The idea for Orleans Seminary evolved from a pastor's vision. The Rev. C. M. Damon, a Free Methodist farmer-preacher in western Kansas, wanted his children and their friends to have a Christian education. "I was working one day in my field," said Damon, "when all of a sudden there flashed from my mind, a thought from the Lord, a plan for a school which would not overload the work nor involve the church at large..." Damon shared his dream with other ministers in the area. With their support, he attended the West Kansas Conference meeting of the Free Methodist Church and presented a proposal to establish a school near Almena, Kansas. At the conference, however, Damon discovered that another group also had plans for a school in another section of Kansas.

The conference listened to both sides. Boosted by pledges of cash and labor totaling \$1,843.50, along with ten acres of land donated by the town of Orleans, the conference compromised: "In western Kansas and Nebraska, the region of homesteading, where our people have many families of young children and youth, and ordinary school advantages are not the best, we feel deeply the need of a Christian school....Our brethren of the north district have already taken...steps toward the location of an institution at Orleans, Nebraska...having excellent railroad communications and promise of heartiest cooperation and support of the community."

In September 1884, under the leadership of Principal Damon, Orleans Seminary (which included primary grades through post high school) opened its doors. At that time, "seminary" designated a Christian school regardless of grade levels. Early records indicate that, for a time, Orleans Seminary was also known as Orleans College.

The West Kansas Conference, according to the 1886 conference minutes, hoped the school would be "a breakwater against infidelity..." and a leader in Christian education "...from Chicago to California and send out its

vital pulsations on behalf of the cause of Christ to remote parts of the earth."

Rustic conditions prevailed at the Seminary and in the surrounding area. Orleans was a small town (population of 1,000) in a farming community. Electricity and water were unknown in the town until sometime between 1907 and 1910. Overlooking the town, the two-building seminary housed administrative offices, dorm rooms, classrooms, chapel, library, kitchen and dining room facilities, faculty offices, and the principal's and matron's apartments. Each dormitory room had its own lavatory consisting of two wooden orange crates, curtain door, water pail and wash pan – all furnished by the students. Each room also had a small pot-bellied stove supplied with coal, which the students bought and carried from the coal house. School social activities included jogging around the four block campus, tennis for the older students, marbles for the younger students, and ice skating parties on the nearby Republican River. The seminary catalog offered courses under the headings: Ancient Classical, Modern Classical, Normal, Scientific, English and Bible. Selected costs were as follows: board per week, \$2.50; rooms (lighted by electricity, furnished with bedstead, spring, mattress of tick, chairs and table, no heat) per week, 50¢; tuition per term, \$8; library fee per term, 50¢; diplomas, \$2.50; tea and coffee, per week, 15¢ extra.

As the years went by, the Seminary's financial woes mounted. For a time, the school's principal worked without pay. Saddled with debts, the Free Methodists sold the school to the Methodist Episcopal denomination in 1893. Returned to the Free Methodists in 1897, the school continued to flounder, and at the close of the 1911 academic year the school was ready to close. A wave of problems flooded the school such as few students (some with unpaid bills), unpaid faculty and expenses, small contributions, no principal, no catalog and rundown buildings.

A Free Methodist minister, the Reverend Ernest B. Crippen, came to the rescue. As acting principal, Crippen steered the seminary back on a straighter course. At the close of that school year, the college graduated one theological student and four high school seniors. In the commencement audience sat the Reverend L. Glenn Lewis. While realizing the difficulties involved, Lewis felt called to accept the position of principal.

### **A Move to McPherson**

The highlight of Lewis' tenure occurred in 1914. Hampered by location and Orleans' sagging economy, Lewis and Free Methodist Church leaders moved the school to McPherson,

Kansas, to the former site of Walden College, which was affiliated with the Covenant Church and had merged with North Park University in Illinois. Orleans Seminary purchased the fifteen-acre campus, which boasted just one building, known as Science Hall, for \$10,750. Material belongings were transported by railroad from Orleans to McPherson.

Subsequently, Lewis became the first president (1914-1919) of the new Central Academy and College and Charles H. Watson became the first principal. Following the move to McPherson, the Orleans Seminary buildings were torn down and a home was built on the former college site from the salvaged materials. The school faded into history; however, the struggling Orleans Seminary touched and shaped many lives.

Orleans Seminary alumna Mabel Moore Gilbert believed the Seminary's trials helped to pave the way for a healthy offspring – Central Christian College of Kansas. "I suppose we were underprivileged, but we didn't show it," said Gilbert. "Most of us rejoiced because we were so fortunate. We had association with other Christian young people, good church privileges, and the influence of Godly teachers. These are the things that help build character," she said. "Orleans Seminary and Central have those essentials in common."

#### **Building, Accreditation and Lean Times**

During Lewis' administration, Charles Stoll served as educational director and dean. In 1919, Stoll assumed the presidency of Central Academy and College. Four buildings were added to the Central campus during the Lewis-Stoll years: Lewis Hall in 1915, the model school building in 1916, the Auditorium in 1917 and Stoll Hall in 1926 (Stoll Hall was built for \$40,000). The Auditorium was constructed to house the music department and also became the home of the McPherson Free Methodist Church. Along with others, Stoll started a "model school" for elementary children on campus. Many new teachers learned their trade at the model school.

In 1916, the State Department of Education granted accreditation for the high school and, the following year, Central was granted accreditation for normal training work (teacher education program). In 1918, accreditation was granted by the State Department of Public Instruction for junior college work, and, in 1923, Central received accreditation from the University of Kansas, which made it the oldest accredited junior college in Kansas.

Stoll held the school together through lean times as Central felt the effects of the Great Depression. Central offered only work scholarships whereby students earned part of their expenses. One student paid for some of her schooling with farm vegetables and chickens. Frugal management

also provided that the school operate its own dairy through the early 1940s. (The dairy barn was located in the middle of the current soccer field.) Stoll-era housing also had an innovative flavor; many of the boys lived on the second floor of Science Hall. The gymnasium was located in an army barracks where World War I doughboys trained, so games were played at the McPherson Community Building.

During Stoll's term as president, Central's faculty included names such as W. W. Loomis, Johnson Long, Mamie Matson, Otto Miller, Russell Anderson and Maude Arnett. In 1931, President Stoll and Dean Miller originated the Free Methodist Church's highest academic award, the Alpha Kappa Sigma Honor Society, which was implemented at Central and Greenville College in 1932 and was eventually adopted by all of the Free Methodist colleges.

Tragedy struck in 1939. A car accident claimed the life of President Stoll. Mrs. Stoll, home economics teacher Ethel Oberholser, and a student survived the crash. Stunned by the loss, Central mourned the death of its beloved leader. The Stolls had made many personal financial sacrifices for Central. Years later, under President Parsons, Central College started paying off its debt to the Stolls. With the money, Mrs. Stoll established an endowed scholarship that is still available to Central students. She worked at the college for a total of 49 years, many of them as alumni secretary, retiring in 1964.

A Free Methodist Church Bishop, L. R. Marston, led Central until the next president, Orville S. Walters, could be named later in 1939. Injured in a different car accident during his time as a faculty member under President Stoll, Walters recovered from his injuries and, in a public testimony, said that he believed he had been spared for an important task. Walters was Central's youngest president, assuming the presidency at age 37. During his time as president, he commuted to Lawrence by train to finish his medical degree.

During the 1940s, enrollment hit a low point with many of the male students serving in the armed forces during World War II. During the war years, Dr. Walters was able to successfully complete a \$40,000 debt elimination campaign, upgrade facilities, and change the official name from Central Academy and College to Central College.

In 1944, J.T. Pyle attended the Free Methodist Church General Conference and was instrumental in convincing the church body to allow the Free Methodist Colleges to allow intercollegiate athletics. At Central, intercollegiate varsity athletics began with boys' basketball, with Howard Krober serving as the first coach. At that same time, Dr. John Green, a former missionary to China, started Central's first health services department.

Under pressure from the government because of the wartime shortage of doctors, Walters left the Central presidency in 1944 for a full-time medical career. Dean Warren McMullen and Charles Fairbairn, a bishop of the Free Methodist Church, served as active presidents in 1944-1945 until a replacement for Walters could be hired.

### **A Brighter Future**

Outgoing and affable, Mendal B. Miller, president from 1945-1953, won high praise for his public relations abilities. Prior to his presidency, Miller taught on the faculties of Los Angeles Pacific College, Morningside College and Central. The Industrial Arts building (currently used as the maintenance building) was constructed in 1947 under the leadership of Howard Krober. Central's Industrial Arts program was rated one of the top programs in the state, – especially recommended for war veterans.

Under the leadership of Vice President G.M. Cottrill, Central paid off its Great Depression debt by the end of 1947. The Tiger Den was built in 1951 and an addition to Lewis Hall was completed in 1952. Miller's term in office also saw increased financial support and enhanced relationships with the McPherson business community. In addition, more non-Free Methodist students began to attend Central.

G. Edgar Whiteman served as Central's president from 1953-1955, during the transition period before Elmer Parsons returned from the mission field to serve as president. During Parsons' presidency from 1955-1964, he worked hard to improve the difficult situations encountered on campus: faculty housing was in disrepair due to low enrollment, funds and morale, a staff turnover of 80% and a spirit of unrest on campus. On the eve of Parsons' administration, enrollment totaled 60 college and 84 high school students.

Armed with a broad grin and a ready laugh, Parsons endeared himself to faculty, staff and students alike, leading the staff in belief in Central College's future. A respected spiritual leader, he secured ministerial scholarships. During his term, the name Central College was changed to Central College of the Free Methodist Church.

The Central campus was astounded when they returned from Thanksgiving break to see smoke still rising from the Auditorium on December 1, 1957. Volunteer workers left rags in the Auditorium after polishing the stage with linseed oil and the rags spontaneously combusted overnight.

After the demise of the Auditorium, Parsons was instrumental in raising funds for the Pyle Memorial Chapel, Fine Arts Annex, and the Central Gymnasium in 1961, and

the Broadhurst Student Center in 1964 (named after Dr. William Broadhurst, of The Broadhurst Foundation, who was the principal donor).

At the end of the 1963-1964 school year, during the Golden Anniversary of Central College's time in McPherson, the Broadhurst Student Center was dedicated, as well as the Orleans Seminary Bell Monument. The old bell used originally at Orleans Seminary and kept for many years by the Pleasant Hill (Kansas) Free Methodist Church, was mounted on a brick base located between Science Hall and Lewis Hall. It is now located in the clock tower on the Mendal B. Miller Heritage Plaza. The bell and monument were presented to the school by graduates and former students of Orleans Seminary. Dr. Charles H. Watson, former principal of Orleans Seminary and principal at Central Academy during its first two years, had the honor of calling friends together for the annual community dinner by ringing the historic bell.

### **Continued Growth**

Bruce Kline succeeded Parsons in 1964 and served as president for seventeen years. A quiet, reserved man with princely bearing, Kline "could minister to the individual at his point of need," said one Kline-era faculty member; "He cared about each person's personal growth." A former Chief Academic Officer, Kline was especially interested in strengthening the school's academic areas. Central closed its high school program after the spring of 1965. Interterm (January) courses were introduced in 1969 (ceased in 2016).

The Academe of Achievers, the highest honor that can be achieved at Central, was established in 1971 by the Board of Trustees and the Alumni Association. The Academe honors persons who demonstrate the ideals of the college and have received prominence in their profession, have gained recognition in the "larger" society, and whose lives portray service.

Under Kline, Central drew up a mission statement. In 1973, the popular summer share/ministry team, Living Faith, formed. In 1974, Central first received regional accreditation from the North Central Association, in great part due to the diligent documentation and writing undertaken by both President and Mrs. Kline.

Six buildings were constructed during Kline's presidency: Parsons Hall in 1965 (named in honor of President and Mrs. Elmer E. Parsons), two tri-plex apartments in 1968 and 1969, the Julia J. Mingenback Family Life Center in 1970 (named after the mother of E.C. Mingenback, the founder of the Julia J. Mingenback Foundation, Inc.), a four-plex apartment building in 1978, and Gillespie Hall in 1980 (named in honor of the parents and brother of the principal donor, alum and board member J.R. Rod Gillespie). The



President's Home at 700 S. Maple was received through the generosity of a local attorney and his wife, Mr. and Mrs. James A. Cassler, in 1969.

President Kline and Reverend Johnson, an assistant pastor at the McPherson Free Methodist Church, survived a fatal auto crash in August 1969 that claimed the life of the dean of students, Merle Olson. Following the tragic wreck, Kline related that he returned to his post with a renewed sense of mission for Central College. Reflecting on his term (1964-1980), he noted, "In many senses, these years have been years of victory, for it is out of the crucible of hard work and struggle that the college's mission and purpose is being achieved."

### **Another Building Phase**

Dorsey Brause took the mantle as president from 1981-1987. In 1981, for the first time in the school's history, the student body numbered over 300. By comparison, in 1960, Central's enrollment was 102. In 1982, the men's soccer team blazed a trail for Central athletics and participated in a national tournament game. The Tigers went on to win back-to-back national championships in 1986 and 1987 under Coach Jerry Malone. The six-plex apartments (now known as North Kline Apartments) were built in 1987.

During Brause's leadership, a capital campaign was completed, raising the funds to construct three new buildings during Harvey Ludwick's tenure: the Lloyd S. Alleman Building in 1985; the Wesley Black Fine Arts Center, including Greer Auditorium, in 1988; and the Briner Library/Reimer Business Center in 1988. Ludwick served as president from 1987-1990. In 1989, under the leadership of Dr. Bruce C. Johnson and Dr. Jerry Alexander, the Bachelor of Science in Ministry was approved by the North Central Association. This marked the first four-year program offered by the College.

From 1990-1996, John A. Martin took the helm of Central College and the momentum continued to expand Central's four-year curriculum. A second bachelor degree program, the Bachelor of Science in Business, under the leadership of then Business Department Chairman J. David Ferrell, was approved and began to be offered in 1995. It was during Martin's tenure that the movement began to expand Central to a full four-year college. Also during Martin's presidency, the multi-plex apartments were constructed on the south end of the six-plex apartments in 1992. In 1993, John Ferrell retired after 37 years of service, retiring as the Vice President of Advancement. In the early 2000s, Ferrell returned to volunteer his time and extensive knowledge of Central's history as the school archivist.

### **A Renewed Mission and Expanded Offerings**

With the theme "Celebrate Central," Donald L. Mason, known for his affable personality, was installed as Central's

president in the fall of 1996 and served for nine years. The Servant Leader Award was established in 1998 to recognize those persons who are outstanding models of servant leadership and to encourage Central students to commit their lives to being servant-leaders for others in this world.

Forward strides were made in the strategic management of the college. Following several years of strategic planning, a new name, Central Christian College of Kansas, complemented a new mission statement in the spring of 1999.

Four-year athletic programs were also implemented in 1999. In March 2000, the south gymnasium, lobby and offices were dedicated in honor and memory of alum and Board of Trustee member Ed Pyle, and the total facility (including the renowned 'thunderdome' gymnasium that was built in 1960) was named the Ed Pyle Sports Complex.

Professor Merrill McHenry was instrumental in developing the versatile liberal studies major that led the way for additional majors under Central's newly accredited Bachelor of Science degree in 2000. That same year, the Carnegie Foundation officially recognized Central as a four-year college. In 2001, Central's Professional Education Program began to offer an accelerated program designed for working adults who have previous college credit.

The six-plex/multi-plex building was officially named Kline Hall in 2000 in honor of President and Mrs. Bruce Kline. The Hall was remodeled in 2002. Central Christian College of Kansas began its affiliation with the Midlands Collegiate Athletic Conference (MCAC) in 2002. In 2004, the first of two buildings designated for use by the Contemporary Christian Music (CCM) program were remodeled into two recording studios, offices, and a classroom. Also in 2004, the Higher Learning Commission granted Central the maximum number of years (ten) of continued accreditation, approved the addition of seven new majors, and removed stipulations, providing for the addition of new majors. The college also completed a \$5.8 million capital campaign raising funds for student scholarships and facilities.

Dwight B. Reimer took office as president in the fall of 2005 and contributed an emphasis on renewing minds and changing lives. He served through December 2008. During Reimer's presidency, academic offerings increased to twenty-one majors as well as online and high school dual-credit classes. The Warehouse (a practice and performance venue) was renovated for use by the CCM program. A softball field was improved at the south end of campus and the soccer field was renovated. The most recent Stoll Hall renovations were finished in 2005, and the north gymnasium classrooms and offices were renovated in 2006. Throughout the years, Craftsmen for Christ, originally

spearheaded by former professor Keith Ivers, and a group of local artisans have blessed Central by volunteering thousands of hours for campus building and renovation projects.

Led by then Education Department Chairman, Dr. Ron Allen, another milestone was reached in June 2008, when the Kansas State Board of Education approved the implementation of three teacher education programs: elementary education, secondary history/government education, and PreK-12 physical education. Also during this time, the Board of Trustees completed their switch to the Carver model of governance.

In 2009, Provost Jerry E. Alexander carried the responsibilities of interim president. He brought much experience and knowledge to the position, as he had given more than 45 years of combined service at Wessington Springs College and Academy and at Central Christian College.

#### **Into the Future**

U.S. Air Force Retired Colonel Hal V. Hoxie assumed the presidency in January 2010. As Central Christian's fifteenth president, he immediately began to challenge the College to hold true to its roots while branching out into the future of higher education. Under his leadership a new mission statement was adopted: Christ-centered Education for Character and a new strategic plan developed, which included the expansion of both traditional and non-traditional learning environments.

In 2010, the education department added English to its secondary education program and later added Mathematics (2012) and Music (2015). In 2011, the Department of Professional Education began to offer degree completion programs in criminal justice, health information management, healthcare administration, and healthcare management. In 2014, a psychology degree

completion program was added and in 2015, an Interdisciplinary Studies: Healthcare program was added.

In 2013, the College completed a Self-Study Report and hosted a visit by the Higher Learning Commission. This visit resulted in a reaffirmation of the College's accreditation status and opened the door to further develop online learning strategies.

The total student population has reached 1000 full time students, a major milestone in the ongoing strategic plan for growth and development. Campus expansion has resulted in the building of a daycare center on campus, ownership of several auxiliary enterprises, expansion of athletic fields, and the completion of the Mendal B. Miller Heritage Plaza on campus. As Central Christian College of Kansas looks into the future, it seeks to uphold the highest standards of excellence in all of its degree programs and activities.

#### **Reflection**

Since 1884, Central has served students desiring a Christian education. The third president of Central, Orville Walters, once remarked, "Hopefully, as Central College changes, she will keep the good of the old and welcome the new without sacrificing quality education and quality principles." As the 2010 mission statement echoes, Central has remained faithful to her original mission to offer "Christ-centered education for character." The nature of the College is higher education, but what sets Central Christian College of Kansas apart is her goal to help students find balance in their lives as they build on the foundation of Christ.

We thank God for the ways he has directed the steps of the college and we eagerly anticipate what God has planned for the future of Central Christian College of Kansas. May God continue to guide her, her students, faculty, staff, administration, Board of Trustees, and alumni as we faithfully follow His lead!



## BUILDINGS

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### **Administration Building, 1904**

The most historic building—known as Science Hall—is a four-story brick structure housing administrative offices and general classrooms. It also houses the main offices for the Ministry and Theology Department, the English Department, and the Social Science Department.

### **Residence Halls**

Stoll Hall (1927), Parsons Hall (1965), Gillespie Hall (1980), Kline Hall (1992), and the Tri-Plex apartments (1968-69) are designed to house 335 students and include lounges, laundry areas, and resident directors' apartments. Central also has a number of units designed for married students.

### **Broadhurst Student Center, 1964**

The Broadhurst Student Center is a tri-level building including the Upper Dining Room, Alumni Dining Room, Tiger Den (game room, Student Government Association Office), Mudhole (coffeehouse), mailboxes, and the nurse's office.

### **Mingenback Family Life Center, 1971**

This building includes the main offices for the Natural Science/Math Department, classroom space for life science, physical science, mathematics, as well as laboratories and offices. Memorials for former administrator Merle S. Olson and former faculty member Grace L. Rhodes are located in the lobby.

### **Lloyd S. Alleman Children's Center, 1985**

This building was recently renovated in 2014 to house Kids Kampus daycare, this facility was originally built to house the two-year technical programs that were a part of the two-year curriculum when Central Christian College of Kansas was primarily a Junior College. Since that time, the building has served a myriad of purposes such as housing the School of Professional Education, the Development office, maintenance shop, vehicle shop, and ground operations. In the summer of 2014, the building was gutted and repurposed for the College's daycare program.

### **Wesley Black Fine Arts Center/ Robert Greer Auditorium, 1987**

This facility provides space for instruction in music, drama and art. The Robert Greer Auditorium, which seats over 500, is used for college chapels, convocations, concerts, recitals, and theatre performances. A black box theatre, art studio, choir room, keyboard and vocal studios and practice rooms are also included in the Wesley Black Fine Arts Center.

### **Briner Library/Reimer Business Center, 1988**

The first floor houses the Archives Room (maintained by

the Central Christian College of Kansas Historical Society) and Briner Library, which provides student access to computers, printers, scanner, copier, and other multimedia technology and also has wireless capability to access the online library catalog and research databases. It also houses the library collection along with the library offices and two classrooms. Flags that represent the nationalities of current and former Central students are located in the lobby,

The second floor is the Reimer Business Center, which includes the main offices for the Business, Education and Information Technology departments. It also houses the Student Success Center, a computer lab, and classrooms.

### **Contemporary Christian Music Center (2003) and The Warehouse (2007)**

These buildings house the Contemporary Christian Music program. It includes the main office for the Music Department, two recording studios, classroom space, and CCM offices. The Warehouse is a practice and performance venue for small concerts and the weekly, student-led worship service.

### **Ed Pyle Sports Complex, 2000**

The Ed Pyle Sports Complex includes the main offices for the Sport Science and Health Department, a 1,200-seat gymnasium (with two cross-court areas for volleyball and basketball practice), a fitness center/weight room and coaching offices. The original gymnasium has a basketball/volleyball court, baseball batting cage, golf driving net and indoor soccer accommodations. The complex also includes locker rooms for home and visiting teams, as well as for coaches and officials. It houses the Jerry Alexander Arena and Ellis Odermann Court.

### **Athletic Fields**

An athletic field (located at the south end of campus) is home to the soccer field with bleachers for 500 spectators and a newly built three-story press box. A softball field is located at the west end of the athletic field and two tennis courts to the north. The College has an arrangement with the city to use their lighted diamonds for intercollegiate baseball competition.

### **Art Building (2015)**

Converted in 2015, this building now houses space and equipment for ceramics, stained glass, painting, and drawing.

## INFORMATION TECHNOLOGY

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### EMAIL & OFFICIAL COMMUNICATION

Upon enrollment, each student is provided an official college email address. This email is used for all official college communications. It is the responsibility of the student to check this account on a regular basis in order to remain informed of any updates on policy, general announcements, or student specific communication.

### PORTAL

The College provides a College Portal (<http://mycentral.centralchristian.edu/student/login.asp>), through which students may access such resources as Billing, Financial Aid, Courses, Registration, Announcements, Unofficial Transcripts, etc. This portal is the official access point for all virtual College business.

### TIGGER APP

Students can download the TIGER app through their phones app store. The app provides information about access to cafeteria menu, student portal, forms and resources (financial aid and medical history), community and campus calendar, email directory, social media, student services, hours of operation, tiger store, emergency information and spiritual formation.

### TIGER ALERT

Tiger Alerts are a campus-wide notification system used to disseminate campus emergency information quickly. These alerts are accessible via SMS text messaging, email, twitter and Facebook feeds. Students and Faculty are encouraged to sign up for Tiger Alerts and to indicate how they would like to be notified in an emergency.

Central attempts to keep these alerts as simple as possible and uses key words or phrases to indicate an expected course of action. At times specific instructions may accompany an alert, please follow those instructions.

### OFFICE 365

Central Christian College is providing Microsoft Office to every student free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you're a student here and the program continues, you'll be able to use this software for free.

- Install on up to 5 compatible PCs and Macs, including tablets and phones!
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Use the same programs as your professors to ensure full file fidelity

## STUDENT LIFE – SCHOOL OF LIBERAL ARTS & SCIENCES

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The evangelical Christian way of life is the basis for student life at Central Christian College of Kansas, which maintains an atmosphere of opportunity for spiritual and social growth to each individual. We believe that spiritual learning occurs in everything we do. Whether it is in the classroom, residence halls, chapel, H.B.C. (Healthy Biblical Community), Sunday worship, dining room, gym or on the playing field, opportunities for spiritual growth abound for each individual. Central Christian is committed to developing leadership skills that follow a servant-leadership model in each individual student.

### COMMUNITY EXPECTATIONS COVENANT

Central Christian College of Kansas respects the right of each individual to accept responsibility for his or her own college experience. We also believe in providing structure and guidance on certain lifestyle issues that are consistent with our Christian values.

CCC students are required to sign a Community Expectations Covenant stating that they will commit themselves to accept responsibility for the terms of the covenant document. A full description of these expectations can be found in the Student Manual at <http://www.centralchristian.edu/catalogs-and-policies>.

### CAMPUS LIFE

Campus Life is housed in the Student Development Office. The Director of Spiritual Formation also serves as the Campus Pastor and is available to provide pastoral counsel and spiritual mentorship, as is appropriate to the needs of the campus.

### WORSHIP AND SPIRITUAL GROWTH

Central Christian College of Kansas is affiliated with the Free Methodist Church of North America; however, students of various denominations are represented on our campus. Students, faculty, and staff work together toward group and individual Christian living. This is no small task, as members of the campus community come from differing backgrounds, and their concepts of what is “Christian” may vary. Nevertheless, some patterns and values have emerged which promote Christian life and growth.

Chapel is held on Wednesdays and Fridays, however, beginning Spring 2018, chapel will be moved to Mondays and Wednesdays. Chapel services provide a time of worship with the total campus community. An hour a week is also dedicated to our small group program; H.B.C. Students may also choose to participate in a weekly Vespers service on Sunday nights. Vespers is entirely student-led with instruction and support from the Student

Development Office and the Contemporary Christian Music department.

In addition, individuals will find many opportunities for spiritual growth available in the residence halls where student-led prayer groups and Bible studies are held on a regular basis. There are also many opportunities to serve in area churches and the inner city.

### RESIDENCE HALL LIVING

The School of Liberal Arts & Sciences at Central Christian College of Kansas is primarily a residential campus with over 85% of all students living in campus housing. All students are required to live in College owned housing unless they receive permission to live elsewhere. The residence halls become students’ home away from home; roommates become like family. The Resident Directors (RDs) do not act as parents, but rather as skilled helpers who carry a measure of responsibility for the students’ well-being.

For the first semester, all freshmen must be in their dorms by 11:00 p.m. Sunday through Thursday, and 1:00 a.m. on Friday and Saturday. The purpose is to give freshmen structure during that critical first academic semester and also to help with bonding/friendship development.

Resident Advisors (RAs) are available to help students while they become accustomed to dorm life. RAs function as liaisons between students and staff and are available to assist students throughout the year with questions or problems that might occur.

Dorm rooms are furnished with beds, personal storage facilities, and desks. Students should bring their own linens and mattress pads.

Central Christian College practices a progressive independent model of housing. Students will have an opportunity to progress from a traditional residence hall to intermediate to apartment style living. With each level there are additional responsibilities and expanded privileges and access to amenities.

### FOOD SERVICE

The food service staff is dedicated to providing an enjoyable variety of foods. Three meals time are available on weekdays and on weekends (Saturday & Sunday) a hot lunch and dinner are available. Meals are served cafeteria style.

All students who reside in College housing are required to be on the College meal plan. All students on a full College meal plan receive \$50 per semester in “Tiger Bucks” for use in the Tiger Den.



## CAMPUS SAFETY

The Vice President of Enrollment (or designee), Residential Staff, and local law enforcement work diligently to ensure a safe environment on the campus of Central Christian College.

More information concerning the campus safety plan, crime statistics, and other campus safety data can be found at <http://www.centralchristian.edu/consumer-information>.

## STUDENT CENTER

Management of the Student Center resides with the Director of Spiritual Formation. The Student Center houses the Tiger Den (Study and Recreational Space). The Student Center hosts numerous student activities weekly and is open according to printed schedule. Access to the Tigers Den for study and recreational use is posted on the door and is announced each semester.

Students who are on the meal plan receive \$50.00 in Tiger Bucks each semester which are added to the student identification card that they receive at registration. Tiger Bucks can be spent only in the Student Center and may not roll over from semester to semester.

## STUDENT GOVERNMENT ASSOCIATION

All students carrying 7-plus credits are members of the Central Christian College of Kansas Student Association. It is from this body that the various officers and representatives who comprise the Student Activities Council (SAC) are either elected or selected. SAC funds student social events, admission to athletic events, class activities, and various other campus events.

The Student Government Association (SGA) organizes activities to meet the various needs of student life and serves as the voice of the student body in regard to policies and procedures that concern students. Student leadership positions within SGA are filled by either election or appointment each school year. Within student government, several campus organizations exist:

- The Executive Cabinet represents the student body at the highest level of student government and includes the Student Body President and leaders of each SGA organization.
- The Student Senate is made up of the President and Vice-President of each class, representatives from each residence hall and representatives from other significant student groups. Senate serves as the legislative body for SGA and meets regularly to hear student concerns and formulate student led policy changes.
- The Student Activities Council plans a variety of regular social programming for students including intramurals, Tiger Den activities, traditional campus events, and special weekend activities.

SAC endeavors to promote social and community development through quality and affordable activities that provide students opportunity for recreation, creative expression, interaction with popular culture from a Christian worldview, and exposure to diverse perspectives and people. Although faculty sponsors work with SAC officers and representatives, it is the students' privilege and responsibility to plan, budget, and implement an extensive program.

- Resolution 58 (R58) organizes student involvement in ministry opportunities both on campus and in the local community. These opportunities for community service build servant leadership and a coherent Christian worldview through practical and tangible experience. The Social Awareness Board seeks to educate students to reclaim God's intentions for creation and humanity through educational activities that move students toward informed reflection and compassionate action regarding social welfare, racial, political, economic, environmental, and other world issues.

## OFFICE OF STUDENT SUCCESS

The mission of the Office of Student Success is to improve academic performance, increase motivation, and enhance potential in academic and professional success.

The Office of Student Success, located on the 3<sup>rd</sup> floor of Science Hall, is a comprehensive center providing students with an array of academic and vocation services essential to their academic and professional success. We offer students resources and assistance to become highly effective learners and doers.

Career services are also available through the Success Center. These include, but are not limited to, One-on-one vocation advising, classes, workshops, forums and fairs, Career Forums, Work-Study programs (study clusters), internships, service opportunities, possible job opportunities, career assessment and inventories, and assistance building resumes and professional portfolios

## EARLY ACADEMIC ALERTS

The Office of Student Success is highly committed to the retention and graduation of all students. Therefore, the college maintains a system to support those students who are not showing reasonable academic progress.

At the base level, instructors are encouraged to speak directly with the student about the academic or behavioral concerns exhibited in class.

If academic progress does not significantly improve, the faculty member is empowered to issue an Academic Alert.

A copy of this alert, which summarizes the concerns of the faculty member, are forwarded to the Director of Student Success, the Student Development Office Manager, RD, student, advisor, and coach (if appropriate). A copy is maintained in the student file kept in the Student Development Office.

If significant concerns continue, the Progress Review Committee may establish and interview with the student to discuss interventions and a plan of action.

## **COLLEGE STUDENTS WITH DISABILITIES**

Central Christian College of Kansas is committed to serving all students, including students who have documented disabilities. We will provide a learning experience which assures students with disabilities of equal access to all programs, activities and facilities at the College. The Office of Student Success will make all reasonable academic aids and accommodations for their disabilities with the goal of providing the students with maximum independence and participation in the College campus life.

Although certain facilities are not fully physically accessible to handicapped persons, Central Christian College of Kansas will take such means as are necessary to ensure that no qualified handicapped person is denied benefits, excluded from participation, or otherwise subject to discrimination because Central's facilities are physically inaccessible to or unusable by handicapped persons. The accessibility standard required by federal law for existing facilities is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to handicapped persons. Central Christian College of Kansas may meet this standard through such means as reassignment of classes or other services to accessible locations redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central Christian College of Kansas is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

Eligibility will be determined after the appropriate documentation by a licensed physician and/or certified psychologist skilled in the diagnosis of the disability is submitted to the Office of Student Success. The documentation must be within the last three years.

After the documentation is submitted, the student will need to make an appointment with the Student Success office to review the documentation and determine any accommodation services or referrals needed.

Possible Services and Accommodations:

- Assistance with note-taking
- Exam accommodations
- Scribes & readers
- Texts and tests on tape
- Peer tutoring

- Academic coaching
- Study clusters
- Personal advisor weekly check

There are many differences for the disabled student between high school and college. The U.S. Department of Education Office for Civil Rights offers a publication describing the rights and responsibilities of disabled students entering post-secondary education at <http://www.ed.gov/ocr/transition.html>.

## **TRANSPORTATION**

Coming to Central may require students to ride by bus, plane, or train. Trailways Bus Line serves Salina (35 miles away) and Wichita (60 miles away). Train service runs to Newton (30 miles away). The major airport in the area is Mid-Continent Airport in Wichita. The College does not arrange rides for students to or from the airport, train station, bus station, etc.

NOTE: Realizing that new students arriving in August may not have any other transportation resources, the Admissions Office arranges rides to the College from the Wichita airport (not Kansas City or Oklahoma City) or the train or bus stations in Salina, Hutchinson, or Newton at the beginning of the year only. In order for a student or staff member to meet the incoming student upon arrival, the student must make arrangements in advance with the Admissions Office. (There is a charge for this service.) At any other time of year, students must arrange their own transportation.

Some Central students register for classes on the McPherson College campus two miles across town. Central Christian College of Kansas does not provide transportation for students attending these classes.

International students who require transportation assistance should make such requests through the International Student Coordinator who has an office on the third floor of Science Hall, next to the International Student Lounge.

## **STUDENT HEALTH/VACCINATIONS**

As part of the registration process, each student completes a medical history form, which includes records of immunizations, allergies, and other data. All incoming students residing in student housing are required to be vaccinated for meningitis. Students are responsible for finding a local physician. A list is provided in the Student Development Office.

A health insurance policy is available to students through Central Christian College of Kansas. Application forms for this policy, as well as forms verifying existing health insurance coverage, will be sent directly to students in a summer mailing. Information about this coverage is also provided at the time of registration. All students must be

covered by a health insurance policy in order to attend Central Christian College of Kansas. If a student does not have coverage, he or she will be required to enroll in the student insurance plan offered through the College. A student will not be able to complete registration without verification of enrollment in a health insurance policy. In case of emergency or need of extended medical care, the physicians and all the facilities of the McPherson Memorial Hospital (accredited) and the Prairie View Mental Health Center are available.

## **ATHLETICS**

Students serving as members of varsity athletic teams must have an up-to-date physical examination, insurance card, and a complete medical history on file with Student Development and the Athletic Office before being permitted to participate in practices, camps, or competitions.

Student participating in intercollegiate programs must meet all NCCCAA and NAIA eligibility requirements. Scholarships are available for athletic participation, in addition to financial aid, which is awarded on the basis of financial need and achievement.

The College participates in the NAIA's Champions of Character program.

## **ATHLETIC AFFILIATION**

Central Christian College of Kansas is a member of the National Association of Intercollegiate Athletics (NAIA), and duly affiliated with the National Christian College Athletic Association (NCCAA DI). Central participates in the Sooner Collegiate Athletic Conference (MCAC).

## **INTERNATIONAL STUDENT CENTER**

The International Student Center is located on the third floor of Science Hall. All international students are welcome to utilize the resource of the center, which includes tutoring, language skill development, study center, and support. Hours are posted outside of the center.

## **COUNSELING SERVICES**

Counseling services can be made available to students upon request. Requests should be made through the Counseling Center or Student Development Office in Science Hall Suite 205. Appointments may also be requested online

at <http://www.centralchristian.edu/counseling-services>.



## ADMISSIONS – SCHOOL OF LIBERAL ARTS & SCIENCES

### GENERAL ADMISSION POLICIES

The policies and procedures related to admissions at Central Christian College of Kansas are developed and endorsed by the Admissions and Aid Committee, appointed by the President of the College.

The residential program at Central Christian College of Kansas maintains a rolling admissions schedule. This allows the admissions department to consider each applicant to the College on a case-by-case basis.

Students seeking admission to Central Christian College of Kansas are reviewed to determine the likelihood of college success. This is done by assessing the student's complete academic history and recommendations. In keeping with the vision of the College, *any individual* desiring to become a faithful steward of mind, heart, body, and soul should apply. While the College reserves the right to deny or revoke admission, race, color, gender, national origin, ethnic origin, religion, age, disability, or any other classification protected by law are not used as criteria for admission or denial.

### CONTACT INFORMATION

Information regarding admissions or initiation of the admissions process can be accessed through one of the following means:

#### MAILING ADDRESS

Central Christian College of Kansas  
Office of Admissions  
PO Box 1403  
1200 S Main St.  
McPherson, KS. 67460

Phone: 1-800-835-0078, ext. 388  
Fax: 1-620-241-6032  
Email: [admissions@centralchristian.edu](mailto:admissions@centralchristian.edu)  
Website: [www.centralchristian.edu](http://www.centralchristian.edu)

### APPLICATION FOR ADMISSION

The process for admission to Central Christian College of Kansas begins with submitting an Application for Admission to the Admissions Office. Once an application has been received, the Admissions Office will guide the student in gathering the other items needed for official acceptance. The College reserves the right to admit or deny any student

based on the information contained in the following list of items. If the student has earned credit outside of a concurrent enrollment program, he or she will need to meet the admission requirements for a transfer student.

### ITEMS NEEDED TO DETERMINE ACCEPTANCE

#### Application

Prospective students may submit a paper copy or submit an online application

at <http://www.centralchristian.edu/applynow/>.

[**International students and returning alumni** must complete applications specific to their status.]

1. One or more of the following documents will need to be provided:
  - a. An official high school transcript showing a minimum of six completed semesters<sup>1</sup>. *An official, final transcript verifying completion, including graduation date, will need to be submitted upon graduation.*
  - b. An official, final high school transcript, if the student has already graduated from high school. Copies of diplomas, alternative diplomas or certificates of attendance are not acceptable.
  - c. A GED certificate with scores averaging 52 or higher.
2. **Test Scores**

Applicants must submit official copies of test results from either the American College Testing exam (ACT) or Scholastic Aptitude Test (SAT). The student should make arrangements with his/her high school to take the ACT or SAT test and have the results sent to Central Christian College of Kansas (ACT code 1394, SAT code 6088).

\* Students with any prior college coursework, including credit earned through a concurrent enrollment program, wanting to receive credit and transfer, must submit official transcripts from the college from which the credits were earned.
3. **Other Documentation**

Additional documentation may be required as determined by the Office of Admissions.

### FULL ACCEPTANCE

Central Christian College of Kansas uses a composite score of 45 (Official H.S. GPA x ACT<sup>1</sup>) to determine eligibility for

portfolio, copy of assignments or projects, awards, or certificates. An example of a homeschool transcript can be forwarded by emailing [admissions@centralchristian.edu](mailto:admissions@centralchristian.edu).

<sup>1</sup> If the transcript is derived from a Home School learning experience, the transcript will need to be signed by the parent verifying that the student has completed a secondary school education in compliance with applicable state laws. The document must be a transcript and not a

acceptance. A minimum product score of 45 is required for full acceptance. Student with products scores below 45 may apply for provisional acceptance.

### PROVISIONAL ACCEPTANCE

*Provisional acceptance* may be granted to those students who fall below the minimum standards for acceptance into the College. Requests are reviewed by the Admissions Review Committee, which may require the student to enroll in college success courses or other stipulations as identified by the committee.

### OFFICIAL DOCUMENTS

Student copies or unofficial transcripts cannot be used for enrollment.

### OFFICIAL TRANSCRIPTS

- a) Mailed in a sealed envelope from the institution.
- b) Mailed by the student. The transcript must still be in a sealed envelope from the transcribing institution.
- c) Electronically delivered from DOCUFIDE, Scrip-Safe, or National Student Clearinghouse.
- d) High School Transcripts can be faxed directly from the transcribing institution.

### TEST SCORES (ACT & SAT)

1. Sent directly from ACT or SAT to our office. Please enter the following school codes:
  - ACT scores: 1394.
  - SAT scores: 6088.
2. Mailed by the student in a sealed envelope, provided the scores were received directly from the company. Web-based scores which can be retrieved online by the student are not accepted.
3. Provided on official high school transcripts.

### HOMESCHOOL STUDENTS

Homeschool students are required to provide a copy of their proof of registration as a non-accredited private school in the state of Kansas or their states equivalent, if out of state, if the student is unable to provide a diploma. The College will also accept a student's state proficiency test results in lieu of a diploma provided that those results demonstrate academic competencies worthy of the state's minimum graduation requirements.

If a student is unable to provide a diploma or state proficiency scores, the student may submit an official letter from their Unified School, District (USD) stating that the student meets the states minimum graduation requirements. If a student is unable to provide any of the above, the student must meet the Kansas Graduation Requirement - minimum for Accredited Public and Accredited Private School along with providing a transcript

of courses taken demonstrating a minimum GPA of 2.5. Exceptions to the 2.5 minimum GPA requirements may be made only when the combined ACT & GPA composite score meets or exceeds a score of 45. Homeschool students are required to submit their ACT/SAT scores for admittance to the school. While the College reserves the right to admit a student who does not meet these minimum criteria, the student may not be eligible for Title IV funding (Federal Financial Aid).

### TRANSFER STUDENTS

Transfer students are defined as any student who has received any college credit beyond enrollment in a dual-credit or concurrent enrollment program. If such credit is less than 24 hours, the student's high school transcript will be evaluated for scholarship awarding purposes.

In addition to the requirements listed under the *Application for Admission*, transfer students must also provide:

1. An official, final college transcript from all prior colleges attended. A cumulative 2.0 GPA is required to be accepted. The cumulative GPA is the result of considering all transcribed data. Students whose cumulative college GPA is below 2.0 will be evaluated by the Admissions Review Committee and may receive provisional acceptance, which may require enrollment in prescribed college success courses.
2. Students having completed 24 credits or greater from an accredited college or university are not required to submit ACT/SAT scores for admittance purposes. Admittance will be determined on the merits of their cumulative GPA of 24 credits or greater. Student transferring below 24 credits will be admitted through the standard freshman admissions pathway requiring ACT/SAT scores.

*See the Transfer Credit Policies section of the Catalog for more information concerning transfer credits.*

### COMMUNITY COLLEGE PROGRAM

In an effort to contribute to the national goal of increasing college completion numbers and to support the enrollment of community college students, Central Christian College of Kansas maintains an open articulation agreement for all regionally accredited community colleges.

Students graduating with an Associate of Arts degree from a regionally accredited community college will be accepted as having met the General Education requirements for graduation (such as Speech, English, and Social Science) with a maximum of 64 credits eligible for transfer. Students may still need to complete certain Christian Worldview requirements, which are not included in the General Education requirements, but are a part of the educational requirements mandated by the College.



## **SPECIAL STANDING/NON-DEGREE**

Students not seeking a degree, but looking to enrich their college transcript can enroll as non-degree seeking students. There are two levels of special standing.

### **DUAL CREDIT**

High school juniors and seniors meeting the criteria outlined in the Dual Credit Handbook, may obtain college credit through the Central Christian College of Kansas dual credit program. Applications for dual credit courses can be found at participating high schools.

### **PART-TIME**

Students wishing to take courses part-time (less than 6 credits) at Central Christian College of Kansas may apply and enroll directly through Central's Academic Office. If the student wishes to enroll in 6 credits or more in any given semester, he or she will need to make application through the Office of Admissions.

## **NOTIFICATION OF ADMISSION STATUS**

After all documents have been received and reviewed, the Admissions Office will contact the student regarding his or her admission status. Upon acceptance to the College, additional information will be forwarded to the student and other offices will begin official communication.

## **DEPOSIT**

Upon acceptance to the College, the student is required to submit a nonrefundable \$200.00 deposit to reserve housing, secure school related grants and scholarships, and open registration for classes. If the student decides not to attend Central Christian College of Kansas, he or she must submit a *written* request to refund the deposit. The deposit is refundable before June 1 for the fall semester or January 1 for the spring semester.

Upon receipt of the Deposit, The Admissions Office will send various additional forms to be completed and returned to Central Christian College of Kansas. (Such forms may include, but are not limited to: Student Development Questionnaire, Medical History, Athletic Physical Certification, payment plan options, and Student Insurance Enrollment.)

All students must carry health insurance while attending CCC. Students may choose private carriers, purchase insurance at [www.studentresources.com](http://www.studentresources.com), or purchase a student policy through a CCC insurance program during registration.

## **PLACEMENT EXAMS**

### **MATH PLACEMENT SCORES**

All students enrolling in College Algebra and Intermediate are required to complete the CCK Algebra Placement Exam. The score on this test will determine what class the student attends. Both College Algebra and Intermediate Algebra run at the same course time to ensure ease of placement.

### **ENGLISH PLACEMENT SCORES**

SAS students who do not meet the basic competencies for English are required to enroll in EN-CP 120. These prerequisites are waived for students providing evidence of the following:

- A grade of C or above in AP English coursework evidenced on the high school transcript.
- A passing grade on equivalent coursework, eligible for transfer.
- A score of 550 or higher on the Critical Reading section of the SAT (Prior to July 2011)
- A score of 500 or higher on the Critical Reading section of the SAT (Past June 2011)
- A score of 680 or higher on the writing section of the SAT (2005 or later)
- A score of 22 or higher in the English section of the ACT (1989 or later)
- An equivalent score on an industry approved placement test (i.e. Accuplacer, Compass, etc.)

## **DUAL CREDIT ADMISSION**

Upon recommendation of the local school official, juniors and seniors in High School, with an unweighted cumulative GPA of 3.00 or higher may enroll in the Dual Credit Program. High School sophomores with a GPA of 3.50 or higher may apply.

Dual credit student may take up to 24 credits in any given academic year and are required to meet all course level prerequisites.

Dual Credit student seeking full admission to CCK are required to meet the Admissions Requirements listed above.

## **NON-DEGREE OR SINGLE COURSE ADMISSION**

The College provides opportunity for individuals not necessarily interested in enrolling in or completing a specific program of study. While credits earned through this status may be applied to a degree, the student would first need to apply for full admission. Enrollment under this status requires:

- Completion of the NDS Application

- A maximum of 24 credit hours in any given academic year
- No more than two concurrent courses.
  - More than six credits in any given term will require the student to apply for full admission.

## ADMISSIONS: INTERNATIONAL

### INTERNATIONAL STUDENTS

Central Christian College of Kansas is able to assist students seeking entrance into the College who are not citizens or legal permanent residents of the United States. Students who complete the application process will receive the required SEVIS Form I-20 upon acceptance to the College and receipt of required payments.

In order to gain acceptance, the international student must provide the following:

1. **International Student Application**

Note: All admission documents must have the student's exact name as it is listed on his or her passport and academic records. An application may be submitted in the following ways:

- Online: <http://www.centralchristian.edu/international-students>
- Download, print, and submit through the mail
- Request application through the mail, to be submitted through the mail

2. **Deposit Fee**

Submit a deposit fee of \$200.00 USD.

- Online: <http://pay.centralchristian.edu>
- With a debit or credit card over the phone by calling 1-620-241-0723, ext. 188.
- By check or money order made out to: Central Christian College. Mail to: Central Christian College Admissions Office, 1200 S Main, P.O. Box 1403, McPherson, KS 67460 USA

3. **Declaration and Certification of Finances**

Complete a Declaration and Certification of Finances form to meet financial requirements to attend on a F-1 student visa including:

- Signature of applicant with understanding of cost of education.
- Signature of Affidavit and understanding of cost of education by the parent/sponsor.
- Signature and Seal of the financial institution/bank of the parent/sponsor.

4. **Medical History Form, Immunization Records and TB Questionnaire**

In compliance with Kansas Statute KSA 2009 Supp. 65-129, all Central Christian College of Kansas students who have traveled, resided in for more than three months, or born in any country where Tuberculosis (TB) is endemic as identified by the Kansas Department of Health and Environment must provide TB test results prior to the start of the semester. The TB test must be administered in the United States. Any student who is not in compliance is not eligible to

attend classes or enroll for a subsequent semester or term or obtain an official academic transcript or diploma until the student is compliant with the requirements.

5. **English Proficiency Scores**

Students whose primary language is other than English must provide official TOEFL scores (Internet Based: 61, Computer Based: 173, Paper Based: 500. School/DI Code 6088).

Students completing a secondary school education or who received a diploma from an English based educational program may waive the English Proficiency Score requirement if English language instruction is denoted on the transcript or affirmed by a school official.

English proficiency requirements are waived for international students applying from a country that is a primarily English speaking. This includes: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, British Indian Ocean Territory, British Virgin Islands, Canada, Cayman Islands, Dominica, Falkland Islands, Gibraltar, Grenada, Guam, Guernsey, Guyana, Ireland, Isle of Man, Jamaica, Jersey, Montserrat, Nauru, New Zealand, Philippines, Pitcairn, Saint Helena, Ascension and Tristan da Cunha, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, Turks and Caicos, and the United Kingdom

6. **Official Transcripts**

International students must provide evidence of completion (or be in the process of completing) a secondary school program equivalent to a 12<sup>th</sup> grade high school education offered in the United States of America.

In order for the College to assess credits from foreign colleges/universities, the transcript must first be translated and evaluated. It is the student's responsibility to submit transcripts to a translator/evaluator and pay any fee connected to that transaction. The following agencies are recognized by Central Christian College of Kansas as valid transcript translators/evaluators: Some recommendations include:

- o Center for Educational Documentation  
[[www.cedevaluations.com](http://www.cedevaluations.com)]
- o International Education Consulting (IEC)  
[[www.interedconsulting.com](http://www.interedconsulting.com)]

- World Education Services [www.wes.org]
- Academic and Professional International Evaluations, Inc. (APIE)
- Academic Credentials Evaluation Institute, Inc. (ACEI)
- American Education Research Corporation (AERC)
- Educational Credential Evaluators, Inc. (ECE)
- Educational Records Evaluations Service, Inc. (ERES)
- Foundation for International Services
- Foreign Credentials Services of America (FCSA)
- Global Credential Evaluators (GCE)
- International Education Research Foundation, Inc. (IERF)

## 7. Expectations and Standards

Students must read and agree to abide by the following:

- Expectations and Standards  
(<http://www.centralchristian.edu/pdf/shb-community.pdf>)
- Statement of Understanding  
(<http://www.centralchristian.edu/pdf/admun-drstnd-intl.pdf>)

Central Christian College of Kansas accepts the following eligible non-citizens:

- Permanent Residents: A permanent resident refers to a person's immigration status: the person is authorized to live and work in the United States of America on a permanent basis. A United States Permanent Resident Card is an identification card attesting to the permanent resident status of an alien in the United States. The *green card* serves as proof that its holder, a Lawful Permanent Resident, has been officially granted immigration benefits, which include permission to reside and take employment in the USA.
- Eligible Visa Status: Students with eligible Visa status as articulated by the Department of State.

## INTERNATIONAL TRANSFER (FROM A SCHOOL WITHIN THE U.S.)

Following acceptance to Central Christian College, international students transferring to Central Christian College of Kansas from other educational institutions (high school, college, university or intensive English institute) within the US must:

1. Notify the current institution of intent to transfer and follow their procedures for SEVIS transfer.
2. Complete the International Student Transfer form and return to Central Christian College.

## F-1 STUDENT APPLICATION PROCESS

In order to obtain a Certificate of Eligibility for Nonimmigrant Student Status (I-20), the individual must submit all required paperwork to the International Student Coordinator. Documents include:

- Copy of Passport (valid within six months)
- International Student Application
- Financial Statement
- Evidence of Financial Responsibility

More information concerning this process is outlined in the International Student Handbook, available upon request and through the College website.

## CITIZENSHIP STATUS

# ADMISSIONS – SCHOOL OF PROFESSIONAL & DISTANCE EDUCATION

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## GENERAL ADMISSION POLICIES

Students seeking admission to Central Christian College of Kansas are reviewed to determine the likelihood of college success and therefore, the College reserves the right to deny or revoke admission. Race, color, gender, national origin, ethnic origin, religion, age, and disability are not used as criteria for admission or denial.

## CONTACT INFORMATION

Information regarding admissions or initiation of the admissions process can be accessed [www.myonline.centralchristian.edu](http://www.myonline.centralchristian.edu).

## APPLICATION FOR ADMISSION

In order to be considered candidates for admission into the School of Professional & Distance Education, the student must submit the following:

1. **Complete an Application**
2. **Submit Academic Records:**
  - a. **High School Only:** An official, final high school transcript with graduation date and signature from a certified high school (public, private, or home) OR a High School Equivalency Transcript (GED/TASC) designating completion. Alternative diploma's or certificates of attendance are not acceptable.
  - b. **Some College:** A copy of a valid high school diploma, transcript, or equivalent transcript AND official transcripts from all prior colleges attended.
  - c. **Associate Degree:** Official transcripts from all prior colleges attended, including the degree granting institution in which the Associate's was earned.
3. **Review Program with an Enrollment Counselor**

## ENROLLMENT

Acceptance into Central Christian College of Kansas does not guarantee enrollment into classes (or financial aid). In order for enrollment to occur, the following need to be complete:

1. **Payment Plan or Financial Aid:** has made payment arrangements with the Business Office or has completed all items to use financial aid or other means to cover all respective charges. This may include the signing of the Intent to Enroll form.
2. **Required Documents:** Enrollment Verification, Code of Conduct, and Release Form.

3. **Placement Assessment:** Based on documents submitted during the application process, the College may require the individual to enroll in a prescribed set of courses designed to support student success.
4. **Official Transfer Evaluation:** While not *required* for official enrollment, students wanting to apply transfer courses to meet enrollment requirements will need to have completed an official transfer evaluation prior to the credits being applied to the degree audit. The student will need to submit an *official*, final college transcript from all institutions upon which the student would like an evaluation to occur.

*Submission of transcripts does not guarantee that transfer credit will be awarded. More information concerning transfer Credit can be found in the Transfer Credit Policies found in this catalog.*

## NOTIFICATION OF ADMISSION STATUS

After all documents have been received and reviewed, the School of Professional and Distance Education office will contact the student regarding his or her admission status. Upon acceptance to the College, additional information will be forwarded to the student and other offices will begin official communication.

## OFFICIAL DOCUMENTS

Copies, student copies, unofficial documents, copies of official documents, certificates, certificates of attendance, alternative diploma's, scanned images, etc. do not qualify as official documents. While these documents may be used to provide initial assessment of college readiness, they are not sufficient for acceptance.

## OFFICIAL TRANSCRIPTS

1. Mailed in a sealed envelope from the institution.
2. Mailed by the student. The transcript must still be in a sealed envelope from the transcribing institution.
3. Electronically delivered from [DOCUFIDE](#), Scrip-Safe, National Student Clearinghouse, or AARTS.
4. Faxed directly from the transcribing institution, with official seal, signature, or official designation.

## INTERNATIONAL ADMISSIONS FOR ONLINE

In addition to the steps and requirements outlined above (*Application for Admission*), international students will need to submit the following:



1. **Transcript Evaluation:** Submit translated transcripts. It is the student's responsibility to submit transcripts to a translator/evaluator and pay any fee connected to that transaction. The following agencies are recognized by Central Christian College of Kansas as valid transcript translators/evaluators:
  - Center for Educational Documentation [www.cedevaluations.com]
  - International Education Consulting (IEC) [www.interedconsulting.com]
  - World Education Services [www.wes.org] (Recommended)
2. **English Proficiency:** All international student must demonstrate English proficiency by providing scores on an approved English Proficiency exam<sup>2</sup>. Scores may not be less than two years old. Currently, the College recognizes the following exams and minimum scores:
  - a. A 79 TOEFL internet-based test; with no band less than 16.
  - b. A 550 TOELF-Paper based test.
  - c. A 6.5 IELTS, with no band less than 5.0
3. **Payment:** The student will need arrange payment with the Business Office.

*Since eligible programs offered through the School of Distance and Professional education are 100% online, international students cannot apply for a F1 VISA through the online program. Students seeking a VISA will need to apply through the residential program*

## STATE REQUIREMENTS

*State Authorization – Any specifications related to State Authorizations are located at the end of the Catalog.*

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<sup>2</sup> English proficiency scores can be waived if the student has completed a degree in which the language of instruction was English and the transcript is in English.

# TRANSFER CREDIT POLICIES

## TRANSFER CREDIT

The amount of credit, the courses to be accepted, and the method of evaluation will be determined on an individual basis by the nature of the courses, the type of institution, and the type of program in which the student is enrolled.

Only credits from regionally accredited or articulated colleges are eligible for transfer. Therefore, a student may be admitted on credits that are not eligible for transfer, unless otherwise noted in this section.

## GENERAL GUIDELINES AND STIPULATIONS

- Students must submit *official* documentation of all appropriate coursework (e.g.: College Transcript<sup>3</sup>, Exam Transcript, etc.).
- Transfer students need to complete 30 of the last 60 credits through Central Christian College of Kansas, regardless of major-related requirements.<sup>4</sup>
- Students transferring from two-year institutions may only transfer up to 64 credits from those two-year institutions.
- Students may transfer a maximum of 90 credits into Central Christian College of Kansas<sup>5</sup>.
  - 30 of these credits may be *test-out* credit, including Advanced Placement, IB, and CLEP.
  - 30 of these credits may be satisfied through JST Military Credits.
  - 30 of these credits may be satisfied through Credits for Prior Learning.
- Each program may have additional credit requirements specific to each program. Typically, this will require the student to complete at least 40 credits, regardless of the number transfer credits allowed.
- Student copies or unofficial transcripts (including all faxed copies, regardless of origin) cannot be used for official audits.
- Veterans must submit a transcript of Military Studies (ACE Transcript, Community College of the Air Force).

- Current students are advised to consult the Registrar prior to taking courses with the intent to transfer credits back to Central Christian College of Kansas. While credits may transfer as electives if they meet the requirements outlined in this section, the College does not guarantee that transfer credits will count toward specific program requirements unless the substitute has been pre-approved in writing by the appropriate Department Chair and Registrar.

Students transferring into the College will be required to meet all General Education requirements as stipulated in this Catalog. Block transfers, from accredited or articulated colleges (Associate of Arts degrees) may waive some requirements.

## Grades

Only courses awarded with a C- or above will be assessed for transfer credit. Courses awarded a P (pass) or S (satisfactory) can also be assessed for transfer credit. Courses with grades below a C- are not eligible for transfer credit. Audit (AU) courses are also not eligible for transfer credit, but can be considered by departments in association with pre-requisites or participation requirements.

There are three cases in which the proceeding ruling can be overturned:

- If the student is transferring in with a completed Associate of Arts Degree or an Associate of Fine Arts degree, grades of D-/++ may transfer if the grade was awarded prior to the completion of the degree.<sup>6</sup>
- Grades of D-/++ awarded as part of a sequence of courses (those requiring the course as a pre-requisite) will be assessed for transfer, if the subsequent course was passed with a C- or above.
- Grades of D-/++ associated with lab courses, earning separate grades for the lecture section and the lab, will be assessed if the grade was awarded in association with the lab portion of the

<sup>3</sup> Official college transcript: Mailed in a sealed envelope from the institution; Delivered by the student in a sealed envelope from the transcribing institution; Electronically delivered from Parchment, Scrip-Safe, National Student Clearinghouse, or JST.

<sup>4</sup> Students may transfer a maximum of 45 credits towards an Associate of Arts or Associate of General Studies Degree. 15 of the last 30 hours of an AA or AGS must be completed at Central Christian College of Kansas.

<sup>5</sup> Specific programs may limit the amount of hours that are applied to the transcript.

<sup>6</sup> Students transferring credits related to a completed Associate in General Studies may receive special consideration for General Education courses that have a D-/++.

course and the combined grade point average for the lab and the lecture section is above a 1.7.

Prior to Fall 2014, grade point averages transferred for students entering SAS programs, but not for students entering SPE programs. Beginning in the 2014-15 academic year, grade point averages do not transfer for any students enrolling at the College.

### **Hour Conversion**

Credits transferred from institutions using quarter credits will require that the Registrar calculate the number of credits to be transferred. If credit is awarded, the Registrar will multiply the quarter credits by .67 (from the awarding school) to figure the number of semester credits accepted by Central Christian College of Kansas.

### **Credit Evaluations and Adjustments**

It is the role of the Registrar to assess the transferability of courses, which may require that the student provide syllabi to demonstrate the learning outcomes associated with courses in question. The College reserves the right to accept credits associated with a course, while at the same time recognizing that the course does not meet the requirements needed for graduation.

Decisions concerning the awarding of transfer credits can be appealed through the Registrar. Appeals should be submitted in writing with applicable evidences attached (i.e. Catalog, syllabi, etc.). The appeal should clearly articulate the change requested.

## **TYPES OF TRANSFERABLE CREDIT**

### **CATEGORY ONE – REGIONALLY ACCREDITED INSTITUTIONS**

Category One transfer credits include credits earned at regionally accredited institutions of higher learning. Central Christian College of Kansas recognizes the following regional accrediting agencies:

- Middle States Association of College and Schools
- New England Association of Schools and Colleges
- North Central Association Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Stipulations related to Category One transfer credits:

- Official transcripts (not copies) must be forwarded to the Registrar's office
- Grades of "C-" or better; "Pass", or "Satisfactory" will be considered for transfer, but will not affect GPA.
- Professional Development (PD) and Continuing Education Units (CEU) are not eligible for transfer consideration.
- Remedial courses (those with course designations beginning with "O") are not eligible for transfer under any circumstance.
- Transfer credits that are applied to the major must match the level articulated in the major. Transfer classes that match upper level major requirements, but are not upper level, will not be applied to the major unless approved by the appropriate Department Chair.
- Credits awarded on the transcript from a standardized test will not be accepted. Official documentation from the standardized test organization must be submitted for Category Four assessment.<sup>7</sup>
- Credits awarded on the transcript for prior learning will not be recognized. Official documentation (portfolio) will need to be submitted in accordance with Category Six assessment.

### **CATEGORY TWO – NON-REGIONALLY ACCREDITED INSTITUTIONS**

Coursework completed at a post-secondary institution which does not have regional accreditation can be considered on a case-by-case basis if the institution has the recognition of an accrediting agency and is recognized as Title IV eligible (as articulated by the Department of Education: [http://www2.ed.gov/adms/finaid/accr/accr/education\\_pg9.html](http://www2.ed.gov/adms/finaid/accr/accr/education_pg9.html)).

Accreditation status of an institution can be verified by visiting: <http://ope.ed.gov/accreditation/Search.aspx>. Verification of accreditation does not assure acceptance of credits. Accreditation simply allows the Registrar to review the transcript. Individual courses will be reviewed and awarded credit based on comparability of subject matter,

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<sup>7</sup> AP and CLEP scores recorded on the transcript after 7/1/2017 from a Kansas state college (KBOR) will be accepted for transfer without additional documentation (i.e. needing to send a transcript of the scores directly)

learning objectives, timeliness of enrollment (within 10 yrs.), and applicability of the course to the degree program.

- Official transcripts (not copies) must be forwarded to the Registrar's office.
- The school must have a Federal Identification Code.
- The school must be recognized by the Department of Education as Title IV eligible.
- Grades of "C-" or better; "Pass", or "Satisfactory" will be considered for transfer, but will not affect GPA.
- Remedial courses (those with course designations beginning with "0") are not eligible for transfer under any circumstance.
- Professional Development (PD) and Continuing Education Units (CEU'S) are not eligible for transfer consideration.
- Transfer credits that are applied to the major must match the level articulated in the major. Transfer classes that match the course requirement, but are not upper level, will not be applied to the major unless approved by the appropriate Department Chair.
- Credits awarded on the transcript from a standardized test will not be accepted. Official documentation from the standardized test organization must be submitted for Category Four assessment.
- Credits awarded on the transcript for prior learning will not be recognized. Official documentation (portfolio) will need to be submitted in accordance with Category Six assessment.

### **CATEGORY THREE – ARTICULATION AGREEMENTS**

Special arrangements are occasionally developed between educational institutions and Central Christian College of Kansas. These agreements will stipulate the guidelines by which credits will be awarded.

#### Regionally Accredited Community Colleges/Block Transfer

Students graduating with an Associate of Arts or Associate of Fine Arts from a regionally accredited college or Community College will be considered as having completed all General Education requirements (excluding those required by the degree). Students will still need to complete the minimum Christian Worldview requirements and any other general education requirement which must be fulfilled at Central Christian College of Kansas. *Students graduating with an Associate of General Studies Associate*

*of Science, or Associate of Applied Science degree will be assessed using Category One. Students will receive transfer credit; though will still be required to complete deficient General Education requirements, unless otherwise specified by the articulation agreement.*

The College also maintains articulation agreements with the institutions listed below. Specific information concerning the articulation agreements can be requested through the Registrar.

- Hallmark College
- Harrison College
- Hesston College
- Northwest Career College
- Bob Jones University
- Central Christian College of the Bible
- Chattanooga College Medical, Dental & Technical Careers
- The College of Health Care Professions
- Gwinnet College
- Hutchinson Community College
- Institute of Business and Medical Careers College
- Meridian College
- Neosho Community College
- Kansas Christian College
- Yanbian University of Science & Technology (China)
- Eastern Liaoning University (China)

These articulation agreements are valid as stipulated by the articulation agreement on file in the Academic Office. Only courses articulated in the agreement will be considered for transfer. Unless otherwise noted, only grades of C- or better are eligible for transfer. *Students receiving credit through an articulation agreement will still be required to complete deficient General Education and Worldview requirements, unless otherwise specified by the articulation agreement.*

#### Reverse Transfer Agreement

As part of the Kansas Independent College Association, Central Christian College of Kansas offers the opportunity for students to participate in a Reverse Transfer Agreement with Kansas community colleges.

In order to qualify for a reverse transfer, the student must meet these conditions:

1. Have previously attended or are currently enrolled at a Kansas community college
2. Meet all community college resident credit requirements

- Have been granted transfer credit at Central Christian College of Kansas of a minimum of 45 credit hours for coursework completed at a Kansas community college (or a combination of 45 accumulated hours from other accredited institutions and the community college)

If a student meets all of the above conditions, the Academic Office will notify the student and the community college of their eligibility (in cases of more than one previous institution, only the last community college of record before entering Central Christian College will be notified)

#### Process:

The Academic Office will notify any eligible student of their eligibility within their first semester of attendance. Students have the opportunity to opt-in to the agreement for the current year by completing the Reverse Transfer Agreement form. In order to maintain compliance with any changes to FERPA, the agreement is only valid for the first academic year. A student may choose to renew their participation in the reverse transfer agreement with the Academic Office each academic year.

The Academic Office will remain in communication with the participating community college. The Academic Office will notify the participating student once the credits necessary to complete the associate's degree at the community college have been completed. The student will be charged for their official transcript (see Academics section of Catalog) to be sent. Transcripts for reverse transfers will be sent once a year within 30 days of the conclusion of the academic year.

Students wishing to be re-evaluated based on the associate degree earned as a result of the reverse transfer agreement must submit an official copy of the transcript from the degree-granting institution and will be subject to all transfer policies as stated in the Transfer section of the Catalog.

#### CATEGORY FOUR – STANDARDIZED EXAMS

Credits earned through standardized exams may be included in the total number of accepted transfer credits. There is a fee per exam on all assessments from a standardized exam.

Original documentation must be on file at Central Christian College of Kansas in order for credits to be assessed.

Charts delineate specific course equivalencies. Exams not listed in the charts may still transfer for elective credit on a case-by-case basis.

The following are accepted organizations for standardized examinations:

#### Advanced Placement (AP)

**College Code: 6088**

Central Christian College of Kansas awards college credits to high school students that participated in the Advanced Placement program (College Examination Board). Advanced Placement Exams are administered primarily in high schools. They are usually culminating exams for high school students enrolled in honors

courses. <https://apstudent.collegeboard.org/home?navid=clep-aps>

Students must score a 3, 4, or 5 on the exam to receive college-level credit. The chart below lists specific credits associated with the appropriate AP exam scores. Credit for AP exams will be recorded on the CCC transcript with a grade of "PR". AP exams cannot be used to repeat a class already completed.

AP Exam Title	Score	Equivalency
<b>Art History</b>	4	HU-AR 101 Art Appreciation (3)
<b>Biology</b>	4	NS-BI 101 General Biology (4)
<b>Chemistry</b>	4	NS-CH 102 General Chemistry (4)
<b>Spanish</b>	3	HU-FL Spanish I & II (8)
<b>Spanish</b>	4	HU-FL Spanish I, II, III (12)
<b>Spanish</b>	5	HU-FL Spanish I, II, III, IV (16)
<b>Computer Science A</b>	4	BS-CP Introduction to Information Technology (3)
<b>English Language &amp; Composition</b>	3	EN-CP 121 College Writing & Reading (3)
<b>English Literature &amp; Composition</b>	3	EN-LT 205 Introduction to Literature [WI] (2)
<b>Environmental Science</b>	3	NS-BI 100 Environmental Science (4)
<b>European History</b>	4	SS-HI 103 History of Western Civilization (3)
<b>Human Geography</b>	3	SS-GE 113 World Geography (3)
<b>Macroeconomics</b>	4	BS-EC 261 Macroeconomics (3)
<b>Microeconomics</b>	4	BS-EC 260 Microeconomics (3)
<b>Calculus AB</b>	3	NS-MA 111 Calculus I (4)
<b>Calculus BC</b>	3	NS-MA 111 & 211 Calculus I & II (8)
<b>Physics 1</b>	3	NS-PH 205 General Physics I (4)
<b>Physics 2</b>	3	NS-PH 206 General Physics II (4)
<b>Physics C: Mechanics</b>	3	NS-PS 215 University Physics I (4)
<b>Physics C: Electricity &amp; Magnetism</b>	3	NS-PS 216 University Physics II (4)
<b>Psychology</b>	3	SS-PY 110 General Psychology (3)
<b>Statistics</b>	3	NS-MA 209 Statistics (3)
<b>United States Government &amp; Politics</b>	3	SS-PO 203 American Government (3)
<b>United States History</b>	3	SS-HI 105 & 106 United States History (6)
<b>World History</b>	3	SS-HI 103 & 104 History of World Civilization (6)

#### College Level Examination Program (CLEP)

**College Code: 6088**



Central Christian College of Kansas recognizes prior learning credits obtained through CLEP. Specific information concerning CLEP opportunities can be found at <https://clep.collegeboard.org/>

College Level Examination Program (CLE exams include an assortment of different test topics and can fulfill general education and major requirements. All credit for CLEP tests is granted based on the score recommended by the American Council on Education (ACE). Credit for CLEP exams will be recorded on the transcript, with a grade of "PR". CLEP tests cannot be used to repeat a class already completed. If the score does not meet the minimum requirements articulated by the Registrar's office, no entry is made on the transcript. CLEP transcripts can be requested by contacting:

CLEP Transcript Request Service  
P.O. Box 6600  
Princeton NJ 08541-6600  
(609) 771-7865 (phone)  
(609) 771-7088 (fax)  
[clep@info.collegeboard.org](mailto:clep@info.collegeboard.org) (e-mail)

CLEP Exam Title	Score	Equivalency
<b>Principles of Accounting</b>	50	BS-AC 120 Basic Accounting (3)
<b>American Government</b>	50	SS-PO 203 American Government (3)
<b>History of the United States I</b>	50	SS-HI 105 U.S. History I (3)
<b>History of the United States II</b>	50	SS-HI 106 U.S. History II (3)
<b>Biology</b>	50	Science Elective (4)
<b>Chemistry</b>	50	Science Elective (4)
<b>Calculus</b>	50	NS-MA 111 Calculus I (4)
<b>College Algebra</b>	50	NS-MA 104 College Algebra (3)
<b>College Composition Modular (no essay)</b>	50	EN-CP 103 English Composition I (3)
<b>College Composition<sup>8</sup></b>	50	EN-CP 103 English Composition I (3) And / Or EN-CP 105 College Writing & Research (3)
<b>College Mathematics</b>	50	NS-MA 201 Survey of Contemporary Mathematics (3)
<b>Educational Psychology</b>	50	ED-CC 281 Principles of Teaching & Learning (3)
<b>Financial Accounting</b>	50	BS-AC 220 Financial Accounting (3)
<b>Human Growth and Development</b>	50	SS-PY 201 Human Growth & Development (3)
<b>Humanities</b>	50	HU-AR 100 Perceiving the Arts (3)
<b>Introductory Psychology</b>	50	SS-PY 110 General Psychology (3)
<b>Introductory Sociology</b>	50	SS-SO 202 Principles of Sociology (3)
<b>Pre-Calculus</b>	50	NS-MA 105 College Trigonometry & Analytical Geometry (3)

<sup>8</sup> Students who complete successfully complete College Composition are eligible to receive credit for both EN-CP 103 and EN-CP 105, unless the student has already completed EN-CP 103.

<b>Principles of Macroeconomics</b>	50	BS-EC 261 Macroeconomics (3)
<b>Principles of Management</b>	50	BS-MG 351 Principles of Management (3)
<b>Principles of Marketing</b>	50	BS-MG 352 Principles of Marketing (3)
<b>Principles of Microeconomics</b>	50	BS-EC 260 Microeconomics (3)
<b>Spanish Level 1</b>	50	HU-FL 108/109 Spanish I & II (8)
<b>Spanish Level 2</b>	63	HU-FL 208 Inter. Spanish (4)
<b>Western Civilization I</b>	50	SS-HI 103 History of World Civilization I (3)
<b>Western Civilization II</b>	50	SS-HI 104 History of World Civilization II (3)

## DANTES Subject Standardized Tests (DSST)

**College Code: 9801**

Central Christian College of Kansas recognizes credit earned through DANTES Subject Standardized Tests (DSST). American Council on Education (ACE) recommended equivalencies are used when determining credit. More information concerning DANTES Subject Standardized Test can be found at [www.getcollegecredit.com](http://www.getcollegecredit.com)

DSST Exam Title	Score	Equivalency
<b>Art of the Western World</b>	400	HU-AR 101 Art Appreciation (3)
<b>Astronomy</b>	400	NS-PS 106 Introduction to Astronomy (2)
<b>Business Ethics &amp; Society</b>	400	BS-MG 363 Profession Ethics (3) or EX-OR 455 Personal Values & Organizational Ethics (3)
<b>Criminal Justice</b>	400	SS-CJ 235 Introduction to Criminal Justice Systems (3)
<b>Environment &amp; Humanity</b>	400	EX-SC 100 Environmental Science (3)
<b>Fundamentals of College Algebra</b>	400	NS-MA 104 College Algebra (3)
<b>Health &amp; Human Development</b>	400	SP-SH 101 Wellness for Life (3)
<b>Human Resource Management</b>	400	EX-MG 445 Human Resource Management (3 – lower level)
<b>Human/Cultural Geography</b>	400	SS-GE 113 World Geography (3)
<b>Introduction to Business</b>	400	BS-MG 100 Principles of Business (3)
<b>Introduction to Law Enforcement</b>	400	SS-CJ 214 Law Enforcement (3)
<b>Introduction to World Religions</b>	400	MT-WV 251 World Religions (3)
<b>Lifespan Developmental Psychology</b>	400	SS-PY 201 Human Growth & Development (3)
<b>Math for Liberal Arts</b>	400	NS-MA 201 Survey of Contemporary Mathematics (3)

<b>Organizational Behavior</b>	400	BS-MG 355 Organizational Behavior or EX-BS 356 Org. Behavior and Leadership (3 – lower level)
<b>Personal Finance</b>	400	BS-EC 265 Personal Finance (3)
<b>Principles of Finance</b>	400	BS-MG 353 Principles of Finance (3)
<b>Principles of Public Speaking</b>	400	CO-CO 211 Principles of Speech (3)
<b>Principles of Statistics</b>	400	NS-MA 209 Statistics (3)
<b>Principles of Supervision</b>	400	BS-MG 351 Principles of Management (3 – lower level)

### **International Baccalaureate (IB)**

Central Christian College of Kansas will award credits to students who participated in a high school International Baccalaureate Program and earned a score of 4 or greater on a Higher Level exam (Standard level will not be accepted). Credit is awarded based on the score and the exam subject. Additionally, students who have earned the International Baccalaureate (IB) Diploma and meet minimum eligibility requirements will meet the full General Education requirements for Central Christian College of Kansas. International Baccalaureate transcripts should be sent directly to the Office of the Registrar.

### **CATEGORY FIVE – FOREIGN TRANSCRIPTS**

Category Five transfer credits include all credits associated with foreign transcripts. Transfer credit will only be considered from institutions recognized by the government of the country in which the institution is located. In order for Central Christian College of Kansas to accept credits awarded from a foreign institution, the transcript must first be translated and evaluated. The following agencies are recognized by Central Christian College of Kansas as valid foreign transcript reviewers:

- Center for Educational Documentation [www.cedevaluations.com]
- Education Credential Evaluators [www.ece.org]
- Incred [www.incredevals.org] (recommended for athletes)
- International Education Consulting (IEC) [www.interedconsulting.com]
- World Education Services [www.wes.org] (Recommended)

Once transcripts have been translated and evaluated, the Registrar will assess transfer credits based on Category Two standards.

### **CATEGORY SIX - CREDITS FOR PRIOR LEARNING**

Recognizing that many adult learners have already completed significant levels of professional education, Central Christian College is prepared to consider the role professional experience plays in the pursuit of a degree and award appropriate credit for such experience. There are three ways to receive credit for prior learning.

### **Endorsed Credit**

Central Christian College of College recognizes a number of skill sets associated with the completion of certain professional certifications and licenses. In order for the College to consider recognizing these skills, the student will need to submit official documentation verifying successful completion of the program/certification.

- Pilot's License ([www.faa.gov](http://www.faa.gov))
- Police Academy
- Corrections Academy
- Registered Nurse ([www.nursys.com](http://www.nursys.com))
- Certified Legal Assistant ([www.nala.org](http://www.nala.org))
- Registered Medical Assistant ([www.arma-cert.org](http://www.arma-cert.org))
- Certified Medical Assistant ([www.aama-ntl.org](http://www.aama-ntl.org))
- Emergency Medical Technician ([www.nremt.org](http://www.nremt.org))
- Human Resource Certification ([www.hrci.org](http://www.hrci.org))
- Registered Health Information Administrator/Technician ([www.ahima.org](http://www.ahima.org))
- Dental Technician ([www.nbccert.org](http://www.nbccert.org))
- Dental Assistant ([www.danb.org](http://www.danb.org))
- Medical Technician ([www.americanmedtech.org](http://www.americanmedtech.org))
- Radiology/MRI Technician ([www.arrt.org](http://www.arrt.org))
- Certified Professional Coder ([www.aapc.org](http://www.aapc.org))
- Certified Pharmacy Technician ([www.ptcb.org](http://www.ptcb.org))

### **ACE Credit**

Many certifications and training opportunities have already established equivalent credit through the American Council on Education (ACE). Courses from Straighterline will only be evaluated from an ACE transcript. The following directory is a tool to look up organizations whose training has been evaluated by ACE for college

credit: <http://www2.acenet.edu/credit/?fuseaction=browse.main>.

ACE transcript must be forwarded the Central Christian College of Kansas. The request page is located at: <https://www2.acenet.edu/credit/?fuseaction=transcripts.main>.

### **CAEL**

Students wishing to apply for portfolio credit for prior experience should work with CAEL <http://www.cael.org/>

### **CATEGORY SEVEN – MILITARY CREDIT**

Central Christian College of Kansas recognizes the transferability of learning received as part of military training. Evaluations of military credit will adhere to the recommendations of the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

- Army, Navy, Marines, and Coast Guard: Individuals serving in the Army, Navy, Marines, and Coast Guard will need to submit the following:

- ACE Joint Services Transcript
  - Additional documentation as required
- b) Air Force: Students graduating from the Community College of the Air Force (CCAF) will

need to submit an official transcript. Transcripts from the Air Force will be evaluated under the guidelines of Category One.

# FINANCIAL AID

## APPLYING FOR FINANCIAL AID

Students wishing to apply for financial aid should complete the Free Application for Federal Student Aid (FAFSA). This application will calculate the Expected Family Contribution (EFC) as determined by the federally-approved Need Analysis System. The College will use the calculations, found on the Student Aid Report (SAR), to determine each student's need. Need is the difference between the EFC and the cost of education at Central. After a student has been admitted to Central Christian College of Kansas, the Financial Aid Office will work with the student to develop an award package for revision and approval.

## ACCEPTANCE STATUS

### FULL ACCEPTANCE

Students that have been fully accepted may be eligible to apply for Federal Title IV Financial Aid.

### PROVISIONAL ACCEPTANCE

The student is eligible for Federal Title IV financial aid during the provisional acceptance period; however, he/she must satisfy the requirements of the provision before receiving aid for additional terms.

### CONDITIONAL ACCEPTANCE

The student on a conditional acceptance is not eligible for Federal Title IV financial aid and will not be charged. Students are given one module to provide the additional documents needed in order to make a full or provisional admissions decision.

## AWARD AND DISBURSEMENT

### ELIGIBILITY

Enrollment status affects the awards a student is eligible to receive. The following chart details how enrollment status affects each award.

Enrollment Status and Availability				
Award	Full-time 12 hrs. +	$\frac{3}{4}$ time 9-11.5 hours	$\frac{1}{2}$ time 6-8.5 hours	Less than $\frac{1}{2}$ time 5 hrs. or less
Federal Pell Grant	Full	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{4}$
Federal SEOG	Full	Full	Full	Full
Federal Stafford Loan	Full	Full	Full	None
Federal Perkins Loan	Full	Full	Full	None
Federal Work Study	Full	Full	Full	None
KS Grants	Full	None	None	None
Institutional Grants	Full	$\frac{3}{4}$	$\frac{1}{2}$	None

### PROCEDURE

Students who are admitted to Central Christian College of Kansas may request a financial aid estimate prior to an anticipated start date. Once the Student Aid Report (SAR) is received and all additional financial aid documentation is provided, Financial Aid staff will provide the student with a Financial Aid Award Letter.

A returned signed award letter, completed Master Promissory Note, and an online Entrance Counseling are required before disbursements of Federal Direct Loans and Federal Parent Loans (PLUS) can occur. A returned signed award letter and completed promissory note are required before disbursements of Perkins Loans. Additionally, the student must accept all loan awards prior to their disbursement.

Students who have returned a signed Financial Aid Award Letter prior to the beginning of the term may receive institutional scholarships and grants, any received outside scholarships, and allowance toward other pending awards on the first day of classes. Federal student aid program awards will be disbursed and applied to the student's account early in each term. First time-borrowers will not have loans disbursed for 30 days.

If a student enrolls without financial aid paperwork being completed, the student will not receive any financial aid until all documentation is provided to the financial aid office. Within a few weeks of receiving all the required documentation, the student should receive his or her financial aid awards (as long as it is not past the deadline for late disbursements in each program).

The Business Office will notify students through the Student Portal when financial aid awards have been credited to their accounts via receipts or billing statements.

Students will be given 14 days to cancel any loan disbursement from the date they were notified of any loan posting to their account.

## COST OF ATTENDANCE/BUDGETS

The table below illustrates how the College determines Cost of Attendance for different programs. Actual fees costs can be viewed in the Tuition, Fees, and Charges section of the Catalog. Charges are subject to change as directed by the Board of Trustees. Central Christian College of Kansas reserves the right to make changes without prior notice.

Cost of Attendance serves as the basis for calculating Financial Aid, which is more than the direct costs actually due to the College. For students not attending full-time or have different living arrangements, Cost of Attendance information can be obtained through the Financial Aid office.

Students with an older tuition rate can figure their Cost of Attendance by replacing the *Tuition & Fee* amount with the one currently associated with their account. Otherwise, all other amounts are as printed in this catalog, due to cost of living increases, and will be used to calculate financial aid for the 2016-2017 school year.

### SCHOOL OF PROFESSIONAL EDUCATION (ONLINE/EXCEL)

	Full-Time Off-Campus	Full-Time (with parent)
<b>EXCEL Evening Classes (Legacy CJ/Ministry)</b>		
Tuition	\$9,400	\$9,400
Room & Board	\$13,500	\$6,750
Books & Supplies	\$1,000	\$1,000
Loan Fees	\$70	\$70
Miscellaneous	\$2,000	\$2,000
Transportation	\$1,000	\$1,000
<b>Online</b>		
Tuition & Fees (Books)	\$11,200	\$11,200
Room & Board	\$13,500	\$6,750
Loan Fees	\$70	\$70
Miscellaneous	\$2,000	\$2,000
Transportation	\$1,000	\$1,000

### SCHOOL OF LIBERAL ARTS AND SCIENCES (RESIDENTIAL)

	On Campus	Off Campus
Tuition & Fees	\$25,040	\$25,040
Housing & Meals	\$7,950	\$7,800
Loan Fees	\$70	\$70
Miscellaneous	\$1,500	\$1,500
Transportation	\$1,000	\$2,400

## SATISFACTORY ACADEMIC PROGRESS FOR STUDENT AID

Federal law and College regulations establish that all students must maintain Satisfactory Academic Progress (SAP) during their enrollment at the College, in order to remain eligible for Federal Title IV aid and institutional aid. The Academic Office, in conjunction with the Financial Aid Office, will monitor Academic Progress at the end of every term.

- **SPE:** Term is equivalent to four consecutive modules (courses). Each module is either five or six weeks in length, dependent upon the program.
- **SAS:** Term is equivalent to the fall and spring semester. Credit taken during the summer may be applied to the minimum credits for academic progress if a grade or official transcript has been received by the Registrar's Office by the start of the next semester.

Students at Central Christian College of Kansas, regardless of enrollment status or category, must meet the following requirements to remain in good standing:

- **GPA** - Students must maintain a minimum cumulative GPA:
  - **SAS Associate Programs:** 2.00
  - **SAS Bachelor Programs:**
    - 0-30.99 Hours: 1.70
    - 31-59.99 Hours: 1.85
    - 60+: 2.00
  - **SPE Associate Programs:** 2.00
  - **SPE Bachelor Programs**
    - 0-30.99 Hours: 1.70
    - 31-59.99 Hours: 1.85
    - 60+: 2.00
- **Pace** - Students must earn at least 66.67% of all credits they attempt (Cumulative Earned Hours/Cumulative Attempted Hours).
- **Maximum Timeframe** - Students must complete their degrees within 150% of the published program length.
  - **SAS Associate Programs:** 90 Attempted Credits
  - **SAS Bachelor Programs:** 180 Attempted Credits
  - **SPE Associate Programs:** 90 Attempted Credits
  - **SPE Bachelor Programs:** 180 Attempted Credits

## SCOPE OF EVALUATION

Courses included in evaluating SAP are as follows:

- **Dual-Credit:** While these courses are not eligible for financial aid, they are used for SAP calculations. Credits earned from Dual-Credit programs outside of Central Christian College of Kansas (transfer credits) will be used to calculate Maximum Timeframe and Pace. Credits earned directly through Central Christian College of Kansas will be used to calculate Maximum Timeframe, Pace, and GPA.
- **Repeated Courses:** Students may use financial aid to retake courses.



- Courses in which a student receives a W, WF, WP will count as attempted hours. Courses receiving a WF will also be used in GPA calculations.
- Remedial courses, earned at Central Christian College of Kansas.

Students, who have received failing grades for all courses in a term will be asked to verify attendance for each class. This may affect aid eligibility for the term.

Academic program credits include credit received in transfer and all courses attempted at Central Christian College of Kansas, including failed courses. The cumulative GPA is calculated only on credits earned at Central Christian College of Kansas. A grade of I or incomplete is not considered successful completion of a course.

*Students enrolled in programs requiring more hours than those stipulated in a normative degree program (i.e. teaching certification, music education) are eligible to receive aid for additional attempted credit hours based on the required hours needed for the program.*

#### **Monitoring Satisfactory Academic Progress**

The Academic Office, in conjunction with the Financial Aid Office, will monitor Satisfactory Academic Progress (SAP) at the end of each payment period. Written notification (Central Christian College School email, post sent to home address, or through the portal) will be sent to students placed on:

- Warning – Not meeting SAP
- Suspension – Not meeting SAP after being on Warning
- Probation/Academic Plan – Appeal approved, student has an Academic Plan

#### **ACADEMIC PROGRESS STATUS DESCRIPTIONS**

##### **Good Standing**

Any student who meets the minimum standards for academic progression.

##### **Academic Notice**

Students will receive notice whenever their term GPA is below 2.00.

##### **Academic Warning**

A student is placed on academic warning when his or her cumulative GPA has failed to meet the minimum standards (illustrated in the chart above). The student has one semester to meet the minimum standards, after which the student may be suspended. The Progress Review Committee is empowered to retain probationary status if in the judgment of the committee; the student is making significant progress toward good standing.

SPE students not meeting SAP are placed on academic warning for the ensuing semester. This status is removed if, at the end of the next semester, the student's GPA meets the appropriate standards. During the period of academic warning, SAP will be monitored after the third module and students may be prohibited from beginning the next semester until final grades for the fourth module are received and the cumulative GPA reviewed.

A student who has not met one or more minimum requirements at the end of a semester will be placed on Warning. The Warning period will consist of the next term in which the student is enrolled in classes. The student may receive aid for one term while on Warning without an appeal.

Students placed on Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility, and the importance of seeking guidance from appropriate staff.

Students who do not meet SAP standards after this period of Warning will be denied eligibility for future semesters and be suspended until they meet the SAP standards or submit an SAP Appeal that is approved.

It is possible for a student to be subject to more than one period of Warning throughout the course of their academic career.

##### **Academic Suspension**

A student is placed on academic suspension when he or she has maintained a cumulative GPA below the minimum standards, for two consecutive semesters or if in the judgement of the Progress Review Committee, the student is not making significant academic progress.

A student may immediately be placed on Academic Suspension if he or she fails to earn a minimum term GPA of 1.00, even if he or she was not previously on Academic Probation or Warning. The student may reapply for admission after sitting out the next full term (fall or spring). A student who has not met one or more of the minimum requirements for two consecutive payment periods (terms/semesters), and either fails to appeal his or her status or has appealed and has been denied, will be placed on Suspension. Students placed on Suspension are ineligible to receive Federal financial aid.

##### **Academic Plan/Probation:**

A student is placed on an academic plan when he or she either returns from an academic suspension as a result of a successful appeal. Students on Academic Plan will be reviewed at the end of the each consecutive fall and spring semester, until such time as the Progress Review Committee determines no continued monitoring is

warranted. Students on academic probation may be restricted to 12 credits for each semester in which they on Academic Probation.

Students on Academic Probation may be restricted from participation in:

- Varsity & Junior Varsity Athletics
- Club or Intramural Sports
- Theater Productions
- Music Ensembles
- Serving as an officer in a club or organization

Exceptions to these restrictions may occur in those cases where participation is associated with the earning of academic credit needed to fulfill a graduation requirement. Students receiving scholarships requiring participation in any of the activities mentioned above may still be restricted from participation. Participation will be determined by joint agreement by the Vice President of Academics and the Vice President of Enrollment (or designee). Placement on Academic Probation may also require the student follow a plan as prescribed by the Success Center.

### **APPEALING ACADEMIC PROGRESS**

Students may appeal Academic Suspension by submitting the appropriate documentation (mentioned below) to the appropriate office, SAS students – Office of the Provost, SPE students – the Office of the School of Professional and Distance Education.

If special circumstances prevented a student from meeting minimum requirements for SAP, an appeal may be submitted. However, submission of an appeal does not guarantee that the student will become eligible for enrollment or financial aid. An appropriate committee (as defined by the department or school) will review the appeal.

Appeal forms, available online or through the appropriate office, must be submitted with supporting documentation by the outlined deadlines (see below).

The appeal is reviewed by two different offices, Academics and Financial Aid. This could result in a split decision. If the Academic Office refuses an appeal, the Financial Aid office will defer to the decision of the Academic Office. In the same manner, if the Academic Office accepts the appeal, the Financial Aid Office is not obliged to reinstate aid eligibility. The two decisions are reached independently.

In the case of a successful appeal of suspension, students will be readmitted under academic probation status and an academic plan prescribed and monitored.

*Note: Federal satisfactory academic progress (SAP) requirements for financial aid vary from the College's academic standards, and are monitored separately by the Financial Aid Office. Students must maintain satisfactory academic progress in order to receive financial aid. This complies with the Department of Education's determination that students may not receive financial aid based on federal funds if their cumulative GPA falls below the minimum required or if the student fails to maintain a satisfactory credit completion rate toward a maximum time frame. Students should be familiar with both the Academic and Financial Aid policies as both can affect enrollment.*

### **Appeal Documents**

1. SAP Appeal Form
  - a. Within this form, the student must provide statements explaining the circumstances that led to failure to meet the minimum requirements for Satisfactory Academic Progress and describe how the situation has improved and what actions the student has taken and will be taking to ensure that they will return to Good Standing.
2. Supporting Documentation of the extenuating circumstances (see below examples)
3. Academic Plan
  - a. The student must meet with their advisor and complete an academic plan. The plan must be submitted with the SAP appeal form and supporting documentation.

Appeals submitted without all of the above documentation will not be considered by the Appeal Committee. If the student misses the deadline given by the Provost Office, the appeal will be held until the following semester allowing the student to gather the necessary documentation. The following are examples of approved documentation:

- Medical (personal or family illness): Signed document outlining the timeframe of illness, relationship to person with illness (if applicable), medical documents (intake form, insurance claim, bill, doctors note), letter from doctor
- Death of a family member: Death certificate, obituary, program, funeral home certificate
- Traumatic Event (assault, abuse, stolen identity, other personal violations): Police reports, letter from mental health professional or counselor
- Job Loss (personal): Proof of job loss, unemployment letter
- Natural Disaster: FEMA documents, insurance claim, statement from landlord

- Military Deployment: Military Orders (including dates of deployment or active duty), letter from commanding officer
- Car Accident: Police report, insurance documents, dated photos
- Legal Issues (divorce, separation, incarceration): Divorce decree, relevant court documents
- Lack of College preparation: Transcripts that show progress if student has gone elsewhere since suspension or has taken summer courses.

Circumstances that not considered as acceptable justification of an appeal are:

- Immaturity, Lack of Focus or time management
- Difficulty transitioning to college or with level of coursework
- Conflicts with instructors that have not been established through a grievance process prior to the appeal.
- Transportation or technology issues
- Known medical conditions that existed prior to the start of the term/semester – unless such condition produced unavoidable complications.

#### ACADEMIC APPEAL TIMELINE FOR SAS STUDENTS

Ending Semester	Appeal Form, Official Documentation, & Academic Plan	Appeal Committee Meeting	2 <sup>nd</sup> deadline for additional information as requested by appeal committee
Fall	Dec 29, 2017	Jan 2-5, 2018	N/A
Spring	June 15, 2018	June 18-22, 2018	June 29, 2018

#### ACADEMIC APPEAL TIMELINE FOR SAS STUDENTS

SPE students will need to contact the Student Advocate to obtain due dates for appeal.

#### PROBATION/ACADEMIC PLAN

A student not making SAP standards and who has successfully appealed a suspension will be placed on an Academic Plan. An Academic Plan is a stipulation placed on a student following an appeal designed to guide a student within a prescribed amount of time to meet SAP requirements. The student will work with their Academic Advisor to create a plan that is supported by both the College and the student.

The student will retain eligibility for aid as long as all conditions of the plan are met. The Academic Plan will stipulate specific requirements and/or limitations (e.g. reduced course load; specific courses; GPA/Pass Rate requirements), which all need to be met in order to remain eligible. A student not meeting any one requirement will be placed back on suspension.

Adherence to the plan will be evaluated at the end of every term/semester. Financial aid disbursements will not be made unless it is verified that the students prior term was acceptable and that the correct courses and stipulations are in place for the proceeding term.

#### REINSTATING ELIGIBILITY

Students may regain eligibility by successfully meeting the minimum standards for satisfactory progress, as outlined above. This may be done through an appeal process and adherence to the Academic Plan. Students may also choose to complete coursework, without aid, in an effort to meet minimum standards. Coursework completed at other colleges cannot be used to adjust GPA, unless the coursework replaces a deficient course taken at the College. However, all transfer coursework must first be evaluated by the Registrar and may not be eligible for consideration.

Students having difficulties in their studies are urged to make contact with the Office of Student Success. Central Christian College of Kansas is committed to helping students achieve academic success. Students that are struggling to maintain academic progress may be required to take prescribed courses or use the Student Success Center in order to maintain enrollment.

Students using Veteran's Benefits to pay for tuition may be eligible for Tutorial Assistance or Educational and Vocational Counseling Services through the Department of Veterans Affairs (VA). More information can be found at <http://www.gibill.va.gov/> or by calling the VA at 1-888-442-4551.

#### WITHDRAWAL POLICY

##### OFFICIAL WITHDRAWAL

An *Official Withdrawal* occurs when a written notification of intent to withdraw from the program is submitted to the College or a student contacts an *Official of the College* (acting in an official capacity) and articulates a decision to withdraw.

The Last Date of Attendance (LDA) will be the last day of class participation in the course. The Date of Determination (DOD) for refund purposes will be the date of receipt of written notification from the student of intent to withdraw. There is a \$50 withdrawal fee.

##### UNOFFICIAL WITHDRAWAL:

A student will be considered unofficially withdrawn if he or she has not articulated an official intent to return and has had an active period of non-attendance equaling 14 days or the student does not attend the first seven (7) days of a module or term.

A student will be considered unofficially withdrawn from the College if he or she is withdrawn (officially or unofficially) from a class and does not follow College procedure for maintaining positive participation in the term.

The LDA will be the last day of class participation in the term. The Date of Determination for refund purposes will be no later than 14 calendar days after the LDA, except in extenuating circumstances. There is a \$50 withdrawal fee.

### WITHDRAWAL PROCEDURES

1. The College receives official withdrawal notification from the student or the College determines that the student has ceased attending class.
2. The College notifies the Administrative Staff that the student has withdrawn.
3. The Registrar submits Institutional Refund Calculation to Business Office, within 30 days of Date of Determination.
4. The Return to Title IV calculation is completed within 30 days of the Date of Determination.
5. Financial Aid requests any post-withdrawal disbursement due to the student.
6. The Business Office makes any refunds due to the appropriate account, lender, agency, or to the student within 45 days of the Date of Determination.
7. The Withdrawal Calculations and final bill are sent to the student.

### FAILURE TO THRIVE

Any student who has earned a term GPA of 0.00, through the accumulation of W, F, WP, or WF grades, may be administratively withdrawn from the College, regardless of financial aid status. If this occurs, the student will not be permitted to begin a new term.

In order to remain enrolled, the student will need to appeal the withdrawal, in writing. The appeal must describe the extenuating circumstance that kept the student from maintaining academic progress and provide a detailed plan through which the student can improve academic performance in the future.

Students with a 0.00 term GPA may be subject to a financial aid inquiry, which can trigger a recalculation of aid awarded during the term in which the student posted a 0.00 term GPA. Federal refund calculations will only consider days in which positive attendance can be confirmed. Students earning a 0.00 term GPA, at the completion of a term, are not eligible for any institutional refunds, regardless of the findings of the financial aid inquiry. The student is responsible for any balance that results from these calculations.

When determining if a student earned a failing grade, the College utilizes the Last Date of Attendance as a reference point. Any recorded attendance during the last two full weeks of the semester/term, will be recognized as an earned grade (see the Academic Section of the Catalog for more information on Attendance Policies). Students not showing positive attendance during this time-frame may retroactively trigger a change in enrollment status and a recalculation of financial aid.

### REFUND POLICY

In compliance with federal regulation, Central Christian College of Kansas maintains a fair and equitable refund policy. This policy encompasses both Institutional and federal regulations.

Students are responsible for all costs related to the term in which they are registered, regardless of attendance in any particular course.

Federal regulations require that the College recalculate a student's eligibility for financial aid if they leave the College without completing their term of enrollment. Based on the percent of the term completed, the College is required to return funds to the federal student aid programs. In addition, the College prorates any institutional funding received (i.e. scholarships, grants, etc.). This reduction in financial aid eligibility often creates a balance due to the College. For this reason, we strongly recommend that any student considering withdrawing during a term or semester contact the Office of Financial Aid to discuss the financial impact of their decision with a counselor.

The regulations that govern federal refunds are separate from the institutional refund policy.

### INSTITUTIONAL REFUND POLICY

Depending on the point at which a student withdraws from the College, he or she may be eligible for a tuition refund. The refund calculation does not include any fees associated with the term. In keeping with the policies of the Kansas Board of Regents, the refund is calculated using the following gradations:

#### School of Liberal Arts and Sciences (Term Based – Non-Sequential Courses)

Withdrawing before the end of the first week of courses	100% Tuition Refund
Withdrawing through the third week of courses	70% Tuition Refund
Withdrawing through the fifth week of courses	50% Tuition Refund
Withdrawing through the seventh week of courses	30% Tuition Refund

Withdrawing after the seventh week of courses	0% Tuition Refund
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There are no refunds related to room charges once classes have begun and the student attends a class. A student may receive up to a seventy-five percent refund of board charges, based on a prorated calculation.

SAS students enrolled in any modular course will be responsible for full charges on day five of the course.

Withdrawal from courses, prior to the Official Add/Drop date may affect financial aid and athletic eligibility. Additionally, withdrawing from a course at any point in the semester, may affect residential and student status.

In determining the official termination date, the College considers the week during which the student last attended to be an entire week of attendance. However, for Title IV purposes, the Last Date of Attendance will be used for any calculations.

#### **School of Professional and Distance Education (Term Based – Modular Courses)**

Students are enrolled for a full-term at the beginning of each payment period (one term = four courses/modules). Charges are applied to the student ledger based on enrollment in the full term. Full tuition liability is incurred at the midpoint of the term (first day of the third class of the term). Prior to the point of incurring full tuition liability, the student is liable for all costs incurred based on the following stages of enrollment:

Withdrawing before the end of the first week of the term	100% Tuition Refund
Withdrawing during the first module, after the first week	75% Tuition Refund
Withdrawing during the second module	50% Tuition Refund
Withdrawing after the second module	No tuition Refund

When calculating the institutional refund, the College utilizes the Date of Determination (DOD), not the Last Date of Attendance (LDA). Therefore, students planning on withdrawing should communicate their request so that the maximum amount of refund remains available. The LDA will be used for all federal refund calculations.

SPE students enrolled in courses as part-time will be assessed full charges on day five of the course, regardless of attendance. To avoid charges, the student needs to withdraw from the course prior to the Add/Drop Day for modular course (Day Four).

Withdrawal from courses may affect financial aid and athletic eligibility. Additionally, withdrawing from a course at any point in the semester, may affect residential and student status. In determining the official termination date, the College considers the week during which the student last attended to be an entire week of attendance. However, for Title IV purposes, the Last Date of Attendance will be used for any calculations.

#### **FEDERAL REFUND POLICY - RETURN TO TITLE IV**

In addition to the Institutional Policy, the College is required to review the file of any student, withdrawing from the College (officially and unofficially), receiving Title IV Financial Aid to determine the amount of unearned financial aid and return that aid to the appropriate lender/provider. In the course of this calculation, it may be found that the student owes Central Christian College a portion of the tuition and fees that were not covered as determined by the Return to Title IV procedures defined by the Department of Education.

The Higher Education Amendments of 1998 define “withdrawal” as failure to complete the period of attendance on which federal aid eligibility was based. For Central Christian College this includes the *entire term of enrollment*. Therefore, students withdrawing from the College officially or unofficially (lack of attendance) will be responsible for all costs associated with the *term*, regardless of how many classes were actually *touched* during the term. It is the responsibility of the Financial Aid Office to calculate the amount of federal aid earned based on the length of time the student was active in the term. All of the days associated with the term of registration are included in the number of days used to calculate the return. However, breaks of five or more days are excluded from the number of days used in the calculation.

If a student stops attending classes without completing an official withdrawal, the Financial Aid Office is required to calculate a Return of Title IV funds. To complete the calculation, the Financial Aid Office will utilize the Last Date of Attendance (LDA) based on data collected from course records.

For a student attending a modular program, if the student withdraws or is withdrawn from a course, but provides written confirmation of his or her intent to attend an upcoming course *scheduled in the same term* (payment period), a recalculation of aid is not necessary. However, if the student does not show positive attendance in the first seven days of the following course, the student will be considered withdrawn from the College. The last date of attendance will be used for all refund calculations. The student should keep in mind that the Financial Aid Office may need to recalculate aid eligibility if he or she changes enrollment status (i.e. full-time, part-time, half-time, etc.).



Written confirmation, as described here, cannot be used to maintain enrollment between terms. Students dropping or withdrawing from a course at the end of the term are considered withdrawn from the College for purposes of federal aid and will therefore trigger a Return to Title IV calculation.

The College uses the LDA as a point of reference when calculating Return to Title IV. Students with recorded withdrawals in a term will require the College to calculate the actual number of days the student was actively attending in the term.

The percentage of the term completed is determined by dividing the number of calendar days completed as of the date of withdrawal by the total number of calendar days in the term. If withdrawal occurs on or before 60 percent of the term has elapsed, the percentage of federal aid earned is equal to the percentage of the term completed. However, 100 percent of federal aid is earned if the date of withdrawal occurs after 60 percent of the term has elapsed.

The amount of federal aid earned is equal to the percentage of funds earned multiplied by the total amount of funds that was disbursed (or could have been disbursed) as of the day the student withdrew.

The types of aid considered under Title IV include:

- PELL
- Iraq and Afghanistan Service Grant
- TEACH Grant
- FSEOG
- Direct Loan(s)
- Perkins Loan

Central Christian College reserves the right to amend the Return to Title IV policy at any time in order to comply with federal regulations.

#### **INELIGIBLE PELL**

Federal Pell grant eligibility is determined by two factors: the student's Expected Family Contribution (EFC) as calculated on the Free Application for Federal Student Aid (FAFSA), and the student's enrollment status (full time,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time, or less than half time). In modular programs, Pell grant is disbursed on the assumption that students will remain at the same enrollment status for the entire term. Students that withdraw before attempting all of the credits for which they are enrolled may have a change in their enrollment status. Before a Return to Title IV Funds calculation can be completed, Central Christian College must first determine if the student's enrollment status has indeed changed, and return any ineligible Pell funding.

#### **INELIGIBLE LOAN**

To receive Federal Direct Loans, students must be enrolled at least half time (6 credits). Students that withdraw before beginning all of the credits for which they are enrolled may have a change in their enrollment status. Federal Direct Loans disbursed prior to the Last Date of Attendance will be subject to the Return to Title IV Funds calculation as explained below. Loans that were originated prior to the Last Date of Attendance, but not disbursed, may be counted in the Return of Title IV Funds as "could have been disbursed."

#### **POST-WITHDRAWAL DISBURSEMENT**

If a student has received less aid than earned, the student may be eligible for a Post-Withdrawal Disbursement. The College will notify the student, in writing, of the eligible amount. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the Post-Withdrawal Disbursement to the student. The disbursement will be made within 45 days.

#### **RETURN OF TITLE IV FUNDS FROM THE STUDENT**

If the student is required to return unearned Title IV loan funds, those FSA loan funds will be returned in accordance with the terms of the loan.

If the student is required to return unearned Title IV grant funds, the original amount calculated is reduced by 50%. If the original amount calculated for an individual grant overpayment is \$50 or less, it is considered *de minimus* and does not have to be repaid.

When a return of Title IV funds is due from the student, the school is responsible for notifying the student of the amount owed. Until the grant overpayment has been repaid, the student is ineligible for further federal financial aid funds and must be reported as being in overpayment status.

#### **REFUND DISTRIBUTION**

If the institutional refund calculation results in a refund due, the amounts are first restored in the order listed above in *Return of Title IV Funds Distribution* and then in the following order:

1. Other Federal Aid
2. State Aid
3. Private Aid
4. Institutional Aid
5. Student

All refunds due will be paid in full within 45 days of the Date of Determination.

*Any specifications related to State Authorizations are located at the end of the Catalog.*

## ACADEMIC BREAKS (SCHOOL OF PROFESSIONAL EDUCATION/ONLINE/EXCEL)

The School of Professional and Distance Education has embedded a winter and summer break into the modular Academic Calendar. However, due to the modular (continual) structure of the programs offered through the School of Professional and Distance Education, the College realizes that there may be times when the student may need to interrupt his or her academic participation. While it is not an official policy of the College, regulations do provide limited means to accommodate for an unscheduled academic interruption without withdrawing from the College. Commonly, this is done by dropping or withdrawing from a course. However, there are implications that the student should take into consideration before doing so:

1. If the student drops a course, prior to the Add/Drop date (fourth day of the course), this may modify the enrollment status of the student (e.g. Three-Quarter Time, Half-Time, Part-Time). Financial aid for the term may be modified and the student may receive a refund of tuition. *The student must confirm his or her intent to return to the next module before dropping the course.* A student will be considered withdrawn from the College, if he or she fails to provide written confirmation of his or her intent to return to a future course, *within the same term (payment period).*
2. If the student withdraws from the course after the Add/Drop date (fourth day of the course), enrollment status remains unchanged. Courses dropped after the Add/Drop period will be recorded on the transcript with a "W" during the first 50% of the course, after which a grade of "WP" or "WF" will be awarded. Financial Aid for the term will not be modified and no refund for tuition is available. *The student must confirm his or her intent to return to the next module before dropping the course.* A student will be considered withdrawn from the College, if he or she fails to provide written confirmation of his or her intent to return to a future course, *within the same term (payment period).*

Drop Date	Enrollment Status	Grade Earned	Financial Aid
Before	Drops to Three-Quarter Time, Half-Time, Part-Time	No Grade Earned, course does not show up on transcript	Financial aid for the term will be modified and the student may receive a refund of tuition.
After	Unchanged	"W" during the first 50% of the	Financial aid for the term will not be

		course, after which a grade of "WP" or "WF" will be earned	modified and no refund for tuition is available.
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A student dropping or withdrawing from the fourth module will immediately be considered withdrawn from the College. If the student fails to return, the student will be considered withdrawn and the last date of attendance will be used to determine return of Title IV Funds (the Day of Determination will be used for Institutional calculations). Students may reapply for admission to the College by following the readmission process outlined in the Student Handbook.

Students will not receive a refund for dropped courses in a term, unless the dropping of courses results in withdrawal from the College and the student is eligible for a refund

The student needs to be aware that dropping a course and retaking the course later will result in paying for the course twice and the student will be assessed a Retake Fee.

## SOURCES OF AID

### GRANTS (FEDERAL & STATE)

#### Federal Pell Grant

The Federal Pell Grant program was authorized by the federal government in 1972. This program provides for the payment of awards to students based on financial need. The application and award process is outlined as follows:

1. A student will complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The U.S. Department of Education will provide Central with a payment schedule with which to calculate the student's award. Actual awards are based on this schedule and may vary in amounts from year to year.

#### Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOGs) are available to students with high financial need as determined by the Federal Need Analysis System.

#### Kansas Comprehensive Grant

Residents of the state of Kansas attending Central Christian College may be eligible up to \$3000 under the Kansas Comprehensive Grant (KCG) program. A FAFSA must be received by the Department of Education by April 1. Eligible students must be enrolled full-time (minimum of 12 credits per semester) and have an \$11,000 EFC or less.

## LOANS

### **Federal Perkins Loan**

The Federal Perkins Loan is available to students with exceptional financial need. The interest rate for this loan is fixed at 5%. Repayment begins nine months after the student graduates, leaves school, or drops below half-time status.

### **Subsidized Federal Direct Loan**

Under the Federal Direct Loan Program, a student borrows from the Department of Education. Students may apply for a loan if they are enrolled or have been accepted for enrollment at least on a half-time basis in an eligible program. A need analysis is required before a student may be considered for this assistance.

The maximum amount that a student may borrow is \$3,500 for a freshman, \$4,500 for a sophomore, and \$5,500 for juniors and seniors. For loans disbursed from July 1, 2016, to June 30, 2017, the interest rate is fixed at 3.76%. There will be an origination fee charged by the Department of Education. The federal government pays the interest until the student graduates, leaves school, or drops below half-time status. Repayment begins following a six-month grace period. Standard repayment schedules may be extended over a ten to twenty-five-year period.

As of July 1, 2013, students must finish their program of study within 150% of the published timeframe to continue receiving the interest subsidy.

### **Unsubsidized Federal Direct Loan**

For students who do not qualify for the Subsidized Federal Direct Loan based on need, a new loan was established in 1992 called an Unsubsidized Federal Direct Loan. A student can borrow the same amounts as the Subsidized Federal Direct Loan; however, with the unsubsidized loan, the student does not get the same interest subsidies as the Subsidized Federal Direct Loan program. The student is responsible for the interest. Repayment obligations are the same as the Subsidized Federal Direct Loan Program. Starting in fall 2008, students may borrow \$2,000 more than the maximum subsidized loan limits in the form of an Unsubsidized Direct Loan. For loans disbursed from July 1, 2016 to June 30, 2017, the interest rate is fixed at 3.76%.

Independent students or dependent students whose parents were denied the Federal Parent Loan to Undergraduate Students (PLUS) are eligible for additional unsubsidized Stafford loan amounts.

### **Federal Parent Loan**

The Federal Parent Loan to Undergraduate Students (PLUS) is available to parents as a means of helping their dependent children to attend college. Parents may borrow an amount equivalent to the cost of education less other financial aid received. Repayment begins 30-60 days after

the second loan disbursement and may be paid back over ten years. For loans disbursed from July 1, 2016 to June 30, 2017, the interest rate is fixed at 6.33%.

### **INSTITUTIONAL GRANTS/SCHOLARSHIPS**

*The following awards are only available to students attending the School of Liberal Arts and Sciences, as part of the traditional-residential program.*

Many of the funds for these grants and scholarships are endowed or annually provided by friends of the College for the benefit of qualified students. These contributions provide partial funding for the academic scholarships.

### **Christian Education Grant**

Students who have graduated from a Christian high school or home school may be eligible for this grant. All qualifying applicants will receive \$1,000 each year.

### **Preview Days Grant**

This grant is for students who have attended scheduled preview days set by Admissions. A \$1,000 scholarship is awarded for the student's first year of attendance at CCC (\$500 per semester). Requirement: Student must attend on of CCC's scheduled Preview Days (not individual visits) and deposits before the close of the Preview weekend they attend. Starting in Spring 2017, this grant can be awarded in conjunction with the Early Bird Grant. However, if a student receives both incentive grants, they are only permitted to receive one of the Connection Grants.

### **Sibling Grant**

Siblings that both attend Central Christian College of Kansas may each be eligible for a \$1,500/year grant. To be eligible, both siblings must attend concurrently. This grant is renewable each year provided that both students continue to enroll at Central Christian College of Kansas.

### **Church Matching Grant**

This grant is available to students who receive scholarship money from their local churches. Central Christian College of Kansas will match the scholarship money up to \$500 for the year (e.g. church scholarship of \$500 plus Central Church Matching Grant of \$500 equals \$1000).

Documentation from the church must be on file within the first month of the semester for grant consideration.

### **Talent Based Grants**

Students may audition, interview, or test for a talent grant arranged through the Admissions Office and appropriate academic/athletic department. The College does not offer full tuition scholarships.

### **Alumni Grant**

This grant is available to any dependent of a Central alumnus who attended full-time for at least one semester. This renewable grant is worth \$1000 each year.

#### **Central Grant**

A limited amount of Central Grant funds are available. This grant is need based. Awards are determined during the financial aid packaging process.

#### **Ministerial Dependent Grant**

The unmarried, dependent children of ministers (pastors, associate pastors, youth pastors, music ministers, children's pastors) or missionaries who are in active service, retired, or deceased, may receive a Ministerial Dependent Grant of \$1,000. This grant is given without distinction to denomination. Recipients must file a FAFSA and have an \$11,000 EFC or less. Eligibility will be reviewed annually.

#### **Multicultural Leadership Grant**

This grant is for U.S. citizen minority students who have previously held one or more leadership positions and commit to actively participate in any multicultural student organization currently active on campus. Two awards are available for \$3,000 each. Starting in Spring 2017, this grant is no longer awarded to incoming students.

#### **Early Bird Grant**

A specialized grant offered to students participating in specialized campaigns. Specific amounts are set by the Financial Aid Office for the specific campaign. Starting in Spring 2017, this grant can be awarded in conjunction with the Preview Day Grant. However, if a student receives both incentive grants, they are only permitted to receive one of the Connection Grants.

#### **National Merit Scholarships**

All qualifying applicants will receive full tuition (based on 32 credits per year) and fees each year of eligibility. To qualify, students must be named as a National Merit semi-finalist and be approved at a pre-scheduled, on-campus interview. Recipients must maintain a 3.50 cumulative GPA to renew the scholarship annually.

#### **Kansas Regent Matching Scholarship**

Kansas residents who have been admitted to one of the six Regent Universities in Kansas will be eligible for an academic scholarship to attend CCC in the matching amount of the average tuition cost from all six regent universities. The award amount will be determined annually by the CCC Admissions & Aid Committee. Students must submit a copy of their Regent University acceptance letter to the CCC admissions office and file the FAFSA by April 1<sup>st</sup>. Students receiving this scholarship are not eligible for any other CCC scholarship. An award of the Kansas Comprehensive Grant (which may be funded by state or

institutional aid) will also reduce the award of the Regent Scholarship. The Kansas Regent Universities are Kansas University, Kansas State University, Wichita State University, Emporia State University, Fort Hays State University and Pittsburg State University. Transfer students are also eligible if they have a transfer GPA of 2.5. Renewal of this scholarship requires a minimum GPA of 3.0 each year.

#### **Presidential/Dean's Scholarships**

Testing for the Presidential & Dean's Scholarships takes place over 5 testing weekends within the course of the academic year. The Admissions Office can provide actual dates.

Qualifications for the Presidential & Dean's Scholarships include:

- High school senior status
- 3.0 cumulative GPA minimum on a 4.0 scale

Responsibilities:

- Must have an admissions application on file
- Must have a high school transcript on file
- Demonstrate qualities which reflect the philosophy of Central Christian College of Kansas
- Must be on campus on a designated testing date (contact Admissions Office)
- Must demonstrate writing and problem-solving skills

Award Amounts:

- All Presidential Scholarship winners receive \$15,000 per year
- All Dean's Scholarship winners receive \$12,500 per year
- Six (6) Presidential Scholarships and six (6) Dean's Scholarships will be awarded annually
- Renewable each year for a total value of \$60,000 (Presidential) or \$50,000 (Dean's) as long as 3.0 cumulative GPA is maintained

#### **Central Academic Scholarships**

Central Academic Scholarships are based on a combined score involving each student's cumulative high school GPA and ACT/SAT scores. The Central Academic Scholarships range from \$2,500 to \$12,000 per year. Please contact the Admissions Office for specific scholarship information.

#### **Transfer Scholarships**

Students who have attempted 24 college credits or more are considered transfer students and are eligible for scholarships based on transfer cumulative GPA. Transfer Scholarships range from \$4,000 to \$10,000 per year. Please contact the admissions office for specific scholarship information.

## **WORK**

*The following awards are only available to students attending the School of Liberal Arts and Sciences, as part of the traditional-residential program.*

### **Federal and College Work Study**

Central Christian College of Kansas makes on-campus jobs available to students. Our experience shows that a student can earn up to \$1,800 during the 9-month school year by working 6-7 hours per week. Students receive the federal minimum wage. Funds will be disbursed only in relation to hours worked, every four weeks, and only if satisfactory academic progress is maintained. Applications for campus employment and the work study program will be sent to students before school begins. Students that show financial need may be eligible to be paid using federal work study funding.

### **Central Work Program (CWP)**

The Central Work Program was developed for students who have a desire to work and contribute to funding their Christ-centered education with Central Christian College. The CWP Program includes tuition, room and board. CWP students will be placed in an on or off campus work station assigned by the CWP program manager. The students will be required to work 15 hours a week during the fall, and spring semesters, in addition to two 40 hour work weeks. Each semester the CWP students will be evaluated on both academic and work levels to determine their continued placement in the CWP Program. CWP students will be required to file the FAFSA and will need to be eligible to receive a full or partial PELL Grant. CWP students must uphold the Community Expectations Covenant, maintain at least a traditional 12 credit hours class load per semester, and maintain a 2.5 GPA. To apply for the CWP program, apply through the CCC website, [www.centralchristian.edu](http://www.centralchristian.edu).

### **Off Campus Employment**

The McPherson community has a number of off campus employment opportunities. Any off campus employment notifications will be posted in the financial aid office; however, students must go through the hiring process with the respective employer. The decision to seek such employment should be weighed carefully for its effect on a student's academic achievement and activity involvement.

## **VETERANS**

Students who are eligible for VA educational benefits should first contact their nearest Veterans Administration Office for a letter of eligibility before contacting the Registrar's office at Central Christian College of Kansas. An online application is also available at <http://www.benefits.va.gov/gibill>.



## TUITION, FEES, AND CHARGES

Charges are subject to changes as directed by the Board of Trustees. Central Christian College of Kansas reserves the right to make changes without prior notice.

Tuition is based on the program of enrollment in which the student is associated and is not adjusted for courses taken in different learning environments. Thus, a residential student taking courses through an online environment will be charged at the residential tuition rate.

All accounts are due at the beginning of each term. Students that are unable to pay the full balance at the beginning of the term may request that a Payment Plan be established. The Business Office will assist the student in completing the needed paperwork. All students with an outstanding balance will be placed on either a 9 or 12 month payment. Students must remain faithful to the agreed upon payment plan between the college and student.

Traditional students wanting to establish a monthly payment plan for the academic year may do so through NBS Tuition Management Plan. There are NO finance charges for this plan, only a \$45.00 enrollment fee per year. Parties interested in this plan should contact the Business Office.

### SCHOOL OF LIBERAL ARTS AND SCIENCES

General Tuition & Fees - Annual	Current	<8/1/13	International
Annual Tuition & Fees	\$25,760	\$23,619	\$15,760
Annual Room & Board	\$8,220	\$7,681	\$8,220
<b>Total Direct Cost</b>	<b>\$33,980</b>	<b>\$31,300</b>	<b>\$23,980</b>
Tuition & Fees - Semester			
1-5 semester credits (per credit)	\$278	\$258	\$278
6-8 semester credits (per credit)	\$588	\$541	\$369
9-11 semester credits (per credit)	\$820	\$753	\$507
12-16 semester credits (Flat Fee)	\$12,880	\$11,809	\$7,880
Credits over 16 (per credit) +\$30.00/credit hour book fee	\$774	\$707	\$461
Summer Online (per credit)	\$262	\$262	\$262
Audit Fee (per credit)	\$50	\$50	\$50
Room & Board - Term			
Room (Dormitories)	\$1,854	\$1,722	\$1,854
Meals (Dining Hall)	\$2,256	\$2,119	\$2,256
Off-Campus Meal Plan (5 Lunches/Week)	\$806	\$757	\$806

Off-Campus Meal Plan (7 Meals/Week)	\$1,128	\$1,060	\$1,128
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Private Room (subject to availability): 1.5 x room rate

A general fee of \$500 per semester covers admission to athletic and social events, other student activities, class fees, dorm dues, books, access to technology, and LMS fees. This fee is required of all students and is pro-rated for students below 12 hours, with a \$500.00 cap. These amounts are included in the Tuition & Fees quoted above. Students with credits in excess of 16 hours, are assessed a \$30.00/credit hour fee for course materials.

High School - NDS Enrollment (per credit)	\$100
High School Private Lesson Fee (per credit)	\$100
Dual-Credit Tuition (per credit)	\$65

### SCHOOL OF PROFESSIONAL AND DISTANCE EDUCATION

Annual Tuition & Fees	Current	2014	2013
Tuition	\$10,200.00	\$8904.00	\$8,400.00
Fees	\$1,000	\$400	\$400

Earlier tuition rates only apply to CJ, Ministry Leadership and Excel.

A general fee of \$125.00/ course covers books, access to the Learning Management System, Tutoring Services, and remote access to select campus events and activities. This amount is included in the Tuition & Fees quoted above.

With the start of the 2017/2018 academic year, Interterm will no longer be offered during January. Instead, a May term will be implemented. The May term will not be an official full-term, but will be a subset of the summer term. May term costs will be added to spring term charges.

### FEES

#### Administrative Fees

Exam Credit Assessment (AP, CLEP, etc.) ..... \$50.00/Exam<sup>9</sup>  
 Credit for Prior Learning Assessment Fee ..... \$50.00/Hour  
 Deposit ..... \$200.00  
 Directed Study/Internship/Practicum ..... \$50.00/Credit  
 Early/Late Examination ..... \$20.00  
 E-Portfolio Fee..... \$75.00  
 Graduation Fee..... \$100.00  
 High School – AP Course ..... \$50.00/Hour  
 Late changes in registration (after Add/Drop date) .... \$10.00  
 Retake Fee ..... \$100/Course  
 Students International Transcribing Fee (per credit). \$25.00

<sup>9</sup> There will be no charge for exam credits recorded on a KBOR college transcript after 7/1/2017

Transcript (official).....	\$8.00
Withdrawal Fee.....	\$50.00
Student Health Insurance Plan (single student/student + spouse) <sup>10</sup> .....	\$1,317.00/\$4,379.00
Study Abroad Fee.....	\$200.00
International Student Fee (per year) .....	\$250.00
ID Replacement.....	\$10.00
Vehicle permit (per semester) .....	\$15.00

### Course Related Fees

Art Courses .....	\$65.00
Astronomy (Trip).....	\$550.00
Athletic Training Course Fee .....	\$10.00
Automotive Courses .....	\$50.00
Basic Conducting.....	\$15.00
Bowling Course .....	\$30.00
Care & Treatment of Athletic Injuries .....	\$10.00
Ceramics Course Fee.....	\$120.00
Commercial Insurance Fee .....	\$90.00
Culture & Context Course Fee .....	\$50.00
Education: Introduction to Education.....	\$65.00
Education: Foundations of Literacy .....	\$18.00
Education: Advance Literacy Instruction & Assessment .....	\$18.00
Education: Methods Courses.....	\$18.00
Education: Junior Practicum .....	\$135.00
Education: Clinical Teaching .....	\$300.00
Electronic Digital Imaging Course .....	\$10.00
Exercise Leadership.....	\$179.00
Film Studies Course.....	\$50.00
First Aid Fee .....	\$27.00
Fitness/Wellness Course.....	\$25.00
Lab Science Courses.....	\$45.00
Interpersonal Communication Book Fee .....	\$45.00
Insurance Course Fee.....	\$75.00
Ministry Internship (Background Check) .....	\$35.00
Outdoor Recreation Course .....	\$50.00
Paraprofessional/Instructional Aide Internship.....	\$135.00
Photography .....	\$30.00
Private Music Lessons (per credit).....	\$50.00
Stage Movement Course .....	\$40.00
Stained Glass Fee .....	\$200.00
Sport Nutrition Course.....	\$35.00
Summer Course Incidental Fee.....	\$25.00
Theater Production Courses .....	\$25.00
Tumbling I & II Fee .....	\$20.00

<sup>10</sup> Brochures with rates for additional dependents are available in the Business Office. Students are required to purchase health insurance unless they present proof of outside insurance.

<sup>11</sup> **Qualified Student:** Access privileges to the Books4U Program is included in the tuition and fees charged to all enrolled full-time and part-time students, excluding those programs identified as non-participating (i.e. Dual-Credit).

<sup>12</sup> **Common Course Content:** The catalog for the Books4U Program includes all of the assigned hardcover textbooks, paperback books, digital and electronic course materials, ebooks, online access codes, courseware, workbooks, lab manuals, faculty-developed course packs, i-clickers,

(Estimated minimum cost for a full-time student, depending on fuel/use costs. Fees are in addition to six credits' tuition. Instrument, commercial and insurance fee structure is available upon request from the Registrar.)

### **STUDY ABROAD AID**

Students studying in an approved study abroad program are charged the standard full-time tuition or program tuition, whichever is higher. The College bills the students for any additional fees that are billed to the College that are non-tuition related (e.g. room, board, travel, insurance, administrative fees, etc.). If the total cost of a program billed to the College is higher than the overall cost of the College the student is charged the difference.

Academic and non-talent based aid, provided by the College, may be applied to approved Study Abroad programs (i.e. Best Semester, Student International). Unless otherwise approved by the sponsoring sport or department, talent-based aid will not be applied to Study Abroad programs.

The College assess a \$200.00 fee for administrative fees related to any Study Abroad program. Textbooks are the responsibility of the student, unless arranged through the textbook program.

### **TEXTBOOKS - BOOKS4U PROGRAM**

In an effort to improve academic success, Central Christian College of Kansas has established a policy that every *qualified student*<sup>11</sup> have an individual copy of all *Common Course Content* adopted to support classroom instruction as required by faculty for the courses in which a student is registered.

To ensure that every *qualified student* is able to comply with this policy by the first day of class, Central Christian College of Kansas has established the Books4U Program. The Books4U Program provides access to all commercially available materials, below competitive market rates, and is the *authorized source* [Pursuant to § 668.164(c)(2)(ii)] for all other *common course content*<sup>12</sup>.

monographs, open educational resources, other published items generally assigned an ISBN, single-use "consumable" content and other active learning materials, and produced-content required by faculty that are not already included in other course fees. Supplies such as art materials and sheet music for individual performance, uniforms and equipment, serial subscriptions, parts or materials for projects, and general-purpose hardware and software are not included. Such items will be provided directly to the student through a course fee or will need to be acquired individually by student.

With tuition and fee charges, all *qualified students* have full, equal, and unlimited access privileges to all group-assigned content each term for every course in which the student chooses to register, regardless of major, field of study, or credit load.

In accordance with Department of Education regulation § 668.164, under *qualified conditions*<sup>13</sup>, students have the option to opt-out and have the charge for the Books 4U Program prorated. Pursuant to § 668.164(c)(2)(i)(C), the balance adjustment calculation is made based on

1. the percent of allowable charges paid with of Title IV funds for the Books4U Program,

2. the percent of Books4U Program charges that go toward qualified materials
3. the total charged to the student account for the Books4U Program based on the students credit load.

Students choosing to opt-out of the *Books4U Program* become responsible for directly procuring all *qualified materials*<sup>14</sup> prior to the first day of class and must complete a signed authorization prior to acceptance of the financial aid award.

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<sup>13</sup> **Opt Out Qualifications:** Only students awarded Title IV funds that cover all (or some) of the charge for the *Books4U Program* are qualified for the opt-out option. Students not awarded Title IV funds, or students whose Title IV funds are not applied to cover the charge for the *Books4U Program* are not qualified to opt-out.

<sup>14</sup> **Qualified Materials:** Pursuant to § 668.164(c)(2)(i)(A), qualified materials are those actively published books (e.g. excludes out-of-print

items) with durable bindings (e.g. hardcover, paperback) which are widely available for all students; while Central; Christian college of Kansas has negotiated arrangements that guarantee these items are available to below market rates, qualified students under qualified circumstances have the option to procure these qualified materials directly.

# VETERANS, ACTIVE MILITARY, AND DEPENDENTS/SURVIVORS

Central Christian College of Kansas(CCC) is honored to have veterans, National Guard, active duty and reservists choosing to attend classes on-campus and online. This section of the Catalog is designed to provide information about military benefits that may pertain to those students with military service and their dependents and survivors.

## VETERANS BENEFITS

### VETERANS ADMINISTRATION (VA)

The U.S. Department of Veteran's Affairs (VA) administers a variety of benefits and services that provide financial and other forms of assistance to service members, veterans, their dependents and survivors. One of these benefits provides assistance to those who are pursuing a college education. Students may contact the VA to inquire about this benefit either by phone or through the GI Bill website.

Phone: 1-888-GI BILL-1 (1-888-442-4551)  
Website: <http://www.benefits.va.gov/gibill>  
(Questions may be submitted in writing by clicking on the "Submit a Question" button in the right column on the page.)

All students planning to use VA education benefits must submit an application directly to the VA prior to using their benefits. This can be done on the VA website through the student's eBenefits account. Students should be aware that it can take up to two months for applications to be processed and should plan accordingly. Students who have previously applied for benefits do not need to apply again. Instead, a "Change of Program or Place of Training" form must be submitted directly to the VA in order for the benefits to be transferred to CCC (this can also be done through VONAPP).

When using VA benefits to pay for tuition at CCC, students must first contact the Registrar's Office and then inform the Business Office of their intentions.

### SCHOOL CERTIFYING OFFICIAL

A School Certifying Official (SCO) is the main contact at a school for students using VA education benefits. At CCC, the SCO for both the online and residential programs can be contacted through the Registrar's Office. The primary roles of a SCO are to report the dates of a student's enrollment and to report net tuition charges (when necessary) to the VA so that payment of the student's benefits is activated. A SCO cannot advise a student on what type of benefits to take or how much they will receive in benefits. For that information, the student must contact the VA.

### TYPES OF BENEFITS

CCC School Certifying Officials do not have access to VA records and are not able to identify program eligibility. For more information or to inquire about eligibility, please contact the VA directly using one of the methods described previously.

#### Benefits Available to Veterans

- Chapter 30 Montgomery GI Bill – Active Duty\*
- Chapter 31 Vocational Rehabilitation and Employment Program (VR&E/Voc Rehab)
- Chapter 32 Veterans Educational Assistance Program (VEAP)\*
- Chapter 33 Post 9/11 GI Bill\*
- Chapter 1606 Montgomery GI Bill – Selected Reserve\*

#### Benefits Available to Dependents/Survivors

- Chapter 33 Post 9/11 GI Bill – Transfer of Entitlement (TOE)
- Chapter 33 Post 9/11 GI Bill – Fry Scholarship
- Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA)\*

\*For a side-by-side comparison chart of these benefits see: [http://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](http://www.benefits.va.gov/GIBILL/comparison_chart.asp)

### HOW VA BENEFITS ARE DISBURSED

Veteran's benefits are disbursed or paid in several ways and are dependent upon what type of benefit the student is receiving. Tuition and fee payments for Chapter 33 Post 9/11 GI Bill and Chapter 31 Vocational Rehabilitation & Employment Program are sent directly to the school. Housing and book stipend benefits associated with Chapter 33 are sent directly to the student. Benefit disbursement for all other programs is sent directly to the student, and it is the student's responsibility to make payment arrangements with the Business Office.

Depending on the degree program, benefit eligibility, rate of pursuit, enrollment status, and processing time, students may experience a tuition balance at any time during their semester. When a balance exists, the school may require payment from another source to cover the shortfall or require the student to go on a formal payment plan. As benefits or payments are received by the school, any credit that may be created will be returned to the student within 14 days of posting to their account.

Central Christian College of Kansas bills students by semester (online/modular programs define a semester as four consecutive course dates within a payment period). With that in mind, students should understand the frequency by which their respective benefit will be paid and

how this will affect their tuition/fees balance. The following benefits are disbursed in monthly amounts that vary by program: Chapter 30, Chapter 32, Chapter 35, and Chapter 1606. The following benefits are disbursed by semester or module/course: Chapter 33, Chapter 31. Students are encouraged to visit with CCC's SCO to determine if additional contact with the Financial Aid or Business Office would be appropriate.

#### **YELLOW RIBBON PROGRAM (POST 9/11 GI BILL)**

Central Christian College of Kansas is proud to participate in the Yellow Ribbon Program. The Yellow Ribbon Program is a voluntary agreement between CCC and the VA to fund net tuition and fee charges that are above the maximum cap for private colleges. This program is available to students who are eligible for the Chapter 33 Post 9/11 GI Bill at the 100% level. CCC does not limit the number of recipients in any given year.

Fifty percent of any net tuition and fee charges that exceed the maximum cap will be funded by CCC, and fifty percent will be funded by the VA. Please visit the GI Bill website for the current benefit cap. Net tuition and fee charges are defined as the tuition and fee charge less any waiver or reduction of tuition and fees that is provided directly to the school and is specifically designated for the sole purpose of defraying tuition and fees. This may or may not include aid received from scholarships, Federal or State government agencies, CCC, or employers.

Yellow Ribbon funds that are provided by the VA will be sent directly to the school. Yellow Ribbons funds that are provided by CCC will be disbursed in the form of an institutional grant. For more information on the Yellow Ribbon program, please visit the GI Bill website.

#### **PRINCIPLES OF EXCELLENCE**

To strengthen consumer protection for service members, veterans, and their families, Central Christian College of Kansas has agreed to Executive Order 13607. CCC is committed to providing all students with consumer information to make informed decisions concerning the use of their well-earned education benefits.

#### **RATE OF PURSUIT**

The VA calculates a figure known as the "Rate of Pursuit" to determine enrollment status. The only CCC programs directly affected are those that utilize modular 6-week courses. Rate of Pursuit involves how long it takes a student to complete a certain number of credits. In CCC's 6-week course programs, it takes longer than a traditional semester to earn the same number of credits. Students taking courses during a traditional semester take 15 weeks to complete 12 credits (a full time load). When taking one 6-week course at a time, it takes 24 weeks to complete those same 12 credits. Since the Rate of Pursuit is slower,

the VA considers the enrollment status of these programs to be three-quarter time.

#### **ADDITIONAL MILITARY DOCUMENTS THAT MAY BE REQUESTED**

The following documents may be requested by the School Certifying Official or Academic Office:

- Copy of the application for VA Education Benefits
- Certificate of Eligibility (COE)
- Notice of Basic Eligibility (NOBE)
- DD-214 Copy 4 – Veteran's discharge or separation documents
- 22-1995 /22-5495– Change of Program or Place of Training form
- 28-1905 – "Authorization and Certification of Entrance... into Rehabilitation..."

#### **TUITION ASSISTANCE**

Military Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard for voluntary off-duty education programs. Each service has its own criteria for eligibility, obligated service, application process and restrictions. It can be applied for through the service member's local education office. Students should be aware that their application for each class must be approved before beginning that class.

The Department of Defense (DOD) has directed a uniform TA fiscal policy across the military services. Currently, the fiscal year cap is 16 semester credits and \$250 per credit. Payment is usually sent directly to the school. See the Financial Aid section for information on the Military Tuition Assistance Grant provided by CCC.

Students planning to use Tuition Assistance to pay for classes at CCC must first contact the Registrar's Office and then inform the Business Office of their intentions.

#### **Top-Up**

Top-Up is a program that allows GI Bill participants to use the GI Bill to supplement the tuition and fees not covered by Tuition Assistance. To be eligible for the Top-Up benefit, students must be approved for federal Tuition Assistance by a military department and be eligible for GI Bill benefits (see Veteran's Benefits section for contact information).

For students who receive the Top-Up benefit, regular GI Bill benefits will be reduced. In no case can the amount paid by the military combined with the amount paid by the VA be more than the total cost of the course.

#### **KANSAS NATIONAL GUARD EDUCATIONAL ASSISTANCE**

The Kansas National Guard Educational Assistance program is intended to provide funds for the payment of tuition and

fees for enlisted members of a Kansas Air/Army National Guard unit. Full time enrollment is not required. The recipient must have less than 20 years of service with the National Guard and must not already have obtained a bachelor's degree.

The application must be completed and signed by student, commander, and school official by appropriate deadlines. The fall semester deadline is no later than the third Friday in September and the spring semester deadline is no later than the third Friday in February. More information and a downloadable application are available at [http://www.kansasregents.org/students/student\\_financial\\_aid/scholarships\\_and\\_grants](http://www.kansasregents.org/students/student_financial_aid/scholarships_and_grants)

## **CREDIT FOR MILITARY TRAINING**

See "Category Seven – Military Credit" under the Transfer Credit Policies section of this Catalog for more information on receiving credit for military education and experience.

## **FINANCIAL AID**

Students that are receiving any type of military benefit may also be eligible for federal, state, and institutional financial aid. Please refer to the financial aid sections of this Catalog for a more detailed explanation of other aid types and eligibility requirements. Highlighted here are financial aid options specific to veterans, military personnel, and/or dependents.

### **IRAQ/AFGHANISTAN SERVICE GRANT**

Students whose parent or guardian died as a result of U.S. Military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of Federal Student Aid if the student was less than 24 years old when the parent or guardian died, or was enrolled at Central Christian College of Kansas at the time of the parent or guardian's death.

There are two provisions for such students depending on the status of the student's Pell Grant eligibility.

1. Students who are Pell grant eligible, but not the maximum, will be treated as eligible for the maximum Pell grant.
2. Students who are not Pell grant eligible, and meet all other Pell grant eligibility requirements, will be eligible for the Iraq/Afghanistan Service Grant at the maximum Pell Grant rates.

### **MILITARY TUITION ASSISTANCE GRANT**

Students enrolled in the online Criminal Justice and online Ministry Leadership programs may be eligible for the Military Tuition Assistance Grant. This grant is for active military personnel, National Guard, Reserve members (any branch of the armed services) and/or dependents using

Military Tuition Assistance to pay for tuition/fees only. Students utilizing Veterans Benefits are not eligible for this grant. This grant is available for course charges that are partially funded by Tuition Assistance only. Courses that are not funded by Tuition Assistance will not be eligible for this grant. Students may be required to provide documentation of Tuition Assistance eligibility.

The maximum grant is equal to the difference between the current per credit hour rates and the maximum amount allowed for Tuition Assistance. In no case can the amount paid by TA combined with the amount paid by the grant be more than the total cost of the course.

## **PROGRAM EXPENSES**

Certain programs require students to self-report tuition and required fees. These charges are subject to changes as directed by the Board of Trustees. Central Christian College of Kansas reserves the right to make changes without prior notice.

Please view tuition rates within the Financial Aid section of this Catalog. All programs at Central Christian College of Kansas are semester/term based. Students will be charged for all credits in which they are scheduled and enrolled. Only fees charged to every student enrolled in a course are eligible to be paid by the VA/military.

## **WITHDRAWAL**

Please see the Financial Aid section of this Catalog for the withdrawal process as it relates to financial aid and when and how charges are prorated in the event of a withdrawal. Withdrawals from a course or a program can result in a balance due from the student. Students are responsible for learning how a withdrawal will affect their financial obligation to the school or outside agency. It is highly encouraged for all students receiving Veteran's Benefits and/or Tuition Assistance to contact their School Certifying Official and Financial Aid representative before ending their enrollment in any particular course or program. Withdrawals are required to be reported to the VA/military and may cause an overpayment that is the student's responsibility to pay.

### **WITHDRAWAL DUE TO BEING CALLED TO ACTIVE DUTY**

Central Christian College of Kansas would encourage any student who is called up for active duty or mandatory training to continue their enrollment if possible. In the event that a student must or chooses to withdraw due to receiving order for deployment or long-term training, CCC will honor the student's service by forgiving any institutional charges that are incurred as a result of their withdrawal (provided proper documentation has been submitted). This includes the waiver of the Withdraw Fee



and the refund of Tuition and Fees for courses not attended. It is expected that institutional charges incurred prior to the withdrawal will be satisfied by the student. Students who withdraw for any other reason will follow the withdrawal and refund procedures as outlined in the Financial Aid section of this Catalog.

## ACADEMICS

### REGISTRAR/ACADEMIC RECORDS

A record of each student's enrollment is maintained in the Registrar's office. This file contains all official records, communications, and other documentation needed to validate the student's enrollment and academic progress at the College.

Students are encouraged to examine their unofficial transcript at the end of each semester to verify that the appropriate grades have been recorded. Students are also encouraged to maintain a personal copy of their degree progress audit/data sheet in order to verify their academic progress. Adjustments to these records can be requested in the Office of the Registrar.

An official copy of the transcript is maintained permanently in the Office of the Registrar. All other records are forwarded to the College Archives one year after withdrawal or graduation. This office maintains these files indefinitely for archival purposes.

### CLASSIFICATION OF STUDENTS AND RESIDENCY REQUIREMENTS

To become a member in full standing of one of the classes, a student must have earned credits as follows:

- Freshman 0-27
- Sophomore 28-58
- Junior 59-89
- Senior 90+

A student is required to take 15 of the last 320 credits at Central Christian College of Kansas to be a candidate for an associate degree, and 30 of the last 60 credits from Central Christian College of Kansas to be a candidate for a bachelor degree.

The standard number of credits to receive a degree is 120 credits (Bachelor), and 60 (Associate), though some degrees and programs may require more credits, as specified in this Catalog.

### DEGREE VERSION SELECTION/CATALOG REQUIREMENTS

In order to graduate, students must meet the requirements of the program version as articulated in the Catalog of the year of their initial matriculation. Students may opt to meet the requirements of a later program version (as described in subsequent Catalogs), provided that they have maintained continuous full-time enrollment since their initial entry in the College. Students not maintaining full-time enrollment must meet the requirements of the

Catalog closest to their point of reentry. As with all full-time students, reentry students may opt to meet the program version requirements of subsequent Catalogs, provided that they maintain full-time enrollment. In order to change catalog versions, students must make an official request through the Registrar's Office.

Students must meet the requirements of a program version within ten years of its publication. If a student does not meet the requirements within ten years, the student must meet the requirements of a later Catalog.

### REGISTRATION

Registration dates for each semester are published in the school calendar on the Central Christian website and in the Academic Office. Registration, including making arrangements for the settlement of the semester's financial account, must be completed during the official registration period to avoid payment of the late registration fee.

### ADVISING

Upon enrollment, each student is assigned an academic advisor (SAS) or enrollment specialist (SPE). It is the task of the advisor to offer guidance and assistance to individual students, who ultimately remain responsible for educational planning. It is the responsibility of the student to remain aware of academic requirements.

To assist the student, the Catalog includes Graduation Data Sheets related to each major, minor, emphasis, and concentration offered. These tools allow the student to ascertain the courses needed for graduation and equip them with the information for planning. Furthermore, the student portal provides a degree progress audit, which assists the student in tracking academic progress. The Registrar's Office is also available to answer questions regarding degree progress.

### ACADEMIC ACCOMMODATIONS

Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended in 1992, and the Americans with Disabilities Act of 1990 (ADA), Central Christian College of Kansas takes an active role in strategizing and implementing ways to support individuals needing special accommodations. Any student who may require an accommodation should contact the Success Center and provide verification of eligibility. It is the responsibility of the student to initiate contact with the Success Center.

### COURSE LOAD/STUDENT STATUS

A full-time student is defined as one who is taking a minimum of 12 credits in a term. The length of study is dependent on the specific program and credit hour requirements of the program. A student is considered part-time if he or she is taking 1-11 credits in any given term.

### **SCHOOL OF LIBERAL ARTS AND SCIENCES**

Twelve to sixteen semester credits (Fall & Spring) are considered a full load. The load of an entering student will be set after consideration of the quality of previous work shown by his or her transcript and performance on various tests. A student on probation may have a restricted load.

Loads of more than 16 credits are permissible only by approval of the Chief Academic Officer. The maximum load a student can carry is 21 credits. Students with a GPA below 3.00 will not be considered for additional load.

### **SCHOOL OF PROFESSIONAL AND DISTANCE**

All School of Professional & Distance Education programs operate on a semester system, with four courses (modules) associated with each semester. Courses are in an accelerated format and taken one at a time. Course dates occur all through the year and semester dates are based on each student's individual schedule. Unless in a 5-week course program, courses fall back-to-back with no breaks in between. There are two 2-week breaks for Christmas and summer. The adult learner with many demands and requirements will need the support and encouragement of family and employer.

Students that desire to enroll in more than 15 credits in any given semester by taking 2 courses per module will need the permission of the Dean of the School of Professional & Distance Education. Such requests are typically only granted when the student has a cumulative GPA above 3.5 and has completed at least one full semester (4 courses) of 12 credits through SPE. Students should consult a Financial Aid Representative since enrolling in over 12 credits in a semester may impact the financial aid package.

### **Developmental/ESL Courses**

Courses starting with a "0", while recognized as *institutional credit*, do not apply toward the earning of a degree. These courses are used to calculate GPA and semester loads, but do not count toward the 60 (A.A.) or 120 (Bachelor) requirements. Students should use their degree audit when determining what credits count toward the degree. The transcript, which is a permanent, comprehensive record of a student's academic history, will include a cumulative record of these courses and the hours earned.

### **COLLEGE SEMESTER CREDITS**

The residential program at Central Christian College of Kansas operates on the semester system. In accordance

with Federal policy, Central Christian College of Kansas defines a semester credit hour as the amount of work represented in the achievement of the intended learning outcomes (verified by evidence of student achievement) that reasonably approximates:

1) one hour (50 minute period) of classroom or direct faculty instruction and a minimum of two hours of out of class student work (50 minutes multiplied by 2 = 100 minutes) each week, for approximately fifteen weeks (less breaks/holidays) for one semester or the equivalent amount of work over a different amount of time; or

2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as recognized by the department, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credits.

### **COURSE DESIGNATIONS**

The credit value of each course in semester credits is given in the Catalog for each semester by numerals in parentheses following the title. Two numbers connected by a comma (e.g. 101, 102) indicate two courses with a definite sequence, the first of which may be taken for credit without the necessity of completing the second.

Every course listed in the Catalog is preceded by a number. Courses offered at the 300 level or above are defined as upper-level. The following criteria differentiate upper- from lower-level credit:

- Standards for the quality of work submitted are more stringent.
- The quality of writing will be evaluated more rigorously.
- Work submitted is of a higher order of synthesis/integration.
- Assignments include application of principles learned.
- Students are expected to work more independently.

The designation before a course name indicates that the course carries a prerequisite.

The designation **[WI]** after a course name indicates that the course qualifies as a Writing Intensive course for the Writing Program.

### **CHANGES IN REGISTRATION**

Each term, the Academic Office provides a timeline of dates for changes in registration. For specific dates, see the published Academic Calendar

Courses dropped after the last day to drop without a grade receive a WP or WF grade on the transcript. Students who drop courses without approval or who drop courses in which they are failing after mid-semester receive a grade of WF.

## COURSE CANCELLATION

Central Christian College of Kansas reserves the right to cancel courses that have insufficient enrollment (five students or less) or due to circumstances beyond the control of the College. Every effort will be made to inform students of the cancellation and to provide alternatives. Students may be given the option of taking the course as a Directed Study if a sponsoring faculty member can be identified. Central Christian College of Kansas is not responsible for any delays in academic progress caused by course cancellations.

## ATTENDANCE

The attendance policy at Central Christian College of Kansas is based on the College's respect for the individual and communal learning experience. Attendance at all classes, laboratories, field trips, rehearsals, etc., is the privilege and obligation of each student because it represents a commitment to scholarship and professional development. The interaction of students and teacher is an integral part of the education process, and as such cannot be replaced. Absences undermine individual learning and diminish the effectiveness of the group learning process.

A college degree represents scholarly work completed and presumes that the student was an active participant in the learning process. Therefore, to uphold fiduciary responsibility to the student, funding sources, and stakeholders, the College maintains a general attendance policy.

### MONITORING ATTENDANCE (SAS)

The College does monitor attendance in order to stay in compliance with regulations established by the Department of Education, Veterans' Administration and Health and Human Relations.

A student which has excessive absences will be confronted and asked to develop a plan for positive growth. Absences, for whatever reason, obligate the student to fulfill responsibility for work missed. Work to be made up and credited may be required at the discretion of the instructor.

Any student not participating within the first seven days of a course will be considered a *No Show* and withdrawn from the course, which may result in withdrawal from the College.

Any student with an excessive period of non-attendance (e.g. 14 days, 25% of the class), may be withdrawn from a course. The withdrawal process commonly occurs after the tuition refund date; therefore the student should carefully monitor attendance since withdrawal from courses frequently has residential, financial aid, athletic eligibility, academic, and financial consequences. **Withdrawal from courses can trigger a recalculation of Federal Aid.** Students should be aware that there is a \$100.00 fee to retake a course, even if the retake is the result of a withdrawal.

A student may appeal a withdrawal if he or she feels that the withdrawal was unwarranted or executed inaccurately. The appeal must be submitted in writing to the Chief Academic Officer within 40 hours of the withdrawal.

In keeping with academic freedom, faculty members have the authority to develop individual attendance policies. Each instructor will publish the policy as part of his or her syllabus, to be presented at the beginning of each semester. Excessive absences, as defined by the instructor in the course syllabus, may impact a student's grade.

### EXCUSED ABSENCES

Excused absences include those absences that are caused by:

- Attendance at an event sponsored by the College and attendance by the student is required as part of a fiduciary responsibility.
- A medical illness confirmed through a physician's note.
- Emergency involving immediate family members.
- Service required by the Armed Services or Veterans Administration.
- Local emergencies *requiring* the presence of the student.
- Class field experiences that require attendance, as stated in the syllabus.
- Attendance at College events that are designated as educational in nature and have been recognized by the Academic Office.
- Observance of a religious holiday, in keeping with published doctrine.

Absences, as a result of the issues listed above, although they will not result in a direct penalty to the student, will be assessed toward overall absence count. Arrangements to complete any missed assignments is the responsibility of the student. Faculty reserve the right to penalize students who do not make arrangements for missed work within one class period of the student's return to class.

The sponsor of any organized group, class, share team, or athletic team will submit the names of the group members and the time scheduled to be away from campus to the

Academic Office three school days before the group's departure.

The absence from class of any student so listed for participation in an approved activity shall be an excused absence; but, if a teacher believes that a student's absences are putting the student's class performance at risk, the teacher shall request the Academic Office not to approve the student's name for further participation in off-campus activities.

The Academic Office will issue an approved excuse list concerning "official" student absences. A list of approved activities is listed below. The Academic Office does not issue excused absences due to illness or personal hardships. These must be handled by the individual instructors on a case-by-case basis. Please notify the Academic Office concerning students who are facing personal hardships, such as hospital stays, extended illness, funerals, etc. While the Academic Office will not grant an "official" excuse, we will be sure to notify other affected faculty and staff of the situation.

#### **Monitoring Attendance (SPE)**

Due to the concentrated scheduling in the School of Professional & Distance Education programs and the emphasis upon participatory learning, SPE learners need to maintain regular and consistent attendance. Absence due to illness or other emergency situations must be made up through activities required by the facilitator in that module. It is the student's responsibility to contact the facilitator in advance of any anticipated absences to discuss missed class content. It is also the student's responsibility to contact the facilitator following unanticipated absences. The facilitator determines make-up assignments for all absences. It is expected that make-up arrangements will be equivalent to four hours of class time.

For purposes of Federal, Title IV, student financial assistance, the U.S. Department of Education requires the College to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to —

- attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;

- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as —

- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation or
- participating in academic counseling or advisement.

Participation in academic counseling and advising is not considered academic attendance or attendance at an academically related activity.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. The College must demonstrate that the student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Positive attendance during the last two weeks of the course will be considered as having completed the entire course for financial aid purposes.

Any student not participating within the first seven days of a course will be considered a No Show and withdrawn from the course, which may result in withdrawal from the College.

Non-participation exceeding 14 days at any point in any course will cause the student to be withdrawn. Students should be aware that there is a \$100.00 fee to retake a course, even if the retake is the result of a withdrawal.

If an EXCEL student misses more than one night of a module he or she must confer with the Dean of Professional Education. Two missed sessions for an on-ground program requires that course to be repeated.

If long term medical, family or employment concerns develop, the adult learner needs to contact the School of Professional Education immediately. The Dean will assist the adult learner in addressing matters related to the program both academically and financially.

#### **LATE WORK POLICY (SPE)**

Due to the pace of the courses associated with the School of Professional & Distance Education, late assignments are not accepted for credit, unless arrangements have been made with the facilitator ahead of time. Students may appeal the facilitator for late work consideration, though the College mandates a 10% reduction be applied to the final score for each day the assignment was late.

Final assignments are due the last day of the module (11:59 PM CST) and are not eligible for any appeal or daily point deduction. Assignments submitted after this date and time will not receive credit.

## DEGREE REQUIREMENTS

### BACHELOR

The following requirements apply to all Bachelor level programs associated with the School of Liberal Arts and Sciences.

1. At least 120 semester credits<sup>15</sup>
2. The 120 credits must include at least 30 upper division credits.
3. At least 30 of the last 60 credits must be from Central Christian College of Kansas.
4. Minimum GPA of 2.00
5. Approval of the faculty
6. Completion of required assessment protocols

The accrual of 120 or more credit hours, without meeting the specific requirements or standards associated with a degree, does not entitle any student to a degree.

### ASSOCIATE OF ARTS

The curriculum for the Associate of Arts degree is a 60 credit hour program. Students who complete the Associate of Arts degree will find an easy transition into a four-year program, since the completion of the Associate of Arts fulfills the General Education requirements associated with

1. Sixty semester credits
2. At least 15 of the last 30 credits must be from Central Christian College of Kansas.
3. Minimum GPA of 2.00
4. Approval of the faculty
5. Completion of required assessment protocols

The accrual of 60 or more credit hours, without meeting the specific requirements or standards associated with a degree, does not entitle any student to a degree.

### Concentrations

Students may choose to focus their studies by choosing a concentration. Concentrations share requirements with minors and liberal studies tracks and may be found in the *Minors* section of the Catalog.

### ASSOCIATE OF GENERAL STUDIES

The curriculum for the Associate of General Studies degree is a 60 credit hour program with a liberal studies approach. Greater flexibility allows the student to use more credits for further study in his or her area of concentration.

1. Sixty semester credits.<sup>16</sup>
2. At least 15 of the last 30 credits must be from Central Christian College of Kansas
3. Minimum GPA of 2.00
4. Approval of the faculty
5. Completion of required assessment protocols

The accrual of 60 or more credit hours, without meeting the specific requirements or standards associated with a degree, does not entitle any student to a degree.

### Concentrations

Students may choose to focus their studies by choosing a concentration. Concentrations share requirements with minors and liberal studies tracks and may be found in the *Minors* section of the Catalog.

## DECLARATION OF PROGRAM/MAJOR

In order to be eligible for Title IV funds, students must declare a program of study (Bachelor or Associate). Students not declaring a program of study are classified non-degree seeking students and are not eligible for financial aid<sup>17</sup>.

Students having declared General Studies/Undecided prior to 60 attempted credit hours must declare a departmentally sponsored major, declare as an Associate Degree seeker, or become a Non-Degree seeking student (not eligible for financial aid) once they attempt 60 credits.

Declaring a minor is optional and does not constitute a graduation requirement.

<sup>15</sup> Students may participate in graduation ceremonies with 114 or more credits completed or scheduled to be completed at the end of the semester in which graduation is scheduled. Plans must be in place to complete the required 120 credits through a summer program or fall semester. A diploma will not be awarded until the required 120 credits have been completed.

<sup>16</sup> Students may participate in graduation ceremonies with 54 or more credits. A diploma will not be awarded until completion of the required 60 credits.

<sup>17</sup> National Association of Student Financial Aid Administrators: [http://www.nasfaa.org/news-item/1066/ED\\_Confirms\\_Declaration\\_of\\_Major\\_is\\_Not\\_a\\_Title\\_IV\\_Eligibility\\_Requirement\\_and\\_Federal\\_Student\\_Aid](http://www.nasfaa.org/news-item/1066/ED_Confirms_Declaration_of_Major_is_Not_a_Title_IV_Eligibility_Requirement_and_Federal_Student_Aid): <http://www.ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo/FAQ.html#MaximumEligibilityPeriod>



Requests to declare or change major, emphasis, concentration, track, or minor must be made through the Registrar. Requests must be signed by the student.

## DUAL MAJORS AND DEGREES

### DUAL MAJORS

Students enrolled at the College may seek to fulfill the requirements of an additional major, which will be added to his or her transcript after successful completion. Transfer students, having graduated from another institution may not seek an additional major but may enroll for a second degree.

Students seeking to complete an additional major or degree are required to meet all requirements associated with both programs. Students must also have 30 unique credits associated with the second major or degree. The requirements for either major or degree can be used as electives for the second major or degree.

Students transferring into the College with a degree, seeking an additional degree, will need to complete a minimum of 30 residential credits (at Central Christian College of Kansas) and meet all requirements associated with both degrees.

### COURSE REQUIREMENTS-DOUBLE DIPPING

Unless otherwise prohibited by departmental or program requirements, courses can be shared between two or more programs of study (General Education, Major, and Minor). However, the credit-hours associated with the course will only be counted once toward the completion of the degree; students must have a discrete number of credits to apply to the degree. In the case of a minor, students must have a minimum of twelve (12) discrete credit requirements, not completed as part of a declared major. If a student cannot demonstrate twelve (12) discrete credits, the minor cannot be earned.

For the Liberal Studies Major, in cases where two tracks have overlapping courses, the student is required to work with his or her advisor to choose appropriate electives so that each track has twenty (20) discrete credit hours.

## GRADES

Grades awarded and their meanings are listed as follows<sup>18</sup>:

Letter	Included in Credits Attempted	Included in	Included in	GPA Value	Point Value
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		Credits Earned	GPA Calc.		
A	✓	✓	✓	4.00	93-100
A-	✓	✓	✓	3.70	90-92
B+	✓	✓	✓	3.30	87-89
B	✓	✓	✓	3.00	83-86
B-	✓	✓	✓	2.70	80-82
C+	✓	✓	✓	2.30	77-79
C	✓	✓	✓	2.00	73-76
C-	✓	✓	✓	1.70	70-72
D+	✓	✓	✓	1.30	67-69
D	✓	✓	✓	1.00	63-66
D-	✓	✓	✓	0.70	60-62
F	✓		✓	0.00	<60
AU				0	NA
I	✓		✓	0	NA
IP	✓			0	
P	✓	✓		0	>70
NR	✓			0	NA
FL	✓	✓		0	<60
PR	✓	✓		0	NA
TR	✓	✓		0	NA
W	✓			0	NA
WF	✓		✓	0	0
EX	✓	✓		0	NA

F.....	Failure
AU.....	Audit course
FX.....	Failed due to academic dishonesty (e.g. plagiarism, cheating, etc.)
I.....	Incomplete; part of the required work of the course remains undone.
IP .....	In Progress: Courses connected by consecutive semesters may receive this designation until the full course is complete.
P .....	Passing grade on the Pass/Fail System
FL .....	Failing grade on the Pass/Fail System
NR.....	Not Reported: The grade was not reported to the Registrar. Contact should be made with the instructor.
PR .....	Proficiency Examination (Pass)
TR .....	Transferred credits
W .....	Withdrawn
WF .....	Withdrawn Failing
EX.....	Experiential Credits

GPA is figured by dividing the quality points earned by the semester credits attempted.

*Students may appeal grades. Information concerning grade appeals can be found in the Grievance/Appeals section of this Catalog.*

<sup>18</sup> This grading scale goes into effect fall 2014. GPA for students enrolled in academic years prior to fall 2014 will be figured on the Catalog specification aligned with their year of entry.

## INCOMPLETES

Students who find that they are unable to complete the requirements of a course within the specified semester or term may request that a grade of "I" (Incomplete) be awarded for the course. The request for an incomplete is initiated by the student, though the final decision is at the discretion of the faculty. The circumstances leading to the request must be beyond the control of the student and represent unavoidable conditions that have resulted in hardship or obstacles that keep the student from completing required coursework on time.

Incompletes are intended to apply to students who can complete or have completed approximately three-quarters of the work prior to the end of the semester. If more than one-fourth of the coursework remains, and the reasons for the student's failure to complete the work are valid, the instructor may recommend that the student be permitted to withdraw from the course.

Applications for incompletes are available through the Office of the Registrar. Applications for incompletes must be submitted no later than the final week of courses (prior to the beginning of finals). Applications submitted during finals or after the last day of the course will not be considered. There is a \$10.00 fee associated with the application process.

Students receiving an incomplete must conclude the required course work according to the schedule below (or as designated on the application). An incomplete not cared for within the specified period will result in a grade of "F" or another grade specified by the instructor.

## REPEATING COURSES

The College recognizes that students may want or need to repeat courses in order to fulfill degree requirements, improve GPA, or enhance skill development. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and will use the forgiven grades in recalculating GPAs.

Students cannot repeat a course, beyond the initial attempt, more than three times, without written permission from an appropriate Academic Dean. Once a

course has been passed with a grade of D- or better, the course can only be retaken one more time.

Retaken courses are charged at the normal tuition rate and will count toward the number of credits taken during that term. The highest grade achieved in the course will be used to compute the overall GPA, even if a subsequent retake results in a lower grade.

Special provision is made for retaking courses in programs where all students are expected to enroll in a class on a continuing basis. These courses use the same course number and syllabus, but content changes for each term (i.e.: choir, jazz band, ministry team, etc.). These classes are repeatable as many times as the Catalog articulates.

All courses, including retaken and repeated courses, will remain a part of the student record and will be flagged on the transcript. Retaken courses, regardless of grades received, will only count once toward graduation requirements.

Students wanting to transfer a retaken course into Central Christian College of Kansas may only do so with the permission of the Registrar.

## CONTINUING EDUCATION UNITS (CEU)

Continuing education units (CEUs), are awarded to signify successful completion of non-credit programs and courses intended to improve the knowledge and skills of individuals engaged in the learning experience. Among the most common uses of CEUs are to record refresher, transitional, or knowledge improvement accomplishments for professional workers undergoing what is called *continuing professional education*. This differs from traditional credit bearing learning experiences, which are focused on comprehensive coverage of a subject or field.

One (1) CEU equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction, pre/post assignment, practicum, or homework in support of a learning outcome, administered by a qualified<sup>19</sup> continuing education provider. A contact hour is once clock hour of interaction between a learner and instructor, or between a learner and materials, which are designed to engage the content of the course. Contact implies a connection between a learner and a learning source (i.e. faculty, other

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<sup>19</sup> The instructor must be vetted through the appropriate department, with final approval through the Office of the Provost. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered. At minimum, qualified instructors possess an academic degree relevant

to the subject they are teaching (or a minimum of 18 graduate hours if teaching outside their field), and at least one level above the level they are teaching except in programs for terminal degrees or when equivalent experience is established.

learners, materials, etc.) For purposes of the CEU, the connection is two-way; that is, the instructor of learning source must monitor the learner's progress and provide some form of feedback to the learner. This definition applies for face-to-face interaction as well as distance learning programs. The CEU should not be awarded for learning activities in which individuals are engaged in unplanned, unsupervised, or non-sponsored learning.

CEUs are similar in theory to academic credits but differ in two important respects:

1. CEUs are not awarded for academic study and do not represent or provide, academic credit; and
2. CEUs may be awarded for a variety of experiences in different settings whose only common criterion is that they be measurable, supervised educational or training experiences with defined starting and ending points.

To calculate CEUs, the number of contact minutes is divided by 60, and again divided by 10, which can result in a fractional number, rounded to the nearest tenth.

#### APPROVED LEARNING ACTIVITIES

The following are learning activities, recognized by the College that may be used to calculate CEUs:

- Class Meetings: Classroom or meeting session administered by a qualified instructor or leader.
- Self-paced Learning Experiences: Activities in which the learner is engaged in a *planned* program of learning, whereby the learner's progress is monitored and feedback provided. The experiences must be prescribed and should allow the standardized hour calculations provided in the Faculty Manual.
- Assessment: Activities associated with learner assessment and program evaluations.
- Field Experiences: Field trips, labs, projects, assignments which are associated with a course or program and are validated by qualified instructor. Hours should follow the standardized calculations provided in the Faculty Manual.

#### CEU CONVERSION

Some CEUs, earned at CCC<sup>20</sup> can be converted into academic credit hours. Academic credit can only be granted for CEUs if:

1. The subject matter and nature of the CEU experience is approved as applicable to consideration for academic credit.

2. The continuing education experience has been analyzed for content and level and, if necessary, the person holding the CEUs has been examined;
3. A formal recommendation is made by competent academic authorities (faculty, review board, etc.) based on an agreed conversion formula.

CEUs are most commonly converted via a formula that considers at least ten (10) CEUs to equal a single academic credit hour.

#### AUDITING COURSES

In an effort to broaden their educational experience, students may audit a course (sit in unofficially). The student must have the permission of the instructor. Students auditing a course are not expected to complete assignments, take examinations, or participate in classroom discussion. Students may change a course from audit to credit or credit to audit before the add/drop date.

Courses required for the completion of a degree cannot be audited and count toward the completion of the degree. Audited courses cannot be retroactively changed to credit earning courses. If a student misses over 25% of an audited course, that course is not eligible to be added to the transcript.

#### VISITING STUDENTS

Visiting students and individuals auditing courses are required to abide by the same behavioral expectations of all students attending Central Christian College of Kansas. Students that are disruptive to the culture of the College will be asked to leave. In addition, Central Christian College is not responsible or liable for any loss or theft of personal property. As deemed necessary, the College may require individuals to demonstrate proof of insurance before engaging in activities.

#### DIRECTED STUDY PROGRAM

The basic purpose of Directed Study courses is to provide the student opportunity to pursue his or her special interests beyond the limits of the current schedule. Directed Study courses are primarily the responsibility of the student and proceed on the basis of student initiative, although always under the guidance of an instructor from the department in which the work is undertaken.

Conferences between the instructor and the student are arranged by mutual agreement. It is recommended that Directed Study courses be undertaken only by students of above-average qualification in the given department of

<sup>20</sup> CEUs earned outside of the College are not eligible for review for CCC. Students wanting academic credits for CEUs earned outside of the College

must use an external credentialing agency, and provide documentation of the credit evaluation. Credits earned through CEUs will be applied to the transcript as CPL (Credits for Prior Learning).

study. Completion of the Directed Study course involves the following steps:

1. The student must qualify by:
  - a. Completing one semester at Central Christian College of Kansas.
  - b. Gaining the approval of the department.
2. The application form (obtainable in the Academic Office or from an advisor) requires a detailed syllabus and the signatures of approval of the faculty sponsor and the Department Chair. Each student should expect to invest 40 hours per hour of credit.

The student may receive two to four credits for each Directed Study course, with a maximum of six credits earned through Directed Studies per semester.

There is an overall maximum accumulation per department of twelve Directed Study transcribed credits toward a BS or six transcribed credits toward an AA or AGS.

## **INTERNSHIPS/PRACTICUMS**

Internships and practicums are defined as integrations of classroom work and practical experience in organized programs, designed to expose students to the world of work while earning college credit on the job. (These may or may not be paid positions.)

Through such programs, students are able to become more involved in their own education and can combine academic organized classroom experience with experience designed to help them investigate work activities, job responsibilities, job atmosphere, and lifestyles which are of interest to them.

Participation in an internship or practicum involves the following:

1. The student in good academic standing, having at least sophomore status and departmental approval.
2. The application form (obtainable in the Academic Office) requires job title and description, learning objectives, dates of employment, work hours, etc., and signatures of approval from the coordinator, the faculty sponsor, and the employer.

The participating student, upon completion of a work period, can receive a minimum of two credits up to a maximum of five credits for the work experience based on a ratio of forty hours per credit. This may be done on the parallel plan with the student working part-time while attending school or on the alternate plan with the student working full-time during the summer months.

A number of academic programs require internship and practicum experiences. Students should be aware that many times these professional field experiences require the student to submit to background checks, finger printing, and drug screening. In most cases, it will be the responsibility of the student to cover all expenses related to that process.

Criminal records may jeopardize the ability of a student to participate in a practicum or internship. Furthermore, students seeking licensure may endanger the process if their criminal record is of concern. Central Christian College of Kansas does not guarantee that successful completion of a program ensures licensure, certification, or employment in a given vocation or field.

## **PARTNERSHIPS • OFF-CAMPUS**

### **STUDYING ABROAD/TRAVEL**

Each year, faculty host off-campus excursions both in the United States and abroad. Past trips have included destinations in Africa, Mexico, Costa Rica, the United Kingdom, Greece, Turkey, Israel, Japan, Italy, as well as locations in New York, Florida, Nashville, Arizona, and New Mexico. These trips are made by special arrangement and require fees not included in regular tuition.

### **PARTNERSHIPS**

Partnership programs offer a unique opportunity for students to make the world their classroom, going beyond the confines of the traditional classroom. Students must submit an application for these interdisciplinary opportunities through the Academic Office for all off-campus study. Students receiving credit through Central Christian College of Kansas for most off-campus study programs will be billed by the College, which will forward funds to the relevant program. Students receiving credit through Central Christian College of Kansas while enrolled in off-campus programs may be eligible to receive state and federal financial aid. Students should seek information and assistance about receiving state and federal aid for off-campus study from the Financial Aid Office and should work out payment arrangements with the Business Office early in their planning stages. Students should not commit to enroll in off-campus programs until financial aid and payment arrangements are confirmed.

### **PARTNERING COLLEGES**

Students wanting to take courses at a partnering college will need the approval of their advisor, the Department Chair over their major, and permission of the Provost. Permissions to take courses at a partnering college are dependent on meeting the following criteria:

1. The course represents an option not currently offered in the Central Christian College Catalog

and is *needed* by the student in accordance with their educational or occupational goals. The student may have to articulate this need in a formal proposal.

2. If the course is offered by Central Christian College, but scheduling conflicts (work or course) will keep the student from being able to register for the course, enrolling at a partnering school may be an option. Scheduling conflicts exist when the student's Central Christian College course schedule is filled with courses *required by their major*, which do not allow for the student to also add the course(s) being considered for the partnering school. The student will need to defend why the course *must* be taken in the given semester.
3. Capstone courses are not eligible for consideration without the direct permission of the Department Chair or Program Director. The student may be required to complete additional assignments, assessments, or other obligations needed for assessment that would have been completed in the campus related course.

Under certain circumstances the student may pay the difference between Central Christian College's and the partnering college's tuition rates, along with fees and other charges.

### Students International

This unique cross-cultural learning experience is designed to accentuate the Fit Four Outcomes of the College. Through this experience, students will have the opportunity to serve a local community, while also engaging in occupational training and development. Occupational areas include:

- Agriculture
- Technology
- Art & Media
- Construction
- Dental
- Education
- Health Care
- Microfinance
- Physical Therapy
- Prison Ministry
- Social Work
- Sports
- Veterinary

The costs associated with this experience are updated on an annual basis in the spring semester, for the following academic year. In addition to the charges associated with the trip, the College charges an additional \$100.00

administrative fee and a \$25.00 transcribing fee for each credit hour attempted.

More information can be found at: <http://www.stint.com> or by talking with the Academic Office.

### CCCU Student Programs (Best Semester)

Central Christian College of Kansas, as an affiliate member of the Council for Christian Colleges and Universities (CCCU), offers the following semester and summer programs. More information about individual programs can be accessed through [www.bestsemester.com](http://www.bestsemester.com) or through [www.centralchristian.edu/academics](http://www.centralchristian.edu/academics).

- CCCU–American Studies Program
- CCCU–Australia Studies Center (ASC)
- CCCU–China Studies Program (CS)
- CCCU–Contemporary Music Center (CMC)
- CCCU–Latin American Studies Program (LAS)
- CCCU–Los Angeles Film Studies Center (LAFSC)
- CCCU–Middle East Studies Program (MES)
- CCCU–Oxford Summer Programme (OS)
- CCCU–The Scholars' Semester in Oxford (SSO)
- CCCU–India Studies Program (ISP)
- CCCU–Washington Journalism Center (WJC)
- CCCU–Uganda Studies Program (US)

### Yanglin – University (YUST)

In partnership with YUST, student may choose to complete their studies in China. Interested students should make contact with the Office of the provost for more information.

## **DUAL CREDIT**

The Dual Credit Program through Central Christian College of Kansas, in conjunction with participating high schools, enables eligible junior or senior students to earn both high school and college-level credit at a reduced tuition rate (see "Fees" section in *Financial Aid – School of Liberal Arts & Sciences*). Participation in the program allows students to experience college-level work and accumulate college credit prior to high school graduation. Dual credit courses are offered at participating high schools and are taught by approved high school teachers. Students seeking dual credit should check with their high school counselors or with the Director of Dual Credit.

## **FUNDED ACADEMICS**

### **BG PRODUCTS BUSINESS LECTURE SERIES**

The BG Products Business Lecture Series features a business leader selected by the Business Department faculty. The speaker will appear in a variety of settings including a session open to the public and in appropriate business classes. The BG Products Business Lecture Series was created through a contribution by BG Products of Wichita, Kansas. BG Products, Inc., manufactures and

distributes a broad line of specialty lubricants, greases, chemicals, and service equipment throughout the United States and internationally. The president of BG Products, Galen Myers, is a 1962 graduate of Central Christian College of Kansas.

### **CHANEY MUSIC SYMPOSIUM**

The Chaney Music Symposium was established in 2002 to enable Central Christian College of Kansas to host an annual music symposium featuring a classical or sacred musician. Students will benefit from exposure to and instruction from the featured musician. In addition to working with students in a classroom setting, a public performance will be presented by the musician.

The Chaney Music Symposium honors the memory of former Central Christian College of Kansas students, Albert (Class of 1924) and Edris (Morrison, Class of 1923) Chaney. Albert Chaney served 43 years as a Trustee of the College. The Chaney Music Symposium was endowed through a special gift to the College.

### **CHANEY BIBLE LECTURE SERIES**

The Chaney Bible Lecture Series was established in 2002. It enables Central Christian College of Kansas to invite a Bible scholar, selected by the Ministry and Theology Department faculty to speak on campus. The focus of these lectures is to deepen and enhance knowledge of the Bible by a person noted both for their scholarship and for their own personal commitment to faith. These lectures are held in a variety of on and off-campus settings.

The Chaney Bible Lecture Series was endowed to honor the memory of former Central students, Albert ('24) and Edris (Morrison, '23) Chaney. Albert Chaney served forty-three years as a trustee of Central. The Chaney Bible Lecture Series was endowed through a special gift to the College.

### **WESLEY LECTURE SERIES**

The Wesley Lecture Series was established in 1999 to expand knowledge of John and Charles Wesley through a series of lectures presented by a scholar with expertise in this field. This event benefits not only Central Christian students, but also those in professional ministry in the surrounding area.

Endowed by Mr. and Mrs. John Landrum of Harrodsburg, Kentucky, this series compliments and enhances the curriculum of the Ministry and Theology Department.

## **CONSTITUTION DAY**

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<sup>21</sup> Unless the 17<sup>th</sup> falls over a weekend, at which time Constitution Day activities are hosted on the following Monday.

In accordance with US law, CCK recognizes Constitution Day on September 17<sup>21</sup>. In addition to classroom discussions and activities, the Library engages a number of interactive for students and members of the College community to commemorate the signing of the Constitution.

## **ACADEMIC INTEGRITY/PLAGIARISM**

The mission of Central Christian College is to provide a Christ-centered education for character. This outcome is echoed in the Community Expectations Covenant and Code of Character, which provide the behavioral basis for how elements of character are defined at Central Christian College of Kansas. Activities such as plagiarism, impersonation, fabrication, sabotage, cheating, and deception represent severe departures from the expectations of those attending an institution dedicated to producing men and women of good character. Furthermore, such activities represent a form of embezzlement since they communicate the attainment of knowledge, skills, and abilities that may not truly be mastered by the individual.

The College understands that not all students may agree or understand how standards of academic excellence are violated; therefore the student should become familiar with the practices to avoid. Students do not have the option to appeal to ignorance in cases of academic dishonesty. This section of the Catalog is designed to help educate the student, but this is in no means an exhaustive description. If there is any element of doubt, it is the responsibility of the student to communicate with officials of the school in order to determine if his or her actions could be defined as appropriate.

Academic dishonesty is best defined as any action that misrepresents the aptitude or ability of a student or misappropriates the work of others. Such actions undermine the academic integrity of the College and subvert its educational goals. Activities that might be considered examples of academic dishonesty include but are not limited to:

- **Plagiarism:** The intentional failure of the student to attribute credit to an individual or entity for ideas, words, or data that were not originally derived by the student. This can be done through the omission of quotation marks, improper or omitted references, or payment or use of a paper, assignment, project, or response created by someone else.



- **Impersonation:** The act of falsifying identity in order to gain an advantage on an assignment or assessment.
- **Fabrication:** The falsification of information and data in order to obscure, distort, or bias an assignment or assessment. This can be done through the misrepresentation of data or opinion, falsifying references or data, distorting information or data, or misrepresenting time or level of involvement to influence the grade.
- **Sabotage:** The willful act of undermining the academic work of others.
- **Cheating:** The intentional choice to deceive others by appearing to have a level of mastery that does not truly reflect the level of understanding currently obtained by the student. This can be done through copying, allowing others to copy, using unauthorized materials, receiving unauthorized assistance, repurposing already completed assignments, or paying, coercing or convincing another to complete work assigned to the student (or doing the same for another student). It also includes the act of obtaining or providing aid outside of the articulated parameters represented by the assignment or assessment.
- **Deception:** Providing falsified information in order to escape consequences or outcomes that would be sanctioned under differing circumstances.

All cases of academic honesty will be investigated and arbitrated. No student will be allowed to graduate until all rulings have been finalized. In those cases where an allegation of academic dishonesty is filed after a diploma has been granted, the College reserves the right to revoke graduate status, if the allegation results in a ruling against the student.

A grade of "FX" may be reported on the transcript for any course failed due to academic dishonesty.

All records regarding adjudication of academic dishonesty will be kept in the Office of the Provost. These records will remain confidential and will be maintained for a minimum of five years. After five years, files may be destroyed unless there is evidence to suggest that maintenance of said files is required for continued adjudication.

#### **Adjudication of Academic Dishonesty (SAS)**

Acts of academic dishonesty are submitted to Department Chairs for adjudication. The arbiter (Chair) is required to notify the student (in writing) that an allegation of academic dishonesty has been made against him or her. This communication must be dispatched seven days prior to the hearing. The communication will include an official invitation to meet with the chairperson for an official

hearing. The time, date, and location of the hearing should be specifically highlighted.

The arbiter is responsible for conducting the hearing. Those present for the hearing should include:

1. The chairperson or designated arbitrator
2. The student
3. The faculty member who submitted the allegation

In addition, the student may request that an additional member of the faculty be present to serve as an advisor, including his or her academic advisor.

Witnesses can be called. These individuals should not be present during the hearing, other than at those times during which they are being directly questioned by the student or faculty member.

Once the arbiter has closed the hearing, he or she will determine if there is sufficient evidence to support the allegation of academic dishonesty. If there is sufficient evidence to support the allegation, the arbiter will contact the Office of the Provost to determine if a previous act of academic dishonesty has been recorded. If it is found that the student has already recorded an act of academic dishonesty, the entire case will escalate to the Office of the Provost, who in turn will submit the case to the Vice President of Student Affairs for a hearing with the Judicial Affairs Committee. The arbiter is still responsible for informing the student of his or her decision and notifying the student that the case has escalated to the Office of the Provost.

If it is the ruling of the arbiter that academic dishonesty has occurred and communications with the academic office do not uncover any other recorded acts of academic dishonesty, he or she is responsible to determine an appropriate punitive response. The arbiter is mandated to impose one of the following sanctions:

1. A reduced grade or failure of the assignment or assessment
2. A reduced grade or failure of the course
3. Failure of the course with the designation of WF or FX on the transcript

Other sanctions may be imposed, such as completion of a reflection paper on integrity or academic honesty, meeting with the Director of Student Success, etc. However, these sanctions are in addition to one of the minimum sanctions listed above and do not replace any of these sanctions.

It is the responsibility of the arbiter to inform the student of any sanctions. All communication concerning punitive action should include a statement informing the student of his or her right to appeal. Once the communication to the student has been sent all records will be submitted to the Office of the Provost for processing.

A student has the right to appeal the decision of the arbiter within seven days of receiving the ruling (delivery to physical or electronic mail will mark the date of notification). In order for an appeal to be heard, it must be submitted in writing to the Office of the Provost and substantiate one of the following:

1. The sanction was inappropriate to the action committed
2. There was a breach of process that significantly affected the outcome of the case
3. New evidence has been discovered that could significantly alter the outcome.

If new evidence has been discovered or if there was a breach in the process, the Provost will request that the arbiter convene a new hearing. If no new evidence or a breach of process is identified, but the Provost determines that the sanction is inappropriate, the Provost has the right to alter the sanction.

Appeals beyond the action of the Provost or the Chief of Student Affairs must follow customary appeal processes as outlined in the Grievance section of this Catalog.

The Provost will be responsible for the enactment of all sanctions, unless the case has escalated to the Judicial Affairs Committee. If the sanction requires failure from the course, the Provost will instruct the Registrar to enter the appropriate grade (F, WF, or FX) on the transcript. If the student has withdrawn from the course and it is found that the withdrawal occurred after the official notification of the allegation, the failing designation will supersede the withdrawal.

The Provost will dispatch copies of the ruling to the initiating instructor, department chair, advisor, Office of the Registrar, and the Office of Student Affairs.

#### **Adjudication of Academic Dishonesty (SPE)**

If it is found that a learner cheats or plagiarizes on a major examination or project, it must be reported to the Dean of Professional Education. The minimum penalty for such dishonesty should be failure of the particular examination or project, with no opportunity for make-up or extra credit. The maximum penalty for dishonesty at this level could be failure of the course, if the student has had other instances of dishonesty. A grade of "FX" may be reported on the transcript for any course failed due to academic dishonesty.

If there are records of any misconduct or other incidents of academic dishonesty, the Dean of Professional Education may take additional action, including a request for expulsion by the Chief Academic Officer. Dismissal from the College is also possible on the first or second offense of this magnitude.

In all cases the degree to which dishonesty and/or cheating was intended will be determined by the Dean of Professional & Distance Education and any academic sanctions may be enacted by the School of Professional & Distance Education. Formal discipline for academic dishonesty, as it relates to violation of the Code of Character, will be initiated by the Dean of Professional & Distance Education in cooperation with the Chief Academic Officer.

Appeals concerning academic dishonesty and any rulings should be submitted to the Chief Academic Officer. The Chief Academic Officer will meet with the Dean of Professional Education as an arbiter. If an agreeable resolution does not result, the Chief Academic Officer will convene a formal committee.

#### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICES**

As a member of this learning community, each student is responsible to protect the integrity of the learning environment. The use of communication devices, within the formal learning environment, can be disruptive and disrespectful. Therefore, the College prohibits the use of communication devices during scheduled course activities. Recognizing that these same communications devices are an integral part of the College's emergency notification system, students may keep said devices on silent (vibrate) and only consult these devices when numerous devices are activated simultaneously. Other exceptions to this policy may be granted at the discretion of the instructor. Use of any data storage or communication device used during a testing situation is strictly prohibited, other than to receive College emergency notifications or by permission of the instructor. Unauthorized use will be interpreted as a breach of academic integrity and will result in disciplinary action.

#### **ACADEMIC PROGRESS**

The Academic Office works in conjunction with the Financial Aid Office in regards to the Satisfactory Academic Progress Policy. All information about the SAP policy can be found in the financial aid section on page 44.

#### **ACADEMIC DISMISSAL POLICY**

##### **ADMINISTRATIVE DISMISSAL (ACADEMIC PROGRESS)**

A student who is not meeting the standards of academic progress may be dismissed from the College. Causes for academic dismissal include low GPA, cumulative semesters on academic probation, excessive absence from courses, as well as other academic issues. Typically, the Progress Review Committee will review academic progress at midterm and at the conclusion of each semester and make recommendations to the Chief Academic Officer. If dismissal is imminent, contact will be made swiftly so that the student may make appropriate arrangements. Unless otherwise noted, the student may appeal the decision of

the Progress Review Committee to the Chief Academic Officer. There may be some cases in which a student may be dismissed without right of appeal.

When a student is dismissed, notification will be directed to the following offices: Student Development, Financial Aid, Business Office, and the student's faculty advisor. In the case of an athlete, a letter will also be forwarded to his or her coach. Once a student has been dismissed, he or she cannot be considered for re-admittance.

#### **ADMINISTRATIVE DISMISSAL (ACADEMIC INTEGRITY)**

Academic dishonesty is considered a breach of the Lifestyle Covenant signed by all students as part of their admissions process. Therefore, the College reserves the right to dismiss a student due to academic dishonesty.

#### **ADMINISTRATIVE DISMISSAL (EMERGENCY PROCEDURES)**

If a student exhibits behavior that is interpreted as a threat to the physical or mental well-being of an individual or the College population, the Chief Academic Officer, in conjunction with the Dean of Students and the President's Cabinet, may impose an administrative dismissal. The dismissal will result in an immediate and mandatory withdrawal from all College services. The permanency of the dismissal will be determined after an investigation can be concluded concerning the events instigating the dismissal. Students who have been Administratively Dismissed from the College for academic or disciplinary reasons may not be permitted to participate in the graduation ceremony.

#### **DISMISSAL POLICY RELATED TO GRADES**

If for some reason a student is dismissed from the College, the grade assigned for each class will depend on the student's status at the time of dismissal.

1. If the student is dismissed prior to the official last day to drop a course without a grade, the student will be withdrawn from classes and the transcript will show a grade of "W" for each course.
2. If the student had a failing grade in a class at the time of dismissal and the dismissal occurs after the official last day to drop a course without a grade, a grade of "WF" will be assigned for the course. These grades will figure into the GPA and become a part of the student's permanent record.
3. If a student has a passing grade at the time of dismissal and the dismissal occurs after the official last day to drop a course without a grade, a grade

of "WP" will be assigned for the course. These grades will not figure into the GPA but will become a part of the student's permanent record.<sup>22</sup>

#### **WITHDRAWING FROM THE COLLEGE**

Students intending to withdraw from the College should meet with the Student Development Office to begin the withdrawal process. The process requires the student to meet with the Financial Aid Office, Student Development Office, and the Business Office. The date the student first contacts the Student Development Office is recorded as the official withdrawal date. Students withdrawing due to issues beyond their control will be provided special consideration. The Registrar will determine official dates based on the issue at hand.

Students are assessed a \$50.00 withdrawal fee regardless of the type of withdrawal (Official, Unofficial, or Administrative). The fee will be leveraged against any refund due to the student or added to the student's account balance, which must be paid before official transcripts can be forwarded. Information concerning refunds related to withdrawal can be found in the financial aid section of this Catalog.

Withdrawal from the College constitutes an official break in enrollment. Therefore, students seeking to reenter the College must reapply and are subject to any new Catalog policies instituted since their withdrawal, including modifications to major or general education requirements.

#### **HONORS & AWARDS (FULL-TIME STUDENTS)**

##### **DEAN'S LIST**

At the end of fall and spring semester, those students with a term grade point average of 3.85 or higher are named to the Dean's Honor Roll. Honorable mention is given to those with a term grade point average of 3.5-3.84.

##### **GRADUATION HONORS**

Baccalaureate graduates who earn a grade point average of 3.85-4.0, 3.70-3.84, or 3.50-3.69 are honored at graduation with honor cords designating Summa Cum Laude, Magna Cum Laude, and Cum Laude respectively.

Associate graduates who earn a grade point average of 3.85-4.0, 3.70-3.84, or 3.50-3.69 are awarded honor cords at the time of graduation designating Highest Honors, High Honors, or Honors respectively.

##### **PRESIDENT'S AND DEAN'S CITATIONS**

mastery of the learning objectives, faculty members may, if they choose, award a final grade based on an objective assessment of coursework submitted prior to the dismissal.

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<sup>22</sup> If a faculty member can demonstrate that student learning prior to the dismissal was sufficient to accurately and completely assess a student's

Graduates with the highest GPA will receive the President's Citation, with the next highest GPA receiving the Dean's citation. If there are multiple students sharing the same GPA, an award will be presented to each student.

#### **ALPHA KAPPA SIGMA (SAS ONLY)**

Membership in Alpha Kappa Sigma, honor society of the Association of Colleges of the Free Methodist Church, is elected by the faculty and may not include more than 10% of the graduating class. This honor is awarded upon the basis of excellence in scholarship, character, service, and leadership. Election to membership represents one of the highest honors awarded by any Free Methodist College.

#### **ALPHA SIGMA LAMBDA (SPE ONLY)**

Membership in Alpha Sigma Lambda, honor society for adult students, is elected by the SPE Awards Committee each year after receiving nominations from faculty, graduating students, and staff. Eligible students are selected from the highest twenty percent of the graduating class, must have completed a minimum of twenty-four graded credits, and must meet GPA requirements to be nominated.

#### **WHO'S WHO AMONG STUDENTS**

Membership in Who's Who Among Students in American Universities and Colleges is awarded by faculty vote to selected graduates on the basis of the student's scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to the school, and potential for future achievement.

#### **DEPARTMENTAL AWARDS**

Various departmental awards are given each year based upon exceptional accomplishments shown within a certain area of study. These awards are presented at the annual at specific events either through the year or during commencement weekend.

### **GRADUATION REQUIREMENTS**

All degree seeking candidates must meet the following requirements:

1. Submit *Intent to Graduate* form to the Registrar's Office.
2. Receive the approval of the faculty and Board of Trustees.
3. Meet all *Degree Requirements*.
4. Meet all *Residency Requirements*.
5. Complete all *Assessment Requirements*.
6. Conduct an exit interview with the Financial Aid Office.
7. Have met all other internal obligations.

### **DEGREE REQUIREMENTS**

The Registrar's office maintains an audit for each student based on his or her year of entry into the College, as outlined in the corresponding Catalog. A student must meet those requirements in order to be considered for graduation. Students may choose to meet the requirements related to a subsequent Catalog, provided all requirements are met.

Bachelor seekers must complete a minimum of 120 credit hours, with a minimum cumulative GPA of 2.00. Thirty of these credits must be upper division. Thirty of the last 60 credits must be earned through Central Christian College of Kansas.

Associate seekers must complete a minimum of 60 credit hours, with a minimum cumulative GPA of 2.00. Sixteen of the last 32 credits must be earned through Central Christian College of Kansas.

#### **ASSESSMENT REQUIREMENTS**

In order to meet the requirements for graduation, students must complete those assessments as outlined by the Academic Office. This may include the completion of an exit survey, Major Field test, or General Education Assessment.

### **GRADUATION CEREMONIES**

Central Christian College of Kansas currently hosts an annual spring graduation program. Students who desire to participate in the graduation ceremony must complete all requirements as outlined in this Catalog. Students must be in good standing with the College to be permitted to participate in the graduation ceremony.

Once a student has completed the *Intent to Graduate* form and has had his or her name included in the commencement program, the student is only eligible to participate in that particular commencement ceremony. Unless completing an additional degree, no student may participate in an additional graduation ceremony or have his or her name appear in an additional commencement program, other than the one associated with their *Intent to Graduate* form. This standard is applied regardless of the actual participation of the student.

If a student is within 6 credits of program completion, special permission can be granted by the Registrar for the student to participate in commencement activities. The student seeking this provision should complete an *Intent to Graduate* form and submit it to the Registrar.

#### **IVY CUTTING RECEPTION SPEAKER (SAS)**

Each year, the College designates two graduates to serve as speakers during ivy cutting reception. When choosing the speakers, the two highest

GPA's will be used. In case of a tie, the following conditions can be used to refine the process until two candidates can be named:

1. Number of credits completed
2. Exclusion of transfer credits
3. Exclusion of repeated courses
4. Exclusion of AP/CLEP/Placement test credits
5. GPA related to upper level or major related credits
6. Breadth of education portfolio

## DIPLOMAS

Diplomas are mailed to students approximately 3-4 weeks following degree completion and after all obligations with the College have been fulfilled. The Registrar's office will forward the diploma to the address provided on the *Intent to Graduate form*.

## POSTHUMOUS DEGREES

The posthumous degree is an honorary, unearned nonacademic degree recognizing the accomplishments of a deceased student. Central Christian College of Kansas (CCCK) may confer posthumous baccalaureate degrees upon students who are deceased prior to but nearing formal completion of all degree requirements of the programs being pursued.

### Eligibility

To be eligible for the award of a posthumous degree from CCCK, the student must have met the following conditions:

1. The student, at the time of death, must have been a full-time degree-seeking student (enrolled in at least 12 credit hours), in good academic standing (Cumulative GPA of 2.0 or higher) and making satisfactory progress toward the degree to be awarded.
2. At the time of death, the student must have completed the majority of the requirements toward the degree. Transfer students must have completed at least 12 credits in residence, making satisfactory academic progress.
3. There is sufficient evidence that the deceased student would have completed the requirements of the degree.

### Policy

Requests for awarding a posthumous degree can be initiated by a faculty or staff member. Each request will be

reviewed by a committee made up of the Department Chair for their major, the Provost and/or the Dean of the school awarding the degree, and the Registrar.

If a student does not meet the requirements for a posthumous degree, a posthumous certificate of completion or participation may be awarded. The certificate recognizes the deceased student's progress toward a degree.

## TRANSCRIPTS (OFFICIAL/UNOFFICIAL)

Transcripts may be requested from <https://iwantmytranscript.com/centralchristian>.

Official transcript requests are only processed after the receipt of a consent form from the student and payment for that request to Transcripts on Demand website. A transcript fee of \$8.00 is charged for each official transcript requested (additional charges for priority and international processing). Unofficial transcripts are available through the student portal.

NO TRANSCRIPT OF CREDIT OR DIPLOMA WILL BE ISSUED FOR ANY STUDENT UNTIL HIS OR HER FINANCIAL OBLIGATIONS TO THE CENTRAL CHRISTIAN COLLEGE OF KANSAS HAVE BEEN MET IN FULL.

## EMPLOYMENT SERVICES

At this time, Central Christian offers very limited employment services. The Office of Student Services, in conjunction with the Office of Student Success, maintains a database of possible job opportunities as that office is made aware of such opportunities. This database is completely dependent on outside organizations making contact with Central Christian College. Central Christian College does not make direct contact with possible employers regarding job openings.

Central Christian College does not guarantee employment or employee reacted advancement as an outcome of participation in or completion of any of its programs or degrees.



## INTERNATIONAL STUDENTS

TOEFL scores are largely used to place students in courses that will aid their success. The following criteria will be used to determine the level of ESL assistance.

- If the TOEFL score is 500 or above, the student will be required to complete placement tests to determine placement in the writing program. These students can begin courses in the fall or spring.
- If the TOEFL score is 470-499, the student will be required to enroll in the ESL program and may only begin in the fall.
- If the TOEFL score is 370-469, the student will be required to enroll in the ESL program and attend the five week language intensive, prior to the beginning of the fall semester.
- If the TOEFL score is less than 369, the student is not eligible for admittance, unless there is an ACT or SAT that can displace the TOEFL.

### INTERNATIONAL STUDENTS IN U.S. INSTITUTIONS

International students who have attended high school or are transferring from another U.S. College can be evaluated based on the following criteria.

In those cases where the student has completed an ACT or SAT, prior to attending the College, the College may matriculate the student based on the following criteria:

- If the score is 18 or above for ACT or 860 or above for SAT (and the composite score is above 45), the student may be accepted without a TOEFL score and will only be required to complete placement tests to determine placement in the writing program. The student can begin courses in the fall or spring.
- If the score is below 18 for ACT or below 860 for SAT, the student will be required to submit TOEFL scores to determine eligibility for enrollment and matriculation requirements.

If an international student is transferring from another U.S. institution, the College may matriculate the student based on the following criteria:

- If the student has a cumulative transfer G.P.A. of 2.50 or above, the student will only be required to complete all required placements tests to determine placement in the writing program.

- If the student has a cumulative transfer G.P.A. of less than 2.50, the student will need to provide evidence of ACT/SAT scores or TOEFL scores, based on the criteria above.

The College reserves the right to recommend other prescriptions based on academic history.

### ENGLISH LANGUAGE LEARNERS PROGRAM

In order to support those seeking to develop their English language skills, the English Language Learners Program at Central Christian College provides a number of resources and tools. The College employs an International Student Coordinator that works directly with the ESL Instructor to enhance the educational experience for all students mastering the English language, regardless of nationality.

TOEFL	ESL (International)	ACT English	ESL/ELL
<450	The student is enrolled in GE-EL 010, GE EL 011, GE EI 012 until such time as an in house TOFEL warrants enrollment in EN-CP 120 English Essentials.  During the first semester, the student is also enrolled in EN-EL 100 International Seminar & GE-EL 101 Culture in Context.	>18	The student is enrolled in EN-CP 120 English Essentials. Depending on assessment and prescription, the student might also be enrolled in GE -EL 010, GE -EL 011, GE -EI 012
450-499	The student is enrolled in GE-EL 010, GE EL 011, GE EI 012 until such time as an in house TOFEL warrants enrollment in EN-CP 120 English Essentials. During the first semester, the student is also enrolled in GE-EL 100 International Seminar & GE-EL 101 Culture in Context	18-21	The student is enrolled in EN-CP 121 College Writing & Reading. If the student is ELL, remediation may require completion of EN-CP 120 English Essentials
>499	During the first semester, the student is also enrolled in GE-EL 100 International Seminar & GE-EL 101 Culture in Context. <i>Students may enroll in ELL/ESL support courses</i>	>21	The student is enrolled in EN-CP 122 College Writing & Research.

*While utilizing many of the same courses, students seeking entry into the Gateway Program have a slightly altered path from the one illustrated above. The above chart illustrates the pathway prescribed for exchange and degree seeking students. The College may remediate students graduating from a U.S. or English speaking high school, to ELL/ESL support coursework., but for whom English is a second language. An institutional TOEFL will be used to determine need or as prescribed by the Director of Student Success Services. International non-ELL/ESL students (Canadian, UK, missionary, etc.) will be evaluated on a case-by-case basis.*



## GRIEVANCE/APPEAL PROCESS

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***Any grievances related to sexual harassment, racial discrimination, or any other derogatory or discriminatory situation should be immediately communicated to the Vice President of Enrollment.***

Central Christian College of Kansas is committed to maintain an environment in which concerns are addressed in a constructive manner. Mirroring the resolution process illustrated in Mathew 18:15-20, the following grievance policy balances student responsibility with a commitment to provide an effective response to action or inaction by a member or members of the College community.

Students who are unsure of how to process a grievance or need clarification, may request a meeting with the Vice President of Enrollment or Provost. More information may also be available in the appropriate Student Handbook, available on the web.

### GRADE APPEALS

Students appealing a failing grade earned through academic dishonesty or failure to remove an incomplete grade in the time allowed, must address their appeal to the Office of the Provost.

All other grade appeals should follow the Grievance Process as described below. Students should note that grade appeals must be requested prior to the end of the semester following the term in which the grade was assigned. Any grade appeal or change not requested prior to the end of the semester following the term in which the grade was assigned must be addressed to the Office of the Provost.

### GRIEVANCE PROCESS

**Level – I:** Based on the process illustrated in Matthew 18:15-20, the student is strongly encouraged to address his or her concern with the offending individual. It is recommended that this communication be done in writing. This will help initiate an evidentiary trail, which can become important if the grievance needs to be escalated.

In the case of grade appeals, the appeal should first be addressed, in writing (with specific evidence), to the instructor.

If in the opinion of the student, the concern or complaint has not been addressed appropriately, in timely manner, or the student would like to appeal the decision, the individual should escalate to Level II

**Level - II:** In writing, the individual should attempt to address said concern or complaint to the appropriate Officer, Dean, Chair, or Departmental Director. If in the opinion of the student, the concern or complaint has not been addressed appropriately, in timely manner, or the student would like to appeal the decision, the individual should escalate to Level III

**Level - III:** In writing, the learner addresses said concern, complaint, or appeal to one of the following:

- Student Affairs: Admissions, Student Life  
([joel.figgs@centralchristian.edu](mailto:joel.figgs@centralchristian.edu))
- Provost: Academics, Business, Financial Aid  
([provost@centralchristian.edu](mailto:provost@centralchristian.edu))
- Athletic Director: Athletics  
([athletics@centralchristian.edu](mailto:athletics@centralchristian.edu))

The student will first be asked to provide confirmation that he or she has first attempted to address the issue as stated in Level I & II. Once this has been confirmed, the school official will work with the individual to address the concern. The school official may request a meeting with the student and offending party.

By request of the student or by determination of the school official an appropriate committee hearing may be initiated. The committee will apply a “clear and convincing” standard of evidence. The committee can determine what parties need to present evidence in order to validate the process. The student may request a private hearing with the committee. The decision of the committee will be delivered to the student by the school official.

If in the opinion of the student, the concern or complaint has not been addressed appropriately, in timely manner, or the student would like to appeal the decision, the individual should escalate to Level IV

**Level - IV:** In writing, the learner addresses said concern or complaint to the President of Central Christian College of Kansas, providing any documentation garnered through prior actions or appeals. The President will consider the requests, which may include adjudicating the issues with the President’s cabinet or select members of the staff.

Should the institution not be able to resolve the student complaint or there is no further institutional mechanism for appeal, the student has the right to contact the state of Kansas or the Higher Learning Commission to determine a course of action. Complaints can be filed with the following agencies in Kansas:

- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Kansas State Government and shall be reviewed and handled by that licensing board ([www.kansas.gov/agencies/](http://www.kansas.gov/agencies/) and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Consumer Protection Division in the office of the Kansas Attorney General and shall be reviewed and handled by that Unit (<http://ag.ks.gov/consumer-protection>).

Allegations regarding noncompliance with accreditation standards, policies, and procedures or with complaints concerning the quality of education may be made to HLC, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

(The Commission's complaint policy, procedure and the Complaint form may be found on their website, <https://www.ncahlc.org/HLC-Institutions/complaints.html?highlight=WyJjb21wbGFpbnQiXQ>)

### COMPLAINT RECORDS

A *student complaint* is defined as a written statement associated with Level II and above. These complaints are logged in an official file maintained by the Provost.

The record of student complaints shall include...:

- ...an account of the student complaint
- ...a description of how the complaints was handled
- ...a note if the complaint comports with institutional policies and procedures.

An official complaint can also be logged by using: <http://www.surveymzmo.com/s3/4092635/Student-Complaint-Form>

## GENERAL EDUCATION PROGRAM

### GENERAL EDUCATION

In its totality, the design of the educational program at Central Christian College provides both Specialized Knowledge and Integrative Knowledge<sup>23</sup>. The development of Specialized Knowledge is largely the role of the specific major or emphasis, realized through departmental or program level learning outcomes. Integrative Knowledge, while not necessarily the lone task of general education, is the primary focus of the general education core. It recognizes the significance of exclusive subjects while at the same time stressing the imperative of educating students with the tools needed to recognize the interconnectedness of ideas and perspectives. The ultimate goal of this is to equip students with the necessary tools to synthesize what may seem to be disparate elements of knowledge in order to develop informed and effective responses to life experiences.

Recognizing that the assumed responsibility of any general education program is to provide a basic exploration of the collective insights of humanity, the general education program at Central Christian College of Kansas relies on a classical curricular approach represented by the Trivium. This system of learning recognizes a scaffolded approach, beginning with the mastery of language and culminating in the pursuit of theological reasoning. This structure, which includes a contemporary interpretation of the Quadrivium (Liberal Studies), ensures that the general education core:

1. Prepares students with the skills necessary for scholarly reading, investigation, writing, and discourse.
2. Provides a common body of knowledge concerning the fundamental academic insights of the ages.
3. Nurtures an appreciation for theological and philosophical reflection.

In addition to this classical system of education, the faculty of the College acknowledges their responsibility to support the overriding mission of the College, which is to provide a Christ-Centered Education for Character. Therefore, the design of the general education core provides learning experiences and foundational knowledge in support of the missional outcomes of the institution, articulated by the *Strategic Plan*. This has been achieved by structuring the General Education Core upon four aptitudes that both align with a liberal arts approach and embodies the mission, as represented by the Fit Four. These learning experiences focus on

- Reason (Quantitative and Analytical Literacy [Natural Sciences] – Fit Mind)
- Relationships (Civic, and Social Literacy [Social Sciences]– Fit Heart)
- Readiness (Health and Vocational Literacy [Humanities]– Fit Body)
- Reflection (Philosophical and Ethical Literacy [Philosophy]– Fit Soul)

Embedded in the general education core is a fifth aptitude. It is universal to the Fit-Four, since character void of communicative skill is self-serving and does not fulfill the primary call to serve as *ambassadors*. The fifth aptitude exists in the linguistic trivium, housed in the Foundational Skills level of the general education framework (Table 1.1). In alignment with the other four aptitudes, the description for the fifth aptitude is as follows:

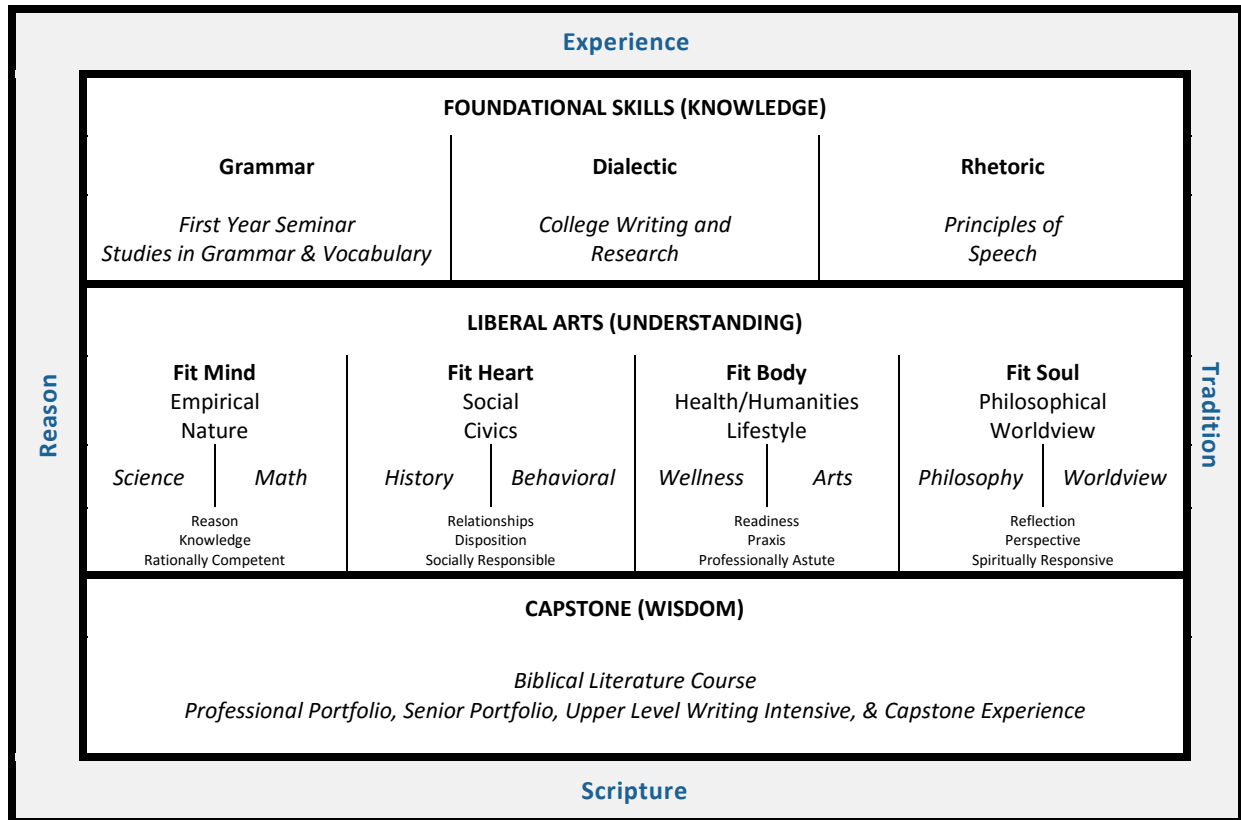
- Rhetoric (Communicative and Information Literacy [Language])

Exposure to these aptitudes provides a compendium of knowledge providing a common language through which to engage scholarly discovery and exploration. The learning experiences offered through the general education experiences provide the opportunity to gain specific knowledge (assessed at the course level) as well as integrative knowledge as they discover the interconnectedness of ideas, perspectives, and knowledge.

Understanding that these aptitudes provide a compendium of knowledge to serve as a basis for exploration, it is also the design of the General Education program to provide specific learning outcomes that are woven throughout all learning experiences and transcend any particular dimension. These learning outcomes are a strategic element of all courses associated with the General Education program and are linked with the strategic outcomes of the College (the Fit Four), which are linked to the mission to provide a *Christ-centered Education for Character*.

These aptitudes, as they pertain to the General Education Core, reflect the *academic* contribution to the Fit-Four and should not be interpreted as the sole influences on those outcomes. The assessment tools used to evaluate the outcomes associated with the mission recognize the partnership between academics and the co-curricular program of the College.

<sup>23</sup> Roger, G, Holloway, A., & Priddy, L. (April 2014). *Exploring degree qualifications*, Chicago, IL: Higher Learning Commission.



## DEFINING THE APTITUDES

### REASON (QUANTITATIVE AND ANALYTICAL LITERACY [EMPIRICAL] – FIT MIND)

Rationale: Humanity has a unique privilege that allows us the capacity to interpret the world around us and reason our response to what we witness. Unlike other aspects of creation, humans rely on reasoning more than instinct to guide much of our behavior. Effective reasoning relies on the collection of evidence and the effective evaluation of that evidence in order to guide behavior. Furthermore, we believe that the fundamental natural laws of the physical universe are the outcome of a loving and expert Designer, integrated into creation as a way for humanity to interpret both the creation and the Creator. Therefore, the ability to derive sound decisions in light of known reality becomes a vital tool in student success.

Learning Experience: The course should expose students to critical analysis, fostering skills needed to evaluate inferences, assess evidence, develop informed deductions, and validate conclusions.

### RELATIONSHIPS (CIVIC, AND SOCIAL LITERACY [SOCIAL] – FIT HEART)

Rationale: Ecclesiastes states, “there is nothing new under the sun,” suggesting that an understanding of the past may provide clarity for the present and direction for the future. History provides a means through which the student can interpret the role and response of humanity in relation to God’s revelation of Himself to different people groups over time. God has also revealed Himself as triune, both discrete and communal – a familial pattern given to humanity. These disparate realities foster a reciprocal relationship whereby the one influences the many and the many influence the one. Furthermore, the context of the modern student is simultaneously local and global. Therefore, students must be able to navigate their individual cultural contexts as well as interact with the diverse perspectives of others. Reinforcing this imperative is God’s invitation to serve as His ambassadors locally and to the ends of the earth.

Learning Experience: The course should expose students to a learning community, fostering an appreciation for diversity, the role of culture, and civil communication.

### READINESS (HEALTH AND SOMATIC LITERACY [HEALTH & HUMANITIES] – FIT BODY)

Rationale: Since creation, God has invited humanity to collaborate with Him through the skillful stewardship of the

personal and corporate resources entrusted to us. This perspective recognizes that individuals possess unique gifts, talents, and abilities, along with unique interests, experiences, and aspirations. All of these need cultivation so that the individual is able to respond to the call of God with proficiency, creativity, and vigor; to “live a life worthy of the calling”<sup>24</sup> and to always be found ready to make “*the most of every opportunity*”<sup>25</sup>. Students who can skillfully leverage the interplay between cognitions, sensations, and behaviors are equipped for productive participation in creation. They possess the faculties necessary to harmonize intellect with practice and therefore nourishing an industrious and enriching lifestyle.

**Learning Experience:** The course should expose students to participatory outlets, fostering an appreciation for the interplay between creative expression, personal well-being, and skilled action.

### REFLECTION (PHILOSOPHICAL AND ETHICAL LITERACY [PHILOSOPHY] – FIT SOUL)

**Rationale:** God’s story and our own are intimately tied together. Since He has made Himself known through natural and special revelation, the facility to reflect upon and interpret His revelation will be vital if humanity is to live in right relationship with the Creator and His creation. The predatory nature of ill-informed philosophies and the self-serving bias of empty deceit can act as antagonists to right thinking. Students equipped with skills to

knowledgably consider personal and public value systems, beliefs, and behaviors are students who can avoid folly and live lives of discernment.

**Learning Experience:** The course should expose students to reflective disciplines, fostering personal reflection, corporate discussion, and respective action regarding the interplay of faith, philosophy, belief, and behavior.

### RHETORIC (COMMUNICATIVE AND INFORMATION LITERACY [LANGUAGE])

**Rationale:** Communicative aptitude allows the individual to fulfill two primary objectives important to a Christ-centered education for Character. The first, related to the major area of study, allows the individual to combine skills in communication with vocational expertise, therefore allowing the individual to inspire others and honor God through the pursuit of excellence. In addition, the privilege of serving as ambassadors of Christ is a unique invitation given solely to humanity. Skilled communicators, equipped with a message (*Liberal Arts Par Excellence*) and a vocational medium (major area of study), serve as redemptive messengers. Students adept in reading, listening, speaking, and writing enhance the effect of their educational journey.

In addition to the fundamental skills associated with the foundational trivium, the course should expose students to reading, listening, speaking, and writing, fostering communicative proficiency and competence.

## COURSE REQUIREMENTS/GE MAP

The Degree Audits in this Catalog provide more specific requirements, which may be true to that specific degree or area of study. The following provides a summary of how the General Education Core identifies the courses available to students.

- Foundation – Complete the following courses
  - GS-SM 105 First Year Seminar [Includes all transfers]
  - EN-CP 121 College Writing and Reading<sup>26</sup>
  - EN-CP 122 College Writing and Research
  - CO-CO 211 Principles of Speech
- Science – Complete at least three hours of any NS-BI, CH, PH, PS

- Math – Complete at least three hours (NS-MA 104 or higher)<sup>27</sup>
- History – Complete at least three hours
  - SS-GE 113 World Geography
  - SS-HI 110 Survey of World Civilization
  - SS-HI 115 Survey of U.S. History
  - SS-PO 203 American Government
  - SS-PO 210 History, Civics, and Social Responsibility
- Behavioral Science – Complete at least three hours:
  - SS-PY 110 General Psychology\*
  - SS-SO 202 Principles of Sociology
  - BS-EC 210 Survey of Economics
- Wellness – Complete at least three hours:<sup>28</sup>
  - SP-SH 100 Fitness & Wellness

<sup>24</sup> Ephesians 4:1

<sup>25</sup> Ephesians 5:16

<sup>26</sup> \*ACT English >18 EN-CP 120 English Essentials is a prerequisite to EN-CP 121.

<sup>27</sup> Students with ACT Math scores below 22 will be enrolled in NS-MA 100

<sup>28</sup> Any remaining credits can be complete through and SP-AC or SP-VS

- SP-SH 101 Wellness for Life
  - SP-SH 210 Personal & Community Health
- Arts/Humanities – Complete at least three hours.
  - HU-AR 100 Perceiving the Arts\*
  - HU-AR 101 Art Appreciation
  - MU-MS 105 Music Appreciation
  - HU-TH 112 Introduction to Theatre
  - EN-LT 218 Introduction to World Literature
  - EN-LT 225 Literature & Film
- Philosophy – Complete at least three hours
  - MT-PH 261 Introduction to Philosophy
  - MT-PH 262 Foundations of Philosophical Thought
- Worldview – Complete at least three hours:
  - MT-WV Introduction to Christian Thought
  - MT-WV 251 World Religions
  - MT-WV 201 Contemporary Culture and Worldviews
- Bible Literature – Complete at least three hours, during the Junior or Senior year.
  - MT-CH 400 Covenant Literature
  - MT-CH 401 Synoptic Literature
  - MT-CH 401 Apocalyptic Literature
- An upper level Writing Intensive course, related to the major [WI]
- A major related Capstone experience.
- GS-SM 399 Professional Portfolio
- GS-SM 499 Senior Portfolio

*Capstone and Writing Intensive may be met through the same course.  
Associate does not require Capstone*



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## NON-RESIDENTIAL PROGRAMS: SCHOOL OF PROFESSIONAL & DISTANCE EDUCATION

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## SCHOOL OF PROFESSIONAL & DISTANCE EDUCATION

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### MISSION

In alignment with the mission of Central Christian College of Kansas, the School of Professional & Distance Education exists to promote a Christ-centered education for character through non-traditional means. Its vision is to offer educational opportunities that might not otherwise be available through the traditional residential learning experience.

The School of Professional & Distance Education achieves this by offering equivalent courses through strategically managed delivery systems. Courses are carefully monitored and assessed to ensure similar levels of rigor and completion of stated objectives.

The School of Professional & Distance Education recognizes and honors students as autonomous and self-directed learners. Life experiences and applied knowledge are incorporated into class discussions that ensure relevancy-oriented learning. The unique focus of these programs is to enhance the student's academic achievements while at the same time continuing to concentrate on responsibilities at home and or on their job. Classes are presented through the eyes of a Christian worldview, facilitated by men and women who are experts in specific fields related to each module. All classes are taught in a manner that is conducive to learning for adults, creating an atmosphere of shared family, career, and age interests for the adult learners.

There are several programs offered through the School of Professional & Distance Education.

#### Online – Full Degree

Students desiring to earn their degree Online have a selection of full degrees to choose from through the School of Professional and Distance Education (SPE). CCC SPE offers degrees in Organizational Leadership, Ministry Leadership, Healthcare Administration, Psychology and Criminal Justice. The Online programs are designed for students who are looking for a flexible learning environment that appreciates their work and career responsibilities.

### HISTORY

In the fall of 2001 the Adult Degree Completion program was initiated on the campus of Central Christian College of Kansas. The initial design of the program was to provide an on-ground learning experience for non-traditional students in an accelerated format. Also known as the EXCEL

program, this strategic initiative serviced working adults desiring to complete an accredited degree in business.

That same year, Central Christian College of Kansas began to experiment with online learning environments. These early forays into the online world laid the foundation for later ventures leading to the formation of the online degree programs currently offered.

Central Christian College of Kansas has continued to expand and innovate its systems in order to provide the highest quality educational experience without constraining students to a residential program.

### PROGRAM STRUCTURE

In an effort to provide learning environments that best fits the subject and the student, the School of Professional & Distance Education utilizes a number of different learning systems.

Students also have access to a student portal, which allows them access to the administrative resources of the College. Courses are offered in a 6 week format, depending on the program. *(Please note the Course Load section)* Students are responsible for maintaining academic progress, which is monitored each semester. There are multiple entry dates offered throughout the year.

### THE LIBERAL ARTS ADVANTAGE

The General Education Core at Central Christian College of Kansas is based on an appreciation for the Liberal Arts and the development of critical thinking skills associated with these disciplines. These skills are obtained by introducing the student to the interrelated thread of truth spanning subjects like history, social science, mathematics, English, art, science, wellness, and many more. Although the average student is much more interested in courses that pertain directly to his or her major or area of interest, a solid base in the Liberal Arts can provide a student with the needed edge to be successful in the modern workplace. The National Association of Colleges and Employers<sup>29</sup> has reported that many employers are looking for students with good communication and critical thinking skills; the very attributes that can be obtained through classes like English, Psychology, Speech, Philosophy, History, and Contemporary Culture & Worldview.

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<sup>29</sup> Jenkins, R (2011, July). *The liberal arts are work force development*. The Chronicle of Higher Education

Along with a declared major, the Liberal Arts perspective can uniquely prepare student to meet the demands of modern culture.

Central Christian College of Kansas offers a number of unique degree programs strategically designed to meet educational needs. These include:

- Associate of Arts
- Associate of Arts in Criminal Justice
- Bachelor of Business Administration
- Bachelor of Science in Business
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Healthcare Administration
- Bachelor of Science in Psychology

**ASSOCIATE LEVEL DEGREE REQUIREMENTS**

Unless otherwise prescribed, degrees associated with the School of Professional and Distance Education require the following:

**REQUIRED GENERAL EDUCATION COURSES**

Essentials of College Success .....	3
Writing for Life .....	3
Writing for College .....	3
Introduction to Biblical Literature.....	3
Cross Cultural Communication .....	3
Computer Applications in Business.....	3
Environmental Science.....	3
Survey of Contemporary Mathematics.....	3
History, Civics, and Social Responsibility .....	3
General Psychology.....	3
Art Appreciation.....	3
Wellness for Life.....	3
Introduction to Philosophy .....	3
Contemporary Culture & Worldview .....	3

**BACHELOR LEVEL DEGREE REQUIREMENTS**

Unless otherwise prescribed, degrees associated with the School of Professional and Distance Education require the following:

**REQUIRED GENERAL EDUCATION COURSES**

Essentials of College Success .....	3
Writing for Life .....	3
Writing for College .....	3
Introduction to Biblical Literature.....	3
Cross Cultural Communication .....	3
Computer Applications in Business.....	3
Environmental Science.....	3
Survey of Contemporary Mathematics.....	3
Natural Science or Statistical Course .....	3
History, Civics, and Social Responsibility .....	3
General Psychology.....	3
Art Appreciation.....	3

Wellness for Life .....	3
Introduction to Philosophy .....	3
Contemporary Culture & Worldview .....	3

**DEGREE REQUIREMENTS**

1. One hundred twenty semester credits
2. The 120 credits must include a total of 30 upper division credits for graduation.
3. At least 30 of the last 60 credits must be from Central Christian College of Kansas.
4. Minimum GPA of 2.00
5. Approval of the faculty

**EMPHASIS**

Students may choose to focus their studies by choosing an emphasis within a selected program, if available.

**CODE OF CHARACTER**

In light of the College’s mission to provide a Christ-centered education for character, students associated with the School of Professional & Distance Education are subject to the Central Christian College of Kansas Code of Character. Although not all students may necessarily agree with the contents of the code, submission to the code is part of the educational experience as stated in the mission of the College. The Code of Character includes the following statements:

- I will honor the role of the scholar by refraining from any form of academic misconduct including plagiarism, impersonation, fabrication, sabotage, cheating, and deception.
- I will respect the dignity and value of each individual, recognizing that each person is created in the image of God and deserves to be treated with respect.
- I will refrain from the use of alcohol, tobacco, or other related substances on the property of Central Christian College of Kansas or as a part of any program or event sponsored by Central Christian College of Kansas.

## ASSOCIATE OF ARTS

How would you like to make a half-a-million more dollars? Research estimates that individuals who earn an associate degree can dramatically increase lifetime earnings compared to those just completing a high school diploma or GED. Additionally, earning an associate degree opens the door for you to advance your professional career and provides a solid foundation for further education.

The Associate of Arts provides you with a foundation in the liberal arts. "What are the Liberal Arts?" Good question. The Liberal Arts include coursework in the social sciences, history, natural sciences, mathematics, humanities, as well as other subject areas. The intent is to provide students with a broad understanding upon which to interpret the world. It is through the Liberal Arts that students can build the dispositional characteristics and basic knowledge the employers are currently looking for.

### Elective Track Options:

The following elective tracks represent suggested elective courses that align with the areas of study highlighted. You can work with your enrollment advocate to enhance or modify your courses based on your academic or vocational goals.

- Psychology: Human Growth and Development, Abnormal Psychology, Social Psychology, Physiological Psychology, and Introduction to Life Coaching.
- Leadership: Effective Personal and Organizational Communication, Conflict Resolution and Negotiation, Principles of Management, Organizational Behavior and Leadership, and Studies in Christian Management.
- Healthcare Management: Principles of Healthcare Management, Leadership & Change in Healthcare, U.S. Healthcare Systems, Ethical Issues in Healthcare, and Principles of Management.
- Business Management: Organizational Behavior, Studies in Christian Management, Conflict Resolution, , Principles of Management Professional Ethics
- Accounting: Financial Accounting, Managerial Accounting, Professional Ethics, Income Tax, Cost Accounting.
- Business: Computer Applications in Business, Microeconomics, Macroeconomics, Business Law, Professional Ethics

## ASSOCIATE OF ARTS

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

Foundational Skills			Electives		
GS-SM 105	Essentials for College Success	3	_____	_____	_____
EN-CP 111	Writing for Life	3	_____	_____	_____
EN-CP 112	Writing for College	3	_____	_____	_____
MT-BI 100	Introduction to Biblical Literature	3	_____	_____	_____
CO-CO 320	Cross Cultural Communications	3	_____	_____	_____
BS-CP 235	Computer Applications in Business	3	_____	_____	_____
Liberal Arts			_____	_____	_____
Fit Mind			_____	_____	_____
_____	Science Course	3	_____	_____	_____
_____	Mathematics Course	3	_____	_____	_____
Fit Heart			_____	_____	_____
_____	History Course	3	_____	_____	_____
_____	Social Science Course	3	_____	_____	_____
Fit Body			_____	_____	_____
_____	Humanities or Fine Arts Course	3	_____	_____	_____
SP-SH 101	Wellness for Life	3	_____	_____	_____
Fit Soul			_____	_____	_____
_____	Philosophy Course	3	_____	_____	_____
MT-WV 201	Contemporary Culture and Worldview	3	_____	_____	_____

# ASSOCIATE OF ARTS IN CRIMINAL JUSTICE

## PURPOSE

The Associate of Arts in Criminal Justice is designed for students wanting to advance their career in law enforcement, corrections, social services, or the judicial system by becoming more familiar with the field of law enforcement and enhance general knowledge in the Liberal Arts. The curriculum, designed by professionals in the field, provides students with an introductory perspective of human behavior and law enforcement management. Furthermore, the unique worldview of the institution affords the student to advance their understanding of the ethical and moral approaches to criminal justice.

## PROGRAM

Courses are 100% online with access 24 hours a day, seven days a week. Each courses has been developed by and is facilitated by a professional in the field of Criminal Justice. The courses are delivered in a six-week modular sequence,

so a student never has to take more than one course at a time.

## PROGRAM OBJECTIVES

- **Fit Mind:** The student can summarize the historical development of criminal justice systems and the role of justice in America and the global community.
- **Fit Heart:** The student can describe the influences and behaviors related to the administration of justice and how each is affected by worldview and culture.
- **Fit Soul:** The student can identify an ethical framework that recognizes the interplay of personal faith, natural law, and public policy.
- **Fit Body:** The student can choose appropriate procedures associated with law enforcement administration and the prevention, detection, and regulation of crime and criminal behavior.

# ASSOCIATE OF ARTS IN CRIMINAL JUSTICE

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

Foundational Skills			Criminal Justice Core (18 Credits)		
GS-SM 105	Essentials for College Success	3	SS-CJ 110	Introduction to Criminal Justice	3
EN-CP 111	Writing for Life	3	SS-CJ 212	Introduction to Corrections	3
EN-CP 112	Writing for College	3	SS-CJ 214	Introduction to Law Enforcement	3
MT-BI 100	Introduction to Biblical Literature	3	SS-CJ 215	Introduction to Courts	3
CO-CO 320	Cross Cultural Communications	3	SS-CJ 343	Criminology	3
BS-CP 235	Computer Applications in Business	3	SS-PY 320	Social Psychology	3
Liberal Arts			Electives		
Fit Mind					
	Science Course	3			
	Math Course	3			
Fit Heart					
	History Course	3			
SS-PY 110	General Psychology	3			
Fit Body					
	Humanities or Fine Arts Course	3			
SP-SH 101	Wellness for Life	3			
Fit Soul					
	Philosophy Course	3			
MT-WV 201	Contemporary Culture and Worldviews	3			

# BACHELOR OF SCIENCE IN AVIATION (ACCELERATED)

The Aviation program prepares students for vocational work in the field of aviation. Enrollment provides engagement in airport operations, flight logistics, ground maintenance and other vital aviation operations, thus allowing students to expand their credentials in this growing field. Graduates of our program entered careers in charter services, missionary aviation, flight instruction, and operate as corporate and commercial pilots.

The program is a partnership between Central Christian College of Kansas and [International Aero Academy \(IAA\)](#). It allows domestic and international students to seek a degree, as well as complete a number of licenses and ratings through IAA, including:

- Private Pilot's License
- Instrument Rating
- Commercial License
- Certified Flight Instructor
- Certified Flight Instructor, Instrument

## PROGRAM OUTCOMES

### Fit Mind & Body

- Students employ practical flying skills based on a broad knowledge base and critical inquiry. *Measured through licensure and rating scores.*
- Students articulate vocational goals and demonstrate a portfolio in alignment with identified ends. *Measure through completion of portfolio.*
- Students demonstrate effective oral and written communication skills within the context of aviation. *Measure through completion of portfolio.*

### Fit Heart & Soul

- Students exhibit character in keeping with the profession and mission of the institution.
- Students collaborate as an effective member of a multidisciplinary team.
- Students contribute to ways in which the industry embraces its role in a diverse and global society.

## BACHELOR OF AVIATION (120 HOURS)

Foundational Skills (39 Credits)			
GS-SM 105	Essentials for College Success	3	_____
	English (Level I)	3	_____
	English (Level II)	3	_____
MT-BI 100	Introduction to Biblical Literature	3	_____
CO-CO 320	Cross Cultural Communications	3	_____
Liberal Arts			
Fit Mind			
AV-AF 305	Meteorology	3	_____
	College Algebra or Higher	3	_____
Fit Heart			
SS-PO 210	Civics, History, and Social Responsibility	3	_____
SS-PY 110	General Psychology	3	_____
Fit Body			
HU-AR 100	Perceiving the Arts	3	_____
SP-SH 101	Wellness for Life	3	_____
Fit Soul			
MT-PH 261	Introduction to Philosophy	3	_____
MT-WV 201	Contemporary Culture and Worldviews	3	_____

Aviation Core (36 + a minimum of 48 in transfer )			
AV-AF 100	Principles of Aviation I*	3	_____
AV-AF 200	Principles of Aviation II*	3	_____
SS-PY 220	Stress Management	3	_____
AV-AF 306	Aviation Safety	3	_____
AV-AF 308	Aviation Physiology	3	_____
BS-MG 351	Principles of Management	3	_____
EX-BS 356	Organizational Behavior and Leadership	3	_____
EX-MG 306	Conflict Resolution & Negotiation	3	_____
AV-AF 407	Aviation Law	3	_____
AV-AF 408	Airport Management	3	_____
BS-MG 363	Professional Ethics	3	_____
AV-AF 395	Practicum [Aviation]*	3	_____

The following courses are received in transfer after IAA/FAA/ACE certification  
Credit Equivalencies - Recognized Through ACE.

AV-FL 101	Private Pilot Ground*	3	_____
AV-FL 121	Private Pilot Flight I*	3	_____
AV-FL 122	Private Pilot Flight II*	3	_____
AV-FL 201	Instrument Ground*	4	_____
AV-FL 221	Instrument Flight *	4	_____
AV-FL 301	Commercial Pilot Ground	4	_____
AV-FL 321	Commercial Pilot Flight	4	_____
AV-FL 401	Flight Instructor Ground	3	_____
AV-FL 421	Flight Instructor Flight	3	_____
AV-FL 431	Flight Instructor Instrument Ground	3	_____
AV-FL 422	Flight Instructor Instrument Flight	3	_____
AV-FL 450	Multi-Engine Rating	2	_____

. Other ratings may also be considered in lieu of those listed above, equaling up to 120 hours.

Students seeking to complete an Associate in Aviation need to complete all Foundational Skills Classes and (\*) aviation coursework (65 hours).



# BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (ONLINE)

## PURPOSE

The Bachelor of Science in Criminal Justice is designed for student wanting to advance their career in law enforcement, corrections, social services, or the judicial system. The curriculum, designed by professionals in the field, provides students with a unique perspective of human behavior and law enforcement management. Furthermore, the unique worldview of the institution affords the student to advance their understanding of the ethical and moral approaches to criminal justice.

## PROGRAM

Courses are 100% online with access 24 hours a day, seven days a week. Each courses has been developed by and is facilitated by a professional in the field of Criminal Justice. The courses are delivered in a six-week modular sequence, so a student never has to take more than one course at a time.

## PROGRAM OBJECTIVES

- **Fit Mind:** The student can summarize the historical development of criminal justice systems and the role of justice in America and the global community.
- **Fit Heart:** The student can describe the influences and behaviors related to the administration of justice and how each is affected by worldview and culture.
- **Fit Soul:** The student can articulate an ethical framework that recognizes the interplay of personal faith, natural law, and public policy.
- **Fit Body:** The student can employ appropriate procedures associated with law enforcement administration and the prevention, detection, and regulation of crime and criminal behavior.

## BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

Foundational Skills				Criminal Justice Core			
GS-SM 105	Essentials for College Success	3	_____	SS-CJ 110	Introduction to Criminal Justice	3	_____
EN-CP 111	Writing for Life	3	_____	SS-CJ 212	Introduction to Corrections	3	_____
EN-CP 112	Writing for College	3	_____	SS-CJ 214	Introduction to Law Enforcement	3	_____
MT-BI 100	Introduction to Biblical Literature	3	_____	SS-CJ 232	Terrorism & Counterterrorism	3	_____
CO-CO 320	Cross Cultural Communications	3	_____	SS-CJ 316	Introduction to Forensic Science	3	_____
BS-CP 235	Computer Applications in Business	3	_____	SS-CJ 320	Ethics in Criminal Justice	3	_____
Liberal Arts				SS-PY 320	Social Psychology	3	_____
Fit Mind				SS-CJ 340	Criminal Law	3	_____
_____	Science Course	3	_____	SS-CJ 343	Criminology	3	_____
_____	Mathematics Course	3	_____	SS-CJ 350	Police Administration	3	_____
SS-CJ 330	Statistics in Criminal Justice	3	_____	SS-CJ 352	Comparative Justice	3	_____
Fit Heart				SS-CJ 441	Criminal Procedures	3	_____
_____	History Course	3	_____	SS-CJ 452	Victimology	3	_____
SS-PY 110	General Psychology	3	_____	SS-CJ 470	Juvenile Justice	3	_____
Fit Body				SS-CJ 490	Crisis Management	3	_____
_____	Humanities or Fine Arts Course	3	_____	SS-CJ 495	Criminal Justice Capstone [WI]	3	_____
SP-SH 101	Wellness for Life	3	_____	Criminal Justice Electives			
Fit Soul				<input type="checkbox"/> SS-CJ 213	Drugs and Criminal Justice (3)		
_____	Philosophy Course	3	_____	<input type="checkbox"/> SS-CJ 215	Introduction to Courts (3)		
MT-WV 201	Contemporary Culture and Worldviews	3	_____	<input type="checkbox"/> SS-PY 220	Stress Management (3)		
				<input type="checkbox"/> SS-CJ 225	Serial Killers (3)		
				<input type="checkbox"/> EX-MG 306	Conflict Resolution and Negotiation (3)		
				<input type="checkbox"/> SS-PY 330	Abnormal Psychology (3)		
				<input type="checkbox"/> SS-CJ 332	Investigations and Evidence (3)		
				<input type="checkbox"/> SS-CJ 482	Community Corrections (3)		

# BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION (ONLINE)

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## PURPOSE

The Healthcare Administration degree is built on the premise that care of people goes far beyond the physical. Therefore, the program combines an in-depth study and application of skills related to healthcare with a practical emphasis on integrating a Christian worldview.

The student can expect foundational courses in healthcare administration to introduce concepts in healthcare administration, ethics, accounting, statistics, and knowledge management. Experienced instructors are prepared to assist in the journey and provide worldview perspective. A capstone course reviewing strategies and techniques taught in the program is taken after all other courses in the curriculum have been completed.

## PROGRAM OUTCOMES

1. Develop knowledge of healthcare systems in the United States in order to lead effectively.
2. Enhance leadership competencies and technical proficiency in finance, marketing, human resources, information technology, strategic planning, and ethics in healthcare settings.
3. Develop effective communication competencies in business and healthcare settings; learn the dynamics of working in groups and teams.
4. Develop critical thinking and problem-solving skills necessary to tackle current issues in healthcare; apply concepts and theories to practice.
5. Develop information literacy in healthcare disciplines.
6. Understand the qualities and attributes of professionalism in healthcare settings and commitment to the Fit Four principles of the College.

## MGMA-ACMPE MEMBERSHIP

Students enrolled in a healthcare administration program can become members of the student chapter of MGMA-ACMPE, sponsored through the College (Medical Group Management Association (MGMA) and the American College of Medical Practice Executives (ACMPE). Membership in the student chapter provides a number of resources available at no cost and provides the opportunity to build professional relationships. Students also have an opportunity to learn about the ACMPE, which offers a professional board certification process for medical practice executives.

The MGMA-ACMPE membership includes access to publications, web content and tools that support health care administrator activities such as checklists and practice assessments. There are legislative updates and opportunities to meet as a chapter and interact with guest presenters in a public forum. These will be held on line and coordinated by the CCC MGMA student chapter. Career resources and many other professional development opportunities will be presented through the MGMA-ACMPE. For more information, contact the School of Professional & Distance Education directly.

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

[illegible]

# BACHELOR OF BUSINESS ADMINISTRATION - (ONLINE)

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## **PURPOSE**

The business world is in need of strong Christian business men and women who are grounded in their faith, who possess the knowledge and skills needed to be successful in their respective business ventures, and who have a high regard for ethical issues and principles. The Business Department philosophy is to integrate and articulate Christian values into the department's courses while developing strong business acumen and understanding among students.

Students completing a business degree are prepared to carry out their own business affairs effectively. The faculty members are dedicated to assisting students to gain an understanding of the business world and an appreciation of the free enterprise economic structure.

## **DEPARTMENT OUTCOMES**

### **Fit Mind (intellectual)**

- M1. Evaluate knowledge in business, management, and accounting principles while developing unique and creative solutions to business related challenges and operations.
- M2. Develop critical thinking and problem solving skills while conducting appropriate research.
- M3. Summarize the contributions of business and economics historically and within contemporary culture.

### **Fit Heart (social)**

- H1. Collaborate with those from diverse cultures and differing worldviews as an effective member of a team.
- H2. Structure business practices to ascertain industry opportunities while exercising social responsibility at the local, national and global level.
- H3. Justify the responsibility that a business has to all stakeholders and engage society as ethical and productive citizens.

### **Fit Soul (spiritual)**

- S1. Integrate ethical reasoning and worldview to decision making and business practices.
- S2. Evaluate business related theories in practices from an evangelical Christian perspective.
- S3. Articulate and defend the role of Christian character in personal and professional dealings.

### **Fit Body (physical)**

- B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.
- B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.
- B3. Practice appropriate professional appearance and behavior as a professional identity is developed.

## BACHELOR OF BUSINESS ADMINISTRATION

Foundational Skills			
GS-SM 105	Essentials for College Success	3	_____
EN-CP 111	Writing for Life	3	_____
EN-CP 112	Writing for College	3	_____
MT-BI 100	Introduction to Biblical Literature	3	_____
CO-CO 320	Cross Cultural Communications	3	_____
BS-CP 235	Computer Applications in Business	3	_____

## Fit Mind

_____	Science Course	3	_____
_____	Mathematics Course	3	_____
_____	<i>Natural Science or Statistical Reasoning Course</i>	3	_____

	History Course	3
SS-PY 110	General Psychology	3

Fit Body		
	Humanities or Fine Arts Course	3
SP-SH 101	Wellness for Life	3

_____	Philosophy Course	3	_____
MT-WV 201	Contemporary Culture and Worldviews	3	

[illegible]

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

EX-MG 320	Research Analysis Using Statistics	3	_____
BS-AC 316	Individual Income Tax	3	_____
BS-AC 320	Intermediate Accounting I	3	_____
BS-AC 321	Intermediate Accounting II	3	_____
BS-AC 322	Cost Accounting	3	_____
BS-AC 323	Computerized Accounting	3	_____
BS-AC 437	Principles of Auditing	3	_____

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

## Elective Credits



## BACHELOR OF BUSINESS ADMINISTRATION

Foundational Skills			
GS-SM 105	Essentials for College Success	3	_____
EN-CP 111	Writing for Life	3	_____
EN-CP 112	Writing for College	3	_____
MT-BI 100	Introduction to Biblical Literature	3	_____
CO-CO 320	Cross Cultural Communications	3	_____
BS-CP 235	Computer Applications in Business	3	_____

Fit Mind		
_____	Science Course	3 _____
_____	Mathematics Course	3 _____
_____	<i>Natural Science or Statistical Reasoning Course</i>	3 _____

History Course	3
SS-PY 110 General Psychology	3

	Humanities or Fine Arts Course	3	
SP-SH 101	Wellness for Life	3	

_____	Philosophy Course	3	_____
MT-WV 201	Contemporary Culture and Worldviews	3	

[illegible]

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

EX-MG 306	Conflict Resolution and Negotiation	3	_____
EX-MG 320	Research Analysis Using Statistics	3	_____
SS-PY 311	Followership & Servant Leadership	3	_____
EX-BS 356	Organizational Behavior & Leadership	3	_____
SS-PY 335	Industrial/Organizational Psychology	3	_____
BS-MG 450	Studies in Christian Management	3	_____
EX-MG 341	Theories in Leadership	3	_____

# BACHELOR OF SCIENCE IN BUSINESS - ORGANIZATIONAL LEADERSHIP (ONLINE)

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## **PURPOSE**

Modern organizations require leaders to not only demonstrate business expertise, but also have the interpersonal skills needed to manage the demands of the contemporary marketplace. The organizational leadership major is a strategic combination of disciplines combining the teachings of management and psychology based on a Christian worldview. As a graduate of this program, a student will be equipped with the tools needed to be successful in a wide range of leadership roles from human resource management to marketing.

Central Christian's Bachelor of Science in Business in Organizational Leadership will prepare each student to become an agent of change by understanding and applying the principles of leadership that modern organizations require. Whether working in a small or large company or are planning to run his or her own business, students will master the abilities, tools, skills, and acquire the knowledge to be able to help the organization function more effectively.

## **DEPARTMENT OUTCOMES**

### **Fit Mind (intellectual)**

- M1. Evaluate knowledge in business, management, and accounting principles while developing unique and creative solutions to business related challenges and operations.
- M2. Develop critical thinking and problem solving skills while conducting appropriate research.
- M3. Summarize the contributions of business and economics historically and within contemporary culture.

### **Fit Heart (social)**

- H1. Collaborate with those from diverse cultures and differing worldviews as an effective member of a team.
- H2. Structure business practices to ascertain industry opportunities while exercising social responsibility at the local, national and global level.
- H3. Justify the responsibility that a business has to all stakeholders and engage society as ethical and productive citizens.

### **Fit Soul (spiritual)**

- S1. Integrate ethical reasoning and worldview to decision making and business practices.
- S2. Evaluate business related theories in practices from an evangelical Christian perspective.
- S3. Articulate and defend the role of Christian character in personal and professional dealings.

### **Fit Body (physical)**

- B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.
- B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.
- B3. Practice appropriate professional appearance and behavior as a professional identity is developed.

**BACHELOR OF SCIENCE IN BUSINESS**

Foundational Skills			
GS-SM 105	Essentials for College Success	3	_____
EN-CP 111	Writing for Life	3	_____
EN-CP 112	Writing for College	3	_____
MT-BI 100	Introduction to Biblical Literature	3	_____
CO-CO 320	Cross Cultural Communications	3	_____
BS-CP 235	Computer Applications in Business	3	_____

## Fit Mind

Fit Heart

SS-PY 110	General Psychology	3
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[illegible]

SP-SH 101	Wellness for Life	3
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Fit Soul

MT-WV 201	Contemporary Culture and Worldviews	3
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SS-PY 320	Social Psychology	3	
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BS-AC 220	Financial Accounting	3	
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EX-MG 320	Research Analysis Using Statistics	3	
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SS-PY 220	Stress Management	3
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EX-MG 306	Conflict Resolution and Negotiation	3
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EX-MG 341	Theories in Leadership	3
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BS-MG 342	Theories in Leadership	3	<u>        </u>
BS-MG 351	Principles of Management	3	

EX-BS 351	Principles of Management	3
EX-BS 356	Organizational Behavior & Leadership	3

BS-BS 356	Organizational Behavior & Leadership	3	<u>      </u>
BS-MG 357	Business Law	3	

EX-OR 425	Effective Personal and Org. Comm	3	
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EX-OR 425	Effective Personal and Org. Comm.	3	_____
EX-MG 445	Human Resource Management	3	_____

EX-MG 445	Human Resource Management	3	_____
BS-MG 450	Studies in Christian Management	3	_____

BS-MG 450	Studies in Christian Management	3	<hr/>
BS-MG 451	Strategic Management [Capstone]	3	

BS-MG 451	Strategic Management [Capstone]	3	—
EX-OR 455	Personal Values and Org. Ethics	3	—

EX-OR 455	Personal Values and Org. Ethics	3	_____
EX-OR 465	Applied Research Project [Wil]	3	_____

EX-OR 465 Applied Research Project [WI] 3 \_\_\_\_\_

## BACHELOR OF SCIENCE IN PSYCHOLOGY (ONLINE)

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### RATIONALE

"In the beginning God created..." and with these words the human story was ushered into being. All that we are, including who we are as people, how we think, how we function, how we develop – all of that finds its beginnings in those moments of time between Genesis 1 & 2. Yet, much of the science of psychology has long ignored the origins of humanity and has sought to understand existence only through the eyes of modern reasoning. Psychological studies at Central Christian are designed to help students see the unique interplay between science and faith – not as an integrative model, but as an essential component of existence.

The psychology major is designed to introduce students to a broad view of the field of psychology, while at the same time providing him or her the expertise needed to excel in the discipline. Students will have the chance to interact with many of the major theories and gain an understanding of the role psychology plays within the broader scope of all academic disciplines.

Studying psychology at Central Christian can open up many doors of opportunity depending on a student's career or educational goals. If one chooses to continue his or her education and move on to graduate level studies, then he or she can be assured that time here will have been well spent. Our comprehensive approach to education will provide the necessary tools to help students succeed in his or her educational endeavors. Students graduating from Central Christian have been accepted in a number of graduate programs.

### DEGREE COMPLETION

Students transferring into Central Christian College, who have completed their Associate of Arts may need to

Student who would rather begin careers immediately after graduation, can be confident that his or her education will assist in securing an entry-level position within the field of the social sciences. Students who have graduated from our program have held positions in health care management offices, police departments, and mental health facilities.

### PROGRAM OUTCOMES

1. The student can facilitate APA guidelines for the ethical treatment of human and nonhuman research participants.
2. The student can adapt psychological principles and modalities in response to diverse cultures and worldviews.
3. The student can explain the contributions of psychological theories and their relation to human functioning.
4. The student can distinguish various etiologies and treatments for normative and non-normative behavior.
5. The student can design and execute an experiment or research initiative to answer a psychological question.
6. The student can evaluate psychological theories, practices, and responses from a holistic perspective (Heart, Soul, Mind, and Strength).
7. The student can analyze, interpret, and describe data using descriptive and inferential statistics.
8. The student can express thoughts, ideas, findings, etc. in accordance with APA standards.
9. The student can devise psychologically based explanations and resolutions for situations encountered as a part of human function.

confirm completion of General Psychology and an APA Writing Course. If not, Degree Completing students will have these courses added to the overall requirements needed to complete the degree.

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

[illegible]

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## RESIDENTIAL PROGRAMS: SCHOOL OF LIBERAL ARTS & SCIENCES

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## SCHOOL OF LIBERAL ARTS & SCIENCES

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### THE LIBERAL ARTS ADVANTAGE

The General Education Core at Central Christian College of Kansas is based on an appreciation for the liberal arts and the development of critical thinking skills associated with these disciplines. These skills are obtained by introducing the student to the interrelated thread of truth spanning subjects like history, social science, mathematics, English, art, science, wellness, and many more. Although the average student is much more interested in courses that pertain directly to his or her major or area of interest, a solid base in the liberal arts can provide a student with the needed edge to be successful in the modern workplace. The National Association of Colleges and Employers<sup>30</sup> has reported that many employers are looking for students with good communication and critical thinking skills; the very attributes that can be obtained through a liberal arts approach to education.

Central Christian College of Kansas offers a number of unique degree programs strategically designed to meet educational needs. These include:

- Associate of Arts
- Bachelor of Science in Business (6 Majors)
- Bachelor of Arts (6 majors)
- Bachelor of Arts in Ministry (4 Majors)
- Bachelor of Science (6 Majors)
- Bachelor of Music (3 Majors)
- Bachelor of Sport Science (2 Majors)
- Bachelor of Education (3 Majors)
- Bachelor of Elementary Education
- Bachelor of Physical Education
- Bachelor of Arts in Music

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<sup>30</sup> Jenkins, R (2011, July). *The liberal arts are work force development*. The Chronicle of Higher Education

## General Studies

Associate of Arts		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3
	Elective Bible Course	3

## Fit Mind

_____ Science Course	3	_____
_____ Math Course	3	_____

History Course	3
Behavioral Science Course	3

_____	Arts Course	3	_____
	Wellness Course	3	

_____	Philosophy Course	3	_____
	Worldview Course	3	

Elective Credits

[illegible]

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____
	Elective Bible Course	3	_____

## Fit Mind

Science Course or Math Course	3
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History Course	3
Behavioral Science Course	3

_____	Arts Course	3	_____
	Wellness Course	3	

_____	Philosophy Course	3	_____
	Worldview Course	3	

9. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

# BUSINESS

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The business world is in need of strong Christian business men and women who are grounded in their faith, who possess the knowledge and skills needed to be successful in their respective business ventures, and who have a high regard for ethical issues and principles. The Business Department philosophy is to integrate and articulate Christian values into the department's courses while developing strong business acumen and understanding among students.

Students completing a business degree are prepared to carry out their own business affairs effectively. The faculty members are dedicated to assisting students to gain an understanding of the business world and an appreciation of the free enterprise economic structure.

## DEPARTMENT OUTCOMES

### Fit Mind (intellectual)

- M1. Evaluate knowledge in business, management, and accounting principles while developing unique and creative solutions to business related challenges and operations.
- M2. Develop critical thinking and problem solving skills while conducting appropriate research.
- M3. Summarize the contributions of business and economics historically and within contemporary culture.

### Fit Heart (social)

- H1. Collaborate with those from diverse cultures and differing worldviews as an effective member of a team.
- H2. Structure business practices to ascertain industry opportunities while exercising social responsibility at the local, national and global level.
- H3. Justify the responsibility that a business has to all stakeholders and engage society as ethical and productive citizens.

### Fit Soul (spiritual)

- S1. Integrate ethical reasoning and worldview to decision making and business practices.

- S2. Evaluate business related theories in practices from an evangelical Christian perspective.
- S3. Articulate and defend the role of Christian character in personal and professional dealings.

### Fit Body (physical)

- B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.
- B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.
- B3. Practice appropriate professional appearance and behavior as a professional identity is developed.

## OFF-CAMPUS PROGRAMS

The Central Christian College business student has multiple ways to enrich their educational experience through off-campus opportunities. The department regularly offers national and international travel opportunities studying various topics including economics, finance, culture, trade, and monetary systems. Arrangements can also be made to study with the *Council for Christian Colleges and Universities* (CCCU) in their Best Semester program. CCC is also partnering with *Students International* where students have the opportunity to spend a semester in another country studying local culture, finance, economics, language, investment, entrepreneurship, etc.

## PHI BETA LAMBDA

Anyone interested in business is encouraged to join Phi Beta Lambda (PBL). Monthly meetings include special speakers and tours. Student leaders develop annual projects conducted by the organization. In the spring, members have an opportunity to demonstrate their business skills at the Kansas PBL State Leadership Conference (SLC). Central students typically win 35-40 awards at this conference. Central Christian College of Kansas state winners participate and place regularly at the PBL National Leadership Conference (NLC) held at various sites across the nation.

## Bachelor of Science in Business

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____
SS-AP 291	Scientific Writing Seminar: APA	1 _____

## Fit Mind

~~Natural Science (NS) or Statistical Reasoning Course~~

_____	History Course	3	_____
SS-PY 110	General Psychology	3	_____

_____	Arts Course	3	_____
	Wellness Course	3	_____

_____	Philosophy Course	3	_____
_____	Worldview Course	3	_____

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-CP 235	Computer Application in Business	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

BS-MG 209 Statistics	3	_____
BS-AC 316 Individual Income Tax	3	_____
BS-AC 320 (MC) Intermediate Accounting I	3	_____
BS-AC 321 (MC) Intermediate Accounting II	3	_____
BS-AC 322 Cost Accounting	3	_____
BS-AC 323 Computerized Accounting	3	_____
BS-AC 437 (MC) Principles of Auditing	3	_____
_____ Upper Level Business Elective	3	_____
_____ Upper Level Business Elective	3	_____

<input type="checkbox"/>	BS-MG 342	Investments (3)
<input type="checkbox"/>	BS-MG 362	Promotional Strategies (3)
<input type="checkbox"/>	BS-MG 365	Sales & Sales Force Management (3)
<input type="checkbox"/>	BS-MG 371	Introduction to Entrepreneurship (3)
<input type="checkbox"/>	BS-MG 372	International Business (3)
<input type="checkbox"/>	BS-RM 305	Personal Insurance (3)
<input type="checkbox"/>	BS-CP 335	Advanced Computer Applications in Business (3)
<input type="checkbox"/>	SS-PY 310	Research Methods/Applied Statistics (3)
<input type="checkbox"/>	BS-AP 495	Internship [Business] (2-5)
<input type="checkbox"/>	BS-EC 365	Personal Financial Management (3)

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

### Elective Credits

[illegible]

## Bachelor of Science in Business

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____
SS-AP 291	Scientific Writing Seminar: APA	1 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-CP 235	Computer Application in Business	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

BS-MG 356 Human Resource Management	3	_____
BS-MG 365 Sales and Sales Force Management	3	_____
BS-MG 371 Introduction to Entrepreneurship	3	_____
BS-RM 205 Principles of Insurance and Risk Management	3	_____
BS-RM 306 Commercial Insurance and Risk Management	3	_____
_____ Upper Level Business Elective	3	_____

<input type="checkbox"/>	MS-MG 209	Statistics (3)
<input type="checkbox"/>	BS-MG 362	Promotional Strategies (3)
<input type="checkbox"/>	BS-RM 305	Personal Insurance (3)
<input type="checkbox"/>	BS-MG 342	Investments (3)
<input type="checkbox"/>	BS-MS 365	Sales & Sales Force Management
<input type="checkbox"/>	BS-MG 372	International Business (3)
<input type="checkbox"/>	BS-AC 323	Computerized Accounting (3)
<input type="checkbox"/>	BS-EC 365	Personal Financial Management (3)
<input type="checkbox"/>	BS-CP 335	Advanced Computer Applications in Business (3)
<input type="checkbox"/>	BS-AP 495	Internship [Business] (2-5)

## Bachelor of Science in Business

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____
SS-AP 291	Scientific Writing Seminar: APA	1 _____

## Fit Mind

~~Natural Science (NS) or Statistical Reasoning Course~~

_____	History Course	3	_____
SS-PY 110	General Psychology	3	_____

_____	Arts Course	3	_____
	Wellness Course	3	_____

_____	Philosophy Course	3	_____
_____	Worldview Course	3	_____

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-CP 235	Computer Application in Business	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

BS-MG 209	Statistics	3	_____
BS-MG 355	Organizational Behavior	3	_____
BS-MG 356	Human Resource Management	3	_____
_____	Upper Level Business Elective	3	_____
_____	Upper Level Business Elective	3	_____

<input type="checkbox"/>	BS-AC 322	Cost Accounting (3)
<input type="checkbox"/>	BS-AC 323	Computerized Accounting (3)
<input type="checkbox"/>	BS-MG 305	Personal Insurance (3)
<input type="checkbox"/>	SS-PY 310	Research Methods/Applied Statistics (3)
<input type="checkbox"/>	BS-MG 342	Investments (3)
<input type="checkbox"/>	BS-MG 362	Promotional Strategies (3)
<input type="checkbox"/>	BS-MG 365	Sales & Sales Force Management (3)
<input type="checkbox"/>	BS-MG 371	Introduction to Entrepreneurship (3)
<input type="checkbox"/>	BS-MG 372	International Business (3)
<input type="checkbox"/>	BS-EC 365	Personal Financial Management (3)
<input type="checkbox"/>	BS-CP 335	Advanced Computer Applications in Business (3)
<input type="checkbox"/>	BS-AP 495	Internship [Business] (2-5)

[illegible]



## Bachelor of Science in Business

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____
SS-AP 291	Scientific Writing Seminar: APA	1 _____

## Fit Mind

Fit Heart

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## Fit Body

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## Fit Soul

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## Capstone Experiences

## Biblical Lit

GS-SM 499 Senior Portfolio 0 \_\_\_\_\_

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

[illegible]

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-CP 235	Computer Application in Business	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

BS-MG 209	Statistics	3	_____
SS-PY 310	Research Methods/Applied Statistics	3	_____
BS-MG 362	Promotional Strategies	3	_____
BS-MG 365	Sales/Sales Force Management	3	_____
CO-CO 340	Public Relations	3	_____
_____	Upper Level Business Elective	3	_____

HU-AR 203 Electronic Digital Imaging	2	_____
HU-AR 212 Electronic Illustration	2	_____
<b>Total</b>		

#### Elective Pool

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | CO-CO 312 | Interpersonal Communications (3)               |
| <input type="checkbox"/> | CO-CO 323 | Media Productions (3)                          |
| <input type="checkbox"/> | BS-RM 305 | Personal Insurance (3)                         |
| <input type="checkbox"/> | BS-AC 322 | Cost Accounting (3)                            |
| <input type="checkbox"/> | BS-AC 323 | Computerized Accounting (Quickbooks) (3)       |
| <input type="checkbox"/> | BS-CP 335 | Advanced Computer Applications in Business (3) |
| <input type="checkbox"/> | BS-MG 342 | Investments (3)                                |
| <input type="checkbox"/> | BS-MG 355 | Organizational Leadership                      |
| <input type="checkbox"/> | BS-MG 371 | Introduction to Entrepreneurship (3)           |
| <input type="checkbox"/> | BS-MG 372 | International Business (3)                     |
| <input type="checkbox"/> | BS-EC 365 | Personal Financial Management (3)              |
| <input type="checkbox"/> | BS-AP 495 | Internship [Business] (2-5)                    |

## Bachelor of Science in Business

Foundational Skills			Organizational Leadership Core (47 Credits)		
GS-SM 104	First Year Seminar	1	BS-AC 120	Basic Accounting	3
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	BS-EC 210	Survey of Economics	3
EN-CP 122	College Writing and Research	3	BS-CP 235	Computer Application in Business	3
CO-CO 211	Principles of Speech	3	BS-MG 311	Advanced Professional Communication [WI]	3
SS-AP 291	Scientific Writing Seminar: APA	1	BS-MG 351	Principles of Management	3
<b>Liberal Arts</b>			BS-MG 365	Organizational Behavior	3
<b>Fit Mind</b>			BS-MG 356	Human Resource Management	3
	Science Course	3	BS-MG 357	Business Law	3
NS-MA 104	College Algebra	3	BS-MG 363	Professional Ethics	3
	<i>Natural Science (NS) or Statistical Reasoning Course</i>		SS-PY 211	Leadership Development	2
<b>Fit Heart</b>			SS-PY 320	Social Psychology	3
	History Course	3	SS-PY 200	Stress Management	3
SS-PY 110	General Psychology	3	BS-MG 451	Strategic Management [Capstone]	3
<b>Fit Body</b>				Upper Level Business Elective	3
	Arts Course	3		Upper Level Business Elective	3
	Wellness Course	3		Upper Level Business Elective	3
<b>Fit Soul</b>			<b>Elective Pool</b>		
	Philosophy Course	3	<input type="checkbox"/>	SO-SO 202	Principles of Sociology (3)
	Worldview Course	3	<input type="checkbox"/>	SS-PY 310	Research Methods/Applied Statistics (3)
<b>Capstone Experiences</b>			<input type="checkbox"/>	BS-RM 205	Principles of Insurance and Risk Management (3)
	Biblical Literature Course (MT-CH)	3	<input type="checkbox"/>	BS-MG 209	Statistics (3)
GS-SM 399	Professional Portfolio	0-1	<input type="checkbox"/>	BS-MG 352	Principles of Marketing (3)
GS-SM 499	Senior Portfolio	0	<input type="checkbox"/>	BS-MG 353	Principles of Finance (3)

## Elective Credits

[illegible]



## Bachelor of Science in Business

[illegible]

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____
SS-AP 291	Scientific Writing Seminar: APA	1	_____

## Fit Mind

~~Natural Science (NS) or Statistical Reasoning Course~~

	History Course	3
SS-PY 110	General Psychology	3

Fit Body

Wellness Course	3
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<b>Fit Soul</b>	
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Worldview Course	3
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## Capstone Experiences

_____	Biblical Literature Course (MT-CH)	3 _____
GS-SM 399	Professional Portfolio	0-1 _____
GS-SM 499	Senior Portfolio	0 _____

Natural Science/Statistical Reasoning Requirement met by BS-MG 209

## Elective Credits

BS-AC 220	Financial Accounting	3	_____
BS-AC 221	Managerial Accounting	3	_____
BS-CP 235	Computer Application in Business	3	_____
BS-EC 260	Microeconomics	3	_____
BS-EC 261	Macroeconomics	3	_____
BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 351	Principles of Management	3	_____
BS-MG 352	Principles of Marketing	3	_____
BS-MG 353	Principles of Finance	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
BS-MG 451	Strategic Management [Capstone]	3	_____

BS-MG 209 Statistics	3	_____
BS-MG 356 Human Resource Management	3	_____
BS-RM 205 Principles of Insurance and Risk Management	3	_____
BS-RM 305 Personal Insurance	3	_____
BS-RM 306 Commercial Insurance & Risk Management	3	_____
BS-RM 312 Commercial Underwriting Principles	3	_____
BS-RM 343 Claim Handling Principles and Practices	3	_____
BS-RM 358 Risk Management Principles and Practices	3	_____
BS-RM 380 Reinsurance Principles and Practices	3	_____

BS-MG 355 Organizational Behavior	3	_____
BS-AP 495 Internship [Business]	3	_____

*Natural Science/Statistical Reasoning Requirement met by BS-MG 209*

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

# COMMUNICATION

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Communication is an essential part of our daily lives: TV, internet, road signs, magazines, radio, telephones, books, discussions. Each and every one represents just some of the many ways we are involved with communication. Since communication is such an essential part of who we are, it is vital that those fields related to communication have well-trained individuals who can keep the communication going.

ABC broadcaster Rowan Forster says, "The church is very good at training, equipping and sending out pulpit ministers and overseas missionaries. But perhaps it would also be good to be putting more emphasis on training, equipping and sending out Christian journalists, artists, playwrights, movie producers, TV anchors and so on in every walk of life where influence is wielded in the wider marketplace."

The Communication majors at Central Christian College of Kansas are dedicated to training, equipping, and sending out students who can impact the world. Courses are designed to aid students in the careers of their choice through proficiency in the use of language as a vocational and ministry tool.

At Central Christian College of Kansas, even freshman students receive "hands-on experience" rather than having to "wait their turn," which happens at many larger universities. Central Christian College of Kansas' distinctive size opens the door for them to be involved in journalistic publications, dramatic productions, sports announcing, as well as many other venues.

Since Central Christian College of Kansas is committed to personalized education, students can be assured that they will have the opportunity not only to learn from their courses but will have the chance to interact in dynamic learning environments.

## MISSION

The Communicative Arts Department mission is to develop students with active and creative minds (fit mind), a sense of understanding and compassion for others (fit hearts), self-confidence and interpersonal skills (fit body), and the courage and spiritual maturity to act on their beliefs (fit soul).

## PROGRAM OUTCOMES

- **Fit Mind:** The student can critique and express the role and practices of the Communicative Arts in an interconnected world.
- **Fit Heart:** The student integrates language and images in shaping thinking and behavior with those from diverse cultural backgrounds and worldviews.
- **Fit Body:** The student can produce industry-quality content in various forms.
- **Fit Soul:** The student can evaluate the ethical standards and practices of Communicative Art professionals in relationship to personal faith and public policy.

## Bachelor of Arts

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Fit Mind

## Fit Heart

## Fit Body

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	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

CO-CO 221	Introduction to Mass Media	3	_____
CO-CO 312	Interpersonal Communication	3	_____
CO-CO 323	Media Production I	3	_____
CO-CO 340	Public Relations	3	_____
CO-CO 412	Persuasion/Argumentation [WI]	3	_____
CO-CO 216	Digital Publishing and Production	3	_____
_____	Practicum or Internship	3	_____
CO-CO 423	Media Production II	3	_____
CO-AP 498	Portfolio [Capstone]	3	_____

HU-AR 203 Electronic Digital Imaging	2	_____
HU-AR 209 Introduction to Photography	2	_____
HU-AR 213 Electronic Publishing	2	_____

☐ Mass Media Emphasis

CO-CO 320 Cross-Cultural Communications	3	_____
BS-MG 311 Advanced Professional Communications	3	_____
HU-AR 212 Electronic Illustration	2	_____

SP-SM 315 Sport Marketing	3	_____
SP-SM 302 Sport Law	3	_____
_____ Practicum or Internship	3	_____

BS-RM 351 Principles of Management	3	_____
BS-RM 311 Advanced Professional Communications	3	_____
BS-RM 352 Principles of Marketing	3	_____

Elective Credits	
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100	100

[illegible]



# CRIMINAL JUSTICE

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## ABOUT THE PROGRAM

The purpose of the Criminal Justice program is to prepare students for possible careers in criminal justice and prepare them to be agents of justice in a global community.

The Criminal Justice program at Central Christian College of Kansas embraces our redemptive role in society and the call of God to provide communal justice. This requires that the student not only understand the professional skills related to criminal justice but also the personal perspectives and dispositions needed to become effective agents of justice in a global community.

Students in the Criminal Justice program will have the advantage of interacting with professionals in the field of criminal justice. Courses are taught by experienced officers in the legal systems which provides excellent teaching on each subject and immediate points of application to real world issues faced by those in the world of Criminal Justice.

Because this program is a hybrid program including both on-campus and online courses, the student will also have the opportunity to interact with a variety of other criminal justice students who are actively engage in the profession.

## PROGRAM OBJECTIVES

- **Fit Mind:** The student can summarize the historical development of criminal justice systems and the role of justice in America and the global community.
- **Fit Heart:** The student can describe the influences and behaviors related to the administration of justice and how each is affected by worldview and culture.
- **Fit Soul:** The student can articulate an ethical framework that recognizes the interplay of personal faith, natural law, and public policy.
- **Fit Body:** The student can employ appropriate procedures associated with law enforcement administration and the prevention, detection, and regulation of crime and criminal behavior.



## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Fit Mind

_____	Science Course	3	_____
NS-MA 104	College Algebra or Higher	3	_____
	<i>Natural Science (NS) or Statistical Reasoning Course</i>		

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

_____	Arts Course	3	_____
	Wellness Course	3	

_____	Philosophy Course	3	_____
	Worldview Course	3	

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

[illegible]

SS-SO 202	Sociology	3	_____
SS-PY 320	Social Psychology	3	_____
SS-CJ 215	Introduction to Law Enforcement	3	_____
SS-CJ 235	Criminal Justice Systems	3	_____
SS-CJ 241	Introduction to Law & Legal Studies	3	_____
SS-CJ 242	Patrol Operations	3	_____
SS-CJ 316	Introduction to Forensic Science	3	_____
SS-CJ 340	Criminal Law	3	_____
SS-CJ 341	Criminal Investigations	3	_____
SS-CJ 342	Corrections	3	_____
SS-CJ 343	Criminology	3	_____
SS-CJ 350	Police Administration	3	_____
SS-AP 491	Senior Seminar[WI/Capstone]	1	_____

_____	Criminal Justice Elective	—	_____
_____	Criminal Justice Elective	—	_____
_____	Criminal Justice Elective	—	_____

<input type="checkbox"/>	SS-CJ ###	All Courses (3)
<input type="checkbox"/>	BS-MG 357	Business Law (3)
<input type="checkbox"/>	SS-PY 330	Abnormal Psychology (3)
<input type="checkbox"/>	SS-SO 306	Social Problems (3)

# EDUCATION (TEACHER EDUCATION)

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## OVERVIEW

As a Christian college, we train educators to take their place in the classrooms of the world in the Christian, private, and public school sectors. Our focus is to train responsive practitioners who impact the whole child - cognitively, emotionally, socially, physically, and spiritually. We believe that each child is created in the image of God, who wants each one to reach his/her full potential.

## VISION

The vision of the Central Christian College Teacher Education Program is to develop quality professional teachers with a Christian world view to teach in public, private, and Christian schools around the world.

## MISSION

The mission of the Central Christian College Teacher Education Program is to develop the Responsive Practitioner: Rationally Competent (Fit Minds), Professionally Astute (Fit Bodies), Socially Responsible (Fit Hearts), and Service Oriented (Fit Souls), from the perspective of a Christian world-view.

## ACCREDITATION

Central Christian College of Kansas has a long history of helping educate our nation's teachers. Education is the most commonly pursued occupation among all of our alumni. Central's Department of Teacher Education is accredited by the Kansas State Board of Education.

Accreditation should not be confused with licensure. Students successfully completing the education program at Central Christian College of Kansas will have met the requirements to sit for competency exams. This step is required before a student can be officially recognized as a qualified teacher.

Since the education program at Central Christian college of Kansas is accredited by the Kansas State Board of Education, additional conditions may be required for licensure in other states

## TEACHER CANDIDATE OUTCOMES

### FIT MINDS (RATIONALLY COMPETENT: INTELLECTUAL AND PSYCHOLOGICAL)

- Candidates will possess a knowledge base that is broad in content, yet specific in subject matter, to

the degree that they are confident and poised in the classroom.

- Candidates will be knowledgeable of, and capable of using, various forms of assessment in the classroom and in the school environment.
- Candidates will demonstrate the ability to plan and execute effective lessons.
- Candidates will exhibit a commitment to life-long learning and professional development

### FIT BODIES (PROFESSIONALLY ASTUTE: PHYSICAL AND VOCATIONAL)

- Candidates will possess a knowledge base of human maturation and its development to respond to academic needs with age-appropriate instruction.
- Candidates will demonstrate the ability to practice collaboration within the school environment.
- Candidates will demonstrate the ability to effectively manage a classroom's learning environment.
- Candidates will demonstrate an attitude of service.

### FIT HEARTS (SOCIALY RESPONSIBLE: CULTURAL AND RELATIONAL)

- Candidates will possess a sound understanding of the historical and philosophical foundations of education so they can integrate the successes of the past with the challenges of the present, in preparation for the future.
- Candidates will use a variety of teaching strategies that reflect knowledge of diverse learning styles, cultural differences, social issues, and academic abilities.
- Candidates will be knowledgeable of educational technology, and capable of using it in instruction and evaluation in the learning process.

### FIT SOULS (SPIRITUAL RESPONSIVE: SPIRITUAL AND ENVIRONMENTAL)

- Candidates will learn to work effectively and responsively with students from diverse backgrounds, which would include, but not be limited to ethnicity, normality, language, cognitive abilities, and other disabilities.
- Candidates will possess and practice dignity toward all persons in the school community.
- Candidates will exhibit teamwork and fellowship to the collegial team and its leaders.
- Candidates will exhibit a Christian worldview.

## PROCEDURES FOR PROGRAM COMPLETION

The four-level process below directs candidates toward the successful completion of the program and qualification for teacher licensure application.

### Level I: Pre-Candidacy

1. Successful Completion of ED-CC 100, 110, & 120
2. General Education Course Work
3. Admission to Educator Preparation Program (EPP)

### CRITERIA FOR ADMISSION TO EPP

Prior to making application to the Educator Preparation Program (EPP), the pre-candidate should be working toward meeting the admissions criteria. Transfer students should seek advisement from the Education Office and will be dealt with on an individual basis in accordance with their course work and its integration into the requirements of EPP. Admission to the Educator Preparation Program will be based on a review of the following information to be provided by the student:

1. Obtain the Candidate Status Checklist from the teacher education coordinator for use in tracking requirements.
2. Provide documentation of seventy-five (75) contact hours with PreK-12 students in settings such as camp counseling, after-school programs, Sunday School, YMCA, etc. Use Level I Professional Related Service Requirement form.
3. Take ED-CC 100, Introduction to Education, as a freshman or sophomore with a minimum grade of "C." Students on academic probation are ineligible; transfer students will be advised.
4. Complete two field experiences, ED-CC 110 and ED-CC 120, with a minimum grade of "C" in each. Field experiences consist of a minimum of thirty (30) contact hours each, taken concurrently with Intro to Education (in addition to the initial 75 contact hours).
5. Complete and submit Level I Application to Educator Preparation Program.
6. Complete thirty (30) semester credits of general education course work with a GPA of 2.75 or higher. Prerequisite courses (General Psychology, College Writing & Research and a Literature Writing Intensive Course, Speech, and Algebra or Survey of Contemporary Mathematics) must be completed with a minimum grade of "C."
7. Meet ED-CC 100 requirements for Portfolio Project, scoring "Proficient" or higher. Present for Evaluation I.
8. Provide results of the Strengths Quest Inventory, taken through the Student Development Office, with documentation of advisement/interpretation.
9. Passing scores on C-Base Exam, taken freshman or sophomore year. (235 English & 235 Math)

10. Recommend a minimum ACT score of 21 or SAT equivalent.
11. Two essays written during ED-CC 100: "Why I Wish to Teach," and "My Worldview."
12. Provide three references: pastoral, professional, and faculty. Use Level I Reference for Admission to Educator Preparation Program form.
13. Provide documentation of negative TB test in past 12 months.
14. Compliance with Central Christian College Community Expectations Covenant.

When the admissions file is complete, the applicant will be interviewed by the Teacher Education Committee. Students will receive written notification of TEC action.

### Level II: Professional Core

1. Professional Core Curriculum Course Work
2. Admission to CTE

Students must be accepted into EPP prior to enrollment in the professional core classes. A minimum cumulative GPA of 2.75 must be maintained and a minimum GPA of 3.0 is required for professional course work.

### Application to CTE

The Clinical Teaching Experience (CTE) will take place in the student's senior year. Application must be made during Level II, typically the junior year. Successful completion of the Educator Preparation Program at CCC involves academic, emotional, spiritual, and physical maturity. Candidates must demonstrate their teaching proficiency through successfully completing a 14 week comprehensive, professional classroom experience.

Application should be made by the first Friday in December of the year prior to the CTE. The procedures to follow are listed below:

1. Maintain a cumulative GPA of 2.75 or higher.
2. Maintain a GPA of 3.0 in Professional Core course work.
3. Obtain a minimum grade of "C" in the Junior Teaching Practicum.
4. Make application for the CTE by completing and submitting the Level II Application for Clinical Teaching Experience form to the teacher education coordinator.
5. Provide reference using the required form, Level II Reference for Admission to Clinical Teaching Experience. The following reference is required: one faculty member in the candidate's content field.
6. Present Portfolio Project for Evaluation when requested by Department Chair.
7. Provide documentation of background check.
8. Have documentation of TB testing on file with the department coordinator

9. Proof of \$100,000 educators liability insurance must be on file with the department coordinator.
10. Philosophy Paper – “My Philosophy of Education”
11. Complete all of the Professional Education Core Curriculum except ED-CC 410, Professional Practices in Education and ED-CC 450, Clinical Teaching Experience.
12. Compliance with Central Christian College Community Expectations Covenant.
13. Successfully pass criminal background check.
14. Complete interview with Teacher Education Council and be approved for CTE.

### **Level III: Clinical Teaching Experience**

1. Successful Completion of CTE
2. Fulfillment of all Graduation Requirements

Successful completion of the Educator Preparation Program at CCC involves academic, emotional and spiritual maturity. Candidates must demonstrate their teaching proficiency through successfully completing a comprehensive, professional classroom experience. The Clinical Teaching Experience will consist of a minimum of 14 weeks supervised classroom participation. The CTE Seminar will be a part of the course, involving a minimum of four sessions on campus, meeting with other CTE participants and educational faculty.

### **Professional Practices in Education**

After completing the CTE, students will return to campus for the remainder of the semester where they will complete all requirements for Professional Practices in Education, ED 410. It is designed to aid candidates in making final preparations for procuring a teaching position.

### **Portfolio Evaluation**

At the completion of the CTE, students will add KPTP work samples from the CTE to their portfolio. It will be presented for Evaluation III before the end of the semester.

### **Level IV: Program Completion & Teacher Licensure**

1. Degree Awarded
2. Application for Teacher Licensure

The final phase of the candidate's program takes place on campus following the completion of the Clinical Teaching Experience. It will be a time for "wrapping up" the entire process and making final preparations for securing a teaching position. Requirements for program completion are:

1. Fulfill all graduation requirements for both professional and content area
2. Schedule and successfully complete a program exit interview with advisor and/or department chair
3. Degree Awarded
4. Take the Praxis exams (PLT and content area)
5. Application for teacher licensure

### **DEGREE REQUIREMENTS**

All prospective elementary education students must meet the requirements for entrance into the Educator Preparation Program.

All elementary education majors must complete the following General Education, Professional Education Core and Professional Elementary Education courses.

### **General Education**

Elementary Education majors should pay close attention to the courses chosen to fulfill their General Education Core. The course requirements for education majors can partially be met through completion of the General Education Core. The prepared student will be aware of all requirements prior to enrolling in courses.

## Bachelor of Elementary Education

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3
Liberal Arts		
Fit Mind		
	Biological Course	3
	Physical Science Course	3
	Math (NS-MA 104 or higher)	3
Fit Heart		
	History Course	3
SS-GE 113	World Geography	3
SS-PY 110	General Psychology	3
Fit Body		
HU-AR 100	Perceiving the Arts	3
	Wellness Course	3
Fit Soul		
MT-PH 261	Introduction to Philosophy	3
	Worldview Course	3
Capstone Experiences		
	Biblical Literature Course (MT-CH)	3
GS-SM 499	Senior Portfolio	0
ED-CC 450	Clinical Teaching/Senior Seminar [Capstone]	12

Professional Education Core (25 Credits)		
ED-CC 100	Introduction to Education	2
ED-CC 110	Early Field Experience	1
ED-CC 120	Culturally Diverse Experience	1
ED-CC 265	Instructional Media & Technology	2
ED-CC 281	Principles of Teaching and Learning	3
ED-CC 300	Exceptional and Diverse Learners	3
ED-CC 310	Educational Assessments and Statistics	3
ED-CC 315	Classroom Management	2
ED-EE 380	Junior Teaching Practicum (Elementary)	2-4
ED-CC 400	Philosophy of Education [WI]	2
ED-CC 410	Professional Practices in Education	2
Elementary Education Core (26 Credits)		
ED-EE 226	Children's & Adolescent Literature	2
ED-EE 340	Foundations of Literacy	3
ED-EE 341	Emerging Literacy & Assessment	4
ED-EE 343	Elementary Language Arts Methods	3
ED-EE 345	Elementary Mathematics Methods	3
ED-EE 346	Elementary Science Methods	2
ED-EE 347	Elementary Social Science Methods	2
ED-EE 348	Elementary Fine Arts Methods	2
ED-PE 350	PREK-6 Physical Education Methods	2
ED-EE 442	Ad. Literacy Instruction & Assessment	3

[illegible]

## Bachelor of Education

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____

## Fit Mind

_____ Science Course	3	_____
_____ Math Course (NS-MA 104 or higher)	3	_____

_____	History Course	3	_____
SS-PY 110	General Psychology	3	_____

Arts Course	3
Wellness Course	3

MT-PH 261	Introduction to Philosophy	3	_____
_____	Worldview Course	3	_____

_____	Biblical Literature Course (MT-CH)	3 _____
GS-SM 499	Senior Portfolio	0 _____
ED-CC 450	Clinical Teaching/Senior Seminar [Capstone]	12 _____

ED-CC 100	Introduction to Education	2	<u>        </u>
ED-CC 110	Early Field Experience	1	<u>        </u>
ED-CC 120	Culturally Diverse Experience	1	<u>        </u>
ED-CC 265	Instructional Media & Technology	2	<u>        </u>
ED-CC 281	Principles of Teaching and Learning	3	<u>        </u>
ED-CC 300	Exceptional and Diverse Learners	3	<u>        </u>
ED-CC 310	Educational Assessments and Statistics	3	<u>        </u>
ED-CC 315	Classroom Management	2	<u>        </u>
ED-SE 340	Literacy in the Content Areas	2	<u>        </u>
ED-SE 381	Secondary Teaching Methods	3	<u>        </u>
ED-SE 385	Junior Teaching Practicum [Secondary Education]	4	<u>        </u>
ED-CC 400	Philosophy of Education [WI]	2	<u>        </u>
ED-CC 410	Professional Practices in Education	2	<u>        </u>

EN-CP 210	Introduction to Creative Writing	3	_____
CO-CO 216	Digital Publishing and Productions	3	_____
EN-LT 217	Introduction to World Literature	3	_____
ED-EE 226	Children's & Adolescent Literature	2	_____
EN-LT 230	Introduction to Shakespeare	3	_____
EN-LT 301	American Literature	3	_____
EN-LT 304	British Literature I	3	_____
EN-LT 305	British Literature II	3	_____
EN-LG 321	Linguistics	3	_____
EN-CP 402	Advanced Grammar	3	_____
EN-CP 408	Adv. Creative Writing & Composition [Capstone/WI]	3	_____
EN-LT 415	American Novel	3	_____

EN-LT 222	Studies in Poetry	3	_____
EN-CP 320	Forms of Poetic Writing	3	

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]



## Bachelor of Education

## Foundational Skills

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____

Fit Mind		
_____	Science Course	3 _____
_____	Math Course (NS-MA 104 or higher)	3 _____

	History Course	3
SS-PY 110	General Psychology	3

_____	Arts Course	3	_____
_____	Wellness Course	3	_____

MT-PH 261	Introduction to Philosophy	3	_____
_____	Worldview Course	3	_____

_____	Biblical Literature Course (MT-CH)	3	_____
GS-SM 499	Senior Portfolio	0	_____
ED-CC 450	Clinical Teaching/Senior Seminar [Capstone]	12	_____

### Professional Education Core

ED-CC 100	Introduction to Education	2	<u>      </u>
ED-CC 110	Early Field Experience	1	<u>      </u>
ED-CC 120	Culturally Diverse Experience	1	<u>      </u>
ED-CC 265	Instructional Media & Technology	2	<u>      </u>
ED-CC 281	Principles of Teaching and Learning	3	<u>      </u>
ED-CC 300	Exceptional and Diverse Learners	3	<u>      </u>
ED-CC 310	Educational Assessments and Statistics	3	<u>      </u>
ED-CC 315	Classroom Management	2	<u>      </u>
ED-SE 340	Literacy in the Content Areas	2	<u>      </u>
ED-SE 381	Secondary Teaching Methods	3	<u>      </u>
ED-SE 385	Junior Teaching Practicum [Secondary Education]	4	<u>      </u>
ED-CC 400	Philosophy of Education [WI]	2	<u>      </u>
ED-CC 410	Professional Practices in Education	2	<u>      </u>

SS-HI 110	Survey of World History	3	_____
SS-HI 115	Survey of United States History	3	_____
SS-GE 113	World Geography	3	_____
SS-SO 202	Principles of Sociology	3	_____
SS-PO 203	American Government	3	_____
SS-PO 210	History, Civics, and Social Responsibility	3	_____
BS-EC 210	Survey of Economics	3	_____
MT-HI 200	Survey of Church History	3	_____
ED-SE 381	Secondary Teaching Methods	3	_____
SS-HI 380	European History (1400-1900)	3	_____
SS-HI 370	Topics in American History	3	_____
SS-HI 332	Late 20 <sup>th</sup> Century World History	3	_____
SS-HI 334	Kansas History	2	_____
SS-HI 344	A History of Minorities in the U.S.	2	_____
SS-PO 333	Political Science & Thought	3	_____
SS-HI 463	Historiography	2	_____
SS-HI 492	History Seminar [WI/Capstone]	1	_____

[illegible]

## Bachelor of Education

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____

## Fit Mind

_____ Science Course	3	_____
_____ Math Course (NS-MA 104 or higher)	3	_____

_____	History Course	3	_____
SS-PY 110	General Psychology	3	_____

_____	Arts Course	3	_____
_____	Wellness Course	3	_____

MT-PH 261	Introduction to Philosophy	3	_____
_____	Worldview Course	3	_____

_____	Biblical Literature Course (MT-CH)	3 _____
GS-SM 499	Senior Portfolio	0 _____
ED-CC 450	Clinical Teaching/Senior Seminar [Capstone]	12 _____

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

ED-CC 100	Introduction to Education	2	<u>        </u>
ED-CC 110	Early Field Experience	1	<u>        </u>
ED-CC 120	Culturally Diverse Experience	1	<u>        </u>
ED-CC 265	Instructional Media & Technology	2	<u>        </u>
ED-CC 281	Principles of Teaching and Learning	3	<u>        </u>
ED-CC 300	Exceptional and Diverse Learners	3	<u>        </u>
ED-CC 310	Educational Assessments and Statistics	3	<u>        </u>
ED-CC 315	Classroom Management	2	<u>        </u>
ED-SE 340	Literacy in the Content Areas	2	<u>        </u>
ED-SE 381	Secondary Teaching Methods	3	<u>        </u>
ED-SE 385	Junior Teaching Practicum [Secondary Education]	4	<u>        </u>
ED-CC 400	Philosophy of Education [WI]	2	<u>        </u>
ED-CC 410	Professional Practices in Education	2	<u>        </u>

NS-MA 111 Calculus I	4	_____
NS-MA 209 Statistics	3	_____
NS-MA 211 Calculus II	4	_____
NS-MA 311 Calculus III	4	_____
NS-MA 316 History of Mathematics	2	_____
NS-MA 317 Applied Statistics/Research Methods	3	_____
NS-MA 413 Modern Advanced Algebra	4	_____
NS-MA 414 Discrete Mathematics	4	_____
NS-MA 415 Modern Geometry	4	_____
NS-SM 291 Natural Science Seminar	1	_____
NS-SM 491 Senior Seminar [Natural Science] [WI]	1	_____
Research Project or Practicum	4	_____

[illegible]

## Bachelor of Physical Education

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

## Elective Credits

[illegible]

ED-CC 100	Introduction to Education	2	_____
ED-CC 110	Early Field Experience	1	_____
ED-CC 120	Culturally Diverse Experience	1	_____
ED-CC 265	Instructional Media & Technology	2	_____
ED-CC 281	Principles of Teaching and Learning	3	_____
ED-CC 300	Exceptional and Diverse Learners	3	_____
ED-CC 310	Education Assessments and Statistics	3	_____
ED-CC 315	Classroom Management	2	_____
ED-SE 340	Literacy in the Content Areas	2	_____
ED-CC 400	Philosophy of Education [WI]	2	_____
ED-CC 410	Professional Practices in Education	2	_____

ED-EE 380	Junior Practicum [Elementary]	2-4	_____
ED-SE 385	Junior Teaching Practicum [Secondary]	4	_____

ED-PE 350	PREK-6 Physical Education Methods	2	_____
ED-PE 351	6-12 Physical Education Methods	2	_____
SP-SH 201	First Aid	2	_____
SP-SH 202	Introduction to P.E., Sport, & Fitness	3	_____
SP-SH 208	Introduction to Team Sports	2	_____
SP-SH 307	Individual & Dual Sports Analysis	3	_____
SP-SH 308	Exercise Physiology	3	_____
SP-SH 309	Outdoor Recreation	3	_____
SP-SH 310	Kinesiology	3	_____
SP-SH 312	Adaptive Physical Education	2	_____
SP-SH 320	Measurement & Evaluation in Health & P.E.	3	_____
SP-SH 420	Exercise Leadership	3	_____
SP-SH 426	Motor Learning	3	_____
SP-AC 146	Folk, Square, & Social Dance	1	_____
SP-AC 147	Tumbling I	1	_____
SP-AC	Activity Course	1	_____
SP-AC	Activity Course	1	_____
SP-AC	Activity Course	1	_____

# EDUCATION [MUSIC EDUCATION]

## Bachelor of Music

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

### Foundational Skills

GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____

### Liberal Arts

#### Fit Mind

_____	Science Course	3	_____
_____	Math Course	3	_____

#### Fit Heart

_____	Behavioral Science Course	3	_____
MU-MS 362	Music History I	3	_____
MU-MS 363	Music History II	3	_____
MU-MS 364	Music History III	3	_____

#### Fit Body

_____	Wellness Course	3	_____
MU-MS 101	Music Theory I	3	_____
MU-MS 102	Ear Training I	1	_____
MU-MS 103	Music Theory II	3	_____
MU-MS 104	Ear Training II	1	_____
MU-MS 201	Music Theory III	3	_____
MU-MS 202	Ear Training III	1	_____
MU-MS 203	Music Theory IV	3	_____
MU-MS 204	Ear Training IV	1	_____

#### Fit Soul

MT-PH 261	Introduction to Philosophy	3	_____
_____	Worldview Course	3	_____

### Capstone Experiences

_____	Biblical Literature Course (MT-CH)	3	_____
GS-SM 499	Senior Portfolio	0	_____
ED-CC 450	Clinical Teaching/Senior Seminar [Capstone]	12	_____
MU-MP 421	Senior Recital [Capstone]	1	_____
MS-MU 420	Worship Performance and the Christian Musician [WI]	2	_____

### Recital Attendance

MU-MS 107	Recital Attendance (First Semester)	0	_____
MU-MS 107	Recital Attendance (Second Semester)	0	_____
MU-MS 107	Recital Attendance (Third Semester)	0	_____
MU-MS 107	Recital Attendance (Fourth Semester)	0	_____

### Professional Education Core (25 Credits)

ED-CC 100	Introduction to Education	2	_____
ED-CC 110	Early Field Experience	1	_____
ED-CC 120	Culturally Diverse Experience	1	_____
ED-CC 265	Instructional Media & Technology	2	_____
ED-CC 281	Principles of Teaching and Learning	3	_____
ED-CC 300	Exceptional and Diverse Learners	3	_____
ED-CC 310	Education Assessments and Statistics	3	_____
ED-CC 315	Classroom Management	2	_____
ED-SE 340	Literacy in the Content Areas	2	_____
ED-CC 400	Philosophy of Education [WI]	2	_____
ED-CC 410	Professional Practices in Education	2	_____

### Choose at least one

ED-EE 380	Junior Practicum [Elementary]	2-4	_____
ED-SE 385	Junior Teaching Practicum [Secondary]	4	_____

### Music Education Core (33 Credits)

MU-AP 209	Piano Proficiency I	1	_____
MU-AP 210	Piano Proficiency II	1	_____
MU-MS 179	Introduction to Music Technology	2	_____
MU-MS 310	Basic Conducting	2	_____
MU-MS 330	Orchestration	2	_____
MU-MS 331	Elementary Music Methods	2	_____
MU-MS 332	Secondary Vocal Methods	2	_____
MU-MS 333	Secondary Instrumental Methods	2	_____
MU-MS 334	Woodwind Methods	1	_____
MU-MS 335	Brass Methods	1	_____
MU-MS 336	Percussion Methods	1	_____
MU-MS 337	String Methods	1	_____
MU-MS 338	Fretted Instruments	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Private Lessons	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____
MU-AP	Ensemble	1	_____

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

## ENGLISH

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### THE CENTRAL DISTINCTIVE

The English Major offers studies in writing, detailed studies of literature, and introductory studies in modern literary theory all of which will engage students to explore the relationships between literature and their faith in Jesus Christ. A full course of study in English enables students to interpret and synthesize complex information; competently and creatively communicate as well as employ adaptable research and problem-solving skills. Therefore, the BS with English Major will serve as a foundational degree that offers excellent training for a wide variety of employment opportunities including writing, editing, journalism, ministry, law, public relations, education, and business.

### DEPARTMENT OUTCOMES

1. Students demonstrate knowledge of a variety of texts, both print and non-print (fit mind).
2. Students demonstrate knowledge of the history, structure, and development of the English language and how people use language to influence the thinking and actions of others (fit heart).

3. Students demonstrate the ability to communicate effectively and responsibly for a variety of audiences and for different purposes (fit body).
4. Students demonstrate an appreciation for the Lordship of Jesus Christ through reading, writing, speaking, listening, thinking, and viewing and their interconnections (fit soul).

### CAMPUS OPPORTUNITIES

#### Sigma Tau Delta

This international honor society consists of students who meet the high academic standards required for membership. The purpose of this society is to facilitate academic and professional growth through participating in rewarding activities such as fundraisers, outings, service projects, open-microphone readings, competitions, and workshops. Through fostering the discipline of creative and critical thinking, the society also hopes to promote interest in literature and to promote a better understanding of the English language on the campus of Central Christian College of Kansas and in the surrounding community.

## Bachelor of Arts

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

EN-CP 210	Introduction to Creative Writing	3	_____
CO-CO 216	Digital Publishing and Productions	3	_____
EN-LT 217	Introduction to World Literature [WI]	3	_____
EN-LT 222	Studies in Poetry [WI]	3	_____
EN-LT 230	Introduction to Shakespeare [WI] II	3	_____
EN-LT 301	American Literature	3	_____
EN-LT 304	British Literature I	3	_____
EN-LT 305	British Literature II	3	_____
EN-CP 320	Forms of Poetic Writing	3	_____
EN-LG 321	Linguistics	3	_____
EN-CP 402	Advanced Grammar	3	_____
EN-CP 408	Adv. Creative Writing & Composition [Capstone/WI]	3	_____
EN-LT 415	American Novel	3	_____

## LIBERAL STUDIES

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Not to be mistaken for a political perspective, the Liberal Studies major represents the truest elements of a multidisciplinary approach to completing one's education. This major gives the opportunity to strategically design course load based on personal and educational goals.

Each department of the College has designed a unique Concentration pulling the essential elements of each area of study. This allows the Liberal Studies student to focus on those key aspects most representative of the course of study chosen, while at the same time providing flexibility in how those areas of study are integrated into the overall learning experience.

### HOW IT WORKS

1. In addition to the General Education Core, the student will need to select two Tracks.
2. Six additional credits from a minimum of two different disciplines outside of the disciplines represented by the Concentration will need to be chosen.
  - SP-AC, SP-VS, MU-EN, MU-AP, and MU-MP courses do not apply.
3. Choose a Capstone course associated with one of the two Concentrations. Keep in mind, if a Concentration requires the Capstone as part of the curriculum core, the student will be required to complete the Capstone. In certain cases this may mean the completion of two Capstone experiences.
4. In cases where two tracks have overlapping courses, the student is required to work with his or her advisor to choose appropriate electives so that each track has twenty (20) discrete credit hours.

### TRACKS

- Art
- Aviation
- Business: The student may only choose one of the following tracks: Accounting, Entrepreneurship, Management, Organizational Behavior, or Risk Management/Insurance. The second track must be from a different subject area.
- Communication
- Creative Writing
- Criminal Justice
- Elementary Paraprofessional
- English
- Exercise Science
- History
- Literature
- Mathematics
- Ministry & Theology: The student may only choose one of the following tracks: Biblical Literature, Ministry, Missions, Student Ministries – Children, Student Ministries – Youth, or Worship Arts. The second track must be from a different subject area.
- Music
- Pre-Law<sup>31</sup>
- Psychology
- Science & Mathematics: The student may only choose one of the following tracks: Environmental Science, Forensic Science, or Health Careers. The second track must be from a different subject area.
- Sociology
- Sport Management
- Theatre

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<sup>31</sup> Due to the complexity of Pre-Law requirements, the curriculum for pre-Law students is prescribed elsewhere in this Catalog under its own

heading. Please refer to this later section if choosing Pre-Law as a course of study.



## LIBERAL STUDIES CURRICULUM

### ART

Choose twenty (20) credits from any HU-AR courses, 10 of which must be upper division courses.

### BUSINESS

#### Accounting

BS-AC 220	Financial Accounting .....	3
BS-AC 221	Managerial Accounting .....	3
BS-AC 322	Cost Accounting.....	3
BS-EC 210	Survey of Economics.....	3
BS-MG 311	Advanced Professional Com [WI] .....	3
BS-MG 353	Principles of Finance.....	3
BS-AC 323	Computerized Accounting.....	3

#### Risk Management

BS-AC 220	Financial Accounting .....	3
BS-EC 210	Survey of Economics.....	3
BS-RM 205	Prin. Of Insurance & Risk Management ..	3
BS-RM 305	Personal Insurance .....	3
BS-RM 306	Commercial Insurance & Risk Mgt. ....	3
BS-MG 351	Principles of Management .....	3
BS-MG 353	Principles of Finance.....	3

#### Management

BS-AC 120	Basic Accounting .....	3
BS-EC 210	Survey of Economics.....	3
BS-MG 311	Advanced Professional Com [WI] .....	3
BS-MG 351	Principles of Management .....	3
BS-MG 355	Organizational Behavior .....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 357	Business Law .....	3

#### Marketing

BS-AC 120	Basic Accounting .....	3
BS-EC 210	Survey of Economics.....	3
BS-CP 235	Computer Applications in Business .....	3
BS-MG 351	Principles of Management .....	3
BS-MG 352	Principles of Marketing .....	3
BS-MG 362	Promotional Strategies.....	3
BS-MG 365	Sales/Sales Force Management .....	3

#### Entrepreneurship

BS-AC 120	Basic Accounting .....	3
BS-CP 235	Computer Applications in Business .....	3
BS-MG 352	Principles of Marketing .....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 365	Sales and Sales Force Management .....	3
BS-MG 357	Business Law .....	3
BS-MG 371	Introduction to Entrepreneurship.....	3

#### Organizational Leadership

BS-EC 210	Survey of Economics (or Micro and Macro courses) .....	3
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BS-MG 351	Principles of Management.....	3
BS-MG 355	Organizational Behavior .....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 363	Professional Ethics.....	3
SS-PY 211	Leadership Development.....	2
SS-PY 220	Stress Management.....	3
SS-PY 320	Social Psychology .....	3

### COMMUNICATION

CO-CO 221	Intro to Mass Media .....	3
CO-CO 312	Interpersonal Communications .....	3
CO-CO 323	Media Production I.....	3
CO-CO 340	Public Relations .....	3
CO-AP 395	Practicum [Communications] .....	2-4
CO-CO 412	Persuasion/Argumentation [WI] .....	3
	Communication Electives .....	1-3

### CREATIVE WRITING

EN-CP 210	Introduction to Creative Writing .....	3
CO-CO 216	Digital Publishing and Productions .....	3
EN-LT 222	Studies in Poetry.....	3
EN-LT 230	Introduction to Shakespeare .....	3
EN-CP 320	Forms of Poetic Writing.....	3
EN-CP 402	Advanced Grammar .....	3
EN-CP 408	Adv. Creative Writing & Composition [Capstone/WI] .....	3

### CRIMINAL JUSTICE

SS-CJ 235	Criminal Justice Systems.....	3
SS-CJ 241	Introduction to Law and Legal Studies ....	3
SS-CJ 340	Criminal Law .....	3
SS-CJ 341	Criminal Investigation .....	3
SS-CJ 343	Criminology.....	3

#### Electives

SS-PY ***	Any Approved Course .....	3-4
SS-SO ***	Any Approved Course .....	3-4
SS-PO ***	Any Course.....	3-4
SS-CJ***	Any Course.....	3-4
BS-MG 363	Professional Ethics.....	3
BS-MG 357	Business Law.....	3

### ELEMENTARY PARAPROFESSIONAL

ED-AP 393	Internship [Paraprofessional] .....	2-4
ED-CC 100	Introduction to Education .....	2
ED-CC 110	Early Field Experience.....	1
ED-CC 120	Culturally Diverse Field Experience .....	1
ED-CC 300	Exceptional & Diverse Learners .....	3
ED-CC 315	Classroom Management.....	2
ED-EE 226	Children's& Adolescent Literature.....	2
ED-EE 340	Foundations of Literacy .....	3

ED-EE 345 Elementary Mathematics Methods..... 3

Choose at least one of the following:

ED-CC 281 Principles of Teaching and Learning..... 3

SS-PY 201 Human Growth and Development..... 3

## ENGLISH

EN-CP 210 Introduction to Creative Writing..... 3

CO-CO 216 Digital Publishing and Productions..... 3

EN-LT 301 American Literature ..... 3

EN-LT 304 British Literature I ..... 3

EN-LT 305 British Literature II ..... 3

EN-CP 408 Adv. Creative Writing & Composition  
[Capstone/WI] ..... 3

EN-LT 415 American Novel ..... 3

Choose one:

## EXERCISE SCIENCE

NS-BI 101 General Biology w/ Lab ..... 4

NS-BI 204 Human Anatomy & Physiology I w/Lab... 3

NS-BI 205 Human Anatomy & Physiology II w/Lab.. 3

SP-SH 308 Exercise Physiology ..... 3

SP-SH 310 Kinesiology ..... 3

Electives:

SP-SH 201 First Aid ..... 2

SP-SH 202 Introduction to P.E., Sport, & Fitness..... 3

SP-SH 203 Care and Treatment of Athletic Injuries.. 2

SP-SH 312 Adaptive Physical Education ..... 2

SP-SH 320 Measurement & Evaluation in Health &  
Physical Education..... 3

SP-SH 314 Sport Nutrition ..... 3

SP-SH 415 Exercise Testing, Evaluation &  
Prescription ..... 3

SP-SH 420 Exercise Leadership ..... 3

SP-SM 425 Administration in Sport & Fitness ..... 3

SS-PY 400 Sport & Exercise Psychology ..... 2

## HISTORY

SS-HI 110 Survey of World Civilization ..... 3

SS-HI 115 Survey of United States History ..... 3

SS-PO 210 History, Civics and Social Responsibility.. 3

Electives:

SS-HI \*\*\* ANY HISTORY (SS-HI) COURSE ..... #

NS-MA 209 Statistics ..... 3

SS-GE 113 World Geography ..... 3

SS-SO 328 Field Anthropology ..... 3

SS-PO 203 American Government..... 3

SS-PO 333 Political Science and Thought ..... 3

Four elective credits may be chosen from:

HU-AR 101 Art Appreciation ..... 3

HU-TH 112 Introduction to Theatre..... 3

MU-MS 306 Popular Music in America..... 3

MU-MS 362 Music History I..... 3

MU-MS 363 Music History II..... 3

MU-MS 364 Music History III..... 3

## LITERATURE

EN-LT 217 Introduction to World Literature ..... 3

EN-LT 230 Introduction to Shakespeare ..... 3

EN-LT 301 American Literature..... 3

EN-LT 304 British Literature I..... 3

EN-LT 305 British Literature II..... 3

EN-CP 320 Forms of Poetic Writing..... 3

EN-LT 415 American Novel ..... 3

## MATHEMATICS

NS-MA 111 Calculus I..... 4

NS-MA 211 Calculus II..... 4

NS-SM 291 Natural Science Seminar..... 1

NS-SM 491 Senior Seminar (Natural Science) [WI] .... 1

NS-AP 493 Research Project [Natural Science] ..... 2

Electives:

Choose any NS-MA Course

NS-AP 495 Internship [Natural Science] ..... 4

## MINISTRY AND THEOLOGY

### Biblical Literature

HU-FL 201 Biblical Greek I..... 3

HU-FL 202 Biblical Greek II ..... 3

MT-BI 301 Hermeneutics: IBS ..... 3

MT-BI 302 Biblical Interpretation: from  
Hermeneutics to Homiletics ..... 3

MT-TH 240 Introduction to Theology..... 3

Upper division Ministry/Theology Electives..... 5

### Ministry

MT-BI 301 Hermeneutics: IBS ..... 3

MT-BI 302 Biblical Interpretation: from  
Hermeneutics to Homiletics ..... 3

MT-MN 352 Perspectives on the World Christian  
Movement ..... 3

MT-TH 240 Introduction to Theology..... 3

MT-TH 420 Theology of Worship ..... 3

MT-SM 380 A/B Action/Reflection Seminars..... 2

MT-SM 480 A/B Action Reflection Seminars..... 2

Upper division Ministry/Theology Elective ..... 1

### Missions

MT-BI 301 Hermeneutics: IBS ..... 3

MT-MN 311 Missions Experience ..... 2

MT-MN 352 Perspectives on the World Christian  
Movement ..... 3

MT-MN 361 Making of a Missionary ..... 2

MT-TH 463 Holistic Discipleship: From Evangelized to  
Evangelist..... 3

SS-SO 320	Cross Cultural Communication.....	OR
SS-SO 328	Field Anthropology .....	4

Electives (choose one of the following):

SS-PY 320	Social Psychology.....	3
SS-SO 202	Principles of Sociology .....	3
MT-WV 251	World Religions .....	3

#### Student Ministries (Children)

MT-BI 301	Hermeneutics: IBS .....	3
MT-MN 226	Children's Ministry I .....	3
MT-MN 336	Children's Ministry II .....	3
MT-MN 350	Small Group Leadership .....	3
MT-TH 463	Holistic Discipleship: From Evangelized to Evangelist .....	3
MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2

Electives (choose one of the following):

SS-PY 201	Human Growth and Development .....	3
SS-PY 307	Child and Adolescent Development .....	3
SS-PY 309	Adolescent Psychology .....	3

#### Student Ministries (Youth)

MT-BI 301	Hermeneutics: IBS .....	3
MT-MN 222	Youth Ministry I .....	3
MT-MN 322	Youth Ministry II .....	3
MT-MN 350	Small Group Leadership .....	3
MT-TH 463	Holistic Discipleship: From Evangelized to Evangelist .....	3
MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2

Electives (choose one of the following):

SS-PY 201	Human Growth and Development .....	3
SS-PY 307	Child and Adolescent Development .....	3
SS-PY 309	Adolescent Psychology .....	3

#### Worship Arts

MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2
MT-TH 240	Introduction to Theology.....	3
MT-TH 420	Theology of Worship .....	3
MU-MS 179	Introduction to Music Technology .....	2
	Fine Arts Electives .....	8

#### **MUSIC**

MU-AP	Applied Music Lessons .....	4
MU-MS 101	Music Theory I .....	3
MU-MS 102	Ear Training I.....	1
MU-MS 103	Music Theory II .....	3
MU-MS 104	Ear Training II.....	1
MU-MS 105	Music Appreciation .....	3
MU-MS 107	Recital Attendance (4 semesters).....	0
	Upper division Music Electives.....	6

#### **PSYCHOLOGY**

SS-PY 110	General Psychology .....	3
SS-PY 201	Human Growth and Development .....	3
SS-PY 320	Social Psychology .....	3
SS-PY 330	Abnormal Psychology .....	3

Electives:

Any psychology course (SS-PY) or one of the following options:

ED-CC 281	Principles of Teaching and Learning .....	3
SS-CJ 343	Criminology.....	3
SS-SO 381	Marriage & Family .....	3
SS-AP 291	Scientific Writing Seminar: APA.....	1

#### **SOCIOLOGY**

SS-HI 344	A History of Minorities in the U.S. ....	2
SS-PY 320	Social Psychology.....	3
SS-SO 202	Principles of Sociology .....	3
SS-SO 320	Cross Cultural Communications.....	3
SS-SO 381	Marriage & Family .....	3
SS-SO 458	Sociological Theory.....	3

Electives:

BS-EC 210	Survey of Economics.....	3
BS-EC 261	Macroeconomics .....	3
NS-MA 209	Statistics.....	3
SS-CJ 235	Criminal Justice Systems.....	3
SS-CJ 343	Criminology.....	3
SS-HI 244	Social History of the 1960s .....	1
SS-PO 112	Current World Problems.....	3
SS-PY 201	Human Growth & Development.....	3
SS-PY 307	Child & Adolescent Development.....	3
SS-PY 310	Research Methods/Applied Statistics.....	3
SS-PY 355	Organizational Behavior .....	3
MT-WV 251	World Religions .....	3
SS-SO 320	Cross Cultural Communications.....	3-4
SS-SO 328	Field Anthropology .....	4
SS-AP 291	Scientific Writing Seminar: APA.....	1

#### **SCIENCE & MATHEMATICS**

##### Environmental Sciences

NS-BI 100	Environmental Science w/ Lab .....	4
NS-CH 111	College Chemistry I w/ Lab .....	4
NS-CH 112	College Chemistry II w/ Lab .....	4
NS-BI 304	Microbiology w/ Lab .....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI] ....	1
NS-BI 305	Ecology and Natural History Course .....	OR
	Any upper level field ecology course	

Choose at least one:

NS-BI 201	Invertebrate Zoology w/ Lab .....	4
NS-BI 202	Vertebrate Zoology w/ Lab .....	4
NS-BI 203	Plant Biology w/ Lab .....	4
General Education Requirements:		
NS-MA 104	College Algebra.....	OR
NS-MA 111	Calculus I.....	3-4

### **Forensic Sciences**

NS-BI 304	Microbiology w/ Lab .....	4
NS-CH 111	College Chemistry I w/ Lab.....	4
NS-CH 311	Organic Chemistry I w/ Lab .....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI]....	1
NS-AP 493	Research Project .....	OR
NS-AP 495	Internship [Natural Science].....	2-4

#### Electives:

NS-BI 101	General Biology w/ Lab .....	4
NS-BI 201	Invertebrate Zoology w/ Lab.....	4
NS-BI 310	Genetics w/ Lab .....	4
NS-CH 102	General Chemistry w/ Lab.....	4
NS-CH 112	College Chemistry II w/ Lab.....	4
NS-CH 312	Organic Chemistry II w/ Lab .....	4
NS-PS 104	Earth Science .....	3
NS-PS 104L	Earth Science Lab .....	1
	Any Upper Level Field Ecology Course	

#### General Education Requirements:

NS-MA 104	College Algebra .....	OR
NS-MA 111	Calculus I .....	3-4

### **Health Careers**

NS-BI 204	Human Anatomy & Physiology I w/Lab...	3
NS-BI 205	Human Anatomy & Physiology II w/Lab..	3
NS-BI 304	Microbiology w/ Lab .....	4
NS-BI 310	Genetics w/ Lab.....	4
NS-CH 111	College Chemistry I w/ Lab.....	4
NS-CH 112	College Chemistry II w/ Lab.....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI]....	1
NS-AP 493	Research Project [Natural Science] .....	OR
NS-AP 495	Internship [Natural Science].....	2-4

#### General Education Requirements:

NS-MA 104	College Algebra.....	OR
NS-MA 111	Calculus I.....	3-4

#### Recommended as an elective for pre-nursing:

NS-BI 245	Basic Nutrition .....	4
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#### Recommended as an elective for pre-physical therapy:

NS-PH 205	General Physics I w/Lab.....	4
NS-PH 206	General Physics II w/Lab.....	4

### **SPORT MANAGEMENT**

SP-SH 202	Introduction to P.E., Sport, & Fitness .....	3
SP-SH 410	Recreational Facilities.....	3
SP-SM 425	Administration in Sport & Fitness.....	3
SP-SM 200	Introduction to Sport Management .....	3
SP-SM 302	Sport Law .....	3

#### Choose at least one:

BS-MG 311	Advanced Professional Com [WI] .....	3
BS-MG 371	Entrepreneurship .....	3

#### Choose at least one:

SP-SM 315	Sport Marketing.....	3
BS-MG 352	Principles of Marketing.....	3

#### Recommended Electives:

SP-SM 406	Issues & Trends in Sports.....	3
SP-SM 497	Special Topics in Sport Management .....	3

### **THEATRE**

HU-TH 105	Theatre Production: Blocking & Choreo..	2
HU-TH 107	Acting I.....	3
HU-TH 112	Introduction to Theatre.....	3
HU-TH 210	Stagecraft I.....	2
	Upper division Theatre/Communication Electives	

## Bachelor of Arts

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Fit Mind

_____ Science Course	3	_____
_____ Math Course	3	_____

_____	History Course	3	_____
_____	Behavioral Science Course	3	_____

HU-AR 100	Perceiving the Arts	3	_____
_____	Humanities Course (HU; MU; EN-LT)	—	_____
	Wellness Course	3	_____

_____	Philosophy Course	3	_____
_____	Worldview Course	3	_____

_____	Biblical Literature Course (MT-CH)	3	_____
GS-SM 399	Professional Portfolio	0-1	_____
GS-SM 499	Senior Portfolio	0	_____
_____	Capstone Course related to one of the concentrations	3	_____
	Upper Level Writing Intensive	3	_____

[illegible][illegible]


*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

# MINISTRY AND THEOLOGY

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*"I look upon all the world as my parish; thus far I mean, that, in whatever part of it I am, I judge it meet, right, and my bounden duty to declare unto all that are willing to hear, the glad tidings of salvation. This is the work which I know God has called me to; and sure I am that His blessing attends it."*  
-John Wesley

Whether it means pursuing a career in full-time ministry or simply being equipped to live faithfully every day, following Jesus is the key to a life of purpose in a world full of ambiguity and trivia. The Ministry & Theology Department has designed its curriculum to meet these challenges.

To that end, the Ministry & Theology Department seeks:

- To prepare all students to participate in society from the perspective of a Christian faith commitment.
- To cultivate graduates in ministry who are biblically sound.
- To form ministry graduates who are theologically sound.
- To ensure that ministry graduates are spiritually formed.
- To provide the necessary training opportunities so that ministry graduates are professionally competent.

Because we view education as a journey that we are on together, we place the utmost importance on giving students the opportunities to ask the hard questions and learn how to find answers. Our average class size is small (10 to 15 students) and our faculty is dedicated, both in and outside the classroom, to walking with each student on this journey.

## DEPARTMENT OUTCOMES

- The student can interpret the Bible using appropriate hermeneutical tools and can apply biblical content appropriately and contextually to contemporary issues.
- The student can analyze contemporary issues in light of theological tradition and apply solid Christian answers to those issues using recognized orthodox theology.
- The student can evaluate personal maturity, apply appropriate strategies for continued personal development, and integrate spiritual practices into a life of ministry.
- The student can critique and integrate appropriate theories of communication, administration and leadership in order to effectively lead a ministry.

## DENOMINATIONAL AFFILIATION

Central Christian College of Kansas welcomes ministry students from all denominational and non-denominational backgrounds. No requirement is placed on students to their Christian background for the Ministry and Theology Department. The department has a strong relationship with many local churches of different denominations providing ministry opportunities both on and off campus. Central Christian College of Kansas is associated with the Free Methodist Church of North America and is therefore influenced by Wesleyan heritage and practice.

## APPLIED MINISTRY

The applied ministry major is designed for those planning on engaging in tent-making ministries such as church planting or bi-vocational ministry, or for those who are planning to enter para-church ministries like Christian camping, working in media, running a homeless shelter or fighting human trafficking. The program equips students with a strong foundation in theology, ministry skills, and biblical studies. Beyond that, students are encouraged to choose electives which will address their specific calling and meet their personal ministry-related goals.

## PASTORAL MINISTRY

The Pastoral Ministry major has been crafted to provide the knowledge and skills necessary to lead in a church ministry setting. Along with a firm biblical and theological base, emphasis is placed on practical skills for ministry. There is training in biblical exegesis, preaching, leadership, and pastoral care. In addition, a student will enjoy on-the-job training through a four-semester, supervised internship in a local ministry.

## STUDENT MINISTRY

Students seeking to develop the necessary skills to become effective ministers to youth and/or children, will find the comprehensive and practical depth of the Student Ministry major outstanding. Attention is given to providing students with an understanding of the development of the child/adolescent, as well as biblical, theological and theoretical foundation needed to develop and maintain an effective ministry to students. The major offers a balance between coursework and hands-on training.

## WORSHIP ARTS

The objective of the Worship Arts major is to prepare students to be dynamic leaders of worship as a vocational ministry. Students gain a solid foundation in biblical theology as well as experience with all aspects of worship -- technology, planning, and leadership. Besides the core worship arts courses, students declare an area of emphasis in music, drama, or art. An internship gives ample opportunity for putting classroom skills to practical use.

## Bachelor of Arts in Ministry

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

### Elective Credits

[illegible]

HU-FL 202	Biblical Greek II	3	_____
MT-BI 301	Hermeneutics: IBS	3	_____
MT-BI 302	Biblical Interpretation	3	_____
MT-SM 291	Sophomore Seminar	1	_____
MT-SM 380	Action/Reflection Seminar (A & B)	2	_____
MT-SM 480	Action/Reflection Seminar (A & B)	2	_____
MT-SM 391	Junior Seminar	1	_____
MT-SM 491	Senior Seminar [Capstone]	1	_____
MT-TH 240	Introduction to Theology	3	_____
MT-TH 250	Introduction to Spiritual Formation	3	_____
MT-TH 361	Critical Issues in Contemporary Theology [WI]	3	_____
MT-TH 420	Theology of Worship	3	_____
MT-TH 463	Holistic Discipleship	3	_____
	Upper Level Church History Course	3	_____

_____	Applied Ministry Elective	_____
_____	Applied Ministry Elective	_____
_____	Upper Level Applied Ministry Elective	_____
_____	Upper Level Applied Ministry Elective	_____
_____	Upper Level Applied Ministry Elective	_____

<input type="checkbox"/>	MT-AP ###	All courses (2-4)
<input type="checkbox"/>	MT-BI ###	All courses (2-4)
<input type="checkbox"/>	MT-MN ###	All courses (2-4)
<input type="checkbox"/>	MT-HI ###	All courses (2-4)
<input type="checkbox"/>	MT-PH ###	All courses (2-4)
<input type="checkbox"/>	MT-SM ###	All courses (1-4)
<input type="checkbox"/>	MT-TH ###	All courses (3-4)

[illegible]



## Bachelor of Arts in Ministry

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

MT-HI 200	Survey of Church History	3	_____
SS-PY 110	General Psychology	3	_____

HU-AR 100	Perceiving the Arts	3	_____
HU-FL 201	Biblical Greek I	3	_____
	Wellness Course	3	_____

MT-PH 262 Foundations of Philosophical Thought	3	_____
MT-WV 101 Introduction to Christian Thought	3	_____

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

### Elective Credits

HU-FL 202	Biblical Greek II	3	_____
MT-BI 301	Hermeneutics: IBS	3	_____
MT-BI 302	Biblical Interpretation	3	_____
MT-MN 221	Organization in the Church	3	_____
MT-MN 310	Applied Homiletics	3	_____
MT-MN 341	Pastoral Care	2	_____
MT-MN 350	Small Group Leadership	2	_____
MT-SM 291	Sophomore Seminar	1	_____
MT-SM 380	Action/Reflection Seminar (A & B)	2	_____
MT-SM 480	Action/Reflection Seminar (A & B)	2	_____
MT-SM 391	Junior Seminar	1	_____
MT-SM 491	Senior Seminar [Capstone]	1	_____
MT-TH 240	Introduction to Theology	3	_____
MT-TH 250	Introduction to Spiritual Formation	3	_____
MT-TH 420	Theology of Worship	3	_____
MT-TH 361	Critical Issues in Contemporary Theology [WI]	3	_____
MT-TH 463	Holistic Discipleship	3	_____
_____	Upper Level Church History Course	3	_____
SS-PY 211	Leadership Development	2	_____

### Bachelor of Arts in Ministry

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

MT-BI 301	Hermeneutics: IBS	3	_____
MT-BI 302	Biblical Interpretation	3	_____
MT-MN 310	Applied Homiletics	3	_____
MT-MN 341	Pastoral Care	2	_____
MT-MN 350	Small Group Leadership	2	_____
MT-SM 380	Action/Reflection Seminar (A & B)	2	_____
MT-SM 480	Action/Reflection Seminar (A & B)	2	_____
MT-SM 291	Sophomore Seminar	1	_____
MT-SM 391	Junior Seminar	1	_____
MT-SM 491	Senior Seminar [Capstone]	1	_____
MT-TH 240	Introduction to Theology	3	_____
MT-TH 250	Introduction to Spiritual Formation	3	_____
MT-TH 361	Critical Issues in Contemporary Theology [WI]	3	_____
MT-TH 463	Holistic Discipleship	3	_____
SS-PY 201	Human Growth & Development	3	_____
SS-PY 211	Leadership Development	2	_____

### ○ Youth Ministry Emphasis

### ○ Children's Ministry Emphasis

MT-MN 236	Children's Ministry I	3	_____
MT-MN 336	Children's Ministry II	3	

## Bachelor of Arts in Ministry

Foundational Skills				Worship Arts Core (55 Credits)			
GS-SM 104	First Year Seminar	1	_____	MT-MN 221	Organization in the Church	3	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____	MT-BI 301	Hermeneutics: IBS	3	_____
EN-CP 122	College Writing and Research	3	_____	MT-SM 291	Sophomore Seminar	1	_____
CO-CO 211	Principles of Speech	3	_____	MT-SM 391	Junior Seminar	1	_____

GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Fit Mind

Fit Heart

MT-HI 200	Survey of Church History	3
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Fit Body
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HU-FL 201	Biblical Greek I	3
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## Fit Soul

MT-WV 101 Introduction to Christian Thought	3
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Biblical Literature Course (MT-CH) 3

GS-SM 499 Senior Portfolio	0	_____
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*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

MT-MN 221 Organization in the Church	3
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MT-SM 291	Sophomore Seminar	1
-----------	-------------------	---

MT-SM 380	Action/Reflection Seminar (A & B)	2	
-----------	-----------------------------------	---	--

MT-SM 491	Senior Seminar [Capstone]	1
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MT-TH 361	Critical Issues in Contemporary Theology [WI]	3
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MU-MS 480 Worship, Performance, & the Christian Musician [WI] 2

MU-MS 102	Ear Training I	1	
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MU-MS 309	Survey of Church Music	2	
-----------	------------------------	---	--

\_\_\_\_\_ Applied Instrument Course 1 \_\_\_\_\_

	1	
<u>          </u> Music Performance Course	<u>        </u>	<u>          </u>

\_\_\_\_\_ Music Performance Course 1 \_\_\_\_\_

Elective Credits	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

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[illegible]

Students wanting to train as carpenters or specialists, also can choose to train in radio, art, or theater.

# MUSIC

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The Music Department at Central Christian College of Kansas views music as a tool to worship God and edify others. While excellence in performance is required, performance is always balanced with ministry-related goals. Central's distinctive size opens up the door for students to be actively involved in nearly all musical venues. The low teacher to student ratio means that students receive a very personalized education, which will develop their musical proficiency more quickly.

## MUSIC DEPARTMENT OUTCOMES

1. Music graduates will be skilled in their instrument and skilled in performance.
2. Music graduates will be skilled at performing within an ensemble.
3. Music graduates will be skilled in music theory and ear training
4. Music graduates will understand music in relation to history and culture, as well as the relationship of music to other arts and disciplines outside of the arts.
5. Music graduates will have the skills to listen to and describe music.
6. Music graduates will have the skills to evaluate music performance.
7. Music graduates will have been challenged to develop their faith by constructing a philosophy and theology of music and will have the tools to analyzing culture and music from a Christian worldview.
8. Music graduates will have skills to lead ensembles.
9. Music graduates will be skilled in current music technology.
10. Music graduates will be able to integrate music skills with communication skills to be successful.

## CONTEMPORARY CHRISTIAN MUSIC

Studies in contemporary Christian music will sharpen songwriting and performance skills, develop a working knowledge of today's high-tech sound equipment, explore music business and help shape a philosophy of music as a tool to minister to people within contemporary culture.

## MUSIC

The music major is designed for students desiring to develop their skills, knowledge and appreciation of music within an evangelical Christian worldview. Career goals would include church music ministry (traditional & contemporary), music education, professional/vocational performer, writer, studio musician, composer, as well as other an opportunity to move on to graduate studies.

## MUSIC PERFORMANCE: PIANO

The music performance major is designed for students desiring to develop their skills, knowledge and appreciation of music within an evangelical Christian worldview and who desire to use their piano skills to glorify God. Career goals would include church music ministry (traditional & contemporary), music education, professional/vocational performance, writing, composing, or graduate studies.

## MUSIC PERFORMANCE: VOCAL

The music performance major is designed for students desiring to develop their skills, knowledge and appreciation of music within an evangelical Christian worldview and who desire to use their voices to glorify God. Career goals would include church music ministry (traditional & contemporary), music education, professional/vocational performance, writing, composition, as well as graduate studies.

**\*WORSHIP ARTS MAJOR LISTED UNDER MINISTRY AND THEOLOGY DEPARTMENT.**

**\*MUSIC EDUCATION MAJOR LISTED UNDER THE EDUCATION DEPARTMENT.**

## Bachelor of Arts

The following degree plan is applicable to students enrolling at Central Christian College of Kansas after July 1, 2017, through June 30, 2018. This degree plan will remain in effect until the student ceases continuous full-time enrollment or declares a new major, minor, emphasis, or concentration. Students not maintaining continuous enrollment will need to meet graduation requirements as stipulated by the Catalog of record at their point of reentry. Students may also opt to request that the graduation standards of any Catalog associated with their current enrollment determine graduation standards.

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

## Bachelor of Music

Foundational Skills			
GS-SM 104	First Year Seminar	1	_____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3	_____
EN-CP 122	College Writing and Research	3	_____
CO-CO 211	Principles of Speech	3	_____

## Fit Mind

## Fit Heart

MU-MS 363	Music History II	3	_____
MU-MS 364	Music History III	3	_____
_____	Behavioral Science Course	3	_____

MU-MS 101	Music Theory I	3	_____
MU-MS 102	Ear Training I	1	_____
MU-MS 103	Music Theory II	3	_____
MU-MS 104	Ear Training II	1	_____
MU-MS 201	Music Theory III	3	_____
MU-MS 202	Ear Training III	1	_____
MU-MS 203	Music Theory IV	3	_____
MU-MS 204	Ear Training IV	1	_____
_____	Wellness Course	3	_____

_____	Philosophy Course	3	_____
_____	Worldview Course	3	_____

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0
MS-MU 420	Worship, Perf, and the Christian Musician [WI]	2
MU-MP 321	Junior Recital/Project	1
MU-MP 421	Senior Recital [Capstone]	1

## Elective Credits

[illegible]

MU-AP 209	Piano Proficiency I	1	_____
MU-AP 210	Piano Proficiency II	1	_____
MU-MS 179	Introduction to Music Technology	2	_____
MU-MS 313	Computer Composition	2	_____
MU-MS 306	Popular Music in America	3	_____
MU-MS 310	Basic Conducting	2	_____
MU-MS 330	Orchestration	2	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 400	Primary Instrument	1	_____
MU-AP 400	Primary Instrument	1	_____
MU-AP 400	Primary Instrument	1	_____
MU-AP 400	Primary Instrument	1	_____
MU-AP 200	Secondary Instrument	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-MS 107	Recital Attendance [First Semester]	0	_____
MU-MS 107	Recital Attendance [Second Semester]	0	_____
MU-MS 107	Recital Attendance [Third Semester]	0	_____
MU-MS 107	Recital Attendance [Fourth Semester]	0	_____
	Upper Music Electives	6	_____

## Piano Performance

MS-AP 309	Piano Proficiency III	1	_____
MS-AP 310	Piano Proficiency IV	1	_____
MU-MS 329	Piano Literature and Pedagogy	3	_____

## Vocal Performance

MU-MS 227	Vocal Diction	2	_____
MU-MS 327	Vocal Literature and Pedagogy	3	_____

## Bachelor of Music

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

MU-AP 209	Piano Proficiency I	1	_____
MU-AP 210	Piano Proficiency II	1	_____
MU-MS 179	Introduction to Music Technology	2	_____
MU-MS 313	Computer Composition	2	_____
MU-MS 310	Basic Conducting	2	_____
MU-MS 330	Orchestration	2	_____
MU-MS 306	Popular Music in America	3	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 200	Primary Instrument	1	_____
MU-AP 400	Primary Instrument	1	_____
MU-AP 200	Secondary Instrument	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 200	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-EN 400	Ensemble	1	_____
MU-MS 379	Studio Production Techniques	3	_____
MU-MS 107	Recital Attendance [First Semester]	0	_____
MU-MS 107	Recital Attendance [Second Semester]	0	_____
MU-MS 107	Recital Attendance [Third Semester]	0	_____
MU-MS 107	Recital Attendance [Fourth Semester]	0	_____
Upper Music Electives (Includes upper level ensembles)		13	_____



## NATURAL SCIENCE

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Science is a Christian endeavor. One may be surprised to discover that throughout nearly any scientific textbook (physics, biology, chemistry, genetics, astronomy, thermodynamics, etc.) Christian-influenced mathematicians and scientists contributed much of the foundational research related to those disciplines. In an article entitled, "Christianity and the Birth of Science," Michael Bumbulis related that the following scientists were heavily influenced by Christian thought and culture:

- Louis Aggasiz (founder of glacial science)
- Francis Bacon (father of the scientific method)
- Sir Charles Bell (mapping of the brain and nervous center)
- Robert Boyle (father of modern chemistry)
- Georges Cuvier (founder of comparative anatomy)
- John Dalton (father of modern atomic theory)
- Jean Henri Fabre (modern entomology)
- John Ambrose Fleming (modern electronics/inventor of the diode)
- James Joule (discoverer of the first law of thermodynamics)
- William Thomson Kelvin (clearly stated the second law of thermodynamics)
- Johannes Kepler (discoverer of the laws of planetary movement)
- Carolus Linnaeus (father of modern taxonomy)
- James Clerk Maxwell (formulated electromagnetic theory of light)
- Gregor Mendel (father of genetics)
- Isaac Newton (discoverer of the universal laws of gravitation)
- Blaise Pascal (probability studies and hydrostatics)
- Louis Pasteur (germ theory)

If a Christian culture produced these individuals, what might a Christian culture like Central Christian College of Kansas do for a student?

Natural Science, the study of nature employing the scientific method, is a process beneficial to humanity and glorifying to God. A proper understanding of the way science functions is necessary for many professional and research fields, and intelligent living in the modern world. At Central, we teach students how to use science to gain knowledge.

Philosophically, we understand that science is a method for gathering facts. The interpretation of those facts is influenced by the worldview of the scientist. We teach natural science from a Biblical worldview but do not avoid other worldviews (i.e. naturalism, molecules to man).

Rather, these interpretations are explored in depth, flaws and all. Because of this, our students are uniquely equipped to think critically and let scientific data speak for itself. It is our goal to produce academically sound Christian leaders who have first, a proper perspective on God and His Word and second, a proper perspective on the natural world and its scientific study.

### DEPARTMENT OUTCOMES

#### Knowledge

1. to demonstrate and apply knowledge of terms and concepts employed in the natural sciences
2. to apply scientific method by being able to design, carry out, and write up scientific investigations
3. to be able to think critically and evaluate scientific ideas and investigations

Skills - skills to succeed (technical and theoretical - i.e. able to apply scientific method)

1. to demonstrate laboratory skills and safety - , safety tests, MSDS knowledge
2. to demonstrate use of and apply mathematical concepts
3. to demonstrate the ability to evaluate scientific ideas and studies

#### Attitudes specific to major

1. to articulate ethical positions on controversial scientific issues and apply them to a Biblical world view
2. to demonstrate integrity and responsibility
3. to demonstrate an understanding of the Biblical admonition to subdue the earth and rule over its creatures (i.e. to be stewards of the creation) (Gen. 1:28)

## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Liberal Arts

## Fit Mind

_____	Science Course	3	_____
NS-MA 104	College Algebra or Higher	3	_____

~~Natural Science (NS) or Statistical Reasoning Course~~

## Fit Heart

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

## Fit Body

_____	Arts Course	3	_____
	Wellness Course	3	

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

**Biology Core (40-42 credit hours – 16 hours upper level required)**

NS-BI 203	Plant Biology w/ Lab	4	_____
NS-CH 111	College Chemistry I w/ Lab	4	_____
NS-CH 112	College Chemistry II w/ Lab	4	_____
NS-MA 111	Calculus I	4	_____
NS-PH 205	General Physics I w/ Lab	4	_____
NS-SM 291	Natural Science Seminar	1	_____
NS-SM 491	Senior Seminar [Natural Science Capstone] [WI]	1	_____

Choose at least one

NS-AP 493	Research Project [Natural Science]	2-4	_____
NS-AP 495	Internship [Natural Science]	2-4	_____

Choose at least one

NS-BI 201	Invertebrate Zoology w/ Lab	4	_____
NS-BI 202	Vertebrate Zoology w/ Lab	4	_____

Choose at least one

NS-BI 305	Ecology and Natural History w/ Lab	4	_____
NS-BI 306	Ecology of the Southwest w/ Lab	4	_____
NS-BI 307	Florida Ecology w/ Lab	4	_____

## Biology Electives

_____	Biology Elective	—	_____
_____	Biology Elective	—	_____
_____	Biology Elective	—	_____

### Elective Pool

- |                          |           |                                    |
|--------------------------|-----------|------------------------------------|
| <input type="checkbox"/> | NS-BI 100 | Environmental Science w/ Lab (4)   |
| <input type="checkbox"/> | NS-BI 101 | General Biology w/ Lab (4)         |
| <input type="checkbox"/> | NS-BI 204 | Anatomy & Physiology I w/ Lab (3)  |
| <input type="checkbox"/> | NS-BI 205 | Anatomy & Physiology II w/ Lab (3) |
| <input type="checkbox"/> | NS-BI 245 | Basic Nutrition w/ Lab (4)         |
| <input type="checkbox"/> | NS-BI 304 | Microbiology w/ Lab (4)            |
| <input type="checkbox"/> | NS-BI 310 | Genetics w/ Lab (4)                |

\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121

### Elective Credits

[illegible]

## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Liberal Arts

## Fit Mind

_____	Science Course	3	_____
NS-MA 104	College Algebra or Higher	3	_____
_____	<i>Natural Science (NS) or Statistical Reasoning Course</i>		

## Fit Heart

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

## Fit Body

_____	Arts Course	3	_____
	Wellness Course	3	

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

**Chemistry Core (40 credit hours – 16 hours upper level required)**

NS-CH 111	College Chemistry I w/ Lab	4	_____
NS-CH 112	College Chemistry II w/ Lab	4	_____
NS-MA 111	Calculus I	4	_____
NS-PH 205	General Physics I w/ Lab	4	_____
NS-PH 206	General Physics II w/ Lab	4	_____
NS-SM 291	Natural Science Seminar	1	_____
NS-SM 491	Senior Seminar [Natural Science Capstone] [WI]	1	_____

Choose at least one

NS-AP 493	Research Project [Natural Science]	2-4	_____
NS-AP 495	Internship [Natural Science]	2-4	_____

Choose at least one

NS-BI 201	Invertebrate Zoology w/ Lab	4	_____
NS-BI 202	Vertebrate Zoology w/ Lab	4	_____
NS-BI 203	Plant Biology w/ Lab	4	_____

## Chemistry Electives

_____	Chemistry Elective	_____
_____	Chemistry Elective	_____
_____	Chemistry Elective	_____
_____	Chemistry Elective	_____

## Elective Pool

- |                          |           |   |
|--------------------------|-----------|---|
| <input type="checkbox"/> | NS-CH 311 | Organic Chemistry I w/ Lab (4)          |
| <input type="checkbox"/> | NS-CH 312 | Organic Chemistry II w/ Lab (4)         |
| <input type="checkbox"/> | NS-CH 307 | Biochemistry w/ Lab (4)                 |
| <input type="checkbox"/> | NS-CH 345 | Nutritional Biochemistry w/ Lab (4)     |
| <input type="checkbox"/> | NS-CH 360 | Analytical Chemistry w/ Lab (4)         |
| <input type="checkbox"/> | NS-CH 385 | Advanced Inorganic Chemistry w/ Lab (4) |
| <input type="checkbox"/> | NS-CH 400 | General Physical Chemistry w/ Lab (5)   |

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

### Elective Credits

[illegible]

## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT $\geq$ 22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Liberal Arts

## Fit Mind

_____ Science Course	3	_____
NS-MA 104 College Algebra or Higher	3	_____

~~Natural Science (NS) or Statistical Reasoning Course~~

## Fit Heart

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

## Fit Body

_____	Arts Course	3	_____
	Wellness Course	3	

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

**Health Science Core (40 credit hours – 16 hours upper level Natural Science/Math required)**

NS-CH 111	College Chemistry I w/ Lab	4	_____
NS-CH 112	College Chemistry II w/ Lab	4	_____
NS-MA 111	Calculus I	4	_____
NS-PH 205	General Physics I w/ Lab	4	_____
NS-PH 206	General Physics II w/ Lab	4	_____
NS-SM 291	Natural Science Seminar	1	_____
NS-SM 491	Senior Seminar [Natural Science Capstone] [WI]	1	_____

Choose at least one

NS-AP 493	Research Project [Natural Science]	2-4	_____
NS-AP 495	Internship [Natural Science]	2-4	_____

Choose at least one

NS-BI 201	Invertebrate Zoology w/ Lab	4	_____
NS-BI 202	Vertebrate Zoology w/ Lab	4	_____
NS-BI 203	Plant Biology w/ Lab	4	_____

### Health Science Electives

_____	Health Science Elective	_____
_____	Health Science Elective	_____
_____	Health Science Elective	_____
_____	Health Science Elective	_____

### Elective Pool

<input type="checkbox"/>	NS-BI 204	Anatomy & Physiology I w/ Lab (3)
<input type="checkbox"/>	NS-BI 205	Anatomy & Physiology II w/ Lab (3)
<input type="checkbox"/>	NS-BI 304	Microbiology w/ Lab (4)
<input type="checkbox"/>	NS-CH 307	Biochemistry w/ Lab (4)
<input type="checkbox"/>	NS-BI 310	Genetics w/ Lab (4)
<input type="checkbox"/>	NS-CH 212	Organic Chemistry I w/ Lab (4)
<input type="checkbox"/>	NS-CH 312	Organic Chemistry II w/ Lab (4)
<input type="checkbox"/>	NS-CH 360	Analytical Chemistry w/ Lab (4)
<input type="checkbox"/>	NS-CH 385	Advanced Inorganic Chemistry w/ Lab (4)
<input type="checkbox"/>	NS-CH 400	General Physical Chemistry w/ Lab (5)
<input type="checkbox"/>	Any SS-PY Courses	

## Elective Credits

[illegible]

## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Liberal Arts

## Fit Mind

_____	Science Course	3	_____
NS-MA 104	College Algebra or Higher	3	_____
_____	<i>Natural Science (NS) or Statistical Reasoning Course</i>		

## Fit Heart

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

## Fit Body

_____	Arts Course	3	_____
	Wellness Course	3	

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

### Elective Credits

[illegible]

**Mathematics Core (40 credit hours – 16 hours upper level required)**

NS-CH 111	College Chemistry I w/ Lab	4	_____
NS-MA 111	Calculus I	4	_____
NS-MA 211	Calculus II	4	_____
NS-PH 205	General Physics I w/ Lab	4	_____
NS-PH 206	General Physics II w/ Lab	4	_____
NS-SM 291	Natural Science Seminar	1	_____
NS-SM 491	Senior Seminar [Natural Science Capstone] [WI]	1	_____

Choose at least one

NS-AP 493	Research Project [Natural Science]	2-4	_____
NS-AP 495	Internship [Natural Science]	2-4	_____

Choose at least one

NS-BI 201	Invertebrate Zoology w/ Lab	4	_____
NS-BI 202	Vertebrate Zoology w/ Lab	4	_____
NS-BI 203	Plant Biology w/ Lab	4	_____

## Mathematics Electives

_____	Mathematics Elective	_____
_____	Mathematics Elective	_____
_____	Mathematics Elective	_____
_____	Mathematics Elective	_____

## Elective Pool

- |                          |           |                             |
|--------------------------|-----------|-----------------------------|
| <input type="checkbox"/> | NS-MA ### | Any Math Course (2-4)       |
| <input type="checkbox"/> | NS-CH 112 | College Chemistry II w/ Lab |
| <input type="checkbox"/> | NS-PH 215 | University Physics I (5)    |
| <input type="checkbox"/> | NS-PH 216 | University Physics II (5)   |

## PSYCHOLOGY

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"In the beginning God created..." and with these words the human story was ushered into being. All that we are, including who we are as people, how we think, how we function, how we develop – all of that finds its beginnings in those moments of time between Genesis 1 & 2. Yet, much of the science of psychology has long ignored the origins of humanity and has sought to understand existence only through the eyes of modern reasoning. Psychological studies at Central Christian are designed to help students see the unique interplay between science and faith – not as an integrative model, but as an essential component of existence.

The psychology major is designed to introduce students to a broad view of the field of psychology, while at the same time providing the expertise needed to excel in the discipline. Psychology majors will have the chance to interact with many of the major theories and gain an understanding of the role psychology plays within the broader scope of all academic disciplines.

Since Central Christian College of Kansas is committed to personalized education, do not expect large lecture halls with hundreds of students feverishly taking notes, desperately trying to keep up with some professor's lecture. With an average of 15-20 students in a class, one can expect a very personal and interactive classroom environment. Central Christian is a place where faculty and students wrestle together with the issues, and in turn challenge one another to excellence.

Studying psychology at Central Christian can open up many doors of opportunity depending on a student's career or educational goals. If one chooses to continue his or her education and move on to graduate level studies, then he or she can be assured that time here will have been well spent. Our comprehensive approach to education will

provide the necessary tools to help students succeed in his or her educational endeavors. Students graduating from Central Christian have been accepted in a number of graduate programs.

Student who would rather begin careers immediately after graduation, can be confident that his or her education will assist in securing an entry-level position within the field of the social sciences. Students who have graduated from our program have held positions in health care management offices, police departments, and mental health facilities.

### PROGRAM OUTCOMES

- The student can facilitate APA guidelines for the ethical treatment of human and nonhuman research participants.
- The student can adapt psychological principles and modalities in response to diverse cultures and worldviews.
- The student can explain the contributions of psychological theories and their relation to human functioning.
- The student can distinguish various etiologies and treatments for normative and non-normative behavior.
- The student can design and execute an experiment or research initiative to answer a psychological question.
- The student can evaluate psychological theories, practices, and responses from a holistic perspective (Heart, Soul, Mind, and Strength).
- The student can analyze, interpret, and describe data using descriptive and inferential statistics.
- The student can express thoughts, ideas, findings, etc. in accordance with APA standards.
- The student can devise psychologically based explanations and resolutions for situations encountered as a part of human functioning.

## Bachelor of Science

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

### Fit Mind

Fit Heart
<p>           1. <b>Heart Rate:</b> Measure your heart rate before, during, and after exercise. A heart rate of 150-170 bpm is a good target for cardiovascular fitness.         </p> <p>           2. <b>Endurance:</b> Increase the duration of your workouts over time. Aim for at least 30 minutes of moderate-intensity exercise, 3-5 times per week.         </p> <p>           3. <b>Strength Training:</b> Incorporate strength training exercises into your routine. This helps build muscle mass, which can improve your heart health and metabolism.         </p> <p>           4. <b>Consistency:</b> Stick to your exercise routine. Consistency is key to seeing long-term improvements in your heart health.         </p> <p>           5. <b>Rest and Recovery:</b> Allow your body to rest and recover between workouts. This helps prevent injury and allows your heart to adapt to the exercise.         </p> <p>           6. <b>Healthy Diet:</b> Eat a diet rich in fruits, vegetables, whole grains, and lean proteins. This helps maintain a healthy weight and supports overall heart health.         </p> <p>           7. <b>Stress Management:</b> Manage stress through techniques like meditation, yoga, or deep breathing exercises. High stress levels can negatively impact heart health.         </p> <p>           8. <b>Regular Checkups:</b> Schedule regular checkups with your doctor to monitor your heart health and discuss any concerns.         </p>

_____	History Course	3	_____
SS-PY 110	General Psychology	3	_____

_____	Arts Course	3	_____
_____	Wellness Course	3	_____

_____	Philosophy Course	3	_____
_____	Worldview Course	3	_____

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

NS-MA 209	Statistics	3	_____
SS-PY 201	Human Growth & Development	3	_____
SS-PY 310	Research Methods/Applied Statistics	3	_____
SS-PY 312	Personality Psychology	3	_____
SS-PY 320	Social Psychology	3	_____
SS-PY 330	Abnormal Psychology	3	_____
SS-PY 493	Research Project [Psychology]	3	_____
SS-PY 498	Capstone [Psychology] [WI]	3	_____
SS-AP 291	Scientific Writing Seminar: APA	1	_____

[illegible]

Elective Credits	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
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77	78
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89	90
91	92
93	94
95	96
97	98
99	100

[illegible]



# HISTORY

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## HISTORY MAJOR

Studying history at Central Christian College of Kansas is an incredible explorative journey into the faithfulness of God, as we witness His unfolding redemptive story told through the lives of many civilizations. Students will be challenged to examine both the triumphs and failures of our human condition, coming face to face with both the deprivation of the flesh and the dignity of the liberated spirit. As students of history, this program prepares one to use the past as a way to guide others into the wonder of God's glorious future.

When studying history at Central Christian, students will not have to worry about getting lost in the crowd. Our personalized educational experience allows students to be an active part of learning experience with direct access to professors and other learning partners.

## PROGRAM OUTCOMES

**Hi1:** In the area of Tradition (Fit Mind), the History Major evaluates the development and interplay of the history of

people, places, events, geography and governmental systems.

**Hi2:** In the areas of Reason (Fit Mind), the History Major analyzes and evaluates historical documents and events and distinguishes between fact and interpretation.

**Hi3:** In the area of Scripture (Fit Soul and Fit Heart); the History Major evaluates the influences of Christianity upon history and culture through understanding biblical principles, including the practice of compassion and service, and demonstrates an appreciation for individuals and cultural diversity.

**Hi4:** In the area of Experience (Fit Body), the History Major ably engages in historical research using appropriate methodologies, summarizes the strengths and limitations inherent in the system of historical inquiry, and communicates the results of research in effective presentations.

## Bachelor of Arts

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

[illegible]

BS-EC 210	Survey of Economics	3
SS-HI 110	Survey of World Civilization	3
SS-HI 115	Survey of United States History	3
SS-GE 113	World Geography	3
SS-PO 202	Principles of Sociology	3
SS-PO 203	American Government	3
SS-PO 210	History, Civics, and Social Responsibility	3
MT-HI 200	Survey of Church History	3
SS-HI 332	Late 20 <sup>th</sup> Century World History	3
SS-HI 334	Kansas History	2
SS-HI 344	A History of Minorities in the U.S.	2
SS-PO 333	Political Science & Thought	3
SS-HI 370	Topics in American History	3
SS-HI 380	European History: 1400-1900	3
SS-HI 463	Historiography	2
SS-HI 492	History Seminar [WI/Capstone]	1

## PRE-LAW – LIBERAL STUDIES

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### INTRODUCTION

The law and legal profession needs integral leadership that can only be provided through those who have a relationship with the true Father of justice. Central Christian offers a unique avenue to achieve educational goals. Moreover, at Central Christian students will be equipped with the moral and ethical fortitude to stand not only for justice, but to live justly.

The pre-law emphasis is actually a specially tailored version of the Liberal Studies major created just for those looking to enter law school. This unique emphasis is a diverse educational experience, combining social science courses (criminal justice, history, psychology, sociology and political science) with courses in business, literature, communication, philosophy and ethics to give the student a

broad base as he or she prepares for the rigors of law school.

### OUTCOMES

**Fit Minds:** The student will exhibit critical thinking skills with an emphasis on the synthesis of information from multiple disciplines and areas of study.

**Fit Heart:** The student will articulate the role of law and justice in society and a diverse global culture.

**Fit Soul:** The student will provide a worldview perspective on the role of law and its place in protecting society.

**Fit Body:** The student will demonstrate professional writing and research skills.

## Bachelor of Arts

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Liberal Arts

## Fit Mind

_____ Science Course	3	_____
NS-MA 104 College Algebra	3	_____

## Fit Heart

_____ History Course	3	_____
_____ Behavioral Science Course	3	_____

**Fit Body**

HU-AR 100	Perceiving the Arts	3	_____
_____	Humanities Course (HU; MU; EN-LT)	—	_____
_____	Wellness Course	3	_____

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

### Pre-Law Core (19 Credits)

SS-HI 115	Survey of United States History	3	_____
SS-PO 203	American Government	3	_____
SS-PO 210	History, Civics, and Social Responsibility	3	_____
SS-CJ 235	Criminal Justice Systems	3	_____
SS-CJ 241	Introduction to Law & Legal Studies	3	_____
SS-CJ 340	Criminal Law	3	_____
SS-AP 491	Senior Seminar [Social Science] [Capstone]	1	_____

### Interdisciplinary Core (27 Credits)

BS-MG 311	Advanced Professional Communication [WI]	3	_____
BS-MG 357	Business Law	3	_____
BS-MG 363	Professional Ethics	3	_____
EN-CP 408	Adv. Creative Writing and Composition [WI]	3	_____
CO-CO 412	Persuasion/Argumentation [WI]	3	_____
SS-SO 202	Principles of Sociology	3	_____
SS-PY 110	General Psychology	3	_____

**Choose at least one**

SS-PY 335	Industrial/Organizational Psychology	3	_____
SS-PY 355	Organizational Behavior	3	

**Choose at least one**

BS-AC 120	Basic Accounting	3	_____
BS-AC 220	Financial Accounting	3	

### Literature Electives (6 Credits)

\_\_\_\_\_ Literature Elective \_\_\_\_\_  
\_\_\_\_\_ Literature Elective \_\_\_\_\_

### Elective Pool

- ☐ EN-LT 205 Introduction to Literature [WI] (3)
- ☐ EN-LT 217 Introduction to World Literature [WI] (3)
- ☐ EN-LT 230 Introduction to Shakespeare [WI] (3)
- ☐ EN-LT 301 American Literature (3)
- ☐ EN-LT 304 British Literature I (3)
- ☐ EN-LT 305 British Literature II (3)

### Pre-Law Electives (6 Credits)

Pre-Law Elective	
Pre-Law Elective	

Choose 6 credits from any Business, Management, Composition, Literature, History, Psychology, Sociology, Political Science, Criminal Justice, or Communication course)

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

### Elective Credits

[illegible]

## SPORT SCIENCE & HEALTH

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### THE CENTRAL DISTINCTIVE

The Sport Science & Health department seeks to provide a broad program for all students. The mission of the Sport Science & Health Department is two-fold:

1. To instill in the hearts of students an attitude of excellence regarding the importance of pursuing and maintaining a healthy lifestyle as a way of honoring God.
2. To help students, pursuing a career in sport science, master the skills needed to effectively organize, administer, and facilitate appropriate sport science programming.

Opportunities are provided for the student to develop skills and knowledge that will allow them to function in the classroom and professional setting. Careers in sport science and health are continuing to grow. Through the sport management, exercise science, and fitness & recreational leadership track, students can take courses to prepare them to work in athletic/fitness clubs, local YMCA's, corporate fitness, and recreational administration.

### DEPARTMENT OUTCOMES

1. Learn concepts that will lead to a lifetime of wellness through formal instruction and lab practice (Fit Body).
2. Utilize written and verbal communication skills to demonstrate effectiveness in communication (Fit Mind).
3. Develop recreational skills for the enjoyment of sports and games through classes and organized intramural activities (Fit Body).
4. Coordinate sport science services (exercise testing, teaching, coaching, etc.) for individuals of different races, abilities, and genders (Fit Heart).
5. Identify the basic cognitive precepts in foundational and investigative studies (Fit Mind).
6. Determine how the basic cognitive concepts and principles learned in the foundational and investigative studies apply to sport science (Fit Mind).
7. Design measurement tools for the assessment of performance and/or health indicators of a student, patient, client, team, or group (Fit Mind).
8. Establish risk management procedures based on ethos, liability issues, constitutional, state, and local laws (Fit Mind/Fit Heart).
9. Participate in both didactic and clinical experiences that provide the opportunity to develop as a professional in the sport sciences (Fit Mind/Body).
10. Identify with ethical boundaries and Christian philosophies to determine how they apply to the sport science and health fields (Fit Soul).
11. Articulate a clear personal philosophy regarding their field of interest within sport science (Fit Heart/Mind/Body/Soul).

### EXERCISE SCIENCE

The mission of the exercise science degree program is to produce graduates who are qualified in the areas of exercise leadership, exercise testing and evaluation, exercise prescription and program direction. Graduates are prepared to pursue graduate studies in the areas of athletic training, exercise science, physical therapy, cardiac rehabilitation and kinesiology. In addition, students interested in positions such as personal trainers or health club and fitness directors could pursue this major.

The curriculum for this major is designed following the guidelines of the National Association for Sport and Physical Education (NASPE) to provide a combination of academic study and practical experiences, which will provide meaningful and effective learning experiences for the student in a variety of exercise settings.

### SPORT MANAGEMENT

The mission of the sport management degree program is to help students develop skills to organize, administer and facilitate sport programs at the corporate, agency, professional and amateur levels. Opportunities are provided to develop knowledge and skills relevant to the performance of these functions.

The curriculum for this major is designed following guidelines of the National Association for Sport and Physical Education (NASPE) and The North American Society for Sport Management (NASSM) to provide a combination of academic study and practical experiences, which will provide meaningful and effective learning experiences for the student in a variety of settings.

All sport management majors are required to maintain a 2.5 GPA, in addition to acquiring a C- or higher in all core curriculum courses. If a student fails to obtain a C- in a core curriculum course it will be perceived as if the student failed the course, thus requiring the student to retake the course.

## Bachelor of Sport Science

Foundational Skills		
GS-SM 104	First Year Seminar	1
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3
EN-CP 122	College Writing and Research	3
CO-CO 211	Principles of Speech	3

## Liberal Arts

## Fit Mind

NS-BI 101	General Biology	3	_____
NS-MA 104	College Algebra or Higher	3	_____
SP-SH 308	Exercise Physiology	3	_____

## Fit Heart

_____	History Course	3	_____
SS-PY 110	General Psychology	3	

## Fit Body

HU-AR 100	Perceiving the Arts	3	_____
SP-SH 210	Personal & Community Health	2	_____
	Activity Course	1	_____

## Fit Soul

_____	Philosophy Course	3	_____
	Worldview Course	3	

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

## Exercise Science Core

NS-BI 204	Anatomy & Physiology I w/ Lab	3	_____
NS-BI 205	Anatomy & Physiology II w/ Lab	3	_____
NS-CH 102	General Chemistry w/ Lab	4	_____
SP-SH 201	First Aid	2	_____
SP-SH 202	Introduction to P.E., Sports & Fitness	3	_____
SP-SH 203	Care and Treatment of Athletic Injuries	3	_____
SP-SH 310	Kinesiology	3	_____
SP-SH 312	Adaptive Physical Education	2	_____
SP-SH 314	Sport Nutrition	4	_____
SP-SH 320	Measure & Eval. in Health and P.E.	3	_____
SP-SH 395	Practicum [Exercise Science]	3	_____
SP-SH 415	Exercise Testing, Evaluation, and Prescription	3	_____
SP-SH 420	Exercise Leadership	3	_____
SP-SM 425	Administration in Sport & Fitness [WI]	3	_____
SP-SH 491	Sport Science Seminar [Capstone]	1	_____
SP-SH 495	Internship [Exercise Science]	3	_____
SS-PY 400	Sport & Exercise Psychology	2	_____
_____	Activity Course	1	_____
_____	Activity Course	1	_____

\_\_\_\_\_

[illegible]

## Bachelor of Sport Science

Foundational Skills		
GS-SM 104	First Year Seminar	1 _____
EN-CP 121	College Writing and Reading (WV-ACT≥22)*	3 _____
EN-CP 122	College Writing and Research	3 _____
CO-CO 211	Principles of Speech	3 _____

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

	Biblical Literature Course (MT-CH)	3
GS-SM 399	Professional Portfolio	0-1
GS-SM 499	Senior Portfolio	0

SP-SH 202	Introduction to P.E., Sports, & Fitness	3	_____
SP-AC 205	Recreational Activities	2	_____
SP-SH 208	Introduction to Team Sports	2	_____
SP-SH 250	Leisure and Sport Programming	3	_____
SP-SM 302	Sport Law	3	_____
SP-SM 315	Sport Marketing	3	_____
SP-SM 330	Event Planning & Management	3	_____
SP-SH 309	Outdoor Recreation	3	_____
SP-SH 312	Adaptive Physical Education	2	_____
SP-SH 314	Sport Nutrition	3	_____
SS-PY 400	Sport & Exercise Psychology	2	_____
SP-SH 410	Recreational Facilities	3	_____
SP-SM 425	Administration in Sport & Fitness [WI]	3	_____
SP-SH 491	Sport Science Seminar [Capstone]	1	_____
SP-SM 395	Practicum	3	_____
SP-SM 495	Internship	3	_____
_____	Activity Course	1	_____
_____	Activity Course	1	_____

### Elective Credits

## Elective Credits

[illegible]



## Bachelor of Arts

## Foundational Skills

Liberal Arts

## Fit Mind

## Fit Heart

## Fit Body

## Fit Soul

## Capstone Experiences

## Biblical Literature Course (MT-CH)

*\*ACT English <18 EN-CP 120 English Essentials as prerequisite to EN-CP 121*

### Elective Credits

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# MINORS

Minors allow students to enhance their learning experiences by participating in a prescriptive curriculum that will provide the foundation related to a specific discipline. In order to earn a minor, the student must declare that minor with the Office of the Registrar and complete all required coursework. Each minor requires a minimum of 18 credits. Additionally, the student must complete a minimum of twelve (12) discrete credits (credits related to courses not included in a declared major).

## OUTLINE OF DEPARTMENTS AND MINORS

- Business
  - Accounting
  - Entrepreneurship
  - Organizational Leadership
  - Management
  - Marketing
  - Risk Management
- Communication
- Education
  - Elementary Paraprofessional
- English
  - English
  - Literature
  - Creative Writing
- Fine Arts
  - Art
  - Theatre
- Ministry & Theology
  - Biblical Literature
  - Ministry
  - Missions
  - Student Ministries – Children
  - Student Ministries – Youth
  - Worship Arts
- Science
  - Biological/Environmental Science
  - Forensic Science
  - Health Careers
- Mathematics
- Music
  - Music
- Social Sciences
  - Criminal Justice
  - History
  - Psychology
  - Sociology
- Sport Science and Health
  - Coaching
  - Exercise Science
  - Recreation
  - Sport Management

## BUSINESS

### Accounting

BS-AC 220	Financial Accounting.....	3
BS-AC 221	Managerial Accounting.....	3
BS-AC 322	Cost Accounting.....	3
BS-EC 210	Survey of Economics.....	3
BS-MG 311	Advanced Professional Com [WI].	3
BS-MG 353	Principles of Finance.....	3
BS-AC 323	Computerized Accounting .....	3

### Entrepreneurship

BS-AC 120	Basic Accounting.....	3
BS-CP 235	Computer Applications in Business .....	3
BS-CP 335	Advanced Computer Applications in Business .....	3
BS-MG 352	Principles of Marketing.....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 357	Business Law.....	3
BS-MG 371	Introduction to Entrepreneurship .....	3

### Management

BS-AC 120	Basic Accounting.....	3
BS-EC 210	Survey of Economics.....	3
BS-MG 311	Advanced Professional Com [WI].	3
BS-MG 351	Principles of Management .....	3
BS-MG 355	Organizational Behavior .....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 357	Business Law.....	3

### Marketing

BS-MG 352	Principles of Marketing.....	3
BS-MG 362	Promotional Strategies.....	3
BS-MG 365	Sales and Sales Force Management .....	3
SS-PY 310	Research Methods.....	3
CO-CO 340	Public Relations .....	3
BS-MG 209	Statistics .....	3

Choose at least one of the following:

BS-MG 372	Intro to Entrepreneurship .....	3
BS-MG 372	International Business .....	3
BS-CP 335	Advance Computer Applications .....	3
CO-CO 312	Interpersonal Communications.....	3
CO-CO 323	Media Production I.....	3

### Organizational Leadership

BS-EC 210	Survey of Economics (or Micro and Macro courses) .....	3
BS-MG 351	Principles of Management .....	3
BS-MG 356	Human Resource Management.....	3
BS-MG 363	Professional Ethics.....	3
SS-PY 320	Social Psychology.....	3

SS-PY 335	Industrial/Org. Psychology .....	3
BS-MG 355	Organizational Behavior .....	3
SS-PY 211	Leadership Development .....	2

### Risk Management

BS-AC 220	Financial Accounting .....	3
BS-EC 210	Survey of Economics.....	3
BS-RM 205	Prin. Of Insurance & Risk Management ..	3
BS-RM 305	Personal Insurance .....	3
BS-RM 306	Commercial Insurance & Risk Mgt. ....	3
BS-MG 351	Principles of Management .....	3
BS-MG 353	Principles of Finance.....	3

## COMMUNICATION

### Communication

CO-CO 221	Intro to Mass Media .....	3
CO-CO 312	Interpersonal Communications.....	3
CO-CO 323	Media Production I.....	3
CO-CO 340	Public Relations .....	3
CO-AP 395	Practicum [Communications] .....	2-4
CO-CO 412	Persuasion/Argumentation [WI] .....	3
	Communication Electives .....	1-3

## EDUCATION

### Elementary Paraprofessional

ED-AP 393	Internship [Paraprofessional] .....	2-4
ED-CC 100	Introduction to Education .....	2
ED-CC 110	Early Field Experience.....	1
ED-CC 120	Culturally Diverse Field Experience .....	1
ED-CC 300	Exceptional & Diverse Learners.....	3
ED-CC 315	Classroom Management .....	2
ED-EE 226	Children's & Adolescent Literature .....	2
ED-EE 340	Foundations of Literacy .....	3
ED-EE 345	Elementary Mathematics Methods.....	3

Choose at least one of the following:

ED-CC 281	Principles of Teaching and Learning .....	3
SS-PY 201	Human Growth and Development .....	3

## ENGLISH

### CREATIVE WRITING

EN-CP 210	Introduction to Creative Writing .....	3
CO-CO 216	Digital Publishing and Productions.....	3
EN-LT 222	Studies in Poetry .....	3
EN-LT 230	Introduction to Shakespeare.....	3
EN-CP 320	Forms of Poetic Writing.....	3
EN-CP 402	Advanced Grammar .....	3
EN-CP 408	Adv. Creative Writing & Composition [Capstone/WI] .....	3

### English

EN-CP 210	Introduction to Creative Writing .....	3
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CO-CO 216	Digital Publishing and Productions .....	3
EN-LT 301	American Literature.....	3
EN-LT 304	British Literature I.....	3
EN-LT 305	British Literature II.....	3
EN-CP 408	Adv. Creative Writing & Composition [Capstone/WI] .....	3
EN-LT 415	American Novel .....	3

### Literature

EN-LT 217	Introduction to World Literature .....	3
EN-LT 230	Introduction to Shakespeare .....	3
EN-LT 301	American Literature.....	3
EN-LT 304	British Literature I.....	3
EN-LT 305	British Literature II.....	3
EN-CP 320	Forms of Poetic Writing.....	3
EN-LT 415	American Novel .....	3

## HUMANITIES

### Art

Choose twenty (20) credits from the following list of courses, 10 of which must be upper division courses.

HU-AR 101	Art Appreciation .....	3
HU-AR 103	Drawing I.....	2
HU-AR 104	Drawing II.....	2
HU-AR 105	Painting w/Acrylics I .....	2
HU-AR 106	Painting w/Oils I.....	2
HU-AR 203	Electronic Digital Imaging .....	2
HU-AR 205	Painting w/Acrylics II .....	2
HU-AR 206	Painting w/Oils II.....	2
HU-AR 207	Color Theory .....	2
HU-AR 208	Portraiture .....	2
HU-AR 209	Introduction to Photography.....	2
HU-AR 212	Electronic Illustration.....	2
HU-AR 213	Electronic Publishing.....	2
HU-AR 220	Stained Glass.....	2
HU-AR 301	Art for Illustration .....	2
HU-AR 303	Intermediate Drawing.....	2
HU-AR 305	Intermediate Acrylics.....	2
HU-AR 306	Intermediate Oils .....	2
HU-AR 308	Murals.....	2-4
HU-AR 309	Intermediate Photography .....	2
HU-AR 355	Art & Architecture .....	2
HU-AR 330	Studio Ceramics .....	3
HU-AR 403	Advanced Drawing.....	2
HU-AR 405	Advanced Acrylics .....	2
HU-AR 406	Advanced Oils .....	2
HU-AR 491	Senior Seminar [Art] .....	2-4

### Music

MU-AP	Applied Music Lessons.....	4
MU-MS 101	Music Theory I .....	3
MU-MS 102	Ear Training I.....	1
MU-MS 103	Music Theory II .....	3
MU-MS 104	Ear Training II .....	1
MU-MS 105	Music Appreciation.....	3

MU-MS 107	Recital Attendance (4 semesters) .....	0
	Upper division Music Electives.....	6

### Theatre

HU-TH 105	Theatre Production: Blocking & Choreo..	2
HU-TH 107	Acting I .....	3
HU-TH 112	Introduction to Theatre.....	3
HU-TH 210	Stagecraft I .....	2
	Upper division Theatre/Communication	
	Electives .....	10

## **MINISTRY AND THEOLOGY**

### Biblical Literature

HU-FL 201	Biblical Greek I.....	3
HU-FL 202	Biblical Greek II.....	3
MT-BI 301	Hermeneutics: IBS.....	3
MT-BI 302	Biblical Interpretation: from	
	Hermeneutics to Homiletics.....	3
MT-TH 240	Introduction to Theology .....	3
	Upper division Ministry/Theology	
	Electives .....	5

### Ministry

MT-BI 301	Hermeneutics: IBS.....	3
MT-BI 302	Biblical Interpretation: from	
	Hermeneutics to Homiletics.....	3
MT-MN 352	Perspectives on the World Christian	
	Movement.....	3
MT-TH 240	Introduction to Theology .....	3
MT-TH 420	Theology of Worship .....	3
MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action Reflection Seminars .....	2
	Upper division Ministry/Theology Elective	

### Missions

MT-BI 301	Hermeneutics: IBS.....	3
MT-MN 311	Missions Experience .....	2
MT-MN 352	Perspectives on the World Christian	
	Movement.....	3
MT-MN 361	Making of a Missionary .....	2
MT-TH 463	Holistic Discipleship: From Evangelized to	
	Evangelist .....	3
SS-SO 320	Cross Cultural Communication.....	OR
SS-SO 328	Field Anthropology .....	4

Electives (choose one of the following):

SS-PY 320	Social Psychology .....	3
SS-SO 202	Principles of Sociology.....	3
MT-WV 251	World Religions .....	3

### Student Ministries (Children)

MT-BI 301	Hermeneutics: IBS.....	3
MT-MN 226	Children's Ministry I .....	3
MT-MN 336	Children's Ministry II .....	3
MT-MN 350	Small Group Leadership .....	3

MT-TH 463	Holistic Discipleship: From Evangelized to	
	Evangelist.....	3
MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2

Electives (choose one of the following):

SS-PY 201	Human Growth and Development .....	3
SS-PY 307	Child and Adolescent Development .....	3
SS-PY 309	Adolescent Psychology .....	3

### Student Ministries (Youth)

MT-BI 301	Hermeneutics: IBS.....	3
MT-MN 222	Youth Ministry I .....	3
MT-MN 322	Youth Ministry II .....	3
MT-MN 350	Small Group Leadership.....	3
MT-TH 463	Holistic Discipleship: From Evangelized to	
	Evangelist.....	3
MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2

Electives (choose one of the following):

SS-PY 201	Human Growth and Development .....	3
SS-PY 307	Child and Adolescent Development .....	3
SS-PY 309	Adolescent Psychology .....	3

### Worship Arts

MT-SM 380 A/B	Action/Reflection Seminars.....	2
MT-SM 480 A/B	Action/Reflection Seminars.....	2
MT-TH 240	Introduction to Theology.....	3
MT-TH 420	Theology of Worship .....	3
MU-MS 179	Introduction to Music Technology .....	2
	Fine Arts Electives.....	8

## **SCIENCE & MATHEMATICS**

### Environmental Sciences

NS-BI 100	Environmental Science w/ Lab .....	4
NS-CH 111	College Chemistry I w/ Lab .....	4
NS-CH 112	College Chemistry II w/ Lab .....	4
NS-BI 304	Microbiology w/ Lab.....	4
NS-SM 291	Natural Science Seminar.....	1
NS-SM 491	Senior Seminar (Natural Science) [WI] ....	1
NS-BI 305	Ecology and Natural History Course.....	OR
	Any upper level field ecology course	

Choose at least one:

NS-BI 201	Invertebrate Zoology w/ Lab .....	4
NS-BI 202	Vertebrate Zoology w/ Lab.....	4
NS-BI 203	Plant Biology w/ Lab .....	4

General Education Requirements:

NS-MA 104	College Algebra.....	or
NS-MA 111	Calculus I.....	3-4

Elective

NS-BI 310	Genetics w/ Lab .....	4
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### Forensic Sciences

NS-BI 304	Microbiology w/ Lab.....	4
NS-CH 111	College Chemistry I w/ Lab.....	4
NS-CH 311	Organic Chemistry I w/ Lab .....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI] ....	1
NS-AP 493	Research Project [Natural Science] .....	or
NS-AP 495	Internship [Natural Science] .....	2-4

#### Electives:

NS-BI 101	General Biology w/ Lab .....	4
NS-BI 201	Invertebrate Zoology w/ Lab .....	4
NS-BI 310	Genetics w/ Lab.....	4
NS-CH 102	General Chemistry w/ Lab.....	4
NS-CH 112	College Chemistry II w/ Lab.....	4
NS-CH 312	Organic Chemistry II w/ Lab .....	4
NS-PS 104	Earth Science .....	3
NS-PS 104L	Earth Science Lab .....	1
	Any Upper Level Field Ecology Course	

#### General Education Requirements:

NS-MA 104	College Algebra.....	or
NS-MA 111	Calculus I.....	3-4

#### Health Careers

NS-BI 204	Human Anatomy & Physiology I w/Lab...	3
NS-BI 205	Human Anatomy & Physiology II w/Lab...	3
NS-BI 304	Microbiology w/ Lab.....	4
NS-BI 310	Genetics w/ Lab.....	4
NS-CH 111	College Chemistry I w/ Lab.....	4
NS-CH 112	College Chemistry II w/ Lab.....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI] ....	1
NS-AP 493	Research Project [Natural Science] .....	or
NS-AP 495	Internship [Natural Science].....	2-4

#### General Education Requirements:

NS-MA 104	College Algebra.....	or
NS-MA 111	Calculus I.....	3-4

#### Recommended as an elective for pre-nursing:

NS-BI 245	Basic Nutrition .....	4
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#### Recommended as an elective for pre-physical therapy:

NS-PH 205	General Physics I w/Lab.....	4
NS-PH 206	General Physics II w/Lab.....	4

#### Mathematics

NS-MA 111	Calculus I.....	4
NS-MA 211	Calculus II.....	4
NS-SM 291	Natural Science Seminar .....	1
NS-SM 491	Senior Seminar (Natural Science) [WI] ....	1

#### Electives:

NS-AP 493	Research Project [Natural Science] .....	2
NS-AP 495	Internship [Natural Science] .....	4
NS-MA 104	College Algebra.....	3
NS-MA 105	College Trig. & Analytical Geometry .....	2
NS-MA 201	Survey of Contemporary Mathematics ...	3
NS-MA 310	Applied Statistics/Research Methods .....	3

NS-MA 311	Calculus III.....	4
NS-MA 316	History of Mathematics .....	2
NS-MA 411	Differential Equations.....	4
NS-MA 412	Advanced Calculus .....	4
NS-MA 413	Modern Advanced Algebra .....	3
NS-MA 414	Discrete Mathematics.....	4
NS-MA 415	Modern Geometry.....	3

## **SOCIAL SCIENCE**

#### Criminal Justice

SS-CJ 235	Criminal Justice Systems.....	3
SS-CJ 241	Introduction to Law and Legal Studies ....	3
SS-CJ 340	Criminal Law .....	3
SS-CJ 341	Criminal Investigation .....	3
SS-CJ 343	Criminology.....	3

#### Electives

SS-PY ***	Any Approved Course .....	3
SS-SO ***	Any Approved Course .....	3
SS-PO ***	Any Course.....	3
SS-CJ ***	Any Course.....	3
BS-MG 363	Professional Ethics .....	3
BS-MG 357	Business Law.....	3

#### History

SS-HI 110	Survey of World Civilization.....	3
SS-HI 115	Survey of United States History.....	3
SS-PO 210	History, Civics, and Social Responsibility .	3
SS-HI 370	Topics in American History .....	3
SS-HI 380	European History: 1400-1900.....	3

#### Electives:

NS-MA 209	Statistics.....	3
SS-GE 113	World Geography .....	3
SS-HI 200	Survey of Church History .....	3
SS-HI 244	Social History of the 1960s .....	1
SS-HI 245	History of World War II.....	1
SS-HI 310	Cultural and Geo-Historical Settings of the Bible .....	2-4
SS-HI 332	Late 20 <sup>th</sup> Century World History .....	3
SS-HI 334	Kansas History .....	2
SS-HI 344	A History of Minorities in the U.S. ....	2
SS-HI 463	Historiography .....	2
SS-HI 492	History Seminar [WI/Capstone].....	1
SS-PO 203	American Government .....	3
SS-PO 210	History, Civics, and Social Responsibility .	3
SS-PO 333	Political Science and Thought .....	3
SS-SO 328	Field Anthropology .....	3

#### Four elective credits may be chosen from:

HU-AR 101	Art Appreciation .....	3
HU-TH 112	Introduction to Theatre .....	3
MU-MS 306	Popular Music in America .....	3
MU-MS 362	Music History I .....	3
MU-MS 363	Music History II .....	3
MU-MS 364	Music History III .....	3

## **Psychology**

SS-PY 110	General Psychology .....	3
SS-PY 201	Human Growth and Development .....	3
SS-PY 320	Social Psychology .....	3
SS-PY 330	Abnormal Psychology .....	3

### **Electives:**

Any psychology course (SS-PY) or one of the following options

ED-CC 281	Principles of Teaching and Learning .....	3
SS-CJ 343	Criminology .....	3
SS-SO 381	Marriage & Family .....	3
SS-AP 291	Scientific Writing Seminar: APA .....	1

## **Sociology**

SS-HI 344	A History of Minorities in the U.S. ....	2
SS-PY 320	Social Psychology .....	3
SS-SO 202	Principles of Sociology .....	3
SS-SO 320	Cross Cultural Communications .....	3
SS-SO 381	Marriage & Family .....	3
SS-SO 458	Sociological Theory .....	3

### **Electives:**

BS-EC 210	Survey of Economics .....	3
BS-EC 261	Macroeconomics .....	3
NS-MA 209	Statistics .....	3
SS-CJ 235	Criminal Justice Systems .....	3
SS-CJ 343	Criminology .....	3
SS-HI 244	Social History of the 1960s .....	1
SS-PO 112	Current World Problems .....	3
SS-PY 201	Human Growth & Development .....	3
SS-PY 310	Research Methods/Applied Statistics .....	3
SS-PY 355	Organizational Behavior .....	3
MT-WV 251	World Religions .....	3
SS-SO 320	Cross Cultural Communications .....	3-4
SS-SO 328	Field Anthropology .....	4
SS-AP 291	Scientific Writing Seminar: APA .....	1

## **SPORT SCIENCE & HEALTH**

### **Coaching**

SP-SH 201	First Aid .....	2
SP-SH 202	Introduction to P.E., Sport, & Fitness .....	3
SP-SH 204	Theory of Coaching .....	2
SS-PY 400	Sports & Exercise Psychology .....	2

### **Choose at least one:**

SP-SH 308	Exercise Physiology .....	3
SP-SH 310	Kinesiology .....	3

### **Choose two from the following:**

SP-SH 305	Theory of Coaching Basketball .....	2
SP-SH 306	Theory of Coaching Tennis .....	2
SP-SH 313	Theory of Coaching Baseball .....	2
SP-SH 318	Theory of Coaching Soccer .....	2

### **Electives:**

SP-SH 203	Care & Treatment of Athletic Injuries .....	2
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SP-SH 208	Introduction to Team Sports .....	3
SP-SH 270	Officiating .....	2
SP-SH 307	Individual & Dual Sports Analysis .....	2
SP-SH 312	Adaptive Physical Education .....	2

## **Exercise Science**

NS-BI 101	General Biology w/ Lab .....	4
NS-BI 204	Human Anatomy & Physiology I w/Lab ...	3
NS-BI 205	Human Anatomy & Physiology II w/Lab ..	3
SP-SH 308	Exercise Physiology .....	3
SP-SH 310	Kinesiology .....	3

### **Electives:**

SP-SH 201	First Aid .....	2
SP-SH 202	Introduction to P.E., Sport, & Fitness .....	3
SP-SH 203	Care and Treatment of Athletic Injuries ..	2
SP-SH 312	Adaptive Physical Education .....	2
SP-SH 320	Measurement & Evaluation in Health & Physical Education .....	3
SP-SH 314	Sport Nutrition .....	3
SP-SH 415	Exercise Testing, Evaluation & Prescription .....	3
SP-SH 420	Exercise Leadership .....	3
SP-SM 425	Administration in Sport & Fitness .....	3
SS-PY 400	Sport & Exercise Psychology .....	2

## **Sport Management**

SP-SH 202	Introduction to P.E., Sport, & Fitness .....	3
SP-SH 410	Recreational Facilities .....	3
SP-SM 425	Administration in Sport & Fitness .....	3
SP-SM 200	Introduction to Sport Management .....	3
SP-SM 302	Sport Law .....	3

### **Choose at least one:**

BS-MG 311	Advanced Professional Com [WI] .....	3
BS-MG 371	Entrepreneurship .....	3

### **Choose at least one:**

SP-SM 315	Sport Marketing .....	3
BS-MG 352	Principles of Marketing .....	3

### **Recommended Electives:**

SP-SM 406	Issues & Trends in Sports .....	3
SP-SM 497	Special Topics in Sport Management .....	3

## **Recreation**

SP-SH 202	Introduction to P.E., Sport, & Fitness .....	3
SP-SH 250	Leisure & Sport Programming .....	3
SP-SH 309	Outdoor Recreation/Education .....	3
SP-SH 410	Recreational Facilities .....	3

### **Electives:**

SP-SH 201	First Aid .....	2
SP-SH 203	Care and Treatment of Athletic Injuries ..	2
SP-SH 208	Introduction to Team Sports .....	2
SP-SH 307	Individual and Dual Sports Analysis .....	2
SP-SH 308	Exercise Physiology .....	3
SP-SH 312	Adaptive Physical Education .....	2

SP-SM 425	Administration in Sport & Fitness .....	3
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## COURSE DESCRIPTIONS – SCHOOL OF LIBERAL ARTS & SCIENCES

Key for all parenthetical codes:

MC=McPherson College

(MA)=McPherson Airport

[WI]= course qualifies as a Writing Intensive course for the Writing Program

199/399 Course designations are reserved for transfer electives.

### AVIATION

*AV-FL courses are completed in transfer from International Aero Academy, Hesston College, or through approved McPherson Airport.*

#### AV-AF 100 Principles of Aviation I (3)

This course introduces the student to the aviation industry in all its aspects including the history of flight, flight safety, airports, airspace, charts, communications and procedures, air traffic, and aviation service. Many of these subjects will be expanded in later courses. This knowledge base will be instrumental in mastering the major components associated with supporting aviation programming.

#### AV-AF 200 Principles of Aviation II (3)

A continuation of Principles of Aviation I. This continuing course explores additional topics in aviation including weather services, aircraft performance, navigation and communications. Prerequisite: AV-AF 100.

#### AV-AF 305 Meteorology (4)

Designed as an introductory course in the field of meteorology, this course will expose the student to the basic concepts of weather and weather analysis. Topics include atmospheric structure, weather systems, forecasting, severe weather patterns, precipitation, as well as other general topics.

#### AV-AF 306 Aviation Safety (3)

Safety is an important issue in any discipline of aviation. It is very important for any person working in the aviation field to be focused on flight safety. This course is a study of the fundamentals essential to the safety of flight. This is a survey course of the topics of decision-making factors, accident reporting, accident investigation, air traffic systems, and aircraft technologies in the aviation industry.

#### AV-AF 308 Aviation Physiology (3)

This course is designed to introduce the aviation student to the effects flying imposes on the human body. Being aware of how the human body works and how the normal physiological parameters are altered while flying will prepare the student to make sound decisions and adjustments when exposed to these conditions.

#### AV-AF 395 Practicum [Aviation] (2-6)

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements

of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### AV-AF 407 Aviation Law (3)

This is a survey course of domestic and international aviation law. Topics include major aspects of aviation law. Emphasis is given to government regulations of airlines, airports, and aviation personnel.

#### AV-AF 408 Airport Management (3)

This course is a study of the changing nature of airports and the subsequent changes in airport management practices. Also of interest is the impact on users of airports. This course study will also raise the awareness of career opportunities in the aviation and airport industry.

#### AV-AP 493 Senior Research Project [Natural Science] (3)

#### AV-FL 101 Private Pilot Ground (3)

Intended for those interested in pilot training. This course includes sufficient background material and flying time for the student to pass the FAA written private pilot test. Credit is awarded after passing appropriate FAA written and practical examinations.

#### AV-FL 121 Private Pilot Flight I (3)

#### AV-FL 122 Private Pilot Flight II (3)

This course takes the student pilot from ground instruction to Private Pilot Certificate. Student must have passed the FAA private pilot written test within the previous two years. A minimum of 40 hours of flight time required for each level. Credit is awarded after passing appropriate FAA written and practical examinations.

#### AV-FL 201 Instrument Group (4)

Includes concentration of study in navigation, meteorology, aircraft systems, and air traffic control. This course is completed when the student passes the FAA instrument written exam. Prerequisite: Private Pilot Certificate.

#### AV-FL 221 Instrument Flight (4)

With this course the student is expected to complete the instrument rating. It includes practice and maneuvers in simulated and actual instrument flying. At the completion of this course, the student should have at least 125 total hours of flying time and the instrument rating. Credit is awarded after passing appropriate FAA written and practical examinations. Prerequisite: Private Pilot Certificate.

#### AV-FL 301 Commercial Pilot Ground (4)

This course prepares the student for the FAA Commercial Pilot written exam. Credit is awarded after passing appropriate FAA written and practical examinations.

#### AV-FL 321 Commercial Pilot Flight (4)

After completing this course the student will qualify for the FAA Commercial Flight Check, which is the final requirement of the course. Flight instruction in high performance aircraft and advanced maneuvers are included. The student should have a cumulative total of 250 logged flight hours. Credit is awarded after passing appropriate FAA written and practical examinations. Prerequisite: Private pilot certificate, and instrument rating.

#### AV-FL 401 Flight Instructor Ground (3)

#### AV-FL 421 Flight Instructor Flight (3)

Prepares the commercial pilot to become an instructor. Emphasis is on organization and building good performance habits as well as practical experience in flight and ground instruction. Credit is awarded after passing appropriate FAA written and practical examinations. Prerequisite: Commercial Pilot License and Instrument Rating.

#### AV-FL 431 Flight Instructor Instrument Ground (3)

#### AV-FL 422 Flight Instructor Instrument Flight (3)

Successful completion of these courses leads to certification as a flight instructor with instrument rating. Credit is awarded after passing appropriate FAA written and practical examinations.

#### AV-FL 450 Multi-Engine Rating (2)

The student receives instruction in aircraft systems and the piloting skills required to operate a multi-engine aircraft safely. Credit is awarded after passing appropriate FAA written and practical examinations.

### BUSINESS: ACCOUNTING

#### BS-AC 120 Basic Accounting (3)

Designed for those interested in possibly pursuing accounting, but wanting to become familiar with accounting principles or for those not looking to major in accounting, but are in need of some basic accounting skills.

#### BS-AC 220 Financial Accounting (3)

Nature and purpose of accounting, basic accounting concepts and procedures, methods of processing, summarizing and classifying financial data. The accounting cycle, merchandising, measuring and reporting current assets and liabilities, and accounting for partnerships and corporations are topics covered.

#### BS-AC 221 Managerial Accounting (3)

Intermediate level course with emphasis on how accounting information can be interpreted and used as a tool of management in planning and controlling business activities of the firm. Major topics include manufacturing accounting, product costing, budget and control procedures, and

capital budgeting. Prerequisite: BS-AC 220 with a grade of C or better.

### **BS-AC 316 (MC) Individual Income Tax (3)**

The study of individual income tax theory, planning and application. Prerequisites: BS-AC 220, BS-AC 221, BS-EC 260, BS-EC 261. (Offered odd years)

### **BS-AC 320 (MC) Intermediate Accounting I (3)**

A study that includes accounting theory, financial statements, the concept of future and present value, temporary and long-term investments, inventory evaluation, and fixed and intangible assets. Prerequisites: BS-AC 220, BS-AC 221. Permission is required.

### **BS-AC 321 (MC) Intermediate Accounting II (3)**

A continuation of Intermediate Accounting I that will include a study of bonds, pensions, and leases; corporate accounting; capital and retained earnings; tax allocation; changes in accounting methods; working capital analysis; comparative statements; and ratio analysis. Prerequisite: BS-AC 320.

### **BS-AC 322 (MC) Cost Accounting (3)**

The study of standard costing, cash budgeting, process costing, and job order costing and their application to the management decision process. Prerequisites: BS-AC 220, BS-AC 221, BS-EC 260, BS-EC 261 (Offered even years)

### **BS-AC 323 Computerized Accounting (QuickBooks) (3)**

Accounting processes in a computerized environment utilizing popular over-the-counter software (i.e. QuickBooks, Peachtree). Question: "If 3.7 million small businesses use QuickBooks, how many students need to learn it?" Answer: "All of them." This course requires a laptop computer that must be PC compatible. New Text required. Prerequisite: BS-AC 220, BS-AC 221. (Offered odd years)

### **BS-AC 437 (MC) Principles of Auditing (3)**

Course will emphasize audit techniques and audit procedures, using a text and coordinated audit practice set to accomplish class objectives. Prerequisites: BS-AC 321, BS-AC 322. (Offered odd years)

## **BUSINESS: APPLIED DEPARTMENTAL STUDIES**

### **BS-AP 391 Readings in Business (2-4)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in business not covered by the current curriculum. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

### **BS-AP 395 Practicum [Business] (2-5)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

### **BS-AP 495 Internship [Business] (2-5)**

This independent study is designed to provide the student with on the job training under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

### **BS-AP 498 Thesis [Business] (2-5)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesis information and data related to a hypothesis or research question.

## **BUSINESS: COMPUTER APPLICATIONS**

### **BS-CP 235 Computer Applications in Business (3)**

This course is designed to provide an interactive environment for learning the fundamental functions of the most popular commercial applications software, including word processing, spreadsheet, database management, and presentations. This course meets the need of future business people, managers, and a generally well-informed using public.

### **BS-CP 237 Fundamentals of Website Design (3)**

This course introduces the principles and best practices for creating usable websites and teaches students the fundamentals of HTML, use of HTML authoring tools, webpage writing and editing, web graphics and multimedia elements, and website architectures and content management. Prerequisite: BS-CP 235 and at least sophomore standing. (Offered even years)

### **BS-CP 335 Advanced Computer Applications in Business (3)**

An advanced computer application course expanding the topics first introduced in BS-CP 235, including popular software in word processing, database, spreadsheets, and presentations. The course is designed to give the business user hands-on, real-world examples of how the software is integrated into the business decision-making process. Prerequisites: BS-CP 235 or permission of instructor. (Offered odd years)

## **BUSINESS: ECONOMICS**

### **BS-EC 210 Survey of Economics (3)**

This is a survey course covering basic principles for both microeconomics and macroeconomics. Microeconomics studies the way in which

individual economic agents such as workers, consumers, households and business firms make decisions. Macroeconomics addresses issues pertaining to the aggregate economic principles with practical examples to give students a better understanding of the role economics plays in society.

### **BS-EC 260 Microeconomics (3)**

An introduction to microeconomic theory including an analysis of price theory, the marginal concept, market structure and performance.

### **BS-EC 261 Macroeconomics (3)**

An introduction to macroeconomic theory including a study of national income, spending, the creation of money, monetary and fiscal policy, and the problems of controlling inflation and unemployment. Prerequisite: BS-EC 260.

### **BS-EC 265 Personal Finance (3)**

Personal and family financial planning. Emphasis is on saving, budgeting, investments, retirement planning, housing, car buying, and insurance.

### **BS-EC 365 Personal Financial Management (3)**

Emphasis is on personal financial management including taxes, cash management, credit, budgeting, life and health insurance, housing and auto purchasing and insurance, investments, retirement and estate planning. Particular importance, as it applies to personal finance, will be placed on financial principles such as present and future value, basic investment principles, and financial ratios. Pre-requisites: Business major or junior/senior level any major.

## **BUSINESS: MANAGEMENT**

### **BS-MG 100 Principles of Business (3)**

This course is a survey of the field of business for the non-business major or the beginning business student. Topics include the business environment, starting and growing a business, management, human resource management, marketing, finance and international business.

### **BS-MG 209 Statistics (3)**

A study of basic concepts and operations in descriptive and inferential statistics. The areas of study will include graphic representation, measures of central tendency and dispersion, probability theory and various significant tests of relationship, association, and correlation. Prerequisite: NS-MA 104 or equivalent.

### **BS-MG 311 Advanced Professional Communication [WI] (3)**

This course includes in-depth discussion of current communication topics including workplace diversity, technology, correspondence applications, proposals, business plans, visual aids, teamwork, interpersonal communications, listening, nonverbal messages, presentation skills and employment communication. Positive, neutral, goodwill, negative and persuasive letters will be prepared. Prerequisite: Junior or Senior level standing and one lower-level WI course.

**BS-MG 342 Investments (3)**

Basic concepts of investing, including market mechanics, investment vehicles, terminology, fundamental and technical analysis of stocks. Prerequisite: BS-AC 220 and BS-EC 261 or BS-EC 210. (Offered odd years)

**BS-MG 351 Principles of Management (3)**

Types of managerial functions necessary for organizational operation are explored. The course is built around the topics of planning, organizing, directing, controlling and decision-making. (Offered odd years).

**BS-MG 352 Principles of Marketing (3)**

A survey course where policies, practices and procedures of marketing within the private and public sector are learned. Emphasis is given to promotion, pricing, product and distribution. Prerequisite: sophomore standing or higher. (Offered even years).

**BS-MG 353 Principles of Finance (3)**

Study of decision-making techniques involving working capital management, capital budgeting, long-term financing, dividend policy, and mergers with emphasis on time-value of money. Prerequisites: BS-AC 220, BS-EC 210 or BS-EC 261. (Offered even years).

**BS-MG 355 Organizational Behavior (3)**

This course examines the psychological and sociological variables important in understanding individual motivation, group functioning, change, creativity, organizational design, conflict and leadership in organizations. Particular attention is given to the application of leadership and management principles within the organizational structure.

**BS-MG 356 Human Resource Management (3)**

Topics include staffing, performance appraisal, compensation, training and development, employee rights, and unionization. Contemporary issues include quality of work-life and legal environment. (Offered odd years).

**BS-MG 357 Business Law (3)**

Business law studies the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities. As a part of this module particular emphasis will be placed upon the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships and corporations. Today's managers need to understand the basic legal concepts to avoid costly courtroom problems and other legal issues.

**BS-MG 361 Consumer Behavior (3)**

This course will challenge the student to analyze the behavior of buyers at multiple levels, including the individual, individual business, and governmental agencies. Students synthesize their knowledge of customer acquisition, consumption, and disposal of products and services in light of the influence of demographics, culture, and worldview.

**BS-MG 362 Promotional Strategies (3)**

This course guides students from a managerial perspective into an understanding and application of key promotional strategies, theories, and tactics important to organizations desiring promotional activities. This course concentrates on the promotional aspect of Marketing as compared to the other three "P's" of marketing, namely Price, Product and Place (distribution). The four major areas studied, also known as the promotion mix, will be a) personal selling, b) advertising, c) sales promotions, and d) public relations/publicity.

**BS-MG 363 Professional Ethics (3)**

This is a study of the theory and practice of professional ethics. Cases and essays by noted thinkers are studied and discussed in depth from a Christian perspective. Course will be tailored to individual student interests such as business, religion, etc. (Offered even years)

**BS-MG 365 Sales and Sales Force Management (3)**

This is a basic course dealing with the fundamentals of integrity based personal selling. Areas studied include understanding the sales industry and potential occupations; and the sales process including prospecting/qualifying, pre-approach/approach, sales presentation, sales resistance, closing and follow-up after the sale. Other areas include proper communication, customer relationships, buyer behavior and sales force management. Prerequisites: BS-MG 352 or permission of instructor. Offered alternate years.

**BS-MG 367 Ecommerce and Social Media (3)**

Through this course, students will explore principles of successful marketing in the virtual world. The student will investigate the economic role of ecommerce and its effect on consumers and business.

**BS-MG 369 Compensation Management (3)**

This course will familiarize the student with the essential issues related to how an organization strategically manages its compensation and benefit system. Topics will include bases for pay, compensation system design, pay equity, legal issues, and challenges related to the contemporary market. The student will have the opportunity to evaluate the design, development, and implementation of compensation strategies to determine if these approaches result in increased organizational efficiency and effectiveness.

**BS-MG 371 Introduction to Entrepreneurship (3)**

This course is designed to provide an understanding of the administrative problems of small business through the study of organization, planning, communications, and control. (Offered even years)

**BS-MG 372 International Business (3)**

This course will introduce the student to international business and the economics and

politics of international trade and investment, the functions and form of the global monetary system, the strategies and structures of international business, and how to cope with cultural differences as a manager. The course may include an opportunity to visit a foreign country to observe first hand international differences. Prerequisite: permission of instructor.

**BS-MG 450 Studies in Christian Management (3)**

Capstone for the management/organizational leadership major. The student will have the opportunity to read a variety of contemporary authors writing on effective management and leadership, participate as part of a study team, and prepare and present his/her own philosophy of management and leadership. (Offered on demand).

**BS-MG 451 Strategic Management (3)**

This is the final capstone course including Accounting, Management, Entrepreneurship, Risk Management, and Organizational Leadership. A case method approach is used involving topics such as strategic planning, policy and ethics, among others. Group work, class presentation, discussion and participation are expected. This course is designed to be taken after the student has completed the business core. Prerequisite: Junior or Senior level standing.

**BS-MG 455 Money Management (1)**

This course is a unique course, presented in an intensive series of workshops. Designed specifically for married or soon-to-be-married students, the course introduces the student to the distinctive budgetary issues involved with managing a home and family. Students will develop a financial plan and perspective based on Biblical principles of resource management.

## **BUSINESS: RISK MANAGEMENT/INSURANCE**

**BS-RM 205 Principles of Insurance and Risk Management (3)**

An introduction to the concept of risk, the process of risk management, the concept and business of insurance, including fundamental doctrines, social value, loss exposures and protection, insurance regulation, insurance carriers, reinsurance, marketing, underwriting and claims adjusting. This course aligns with the curriculum found in AINS 21 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to an AINS professional designation. Course Fee attached.

**BS-RM 305 Personal Insurance (3)**

This course is an introduction to personal insurance topics including property and liability loss exposures, life and health loss exposures, and personal risk management. Other topics include personal auto and homeowners, personal property and casualty contracts, and an

introduction to financial planning. This course aligns with the curriculum found in AINS 22 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to an AINS professional designation. Prerequisites: BS-RM 205.

#### **BS-RM 306 Commercial Insurance and Risk Management (3)**

This course covers policy provisions and concepts common to various commercial multiple-line property and casualty contracts. This course aligns with the curriculum found in AINS 23 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to an AINS professional designation. Prerequisite: BS-RM 205 and BS-RM 305.

#### **BS-RM 312 Commercial Underwriting Principles (3)**

The course will develop a solid understanding and effectively apply fundamental commercial underwriting principles to commercial property and liability exposures. The principles covered will enhance technical knowledge of underwriting in commercial organization and regulatory systems. The student will also further understanding in financial statements and insurance products while strengthen communication and negotiation abilities in the field. This course aligns with the curriculum found in AU 60 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to a professional designation. Prerequisites: BS-RM 205, BS-RM 305, BS-RM 306 (Offered alternate years.)

#### **BS-RM 343 Claim Handling Principles and Practices (3)**

The course will construct a solid foundation in the application of effective good-faith claim investigation techniques. The practices in the claim handling process will equip the student to document claims, communicate effectively, and deal with fraud. There is a continued development in communication and negotiation skills. This course aligns with the curriculum found in AIC 30 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to a professional designation. Prerequisites: BS-RM 205, BS-RM 305, BS-RM 306 (Offered alternate years.)

#### **BS-RM 358 Risk Management Principles and Practices (3)**

This course will develop the technical knowledge needed to design a risk management program for hazard, operational, financial and strategic risks. The student will demonstrate an ability to identify, analyze, and treat risks by utilizing proven risk management and statistical analysis techniques. As the course progresses, students

will make smarter financial decisions through the application of cash flow analysis to hazard and financial risks. This course aligns with the curriculum found in ARM 54 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to a professional designation. Prerequisites: BS-RM 205, BS-RM 305, BS-RM 306 (Offered alternate years.)

#### **BS-RM 380 Reinsurance Principles and Practices (3)**

The course will develop an understanding of reinsurance types and common reinsurance treaty clauses. The practices taught will prepare students in different types of reinsurance and reinsurance programs to create quota share treaties, surplus share treaties, loss treaties (in property and casualty), and other reinsurance catastrophes. As students develop knowledge of reinsurance audits and regulations, they will apply loss reserve methods to calculate policies and reinsurance contracts. This course aligns with the curriculum found in ARE 144 offered by The Institutes of Malvern, PA. At the end of the course, the student will be given the opportunity to take a national qualifying exam that may lead to a professional designation. Prerequisites: BS-RM 205, BS-RM 305, BS-RM 306, BS-RM 358, BS-RM 312, BS-RM 343 (Offered alternate years.)

### **COMMUNICATIONS: APPLIED DEPARTMENTAL STUDIES**

#### **CO-AP 391 Readings in Communication (2-4)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in communication (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

#### **CO-AP 393 Junior Project (Communication) (2)**

This independent study course prepares the student for their Senior Project. Specific elements of the course will be decided upon with a project facilitator and articulated in a learner contract.

#### **CO-AP 395 Practicum [Communication]**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **CO-AP 493 Research Project (2-4)**

This independent study course culminates in the completion of a research project. The specific elements of the project will be decided upon with a project facilitator and articulated in a learner contract.

#### **CO-AP 495 Internship (2) [Communication]**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **CO-AP 498 Thesis (3) [Communication]**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesis information and data related to a hypothesis or research question.

## **COMMUNICATIONS**

#### **CO-CO 114 Oral Interpretation (2)**

This course incorporates critical reading, written analysis and performance of literary texts (poetry, prose and drama). Emphasis is placed on the ability to interpret the meaning of manuscripts and convey that meaning to the target audience.

#### **CO-CO 116 Digital Publishing and Production (3)**

#### **CO-CO 216 Digital Publishing and Production (3)**

##### **[First Four Semesters]**

#### **CO-CO 416 Digital Publishing and Production (3)**

##### **[Remaining Semesters]**

This course introduces the student to the fundamentals of graphic design and production skills associated with digital production. The student will have the opportunity to develop design strategies with an emphasis on the editing process. This course can be repeated.

#### **CO-CO 211 Principles of Speech (3)**

A study of the principles of the major types of speeches. Includes a variety of practical experience ranging from impromptu to formal. Ministry students will be asked to deliver a sermon. Emphasis is placed on speech preparation for delivery.

#### **CO-CO 220 Film Studies (4)**

This course will give students the opportunity to explore the relationship between film and audience by understanding why people respond as they do to films. Film Studies will cover a wide range of concepts, theories, and ideas about the study of film – various “language systems” and the gamut of techniques used by filmmakers in conveying meaning. By referring to a wide range of films, students will have the opportunity to study how film culturally, politically, and spiritually impacts society. Course Fee attached.

#### **CO-CO 221 Introduction to Mass Media (3)**

An introductory course designed to familiarize the student with the role of media within modern society. Particular attention is given to the uses, roles, and impact of print and electronic media.

**CO-CO 311 Advanced Professional Communication (3)**

This course includes in-depth discussion of current communication topics including workplace diversity, technology, correspondence applications, proposals, business plans, visual aids, teamwork, interpersonal communications, listening, nonverbal messages, presentation skills and employment communication. Positive, neutral, goodwill, negative and persuasive letters will be prepared. Prerequisites: EN-CP 103, EN-CP 104.

**CO-CO 312 Interpersonal Communications (3)**

This course is an oral communications course designed to acquaint students with the basic concept of human communication, as well as the more specialized skills needed in developing and maintaining interpersonal relationships. Self-concept, self-disclosure, perception and relationship development are the major units covered, along with special attention given to communication on the job, in the classroom and with one's peers. Offered alternate years. Course Fee attached.

**CO-CO 320 Cross Cultural Communication (2-4)**

The course is designed to examine the principles and processes of communicating from one culture to another. Through this course the student will have the opportunity to investigate domestic and international aspects of cross-cultural communication including how culture shapes values, beliefs, worldviews and behaviors. The student will also discover how these same issues impact interpersonal and mass communication. Other topics will include investigation relative to the dynamics of both verbal and nonverbal communication; barriers to communication; ethnic, racial, and other identity movements; cross-cultural immersion; cross-cultural adaptation; and cross-cultural conflict and negotiation. Furthermore, students will have opportunity to discuss strategies for practical application that will address these issues and integrate Christian values.

**CO-CO 323 Media Production I (3)**

This course is designed to introduce the student to the principles of video and broadcasting techniques and technologies. The use of video editing and motion graphics will be explored, with students learning to use Adobe Premiere Pro. Production techniques related to broadcasting will also be explored. Students will learn the operation of basic broadcasting equipment and develop broadcasting skills through the completion of several hands-on projects.

**CO-CO 340 Public Relations (3)**

This course is designed to equip the student with the tools needed to develop proficiency related to managing an organization's reputation and influencing public opinion. Specific attention will be given to the practical application of writing and media usage related to public relations.

**CO-CO 412 Persuasion/Argumentation [WI] (3)**

This course will concentrate on the advanced learning of mechanics and developing ideas of the speaker. Emphasis will be on the development and delivery of persuasive and argumentative speeches. Prerequisite: CO-CO 211. (Offered alternate years)

**CO-CO 423 Media Production II (3)**

Building on the techniques presented in media productions I, the student will enhance specific skills related to broadcasting. The student is required to develop an idea and take it through the production process (i.e. planning, preproduction, storyboarding, cinematography, editing, distribution, presentation, etc.). Attention will be given to aesthetic development and professional critique.

**CO-CO 428 Ethics in Media (3)**

This course offers the foundation and frameworks of media ethics. The application of basic concepts of ethics to media performance in news, advertising, and entertainment and case studies in assessing media performance.

**CO-SM 491 Senior Seminar [Communication] (1)**

This course is offered as a "capstone" course to their undergraduate studies. It is designed to allow the student to review, synthesize and demonstrate knowledge, skills, and attitudes acquired from previous courses, both general education and major courses. It is also intended to prepare the student for transition from college to post-college life).

**EDUCATION: APPLIED DEPARTMENTAL STUDIES****ED-AP 386 Classroom Observation/Field Experience (1-3)**

A facilitated experience exposing individuals to the educational environment. Students are required to log and reflect on exposure to educational environments and experiences in the field. Level of involvement and scope is negotiated with the local school and the department.

**ED-AP 393 Internship [Paraprofessional] (2-4)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour. Course Fee attached.

**ED-AP 395 Practicum [Education] (2-4)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**ED-AP 491 Readings in Education (3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in education not covered by the current curriculum. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**ED-AP 495 Internship [Education] (2-4)**

The internship is designed to introduce the student to the environment and practices associated with the field of education. The specific aspects and requirements of the internship will be articulated with the intern advisor, though most experiences will require 40 hours of direct contact with a local school for each hour of credit. Students will be required to participate in daily school related functions and responsibilities.

**EDUCATION****ED-CC 100 Introduction to Education (2)**

An active study of the history and process of education: The role of teachers and how schools are run. Designed for students who want to explore education—what it is, where it has come from, where it is going—to examine motives for becoming educators. Requires actual experience in a public school classroom. Course Fee attached.

**ED-CC 110 Early Field Experience (1)**

This course requires 30 clock hours of observation and participation in a school setting. The successful completion of this one hour course is required for all education majors. It is normally concurrent with ED-CC 100. Course Fee attached.

**ED-CC 120 Culturally Diverse Field Experience (1)**

This course requires 30 clock hours of observation and participation in a culturally and ethnically diverse school setting. The successful completion of this one hour course is required for all education majors. Course Fee attached.

**ED-CC 265 Instructional Media & Technology (2)**

This course is designed to acquaint prospective teachers with current technology and its application to K-12 education. In class and out of class methods will be explored. A sampling of topics will include, but not be limited to presentation software, laptop/desktop computers, DVD, digital media, websites, pod and web casting, internet, Blackboard, research, wiki creation and management, online coursework, and virtual classrooms.

**ED-CC 280 Educational Psychology & Fundamentals of Learning (4)**

This course is a study of the nature and process of learning within the human brain. It will include the latest research from neuroscientists related to how the brain learns as well as educational

learning theories and theorists. Basic principles of brain-based teaching including how the brain processes information will be examined. The course will explore the psychology of human growth and learning, memory, attention, circadian rhythms, gender differences, learning preferences, developmental issues, classroom learning environments, and developmental learning issues. Emphasis will be on how the individual can use this research to create effective instruction for students. Prerequisite: SS-PY 110.

### **ED-CC 281 Principles of Teaching and Learning (3)**

This course focuses on teaching and learning fundamentals. It includes a study of the nature and process of learning within the human brain from the latest neuroscientific research related to how the brain learns as well as educational learning theory and theorists. Topics include writing an effective lesson plan, composing objectives, using Blooms Taxonomy and the domains of learning, how to prepare for differentiation techniques in the classroom, applying differentiation into classroom situations, micro teaching, classroom learning environments, setting up successful safe spaces for learning, pacing and flow in a lesson, understanding wait time and how to incorporate it into a lesson, and understanding how to evaluate students based off of student learning styles. Prerequisite: SS-PY 110.

### **ED-CC 300 Exceptional & Diverse Learners (3)**

Through this course, the teacher candidate will be able to identify the characteristics and diversity of special needs students. They are often referred to as those with exceptionalities. This would include language barriers, emotional issues, social and cognitive differences.

### **ED-CC 310 Educational Assessments & Statistics (3)**

An overview of the use of formal and informal assessment strategies in making decisions about learning outcomes. Additionally, a study of basic concepts and operations in descriptive and inferential statistics and their application to education. Included will be graphic representation, measures of central tendency and dispersion, probability theory, and various significant tests of relationship, association, and correlation. Prerequisite: Acceptance into the Educator Preparation Program.

### **ED-CC 315 Classroom Management (2)**

Classroom Management is designed to equip students with the knowledge and skills needed for improving their instruction methods. This course will explore ways to help students develop understanding of different learning needs, provide strategies for creating classroom environments that facilitate optimal learning, utilize organizational methods that maximize instructional time, and serve as a foundation for developing a personal approach to managing a classroom. Prerequisite: Acceptance into the

Educator Preparation Program and junior status or higher.

### **ED-CC 400 Philosophy of Education [WI] (2)**

This course covers the historical background of education in the United States. Inherent within this study is the role of nonpublic and public education and their respective philosophical tenets. Nonpublic would include Christian education, private college preparatory institutions, and home schooling. Notable contributions from across the spectrum will be studied and discussed, as the student seeks to develop his own personal philosophy of education. Prerequisite: Junior Standing, Acceptance into the Educator Preparation Program and MT-PH 261.

### **ED-CC 410 Professional Practices in Education (2)**

This course is designed to enable candidates to engage in professional practices in their prospective schools. This would include, but not be limited to, resume building, initiating a job search, review of interview techniques, research professional expectations, and understanding compensation packages. Work ethics, morals, current issues in education, and the necessity of continuing education are covered as well. Prerequisite: Acceptance into the Educator Preparation Program, Pass Level II, ED-EE 380 or ED-SE 381. Course Fee attached.

### **ED-CC 450 Clinical Teaching Experience/Senior Seminar (12)**

Clinical teaching involves the candidate performing the duties of a professional classroom instructor in an assigned school. Candidates will serve in that capacity for a minimum of 14 weeks under the supervision of the local school and a college appointee. Students will plan and teach lessons, assess students' progress, supervise classroom activities, and participate in the overall school program. The CTE seminar portion of the course will involve the candidate returning to campus for a minimum of four discussion sessions with teacher education personnel and other candidates. Prerequisite: Acceptance into the Educator Preparation Program, Pass Level II ED-EE 380 or ED-SE 381. Course Fee attached.

## **EDUCATION (ELEMENTARY)**

### **ED-EE 226 Children's & Adolescent Literature (2)**

This course focuses on literature for children from preschool through adolescence, seeking to provide both an appreciation of the literature's worth and the confidence necessary to present the material in a classroom setting. We will read a wide variety of literature and discuss how children might respond to the stories and how to meet their specific needs.

### **ED-EE 340 Foundations of Literacy (3)**

A study of the nature and process of reading, the research related to language acquisition and instructional methods for developing reading skills and comprehension. Emphasis is placed on the progression of reading development,

including an intense study of grapheme, morpheme, and phoneme awareness. Biological, genetic, cognitive, environmental, and instructional factors that interact to influence reading development will also be discussed. Prerequisite: Acceptance into the Educator Preparation Program and ED-EE 226. Course Fee attached.

### **ED-EE 341 Emergent Literacy & Assessment (4)**

A study of the theories and principles that guide emergent literacy instruction. Focus is on the cognitive development of the young reader and how it relates to brain-based research. Emphasis is placed on the components of reading and effective strategies for planning and implementing reading instruction. Assessment tools and remediation techniques are examined and applied. Prerequisite: Acceptance into the Educator Preparation Program and ED-EE 340. Course Fee attached.

### **ED-EE 343 Elementary Language Arts Methods (3)**

This course is designed to acquaint the student with the language arts requirement of the Kansas State Department of Education. It will include instruction on oral and written expression in multiple areas such as narrative, expository, technical, and persuasive. Careful attention will be given to instructional strategies and the variety of means of assessment and evaluation of student progress. Students will be required to examine the impact of culture, family, and society on the development of language arts. Developmental issues will be addressed as they interface with language arts. Prerequisite: Acceptance into the Educator Preparation Program and EN-CP 105. Course Fee attached.

### **ED-EE 345 Elementary Mathematics Methods (3)**

This course comprises the integration of math concepts, principles and applications with sound developmental pedagogy. Participants will develop skill appropriate lessons to be presented in a classroom-like setting. Assessment and evaluation procedures will be studied. Curriculums and their implementation will be investigated. Data collection, interpretation, and means of communication will be explored. Prerequisite: Acceptance into the Educator Preparation Program and NS-MA 104. Course Fee attached.

### **ED-EE 346 Elementary Science Methods (2)**

This course is designed to introduce students to the teaching of basic science in grades K-5. It will include instruction and practice of scientific process skills in the basics of life and physical science. Integration between science disciplines will be emphasized. Students will explore methods of designing, implementing, and evaluating hands on, real life discovery experiences in science. Prerequisite: Acceptance into the Educator Preparation Program, biology and physical science courses. Course Fee attached.

**ED-EE 347 Elementary Social Science Methods (2)**

This course is designed to meet the standards of KSDE for teaching elementary school social science in grades K-6. Students will develop an understanding of the concepts and modes of inquiry into the social science disciplines of geography, history, economics, and politics. Students will be presented with ways to design, plan, and implement developmentally appropriate lessons in the classroom. Course work will also address issues from global, regional, and cultural perspectives. Prerequisite: Acceptance into the Educator Preparation Program SS-GE 113 and U.S. History course. Course Fee attached.

**ED-EE 348 Elementary Fine Arts Methods (2)**

This course covers the integration of the fine arts into the classroom. Students will be challenged to investigate the educational, communicative and aesthetic value of music, drama, and other arts. The student will learn how to promote artistic development, through the use of various artistic tools and methods. Prerequisite: Acceptance into the Educator Preparation Program, HU-AR 101 and MU-MU 105 or HU-AR 100. Course Fee attached.

**ED-EE 380 Junior Teaching Practicum [Elementary] (2-4)**

In this practicum experience, the teacher candidates participates in the life of an assigned elementary school as a member of the overall learning community. Students are required to complete the required number of 90 hours, attend scheduled school events, and complete the required reporting and support material. Responsibilities may include experiences such as teacher assistance, small group instruction, library assistance, classroom monitoring and individual tutoring. Prerequisite: Acceptance into the Educator Preparation Program and Junior Standing. Course Fee attached.

**ED-EE 442 Advanced Literacy Instruction & Assessment (3)**

A study of the literacy development of the intermediate-grade child. Examines the attitudes, knowledge, and skills necessary to effectively assess and instruct children in the development of higher-level literacy skills. Emphasis is placed on formal and informal diagnosis and interpretation, planning and implementing instructional activities, and the use of technology to extend and support reading instruction. Focus is on applying diagnosis and remediation across the curriculum to diverse student populations. Prerequisite: Acceptance into the Educator Preparation Program, ED-EE 340 and ED-EE 341. Course Fee attached.

**EDUCATION (PHYSICAL EDUCATION)****ED-PE 350 PreK-6 Physical Education Methods (2)**

This course is designed to expose students to the

pedagogy and curriculum in elementary physical education that purports a developmental approach to the successful acquisition of fundamental movement. The course offers a blend of theory and practice, as students engage in activities that are designed to teach movement within a holistic framework. Experiential activities include interdisciplinary teaching, the competition-cooperation link, body/mind challenges, multicultural, rhythmic, dance, and innovative games. Prerequisite: Acceptance into the Educator Preparation Program. Course Fee Attached.

**ED-PE 351 6-12 Physical Education Methods (2)**

Study of effective teaching with emphasis on teaching methods, student learning time, classroom management, and program planning. This course includes a ten hour practicum placement in a secondary education classroom. The purpose of this course is to analyze the teaching methods utilized in effective instructions and to help students understand the essential elements of teaching physical education at the secondary level. It is a hands-on, practical means of introducing the students to activities and procedures related to secondary physical education. Prerequisite: Acceptance into the Educator Preparation Program and take concurrently with ED-PE 350. Course Fee attached.

**EDUCATION (SECONDARY EDUCATION)****ED-SE 340 Literacy in the Content Areas (2)**

Instruction concerning the development of reading and writing skills, critical thinking, and self-expression in various subject areas associated with the secondary level. The course stresses skills related to vocabulary enhancement, comprehension and extraction. Student will learn to assess texts, integrate reading strategies, and identify reading/writing difficulties. *This is a facilitated course.*

**ED-SE 351 Secondary English Methods (3)**

The Secondary Methods course is designed to provide a foundation for classroom methodology and development and implementation to standards-based instructional activities, lessons, and assessments as it relates to studies in English. Through unit development and microteaching, students will develop a working knowledge of pedagogy and state content standards. Prerequisite: Acceptance into the Educator Preparation Program. Course Fee attached.

**ED-SE 381 Secondary Teaching Methods (3)**

The Secondary Methods course is designed to provide a foundation for classroom methodology and development and implementation to standards-based instructional activities, lessons, and assessments. Through unit development and microteaching, students will develop a working knowledge of pedagogy and state content standards. Prerequisite: Acceptance into the

Educator Preparation Program. Course Fee attached.

**ED-SE 385 Junior Teaching Practicum [Secondary] (4)**

In this practicum experience, the teacher candidates participates in the life of an assigned secondary school as a member of the overall learning community. Students are required to complete the required number of volunteer hours, attend scheduled school events, and complete the required reporting and support material. Responsibilities may include experiences such as teacher assistance, small group instruction, library assistance, and one-on-one tutoring. Prerequisite: Acceptance into the Teacher Education Program and Junior Standing. Course Fee Attached.

**ENGLISH: APPLIED DEPARTMENTAL STUDIES****EN-AP 391 Readings in English (2)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in English studies not covered by the current curriculum. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**EN-AP 493 Senior Research Project (2-3)**

This facilitated experience provides the student the opportunity to demonstrate integration of skill and knowledge through applied research and the development of a research presentation. The topic of the research is negotiated with the faculty sponsor.

**EN-AP 495 Internship [English]**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**ENGLISH (COMPOSITION)****EN-CP 103 English Composition I (3)**

Instruction and practice in personal expository essays and paragraphs, with emphasis on correct writing. Prerequisite: One of the following - Act Composite 18; ACT English 18; SAT Composite 470; SAT Writing 500; EN-CP 100 (C- or better); EN-CP 101 (C- or better). Offered through Dual/Concurrent Enrollment or through CLEP/Transfer only. *Students may receive credit for only one of the following courses: EN-CP 103, EN-CP 111, EN-CP 121.*

**EN-CP 104 English Composition II (3)**

Instruction in writing with emphasis on research



and analytical exposition. Required for graduation. Prerequisite: EN-CP 103. Offered through Dual/Concurrent Enrollment or through CLEP/Transfer only. *Students may receive credit for only one of the following courses: EN-CP 104, EN-CP 105, EN-CP 112, EN-CP 122.*

#### **EN-CP 111 Writing for Life (3)**

Writing for Life instructs from the paragraph to essay construction. Students will write cause and effect, persuasive, and argumentative essays.. Prerequisite: GS-SM 105. MINIMUM PASSING GRADE IS A "C-". Offered online only. *Students may receive credit for only one of the following courses: EN-CP 103, EN-CP 111, EN-CP 121.*

#### **EN-CP 112 Writing for College (3)**

Writing for College teaches learners advanced writing skills for mastery of college and online writing tasks. Students will write longer length cause and effect, persuasive and argumentative papers culminating in a final evaluative research project. Prerequisite: EN-CP 111. MINIMUM PASSING GRADE IS A "C-". Offered online only. *Students may receive credit for only one of the following courses: EN-CP 104, EN-CP 105, EN-CP 112, EN-CP 122.*

#### **EN-CP 115 Literary Publication (2) [Non-Major]**

#### **EN-CP 215 Literary Publication (2) [Major – First Four Semesters]**

#### **EN-CP 415 Literary Publication (2) [Major – Remaining Semesters]**

This course focuses on the production and publishing of different literary periodicals, magazines, and other publications. The student will be exposed to journalistic writing concerning the arts and humanities, editing literary writing for publication, and effective layout for artistic images and text. Experience is gained through the production of the College's literary and visual anthology and the College's creative writing anthology. This course can be repeated. Prerequisite: EN-CP 103 or permission of the instructor.

#### **EN-CP 120 English Essentials (2)**

This course will teach students the steps in the writing process as well as strategies for academic success. Students will be shown how to write and evaluate essays in a variety of rhetorical modes first by instructor modeling, then collaboration with the instructor, and then students will write independently. Students will begin the course with paragraph writing and end the course with multi-paragraph essay in preparation for future writing courses. Students receive direct instruction in mechanics, usage, grammar; and writing style. Students are required to apply all attained skills to all writing assignments. Instruction on academic integrity and the use of Turnitin is included. Credit from this course applies as an elective credit toward graduation. REQUIRED OF ALL STUDENTS WITH AN ACT ENGLISH SCORE <18 (OR EQUIVALENT). SERVES AS THE FIRST CREDIT BEARING ENGLISH COURSE FOR THOSE MATURATING OUT OF AN ELL/ESL TRACK. MINIMUM PASSING GRADE IS A "C-". *Students*

*may receive credit for only one of the following courses: EN-CP 101, EN-CP 120.*

#### **EN-CP 121 College Writing & Reading (3)**

This course is designed to help students become more proficient and effective writers, while also developing reading comprehension and analysis skills. Students will study the basic tenets of effective writing before incorporating those elements into five essays. Students will be introduced to effective reading strategies and will apply these to reading and writing assignments. Students will learn to write in stages, including pre-writing, drafting, and revising. The course will also provide a review of common writing errors and sentence structure (phrases and clauses) that can enhance writing skills. Students will learn about academic integrity and submit each essay draft through Turnitin. PREREQUISITE(S): SUCCESSFUL COMPLETION OF EN-CP 120 (WITH A GRADE OF A "C-") OR PLACEMENT THROUGH AN ACT ENGLISH SCORE OF 18-21 (OR EQUIVALENT). MINIMUM PASSING GRADE OF IS A "C-". EQUIVALENT TO ENGLISH COMPOSITION I. *Students may receive credit for only one of the following courses: EN-CP 103, EN-CP 111, EN-CP 121.*

#### **EN-CP 122 College Writing and Research (3)**

This course is designed to help students develop composition skills and become proficient in college-level research writing. The course exposes students to the development of well-supported arguments and assertion, which is applied through a series of smaller writing assignments and culminates in an 8-10 page researched, argumentative paper. Students will develop information literacy skills, including how to search for, evaluate, and utilize scholarly sources. Students will further develop their knowledge of formatting and apply it to each writing assignment. Students will learn about academic integrity and submit each essay draft through Turnitin. PREREQUISITE(S): A "C-" OR HIGHER IN EN-CP 121 OR 22 OR HIGHER ON THE ENGLISH PORTION OF THE ACT (OR EQUIVALENT). THE MINIMUM PASSING GRADE IS A "C-". EQUIVALENT TO ENGLISH COMPOSITION II. *Students may receive credit for only one of the following courses: EN-CP 104, EN-CP 105, EN-CP 112, EN-CP 122.*

#### **EN-CP 210 Introduction to Creative Writing (3)**

This course explores the creative writing process through all its stages— invention, composition, revision, and completion—with a special focus on two major literary genres: poetry and short fiction. Alternate years.

#### **EN-CP 220 Forms of Narrative Writing (3)**

Stories are powerful, and writing stories engages that power in meaningfully different ways than literary study. Building on skills developed in Creative Writing (EN-CP 210), this course is a focused examination of the process of story writing, in all its elements and through all its phases, within the application setting of a

collaborative writers' workshop. The ultimate goal is to equip and train student writers further to practice the narrative craft with skill and insight. Co-requisite: EN-CP 210.

#### **EN-CP 275 Literary Publication Editorship [First Four Semesters]**

#### **EN-CP 475 Literary Publication Editorship [Remaining Semesters]**

Editorship provides the advanced student with opportunities in literary production leadership. This course can be repeated. Prerequisite: Selection as an editor and permission of the Instructor.

#### **EN-CP 320 Forms of Poetic Writing (3)**

Words can express truth and beauty in poetry or prose, but the role of poetry is to push beyond the limits of prose: poetry points to truth beyond ordinary expression, and poetry leads the heart into beauty beyond mere description. Building on skills developed in Creative Writing (EN-CP 210), this course is a focused examination of the process of poetry writing, in all its elements and through all its phases, within the application setting of a collaborative writers' workshop. The ultimate goal is to equip and train student writers further to practice the poetic craft with skill and insight. Prerequisite: EN-CP 210.

#### **EN-CP 402 Advanced Grammar (3)**

An in-depth study of the linguistics and grammar of the English language as spoken in the United States. Traditional, structural, and transformational analysis will be utilized to study the more complex and subtle constructions of American English. Alternate years. Prerequisites: Upper division standing or permission of the instructor.

#### **EN-CP 408 Advanced Creative Writing & Composition (3)**

An intensive exploration of a genre of subject matter. The course provides the student the opportunity to apply critical thinking and research skills with the intention of developing and authoring a unique text, prose, copy, or piece. This course is the Upper level Writing Intensive and Capstone course.

### **ENGLISH (LANGUAGE)**

#### **EN-LG 321 Linguistics (3)**

A review of the facts and phenomena of the English language through the study of phonology, morphology, syntax, semantics, and historical linguistics. The course is about the human mind and how our minds acquire language, use language, and pass it on to later generations. This course will look at the English language within society and will aim to enhance language awareness.

### **ENGLISH (LITERATURE)**

#### **EN-LT 205 Introduction to Literature [WI] (2)**

An introduction to three major genres of literature (short story, poetry, and drama) through reading, viewing, discussing, and

analyzing works from these genres. Study will focus on the unique elements and characteristics of each genre as illustrated through individual works.

**EN-LT 217 Introduction to World Literature [WI] (3)**

This course is an overview of literature's development throughout the world since the 17<sup>th</sup> century. It will cover all genres of literature and, of course, include works from different cultures allowing the study to focus on unique elements and characteristics of the cultures represented.

**EN-LT 220 Film Studies [WI] (4)**

This course will give students the opportunity to explore the relationship between film and audience by understanding why people respond as they do to films. Film Studies will cover a wide range of concepts, theories, and ideas about the study of film – various “language systems” and the gamut of techniques used by filmmakers in conveying meaning. By referring to a wide range of films, students will have the opportunity to study how film culturally, politically, and spiritually impacts society. Alternate years.

**EN-LT 222 Studies in Poetry [WI] (3)**

An in-depth study of different types of poetry and the characteristics of each. The course will include analysis and interpretation of the styles, techniques and forms of multiple genres. Alternate years.

**EN-LT 225 Literature & Film [WI] (3)**

This course explores the complex relationship between literature and film adaptations. Selected novels are analyzed in relation to film versions of the same works in order to gain an understanding of the psychological, sociological, political, philosophical, and theological ideas within.

**EN-LT 230 Introduction to Shakespeare [WI] (3)**

A critical study of representative historical plays, tragedies, and comedies with emphasis on the unique characteristics of Shakespeare's style. The course includes an analysis of individual plays and a research project. Prerequisite: Sophomore standing or permission of instructor.

**EN-LT 260 Themes of Contemporary Fiction [WI] (2)**

The course will provide students with the opportunity to identify common themes in contemporary literary fiction, interpret those themes through a Christian perspective, apply their knowledge of these themes to the works studied in the course, analyze the literature through a variety of methods, compose a variety of reflection and critical research papers, and appraise the themes they have studied throughout the course through discussion, a critical research paper, and reflection papers. It is recommended that students have completed College Writing & Research before enrolling in this course.

**EN-LT 301 American Literature (3)**

A chronological overview of the development of

American literature from the founding of the country to the present. It will cover all genres of literature and include critical reading and analytical writing. Alternate years. Prerequisite: EN-LT 205 or Permission of the Instructor.

**EN-LT 302 Adolescent Literature [WI] (3)**

A brief overview of the history of adolescent literature by studying the prose, poetry, and illustrations of adolescent literature. Alternate years.

**EN-LT 304 British Literature I (3)**

This course is a chronological survey of the development of literature in Great Britain from the Middle Ages to the Restoration and the Eighteenth Century and is designed to introduce students to English literature with its history not only of steady development and continuity but also of sudden revolution and astonishing originality. Prerequisite: EN-LT 205 or Permission of the Instructor.

**EN-LT 305 British Literature II (3)**

This course is a chronological survey of the development of literature in Great Britain from the Romantic Period to the Twentieth Century and after and is designed to introduce students to English literature with its history not only of steady development and continuity but also of sudden revolution and astonishing originality. Prerequisite: EN-LT 205 or Permission of the Instructor.

**EN-LT 307 C. S. Lewis [WI] (4)**

A study of representative writings of the literary scholar C. S. Lewis. Students have an opportunity to visit the UK to gain insights into Lewis' written works and life values. Alternate years. Prerequisite: EN-CP 103, EN-CP 104 or EN-LT 105 or Permission of the Instructor.

**EN-LT 308 Fantasy, Film, & Faith [WI] (2)**

In contemporary culture, movies are often considered the most important way stories are communicated. Using the genre fantasy, writers, directors, and producers are able to create scenarios by creating other worlds to address important topics that need to be addressed and considered. Throughout this course, the student will create for themselves a methodology for film criticism, theological interpretation of film, and be able to narrow down the many aspects of story as it applies to fantasy films. Alternate years.

**EN-LT 415 American Novel (3)**

Study of the development of the American novel from the 18<sup>th</sup> to the 21<sup>st</sup> centuries and how these works reflect and react to the culture of the time period in which they were written. The analysis and interpretation will include universal themes common to multiple cultures. Prerequisite: EN-LT 205 or Permission of the Instructor.

**EN-LT 417 British Novel (3)**

This course is a chronological survey of the development of the novel in Great Britain. Study will focus on the unique elements and characteristics as illustrated through individual works. Texts will be read with attention both to

the historical & cultural contexts and to the individual voices speaking within (or against) these social milieus. Prerequisite: EN-LT 205 or Permission of the Instructor.

**GENERAL STUDIES**

**GS-EL 010 Reading & Vocabulary (3)**

This course is designed to move the student from basic reading comprehension toward preparedness to engage academic texts. Emphasis is placed on the ability to paraphrase and summarize, as well as explore figurative language and literary devices. *Students will be placed in appropriate coursework depending on placement scores. This course is repeatable up to four times. Credits do not count toward graduation.*

**GS-EL 011 Writing & Grammar (3)**

This course is designed to move the student from basic elements of English grammar and sentence structure to an emphasis on mastery of syntactic structures and conventions needed for effective writing of sentences, paragraphs, and essays. Students will enhance skills related to paraphrasing, summarizing, and synthesis of information along with library and internet research skills for essay writing. *Students will be placed in appropriate coursework depending on placement scores. This course is repeatable, up to four times. Credits do not count toward graduation.*

**GS-EL 012 Speaking & Listening (3)**

This course is designed to move the student from basic social and pre-academic listening and speaking skills to mastery of formal presentation techniques. Emphasis will be placed on students learning to speak with grammatically correct sentences, while increasing their knowledge of both colloquial English used in everyday conversations and more formal spoken English used in academic settings. *Students will be placed in appropriate coursework depending on placement scores. This course is repeatable, up to four times. Credits do not count toward graduation.*

**GS-EL 100 International Seminar (2)**

An introduction to the necessary skills and resources to be a successful international student. Students interact with College personal and resources, as well as receiving an introduction to specific institutional jargon, idioms, literature, worldview, and philosophy.

**GS-EL 101 Culture in Context (2)**

Students engage western culture trips, special events, host-home visits, speaks, and other unique learning opportunities. Through these experiences, students gain insights into western history, worldview, philosophy, perspective, and lifestyle. Students will interact with document and literature that have shaped the cultural context of the College and region. *Pass/Fail, non-repeatable.*

**GS-EL 111 Conversation Lab (1)**

Designed to strengthen English comprehension and verbal skills. Discourse with English speaking students provides opportunities to enhance conversational mastery. *Pass/Fail, repeatable.*

**GS-SM 104 First Year Experience (1)**

The purpose of this course is to equip the students with skills related to success in college. Topics covered will include career interest, values, aptitudes, spiritual gifts, history of CCC, entry survey, liberal arts education, time management, volunteer service, study skills, money management, etc.

**GS-SM 399 Professional Portfolio (0-1)**

Designed for the junior year, this course is designed to assist students in assessing vocational pathways, evaluating educational experiences, and preparing resources for career acquisition or graduate study. Under the direction of a mentor, the student will develop a portfolio highlighting needed competencies for employment or admission to graduate school. *Course is Pass/Fail*

**GS-SM 499 Senior Portfolio (0)**

This non-credit bearing seminar is designed to review, assess, and complete the portfolio process initiated in GS-SM 399. Students complete final assessments and submit portfolios. *Course in Pass/Fail*

**GS-ST 100 Study Techniques (2)**

Instruction and practice in college level study skills; textbook reading and marking, note taking, test taking, time management, concentration and memorization.

**GS-ST 104 Career Exploration (2)**

Designed to aid college students in making a career-oriented assessment of their abilities, personality needs, interests, and strengths through the process of learning, relating, exploring, and identifying. The class also concentrates on developing successful job-hunting skills and techniques, including films, panel discussion, and materials on finding job openings, applying for jobs, interviewing, and writing resumes.

**GS-ST 110 Critical Thought, Literacy, & Critique (3)**

The course acquaints students with logic, reason, and critical thought. Experiences designed to develop analytical reading, reasoning, and rhetoric skills serve as the primary basis through which students develop independent and critical thinking.

**GS-ST 200 Auto Ownership and Maintenance (3)**

Designed to support the Fit Body dimension of the Fit Four outcomes, this course provides knowledge and skills for students to effectively maintain automotive vehicles. Topics include the workings of automotive systems, safety practices, tools, and evaluation of automotive providers and servicers. Course Fee attached.

**GS-ST 210 Fundamentals of Baking (3)**

Designed to support the Fit Body dimension of the Fit Four outcomes, this course provides knowledge and skills for students to independently secure, combine, and prepare numerous baked goods for personal and public consumption. This course will focus on a number of baking fundamentals and acquaint students with baking terms, tools, equipment, and methods. Course Fee attached.

**HUMANITIES (ART)****HU-AP 350 Applied Humanities: Art (2)**

This course focuses on an area of humanities (art, music, theatre, language) within the context of a specific locale. Trip destinations are decided by the faculty from year to year, and may incur different travel costs.

**HU-AR 100 Perceiving the Arts: An Introduction to the Humanities (3)**

This course introduces the student to the major forms of creative expression (i.e. painting, literature, theatre, music, dance, architecture, film, photography, etc.). The student is provided an opportunity to understand the formal aspects of each artistic medium, while at the same time investigating the historical and cultural influences related to each medium. The course will challenge the student to elevate creative expression as an aspect of the human experience.

**HU-AR 101 Art Appreciation (3)**

A survey course covering art history, art techniques, the various visual art forms and functions. It is designed to develop an understanding of and appreciation for human artistic endeavors. A general humanities course for all students as well as art majors.

**HU-AR 103 Drawing I (2)**

This is a beginning drawing course emphasizing basic drawing principles and skills. Drawing media include pencil, pen & ink, charcoal, colored pencil and pastel. Course Fee attached.

**HU-AR 104 Drawing II (2)**

This is an advanced drawing class. Using still life and nature, it will emphasize individual development and experimentation in a variety of drawing media. Prerequisite: Instructor's permission and HU-AR 103. Course Fee attached.

**HU-AR 105 Painting I-Acrylics (2)**

This is an introductory course introducing acrylics with studies in color and composition. Students will produce a number of original pieces including, but not limited to, landscapes, portraits and wildlife subjects. Course Fee attached.

**HU-AR 106 Painting I-Oils (2)**

This is an introductory course introducing oils with studies in color and composition. Students will produce a number of original pieces including, but not limited to, landscapes, portraits and wildlife subjects. Course Fee attached.

**HU-AR 120 Fundamentals of Design (3)**

This is an introduction to design course for artists and graphics students focusing on the influence of design and its usability resulting in better design decision with increased appeal and communication. Course Fee attached.

**HU-AR 130 Fundamentals of Ceramics (3)**

This course is intended as a foundation for more specialized learning in the future. The student will develop and demonstrate skills in several methods of clay construction including slab building, coil building, the potter's wheel, glaze application, and firing the kilns to produce artworks to be included in the student's portfolio. Class supply fees apply.

**HU-AR 203 Electronic Digital Imaging (2)**

This course is an introduction to basic digital imaging using industry standard editing software such as Adobe Photoshop®. Topics include navigation of the interface, the tools, using layers, adjustment layers, layer styles, filters, creating and manipulating selections, masking principles, cropping, image size and resolution, and image compositing of raster images. Course Fee attached.

**HU-AR 205 Painting II-Acrylics (2)**

Building on the skills developed in level I, this course is focused on the continued development of the use of acrylics. It focuses on individualized student projects. Prerequisite: Permission of the instructor and HU-AR 105. Course Fee attached.

**HU-AR 206 Painting II-Oils (2)**

Building on the skills developed in level I, this course is focused on the continued development of the use of oils. It focuses on individualized student projects. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 207 Color Theory (2)**

Students will gain exposure to the concepts associated with color development, expression, perception, and application. Additive and subtractive colors are explored in relation to composition, harmony and contrast. Course Fee attached.

**HU-AR 208 Portraiture (2)**

This course will introduce the student to the concepts associated with the painting of the human form, through the use of self-portraiture. Study of the human form and structure is stressed, as well as the use of painting techniques associated with portraiture. Course Fee attached.

**HU-AR 209 Introduction to Photography (2)**

Designed as an introductory course exposing students to the fundamentals of photography. Specific attention will be given to the techniques associated with the capture, manipulation, and display of digitized photographic images. Portfolio development is required. Does not include darkroom studies. Applied courses will be designated with as Photography: "location". Prerequisite: Digital camera required. Course Fee attached.

**HU-AR 212 Electronic Illustration (2)**

This course is an introduction to executing vector-based illustrations using industry standard editing software such as Adobe Illustrator®. Topics include navigation of the interface, the tools, drawing and manipulating basic objects, creating and manipulating type, drawing with the pen tool, applying color, using layers and transformation and pathfinder techniques. Course Fee attached.

**HU-AR 213 Electronic Publishing (2)**

This course is an introduction to page layout software using industry standard edition software such as Adobe InDesign®. Topics include: page set-up, the use of text boxes, manipulation of text using basic typographic etiquette, and the use of picture boxes in a variety of print documents. Course Fee attached.

**HU-AR 220 Stained Glass (3)**

Create beautiful stained glass projects while gaining experience from the basics of safety; designing; cutting; soldering and assembly ending with professional display. Construction covers flat and open designs as well as three dimensional works of art. Course Fee attached.

**HU-AR 301 Art for Illustration (2)**

Designed to introduce the student to the basic elements of illustration. The student will be challenged to refine their ability to use art as a narrative tool. The course will assist the student through the development of conceptual ideas, sketches, storyboards, and final pieces. Course Fee attached.

**HU-AR 303 Intermediate Drawing (2)**

Building on techniques gained through Drawing I and II, the student is now encouraged to experiment with different artistic strategies related to process, content, and theme. Designed as an independent study, course outcomes and objectives will be agreed upon with the course mentor. Prerequisite: Permission of the instructor, HU-AR 103, 104. Course Fee attached.

**HU-AR 304 Photoshop for Artists (2)**

Class features Photoshop usage specifically tailored to meet the needs of the art world. Focusing on color harmony, artistic editing, multiple layered effects, typography usage, and best printing practices for commercial applications. Course Fee attached.

**HU-AR 305 Intermediate Acrylics (2)**

Advanced studies and techniques in acrylics. Designed largely as an independent study, the student will work with the program director in the production of original works or special projects. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 306 Intermediate Oils (2)**

Advanced studies and techniques in oils. Designed largely as an independent study, the student will work with the program director in the production of original works or special

projects. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 308 Murals (2-4)**

Designed as an upper-level experience, this course will familiarize the student with the elements of mural painting. The student will be required to work with a team of artists on a commissioned or articulated project for display. Course Fee attached.

**HU-AR 309 Intermediate Photography (2)**

This course is designed to build on the skills introduced in the introductory course, with expanded learning concerning the use of digital photography. Portfolio development is required. Applied courses will be designated with as Photography: "*location*". Prerequisite: Digital camera required. Course Fee attached.

**HU-AR 320 Stained & Leaded Glass**

The stained Glass & Lead course uses the skills learned in the basic class the opportunity to advance to other methods in working with stained glass. The student can expect to gain an understanding of building more complex window units, design, safety, tools, equipment and assembly of pieced glass panels. Creating assembled designs in glass is expected. Class supply fees apply.

**HU-AR 330 Studio Ceramics (3)**

The Studio Ceramics course will prepare students for self-directed advanced studio work requiring them to apply the skills acquired in the Fundamentals of Ceramics course. The student will manage operations of a working clay studio. They will develop glaze bases, test formulas, and produce a series of color samples. Students will be expected to design original art works, replicate cultural styles, and construct items in a series. Prerequisite: HU-AR- 130 Fundamentals of Ceramics. Course Fee attached.

**HU-AR 355 Art and Architecture (2)**

This course is a field-based exploration course normally associated with a cross-cultural trip. The student will be introduced to classical and modern forms of architecture and art within a historical and cultural context. Specific forms will include sculpture, precious metals, paintings, architecture, as well as pieces by local artisans. The student will be required to develop a picture portfolio. Prerequisite: Digital Camera and additional memory cards. Course Fee attached.

**HU-AR 391 Readings in Art (2-4)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in Art (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation. Course Fee attached.

**HU-AR 395 Practicum [Art] (2-4)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour. Course Fee attached.

**HU-AR 403 Advanced Drawing (2)**

Exploration into differing artistic approaches in drawing are balanced with the development of technical skill. The student will be challenged to use drawing as a vehicle for personal expression through abstract, figurative, and objective pieces. Designed as an independent study, course outcomes and objectives will be agreed upon with the course mentor. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 405 Advanced Acrylics (2)**

Advanced studies and techniques in acrylics. Designed largely as an independent study, the student will work with the program director in the production of original works or special projects. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 406 Advanced Oils (2)**

Advanced studies and techniques in oils. Designed largely as an independent study, the student will work with the program director in the production of original works or special projects. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 491 Senior Seminar [Art] (2-4)**

Designed to provide opportunities for portfolio development and on-the-job experience in art-related fields, this independent study course would allow the student to propose a special project or practical experience. For each hour of credit, the student will need to complete 40 hours of real-time experience. In addition all interns are required to maintain a journal recording time, duties, and activities. Visual documentation of the work produced and/or development of a personal portfolio is required. Prerequisite: Permission of the instructor. Course Fee attached.

**HU-AR 493 Research Project [Art] (2)**

This independent study is designed to challenge the student in the expansion and integration of acquired coursework and knowledge. Specifically, the course will challenge the student to pursue a topic and begin research and organization under the supervision of a faculty advisor. Course Fee attached.

**HU-AR 495 Internship [Art] (2-4)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is

required to complete 40 hours of work for each credit hour. Course Fee attached.

#### **HU-AR 498 Thesis [Art] (2-4)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question. Course Fee attached.

### **HUMANITIES (FOREIGN LANGUAGE)**

#### **HU-FL 105 Conversational Spanish (3)**

This course focuses on helping the non-Spanish speaker navigate conversations that may occur when interacting with diverse populations and Spanish speaking individuals. The purpose of the course is to provide the student with the rudimentary skills needed to interact with diverse populations. No Spanish experience necessary.

#### **HU-FL 108 Spanish I (4)**

Acquisition of the four skills: listening, speaking, reading and writing. Also integrated into the course are cultural and geographical material related to Spanish-speaking countries. Besides the class periods, one hour of computer time is required each week. The course is conducted entirely in the target language. Prerequisite: Two years of high school Spanish or permission of the instructor.

#### **HU-FL 109 Spanish II (4)**

A continuation of Level I Spanish with emphasis on the mastery of the four language skills of listening, speaking, reading and writing. Besides class periods, one hour of computer time is required each week. The course is conducted entirely in the target language. Prerequisite: HU-FL 108 or 3 years of high school Spanish.

#### **HU-FL 201 Biblical Greek I (3)**

Establishes a foundation for understanding Koine Greek grammar and syntax.

#### **HU-FL 202 Biblical Greek II (3)**

Building on Greek I, the student will be challenged to master reading select materials in the New Testament. Prerequisite: HU-FL 201.

#### **HU-FL 205 Biblical Hebrew I (4)**

Establishes a foundation for understanding Koine Greek grammar and syntax.

#### **HU-FL 208 Intermediate Spanish (4)**

A review of grammatical principles followed by readings and vocabulary expansion. Classes conducted in Spanish. Oral preparation necessary for discussion of topics, short stories, and cultural research. Tutorial sessions required. Prerequisite: Permission of the instructor.

#### **HU-FL 301 Biblical Greek III (3)**

This course is designed to prepare the students for advanced studies in Greek, relative to the

seminary experience. Translation studies using the original text will focus on syntactical elements of the text. Prerequisite: Permission of the Instructor.

#### **HU-FL 308 Advanced Spanish (4)**

Designed to provide the student with the skills necessary to refine and hone his or her use and comprehension of the Spanish language. Writing projects, conversational immersion, tutoring, as well as other practical experiences will be a part of the course. The student completing this course should be prepared for cultural immersion in a Spanish speaking society. Prerequisite: Permission of the Instructor.

#### **HU-FL 310 Applied Spanish (4)**

This course provides on-site opportunity for advancement in the use and fluency of the Spanish language and provides a cultural dimension which cannot be achieved in the conventional classroom. It is a constant 24-hour laboratory with trained missionaries and nationals with whom to dialog. It provides situations in which the student has the chance to full participate in the target language. Prerequisite: High level of Spanish fluency.

### **HUMANITIES (THEATRE)**

#### **HU-TH 101 Theatre Performance (1) [Non Majors]**

**HU-TH 201 Theatre Performance (1)**  
**[Major/Minor: First four semesters]**  
**HU-TH 401 Theatre Performance (1)**  
**[Major/Minor: Remaining semesters]**

A course that allows students the opportunity to use their talents on stage while continuing to learn and grow as artists. Each student should gain confidence in their speaking abilities, as well as develop and improve on acting style and techniques, gaining a better understanding of the process needed to develop a production from beginning to end. Prerequisite: instructor's permission. This course can be repeated in the fall, winter, and spring semesters.

#### **HU-TH 105 Theatre Production: Blocking & Choreography (2)**

#### **HU-TH 205 Theatre Production: Makeup & Costumes (2)**

#### **HU-TH 305 Theatre Production: Design & Effects (2)**

#### **HU-TH 405 Theatre Production: Stage & Technical Management (2)**

This course is centered on the production of a Broadway musical/operetta. Students will learn firsthand all of the necessary theatre skills: singing, acting, character development, staging, choreography, set construction, painting, costume construction, makeup, lighting, and public relations. This course can be repeated in the fall and spring semester.

#### **HU-TH 107 Acting I (3)**

Practical introduction to the art and technique of acting, including contemporary studies in character development.

#### **HU-TH 112 Introduction to Theatre (3)**

This course increases awareness and appreciation of the arts involved in theatrical entertainments. The student will be exposed to a wide variety of productions, both live and recorded, which will help in becoming familiar with the various styles, genres, and traditions to be found in both historical and contemporary dramatic practice. The student will also be introduced to the functions of the different artists and craftspeople involved in dramatic productions. Required for theatre emphasis.

#### **HU-TH 204 Stage Movement (2, 3)**

This course is designed to introduce students to the use of the body as a tool of the stage. Special focus will be place on elements such as dance, mime, stage fighting, as well as other theatrical elements. The student can expect to gain spatial awareness and attentiveness to physiological movement and expression. Alternate years. Course Fee attached.

#### **HU-TH 207 Acting II (3)**

Advanced studies in the techniques of acting, concentrating on scenes from realistic plays as a device for the development of techniques of voice and body for acting. Prerequisite: HU-TH 107 or instructor's permission.

#### **HU-TH 210 Stagecraft I (2)**

Introduction to backstage crafts, including set construction, lighting, make-up and costume design.

#### **HU-TH 310 Stagecraft II (1-2)**

A continuation of the study of backstage crafts with specific projects in one of the production disciplines such as lighting, sound, decor or construction. Prerequisite: HU-TH 210

#### **HU-TH 325 Religious Drama (2)**

A study of the development of church drama and a consideration of its place in the church today. Special problems of material, costuming and properties are discussed. Recommended for ministry majors. Prerequisite: sophomore standing or above. (Directed study.)

#### **HU-TH 333 Theatrical Design (3)**

Design project in one of the following areas of theatre: scenery, costumes or lighting. Works directly under the supervision of the theatre director in the development of the project. (Directed study.)

#### **HU-TH 345 Stage Directing (2-4)**

This course is designed as an overview to the principles of stage directing. The student will become familiar with methods associated with script analysis, production management, stage instruction, auditions and casting, as well as other issues. Student may be required to stage a feature production in fulfillment of the course requirements. Prerequisite: Permission of the Instructor. (Directed study.)

#### **HU-TH 391 Readings in Theatre (2-4)**

This course is designed as an independent study

course. The intent of the course is to provide an intensive, supervised study of a particular topic in theatre (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

#### **HU-TH 395 Practicum [Theater] (2-4)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **HU-TH 421 Advanced Acting (3)**

Advanced studies and practice in the techniques of acting, exploring all genres and acting methods. Prerequisites: HU-TH 207 or instructor's permission. (Directed study.)

#### **HU-TH 430 Play Readings (3)**

This course will concentrate on the student reading plays from all periods of history and the compilation of a notebook of vital information concerning the plays. This informational notebook will be of value for the serious dramatist as he/she enters a career in theatre. (Directed study.)

#### **HU-TH 495 Internship [Theatre] (2-4)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **HU-TH 498 Thesis [Theater] (2-4)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question.

### **MINISTRY AND THEOLOGY (APPLIED DEPARTMENTAL STUDIES)**

#### **MT-AP 391 Readings in Ministry & Theology (2-4)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in ministry, theology or biblical studies (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final

evaluation. Prerequisite: MT-WV 101 and Junior Standing or Departmental Approval.

#### **MT-AP 395 Practicum [Ministry & Theology] (2-4)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour. The student will review and analyze the practicum experience and personal performance in a final paper. There is a \$35 fee associated with this course to cover the cost of a background check. Prerequisite: MT-WV 101 and Junior Standing or Departmental Approval.

#### **MT-AP 495 Internship [Ministry] (2-4)**

This independent study is designed to provide the student with on the job training under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour and produce a final analysis and critique of the experience. There is a \$35 fee associated with this course to cover the cost of a background check. Prerequisite: Junior Standing or Departmental Approval.

#### **MT-AP 498 Thesis [Ministry & Theology] (2-4)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question. Prerequisite: Junior Standing or Departmental Approval.

### **MINISTRY AND THEOLOGY (WORLDVIEW)**

#### **MT-WV 101 Introduction to Christian Thought (3)**

Why and how Christians came (and still come) to believe what they do is the primary focus of this course. For that reason an important element of the course includes learning, practicing and gaining an appreciation of a good biblical hermeneutic – principles of interpretation; and finding the connections between the Bible and a thoroughly Christian worldview.

#### **MT-WV 201 Contemporary Culture & Worldview (3)**

This course is designed to help the student identify the diversity of cultures and worldviews in today's society, develop an ability to assess the cultural systems and acquire an ability to respond to different cultures from a theistic perspective.

#### **MT-WV 251 World Religions (4)**

This course focuses on gaining an understanding of the philosophy, theology and principles of the

main world religions. The student will be directed to do study in comparison and contrast and to use critical thinking in grasping the basic position of each religion. A biblical Worldview will be discussed in relationship to the view expressed by each world religion.

### **MINISTRY AND THEOLOGY (BIBLE)**

#### **MT-BI 100 Introduction to Biblical Literature (3)**

The purpose of this course is to provide the student an opportunity to gain an awareness of the contents of the Bible, the societies in which it was produced, and the contribution that it has made to history, culture, and the personal spiritual lives of individuals. Prerequisite: Any MT-WV course.

#### **MT-BI 101 Survey of the Old Testament (3)**

The Old Testament text is surveyed according to its parts: Law, Prophets, and Writings. In addition, background materials and the critical method are explored. The Old Testament will be viewed through its literary and historical settings. Prerequisite: Any MT-WV course

#### **MT-BI 102 Survey of the New Testament (3)**

The student explores the background, history, and the basic teaching of each book. An emphasis will be placed on the internal and external evidence related to authorship. Prerequisite: Any MT-WV course

#### **MT-BI 203 Genesis (3)**

A thorough study of the first book of the Bible, this course emphasizes the narrative as normative for faith and teaching. Both the historical background and the theological principles (such as creation, the origin of human sin, covenant) are considered and demonstrated to be foundational for the Christian's worldview. Prerequisite: Any MT-WV course

#### **MT-BI 205 Gospel of Mark (3)**

The Gospel of Mark is an inductive study of the second gospel in its first century setting. Special attention is given to the inductive method of study with its values for the student. Prerequisite: Any MT-WV course

#### **MT-BI 206 Gospel of Luke (3)**

This course is designed to explore the Gospel of Luke and discover its unique features as a record of the life of Christ. An inductive approach will be used with student participation in a group. Prerequisite: Any MT-WV course

#### **MT-BI 208 Acts (3)**

This course is an inductive study into the early apostolic history of the church, with special attention given to the operation of the Holy Spirit in the lives of early leaders. Prerequisite: Any MT-WV course

#### **MT-BI 209 Pauline Epistles (3)**

This study of the New Testament letters written by the apostle Paul emphasizes analysis and

application of the teachings and theological themes represented in the biblical text.

Prerequisite: Any MT-WV course

### **MT-BI 210 General Epistles (3)**

A study of letters written by James, Peter, John, Jude, and the book of Hebrews. Prerequisite: Any MT-WV course

### **MT-BI 211 Gospel of Matthew (3)**

This course is designed to explore the Gospel of Matthew and discover its unique features as a record of the life of Christ. Prerequisite: Any MT-WV course

### **MT-BI 301 Hermeneutics: IBS (3)**

In this class the student will be introduced to the technical language and the hermeneutical tools needed for doing exegetical work. The course will introduce various methods by which Scripture has been approached and interpreted in the life of the Church. Students will be challenged to think carefully and critically about their own method(s). This course is intended to help the student in "rightly dividing the Word of truth" for teaching and preaching. Students should expect to analyze book structure and interpret key passages. Prerequisite: Any MT-WV course.

### **MT-BI 302 Biblical Interpretation for Ministry: from Hermeneutics to Homiletics (3)**

This class is designed to help the student develop an interpretive method that allows for accurate transfer of biblical meaning into an appropriate presentation format. The student will analyze several classic homiletic models, create sermons ideas, and teach sessions out of biblical passages using these methods. Prerequisite: Any MT-WV course.

### **MT-BI 303 Johannine Literature (3)**

Johannine Literature is an analytical study of the fourth gospel and the Letters of John. Attention is given to John's understanding of who Christ is and the implications of that understanding for the Christian life. Students will practice the inductive method of biblical study. Prerequisite: Any MT-WV course and MT-BI 301.

### **MT-BI 304 Wisdom Literature & Psalms (3)**

The four wisdom books (Proverbs, Job, Ecclesiastes, Song of Solomon) and the Psalter are studied with attention given to cultural background, literary forms, and hermeneutic framework. The student will critique various interpretations of key passages. Prerequisite: Any MT-WV course, MT-BI 301 and Junior Standing or Departmental Approval.

### **MT-BI 305 Old Testament Prophets (3)**

A study of the five major prophetic books and the twelve minor prophetic books. Studies of each book include its background and content, as well as exegesis. Students will defend personal interpretations of key passages. Prerequisite: Any MT-WV course, MT-BI 301 and Junior Standing or Departmental Approval.

### **MT-BI 306 Romans (3)**

The study of this epistle emphasizes analysis and application of the teachings and theological themes presented in the biblical text. The student is encouraged to interpret theologically as well as devotionally through word studies, topical and historical analysis, and open class discussion. Prerequisite: Any MT-WV course, MT-BI 301 and Junior Standing or Departmental Approval.

### **MT-BI 310 Cultural & Geo-Historical Settings of the Bible (4)**

This course is a field-based exploration concerning the historical and current geography and culture of a particular period in biblical history. The particular location will be determined by the trip sponsors and may change from year to year. Students are required to complete an in-depth analysis of the geographical settings and historical contexts in which biblical history took place. The student will also be required to explore how the geography and cultural aspects have been affected by contemporary history. Transcript will detail the specific location. This course can be repeated for differing locations. Prerequisite: Any MT-WV course, MT-BI 301 and Junior Standing or Departmental Approval.

### **MT-BI 415 Exegesis (3)**

This directed study requires a student to choose a specific book of the New Testament or Septuagint to study in-depth in the original Greek. The student will analyze content and language specific to the book to further hone his or her inductive study methods and will produce an original interpretation. Coursework will be outlined in a study plan formulated by the student and sponsoring professor. Prerequisite: MT-BI 301, Junior Standing or Departmental Approval.

## **MINISTRY AND THEOLOGY (MINISTRY)**

### **MT-MN 130 Free Methodist History & Polity (or Denominational History) (2)**

This directed study of the history, organization, mission, and doctrines of the Free Methodist Church (or another chosen denomination) allows the student to examine a selected denomination, presumable with the eventual intended outcome of determining "fit" for a life of ministry within the denomination. (This is the preliminary courses of study for membership in a Free Methodist conference.) Prerequisite: Any MT-WV course.

### **MT-MN 220 Introduction to Christian Education (3)**

This is a study of the principles and practices of the teaching and the educational ministry within the local church. Principles of church growth are evaluated in relationship to the educational ministry. Prerequisite: Any MT-WV course.

### **MT-MN 221 Organization in the Church (3)**

This course exists to provide a philosophical foundation for both church administration and lay ministry, as well as offering practical methods for helping the local church become a place where volunteers can effectively minister. Prerequisite: Any MT-WV course

### **MT-MN 222 Youth Ministry I (3)**

This course emphasizes biblical and theological principles that serve as essential ingredients for a solid foundation in youth ministry. The student reviews personal experience in youth ministry. Prerequisite: Any MT-WV course. Course Fee attached.

### **MT-MN 236 Children's Ministry I (3)**

This course serves to give the student both an understanding of what is involved in ministering to children and to review methods and skills to carry out that ministry. Prerequisite: Any MT-WV course.

### **MT-MN 251 Practicum in Missions (4)**

Students will travel to a mission and assist in some of the work of a missionary. The practicum is designed to give students experience in practical ministry and cross-cultural communication. Prerequisite: Any MT-WV course.

### **MT-MN 310 Applied Homiletics (3)**

Students will apply principles of homiletics in this skill-based course to learn to present biblical ideas to a gathered congregation. The course involves the student in the theory and the practice of preaching. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

### **MT-MN 311 Missions Experience (2-4)**

In this field-based experience the student will actively engage in ministry in a cross cultural context. Prior to the trip the student will be required to submit a written analysis of the context and the socio-cultural differences that exist between their culture-of-origin and the target area. This course will also involve reading and analysis of the philosophy of contextualization of the gospel message. The student team will develop and prepare all ministry activities under the supervision of the trip sponsor. The student will also keep a journal and write a reflection paper on the experience. This course can be repeated for credit. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

### **MT-MN 312 Ministry Exploration (2-4)**

This course is a field-based exploration that seeks to expose the ministry student to various avenues for ministry including traditional church models, alternative expressions of the local church and para-church organizations. The particular location will be determined by the trip sponsors and will change from year to year. Students are required to complete an in-depth analysis of their experience and a reflection on their personal call to a particular type of ministry



in response to one or more of the institutions visited. This course can be repeated for credit. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 322 Youth Ministry II (3)**

This course is specifically designed to help the student analyze and compare differing models of administration of youth ministries on a local level. It deals with the practical side of doing ministry in today's culture. Prerequisite: Any MT-WV course and MT-MN 222 or permission of the instructor. Course Fee attached.

#### **MT-MN 327 Women in Ministry (2)**

This course helps students define the biblical foundation a woman's involvement in a variety of ministries and to define advantages and disadvantages to being a woman in ministry. Psychological and sociological issues will be explored along with each student's strengths and abilities as they pursue their area of ministry. Prominent women in the Bible and history will be studied, a service project will be required and each student will be assigned a mentor. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 336 Children's Ministry II (3)**

This course will challenge the student to effectively apply teaching methodology, biblical exegesis, and critical thinking skills in reference to the Christian education of children. Students will evaluate different forms of curriculum and assess the educational structure in which these curricula are used. Prerequisite: Any MT-WV course, MT-MN 236 and Junior Standing or Departmental Approval.

#### **MT-MN 341 Pastoral Care (2)**

This course includes elements of theory and praxis related to pastoral ministry. It deals with issues such as one's call and gifting, administrative tasks, visitation, understanding the sacraments and their use in worship, death and funerals. Through discussion of the text and collateral readings prepare the student to engage in both the rationale and practice of this vital area of ministry. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 350 Small Group Leadership (2)**

The small group is examined as a basic unit for spiritual formation and training. Students learn theories and models of small group leadership and apply their learning in a small group experience. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 351 Church Planting (2)**

The principles of planting a church are examined and students are given the opportunity to gain practical experience. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 352 Perspectives on the World Christian Movement (3)**

Students research the history, persons, and

methods of Christian missions in a global context. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 361 Making of a Missionary (2)**

Designed to offer the student guidance in determining his or her call to be a full-time missionary. This course will provide in-depth investigations into the practical realities of missionary life. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-MN 390 Multi-Media in Worship (3)**

This course introduces the student to different ways of incorporating technology and multi-media in worship. By using hands-on experience, the student will engage in programs, interviews, and software that will facilitate the gathered worship experience in real life contexts. This course is also designed to not only enable the student to better utilize media in worship, but also to equip them with a heart and mind that can engage the deeper issues behind the frenzy of media in worship. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

### **MINISTRY AND THEOLOGY (PHILOSOPHY/HISTORY)**

#### **MT-HI 200 Survey of Church History (3)**

This is a survey of the history of the Christian movement from New Testament times to modern times, focusing on key movements, critical issues, outstanding leaders and important turning points. The student will be expected to be able to differentiate between key beliefs in Christian orthodoxy relative to their appearance in historical context.

#### **MT-HI 312 Cultural and Socio-Historical Settings of the Church (2-4)**

This course is a field-based exploration concerning the historical and current geography and socio-cultural setting of a particular period in the development of Christian theology and/or spirituality. The particular location will be determined by the trip sponsors and will change from year to year. Students are required to complete an in-depth analysis of the particular theology/spirituality under enquiry and the mutual interaction between the history/geography of the region and the development of said theology/spirituality. This course can be repeated for credit. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-HI 313 Early Church History (3)**

This course is designed to expose the student to the historical development of the Church, its theology and socio-cultural contact, from the earliest disciples through the Patristic era, ending 500 AD, with the Fourth Ecumenical Council and the Fall of Rome. Prerequisite: MT-HI 200.

#### **MT-HI 314 Medieval Church History (3)**

This course is designed to expose the student to the historical development of the Church, its theology and socio-cultural context from the Fall of Rome to the cusp of the Reformation, roughly 500-1400 AD. Prerequisite: MT-HI 200.

#### **MT-HI 315 Modern Church History (3)**

This course is designed to expose the student to the historical development of the Church, its theology and socio-cultural context from the Reformation to the Present, roughly 1400 – today. Prerequisite: MT-HI 200.

#### **MT-PH 261 Introduction to Philosophy (3)**

This survey of the fundamental problems of philosophy and their classification will allow the student to explain some of the basic questions of humanity. Attention is given to modern philosophers and their systems of thought. Emphasis will also be on Christian philosophy and ethics. Prerequisite: Any MT-WV course and sophomore standing.

#### **MT-PH 262 Foundations of Philosophical Thought (3)**

This course serves to ground the student in the patterns and vocabulary of philosophical thinking. Students will learn elements of critical thinking and logic and use them to begin answering the "big" questions of philosophy like origins, destiny, human purpose, epistemology and ethics. Prerequisite: Any MT-WV course and Sophomore Standing.

### **MINISTRY AND THEOLOGY (SEMINAR)**

#### **MT-SM 291 Sophomore Seminar (1)**

This course will serve as the student's entry into the Ministry and Theology Department. As such, it will involve an overview of different paid ministry vocations that exist. It will also involve evaluations of the student's fit for ministry and an interview with the faculty of the department in an effort to provide initial direction for students as they pursue God's best plan for their vocation. Prerequisite: MT-WV 101.

#### **MT-SM 380 A/B & 480 A/B Action/Reflection Seminars (4)**

Co-requisite with the student's involvement in a four-semester long internship, the Action/Reflection Seminar series seeks to provide a place to debrief on-the-job experiences and to translate academic learning into vocational practice. This seminar series will primarily use case-study methodology and discussion to engage important ministry themes and allow the student to synthesize learning. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval. Course Fee attached.

#### **MT-SM 391 Junior Seminar (1)**

The Junior Seminar exists as a mid-point evaluation for the student in Ministry and Theology programs. The student should expect to demonstrate competencies gained in biblical studies, in spiritual formation and in professional

competence. Additionally, the course seeks to help the student prepare for their entry into the ministry job market by analyzing the student's professional communications skills. Prerequisite: Any MT-WV course and Junior Standing or Departmental Approval.

#### **MT-SM 491 Senior Seminar (1)**

This seminar is required for all Ministry majors. It is a senior "capstone" course. As such, the student should expect to demonstrate mastery of biblical studies, spiritual formation and professional competencies. Additionally, the student will evaluate his/her preparedness for ministry and potential next steps into vocation. Prerequisite: Senior Standing or Departmental Approval.

### **MINISTRY AND THEOLOGY (THEOLOGY)**

#### **MT-TH 240 Introduction to Theology (3)**

This course is designed to introduce the student to essential doctrines of God in a systematic form, placing strong emphasis on the Biblical record as normative for faith and belief. The student will analyze key doctrines of God, Trinitarian thought, and will differentiate between traditional orthodoxy and heterodoxy.

#### **MT-TH 250 Introduction to Spiritual Formation (3, 4)**

This course will help the student to develop a personal lifestyle of spiritual formation by reviewing classic practices used throughout church history. Additionally, the student will discover how to facilitate spiritual formation in new believers using traditional practices. Prerequisite: Any MT-WV course.

#### **MT-TH 255 Introduction to Wesleyan Thought (3)**

This course will introduce the student to John Wesley's theology. It is designed to give a historical account of John Wesley and the Methodist movement. This will provide the student with a good understanding of the major theological and philosophical contributions of Wesley to the church today.

#### **MT-TH 361 Critical Issues in Contemporary Theology [WI] (3)**

A class designed to allow the student to explore contemporary theological thought. The course will challenge students to compare and contrast various theological views and encourage students to compare them to traditional theology while continuing to develop a biblical worldview. The student will construct a coherent personal theology around a controversial topic in Christianity that aligns with biblical faith and historical teaching. Prerequisite: Any MT-WV course, MT-TH 240 and Junior Standing or Departmental Approval.

#### **MT-TH 362 Theology of Missional Leadership (3)**

This basic course in ecclesiology wrestles with the question of what the church should be today.

With a dazzling array of styles, traditions and philosophies, the local church market produces certain confusion to the would-be discerning Christian leader. Along with helping students to grapple with the biblical concept of church, this course will address how they, as leaders, will guide the local church into a more or less faithful representation of God's intention for the institution we call "church." Prerequisite: Any MT-WV course, MT-TH 240 and Junior Standing or Departmental Approval.

#### **MT-TH 420 Theology of Worship (3)**

Designed as a comprehensive exploration of worship within the context of ministry, the student will develop a systematic approach to developing a theology of worship, while also developing a practical strategy for enhancing the worship experience. Historical and contemporary trends and issues will be reviewed and critiqued. Prerequisite: Junior Standing or Departmental Approval.

#### **MT-TH 463 Holistic Discipleship: from Evangelized to Evangelist (3)**

A study designed for understanding the New Testament theological basis for the theory and practice of evangelism. This course challenges the student to develop a personal philosophy and practice of introducing the unbeliever to Christ, and to build a discipleship system that could be implemented in a church to help believers develop in Christian maturity. This advanced course in soteriological theory and practice serves to synthesize learning from other theology and praxis courses. Prerequisite: Junior Standing or Departmental Approval.

### **MINISTRY AND THEOLOGY (UPPER LEVEL CHRISTOLOGY)**

#### **MT-CH 400 Covenant Literature (3)**

This course is designed to introduce the student to the inductive method of biblical study with the practical application of learned principles in the discovery of the meaning of the Covenant in Scripture. Through the use of personal study, lecture, and group discussion students will examine the biblical, cultural background and historical traditions of the covenant in Scripture and be guided to discover the meaning of a spiritual covenant in their own lives. Prerequisite: Any MT-WV course and Junior Standing.

#### **MT-CH 401 Synoptic Literature (3)**

The Gospels of Matthew, Mark, and Luke are studied in their first century setting, noting similarities and differences between them. Special attention is given to way in which Old Testament prophecy is used and fulfilled in the life of Jesus Christ. Prerequisite: Any MT-WV course and Junior Standing.

#### **MT-CH 402 Apocalyptic Literature (3)**

This class will focus on the study of literature that has been written concerning the "end times." Material to be studied will include biblical literature (portions of the books of Daniel,

Ezekiel, selected New Testament writings and the book of Revelation) and extra-Biblical literature, both ancient and modern. The student will be encouraged to analyze differing interpretations and compare them with the biblical text. Prerequisite: Any MT-WV course and Junior Standing.

### **MUSIC (APPLIED)**

#### **MU-AP 101 Applied Lessons-Voice (1) [For non-music majors]**

#### **MU-AP 201 Applied Lessons-Voice (1-2) [For Music and Worship Arts Majors – first four semesters taking the course]**

#### **MU-AP 401 Applied Lessons-Voice (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with the voice. Included is a study of the voice, tone quality, diction, and range through songs consisting of English, German, Italian, and French texts. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

#### **MU-AP 102 Applied Lessons-Piano (1) [For non-music majors]**

#### **MU-AP 202 Applied Lessons-Piano (1-2) [For Music and Worship Arts majors – first four semesters taking the course]**

#### **MU-AP 402 Applied Lessons-Piano (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with the piano. Included is a study of reading, technique, and performance. Repertoire styles include Baroque, Classical, Romantic, and Contemporary periods of music. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

#### **MU-AP 103 Applied Lessons-Guitar (1) [For non-music majors]**

#### **MU-AP 203 Applied Lessons-Guitar (1-2) [For Music and Worship Arts Majors – first four semesters taking the course]**

#### **MU-AP 403 Applied Lessons-Guitar (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with the guitar. Included is a study of chords, note reading and tablature, scales, and songs ranging from classical and jazz to contemporary. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative

to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

**MU-AP 104 Applied Lessons-Percussion (1) [For non-music majors]**

**MU-AP 204 Applied Lessons-Percussion (1-2) [For Music and Worship Arts Majors – first four semesters taking the course]**

**MU-AP 404 Applied Lessons-Percussion (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with the trap set. Included is a study of hand and foot coordination to implement a variety of stylistic drumming patterns. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

**MU-AP 105 Applied Lessons-Bass Guitar (1) [For non-music majors]**

**MU-AP 205 Applied Lessons-Bass Guitar (1-2) [For Music and Worship Arts Majors – first four semesters taking the course]**

**MU-AP 405 Applied Lessons-Bass Guitar (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with the bass guitar. Included is a study of melodic scale patterns and concepts, arpeggio shapes, chord phrasing, and rhythmic patterns to accompany traditional and contemporary musical styles. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

**MU-AP 106 Applied Lessons-Strings (1) [For non-music majors]**

**MU-AP 206 Applied Lessons-Strings (1-2) [For Music and Worship Arts Majors – first four semesters taking the course]**

**MU-AP 406 Applied Lessons-Strings (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with stringed instruments. Included is a study of technique through exercises and repertoire. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

**MU-AP 107 Applied Lessons-Instrument (1) [For non-music majors]**

**MU-AP 207 Applied Lessons-Instrument (1-2)**

**[For Music and Worship Arts Majors – first four semesters taking the course]**

**MU-AP 407 Applied Lessons-Instrument (1-2) [For Music and Worship Arts majors – fifth and preceding semesters]**

This course offers beginning to advanced instruction in working with a particular instrument. Included is a study of reading, technique, repertoire, and performance. Successful awarding of credit is dependent upon the satisfactory completion of the required lessons, fulfillment of practice requirements, and artistic development relative to the level of ability and prior enrollment. These courses can be repeated for both the fall and spring semesters. Course Fee attached.

**MU-AP 209 Piano Proficiency I (1)**

The first in a series of proficiency courses designed to develop the ability to maneuver on the piano. Included is the study of scales, arpeggios, cadences, reading music, improvising, and transposition. Course Fee attached.

**MU-AP 210 Piano Proficiency II (1)**

The second in a series of proficiency courses designed to develop the ability to maneuver on the piano. Included is further study of scales, arpeggios, cadences, reading music, improvising, transposition, and playing by ear. Prerequisites: MU-AP 209. Course Fee attached.

**MU-AP 309 Piano Proficiency III (1)**

The third in a series of proficiency assessments designed to equip and test the student's ability on the piano in relation to technique, sight reading, harmonization, transposition, and improvisation. For piano performance majors. Covered material includes advanced chord progressions, seventh chords, and use of the supertonic, submediant, and mediant chords. Prerequisite: MU-AP 210. Course Fee attached.

**MU-AP 310 Piano Proficiency IV (1)**

The final in a series of proficiency assessments designed to equip and test the student's ability on the piano in relation to technique, sight reading, harmonization, transposition, and improvisation. For piano performance majors. Covered material includes modal scales, counterpoint, and reading open SATB scores. Prerequisite: Piano Proficiency III. Course Fee attached.

**MUSIC (ENSEMBLE)**

**MU-EN 107 Concert Band (MC) (0-1) [Non-majors]**

**MU-EN 207 Concert Band (MC) (0-1)**

**[Major/Minor: First four semesters]**

**MU-EN 407 Concert Band (0-1) (MC)**

**[Major/Minor: Remaining Semesters]**

A music ensemble that provides rehearsal and performance experience through a variety of band repertoire. Study includes developing ensemble technique, musicality, and a further historical understanding of repertoire.

**MU-EN 143 Concert Choir (0-1) [Non-Majors]**

**MU-EN 243 Concert Choir (0-1) [Major/Minor: First four semesters]**

**MU-EN 443 Concert Choir (0-1) [Major/Minor: Remaining semesters]**

This course provides singing instruction through reading, technique, and performance in a group setting. Repertoire includes sacred and secular choral works to provide a foundation for developing musicianship. The Concert Choir is a highly visible ambassador of Central Christian College with performances in the community.

**MU-EN 145 Vocal Ensemble (0-1) [Non-Majors]**

**MU-EN 245 Vocal Ensemble (0-1) [Major/Minor: First four semesters]**

**MU-EN 445 Vocal Ensemble (0-1) [Major/Minor: Remaining semesters]**

This course provides singing instruction through reading, technique, and performance in a group setting. Repertoire includes sacred and secular choral works to provide a foundation for developing musicianship. This course is a highly visible ambassador of Central Christian College with performance in the community. By audition only.

**MU-EN 146 Jazz Band (1) [Non-Majors]**

**MU-EN 246 Jazz Band (1) [Major/Minor: First four semesters]**

**MU-EN 446 Jazz Band (1) [Major/Minor: Remaining semesters]**

Open to instrumentalists who played in high school jazz band, or are at the intermediate level of proficiency on an instrument. This course offers instruction on all forms of jazz music, with a focus on improvisatory solo work. By audition only.

**MU-EN 149 Piano Ensemble (1) [Non-Majors]**

**MU-EN 249 Piano Ensemble (1) [Major/Minor: First four semesters]**

**MU-EN 449 Piano Ensemble (1) [Major/Minor: Remaining semesters]**

This course is a multiple piano approach to performance consisting of piano duets and duos, offering instruction through reading, technique, and performance in a group setting. Repertoire includes selections from the classical through the contemporary periods.

**MU-EN 153 Guitar Ensemble (1) [Non-Majors]**

**MU-EN 253 Guitar Ensemble (1) [Major/Minor: First four semesters]**

**MU-EN 453 Guitar Ensemble (1) [Major/Minor: Remaining semesters]**

This course is a multiple guitar approach to performance consisting of guitar duets on up, offering instruction through reading, technique, and performance in a group setting. Repertoire includes selections from the classical and jazz to contemporary selections.

**MU-EN 159 Instrumental Ensemble (1) [Non-Majors]**

**MU-EN 259 Instrumental Ensemble (1)**

**[Major/Minor: First four semesters]**

**MU-EN 459 Instrumental Ensemble (1)**

**[Major/Minor: Remaining semesters]**

The course provides instruction including technique, reading, and performance in a group. Repertoire of pep band, musical theatre, concert band and chamber music literature provide a foundation for developing musicianship. The Instrumental Ensemble is a visible ambassador of Central Christian College with performances serving the campus and the local community.

**MU-EN 177 Lab Band (1) [Non-Majors]**

**MU-EN 277 Lab Band (1) [Major/Minor: First four semesters]**

**MU-EN 477 Lab Band (1) [Major/Minor: Remaining semesters]**

This course provides instruction through performance of praise and worship songs, cover songs, and original compositions in a contemporary band setting. By audition only.

**MU-EN 178 Songwriter's Performance Lab (1) [Non-Majors]**

**MU-EN 278 Songwriter's Performance Lab (1) [Major/Minor: First four semesters]**

**MU-EN 478 Songwriter's Performance Lab (1) [Major/Minor: Remaining semesters]**

This course provides instruction through developing creative disciplines to compose and perform songs. The course focuses on writing in a variety of musical styles through individual writing, co-writing, and cover songs. Live performance will be executed by the student.

**MU-EN 182 Music Ministry Team (1) [Non-Majors]**

**MU-EN 282 Music Ministry Team (1)**

**[Major/Minor: First four semesters]**

**MU-EN 482 Music Ministry Team (1)**

**[Major/Minor: Remaining semesters]**

The ministry team program is one of the most outstanding opportunities available during the college years. A ministry team provides students and opportunity to develop their ministry abilities, performance skills, musical skills, dramatic skills, and public presence. Each team performs usually two times a month and requires a one year commitment.

## **MUSIC (PERFORMANCE)**

**MU-MP 321 Junior Recital/Project (1)**

This course provides instruction through integrating concepts of lower level courses into a project or recital. Study includes compiling music for a recital program or designing a project and marketing the recital or project presentation. Prerequisite: Permission of the instructor. Music Majors: approval of junior status by submission of the "Junior Music Major Entry Application."

**MU-MP 365 Accompanying (1-3)**

This course provides instruction through collaboration of rehearsing and performing with other musicians. The course focuses on developing sight-reading, musicianship, and performance skills. Prerequisite: Permission of the instructor.

**MU-MP 421 Senior Recital/Project (1)**

This course provides instruction through

integrating concepts of lower level courses and the junior recital or project into a project or recital. Study includes compiling music for a recital program or designing a project and marketing the recital or project presentation. Prerequisite: MU-MP 321 and Permission of the instructor.

## **MUSIC (MUSIC STUDIES)**

**MU-MS 100 Fundamentals of Music (2)**

This course is designed to introduce the student to the fundamental elements of music. The student will explore basic music literacy through familiarization of notation, melody, harmony, rhythm. The student will be challenged to master basic musical terminology, recognition of key signatures, scales, as well as other topics introduced by the instructor.

**MU-MS 101 Music Theory I (3)**

This course first in a series of four and provides instruction of basic fundamental concepts found in western music theory. The course will provide opportunities for the student to demonstrate concepts of pitch, intensity, duration, and timbre. Concepts include notation of pitch, rhythm, time signatures, intervals, scales, modes, key signatures, triads, cadences, nonharmonic tones, melodic organization, figured bass, and four-part writing. Co-requisite: MU-MS 102.

**MU-MS 102 Ear Training I (1)**

This course is first in a series of four, juxtaposed with the respective music theory course, and provides instruction to develop the ear. This course will provide opportunities to hear, identify, dictate, and notate fundamental concepts of pitch, rhythm, and harmony. Co-requisite: MU-MS 101.

**MU-MS 103 Music Theory II (3)**

This course is second in a series of four and provides instruction of basic fundamental concepts found in western music theory. The course will provide opportunities for the student to demonstrate concepts of pitch, intensity, duration, and timbre. Concepts include voice leading, seventh chords, harmonic progressions, secondary dominants, modulation, and binary/ternary forms. Prerequisite: MU-MS 101 and MU-MS 102. Co-requisite: MU-MS 104.

**MU-MS 104 Ear Training II (1)**

This course is second in a series of four, juxtaposed with the respective music theory course, and provides instruction to develop the ear. This course will provide opportunities to hear, identify, dictate, and notate fundamental concepts of pitch, rhythm, and harmony. Prerequisite: MU-MS 101 and MU-MS 102. Co-requisite: MU-MS 103.

**MU-MS 105 Music Appreciation (3)**

This course provides instruction of musical concepts of rhythm, harmony, and melody through study of terminology and listening. Study includes a survey of significant musical figures and stylistic characteristics within historical eras

from Biblical to current popular music, and their effect on the development of Western music.

**MU-MS 106 Survey of Music (3)**

This course will introduce the student to the historical and cultural influence of music. Specific attention will be given to the cultural impact music has placed on society and culture has impacted the development of music.

**MU-MS 107 Recital Attendance (0)**

Students are required to attend 10 recitals and/or concerts within the semester. Performance attendance distribution includes student recitals, large ensemble, lab band, song writers, and public school concerts. Recital attendance is a 0 credit hour pass/fail course required for all music majors.

**MU-MS 179 Introduction to Music Technology (2)**

This course provides instruction of basic studio recording concepts. Study includes using microphones, mixing consoles, effects processors, and MIDI technology to record and produce within the recording studio.

**MU-MS 201 Music Theory III (3)**

This course is third in a series of four and provides instruction of basic fundamental concepts found in western music theory. The course will provide opportunities for the student to demonstrate concepts of pitch, intensity, duration, and timbre. Concepts within Renaissance through Romantic period forms will be examined, including two part inventions, the fugue, theme and variations, rondo, and sonata-allegro form. Prerequisite: MU-MS 103 and MU-MS 104 Co-requisite: MU-MS 202.

**MU-MS 202 Ear Training III (1)**

This course is third in a series of four, juxtaposed with the respective music theory course, and provides instruction to develop the ear. This course will provide opportunities to hear, identify, dictate, and notate fundamental concepts of pitch, rhythm, and harmony. Prerequisite: MU-MS 103 and MU-MS 104. Co-requisite: MU-MS 201.

**MU-MS 203 Music Theory IV (3)**

This course is fourth in a series of four and provides instruction of basic fundamental concepts found in western music theory. The course will provide opportunities for the student to demonstrate concepts of pitch, intensity, duration, and timbre. Concepts within the Romantic period through 20<sup>th</sup> century will be examined including Impressionism, serialism, primitivism, neoclassicism, minimalism, aleatoric, and jazz. Prerequisite: MU-MS 201 and MU-MS 202. Co-requisite: MU-MS 204.

**MU-MS 204 Ear Training IV (1)**

This course is fourth in a series of four, juxtaposed with the respective music theory course, and provides instruction to develop the ear. This course will provide opportunities to hear, identify, dictate, and notate fundamental

concepts of pitch, rhythm, and harmony.  
Prerequisite: MU-MS 201 and MU-MS 202.  
Co-requisite: MU-MS 203.

**MU-MS 211 Survey of Contemporary Christian Music (2)**

This introductory course covers the highlights of the Contemporary Christian Music movement, including its roots, trends and major artists.

**MU-MS 227 Vocal Diction (2)**

This course provides instruction of basic fundamental concepts including the International phonetic alphabet, volume, inflection, and resonance with the voice. Study will include pronouncing lyrics in English, French, Spanish, and Italian songs.

**MU-MS 305A Music Business: Performance & Management (4)**

**MU-MS 305B Music Business: Studio Administration (4)**

This course assesses aspects of music business through traveling outside of the classroom. Focus will include music labels, distribution and publishing companies, recording studios, artist management, promotion, production, and legal counsel, and how all are integrated within the music business industry.

**MU-MS 306 Popular Music in America (3)**

This course evaluates historical and modern trends in popular music. Concepts include worldviews associated with music, fashion, lyrics, philosophies, and music theory elements of rhythm, melody, and harmony within the different styles of music.

**MU-MS 309 Survey of Church Music (2)**

This course integrates music theory concepts with terminology and styles to understand music within the church. Study includes the music of psalms, hymns, and spiritual songs, and how different genres of music are incorporated into the worship service.

**MU-MS 310 Basic Conducting (2)**

This course integrates fundamental music theory concepts with basic fundamentals of instrumental and choral conducting. Study includes basic conducting patterns, expressive gestures, score reading, and rehearsal techniques. Prerequisite: MU-MS 103 and MU-MS 104

**MU-MS 311 Songwriting (2)**

This course integrates fundamental songwriting concepts of inspiration, form, lyrics, poetic devices, melody, harmony, rhythm, and song analysis with one's own music. Study includes composing songs demanded by songwriting situations.

**MU-MS 313 Computer Composition (2)**

This course integrates fundamental music theory concepts with Finale computer software. Study includes projects in Finale by creating stylistic musical scores using musical notation. Prerequisite: MU-MS 103 and MU-MS 104

**MU-MS 325 Counterpoint/Orchestration (3)**

This course integrates fundamental music theory concepts with 18<sup>th</sup> century counterpoint and orchestration techniques. Study includes the development and understanding of contrapuntal elements in the Baroque era and scoring techniques for vocal and instrumental ensembles. Prerequisite: MU-MS 203 and MU-

**MU-MS 327 Vocal Literature & Pedagogy (3)**

This course integrates fundamental music theory with vocal literature and with teaching techniques to the beginning through advanced vocal student. Study includes vocal scores and the history of vocal music. Instruction includes fundamental principles of vocal pedagogy through historical and contemporary teaching techniques, and analyzing vocal methods.

**MU-MS 329 Piano Literature & Pedagogy (3)**

This course integrates fundamental music theory with piano literature and with teaching techniques to the beginning through advanced piano student. Study includes piano scores and the history of the piano. Instruction includes fundamental principles of piano pedagogy through historical and contemporary teaching techniques, and analyzing piano methods.

**MU-MS 330 Orchestration (2)**

The study and application of scoring techniques for small and large ensembles with particular attention to tone colors and combinations of voices and instruments. Prerequisite: MU-MS 203.

**MU-MS 331 Elementary Music Methods (2)**

Introduction to vocal and instrumental methods used in the elementary music classroom including Orff and Kodaly. Developing teaching techniques are applied through creating and implementing lesson plans. Prerequisite: MU-MS 103.

**MU-MS 332 Secondary Vocal Methods (2)**

Exploration of teaching methods, including technique and repertoire, for developing the secondary vocal ensemble. Developing an understanding of teaching techniques are applied through developing a philosophy of music education, creating curriculum, and implementing the curriculum through rehearsal. Prerequisite: MU-MS 331.

**MU-MS 333 Secondary Instrumental Methods (2)**

Exploration of teaching methods, including technique and repertoire, for developing the secondary instrumental ensemble. Developing an understanding of teaching techniques are applied through creating a curriculum and implementing the curriculum through rehearsal. Prerequisite: MU-MS 331.

**MU-MS 334 Woodwind Methods (1)**

Group lessons in playing and teaching techniques including fingering and embouchure through study of ensemble method books and repertoire. Woodwind instruments explored include the

flute, clarinet, oboe, alto saxophone, and bassoon. Prerequisite: MU-MS 103.

**MU-MS 335 Brass Methods (1)**

Group lessons in playing and teaching techniques including fingering and embouchure through study of ensemble method books and repertoire. Brass instruments explored include the trumpet, trombone, French horn, baritone, and tuba. Prerequisite: MU-MS 103.

**MU-MS 336 Percussion Methods (1)**

Group lessons in playing and teaching techniques including proper sticking through study of ensemble method books and repertoire. Percussion instruments explored include the timpani, trap set, snare, xylophone, marimba, quads, bass drum, tritoms, and auxiliary percussion. Prerequisite: MU-MS 103

**MU-MS 337 String Methods (1)**

Group lessons in playing and teaching techniques including fingering and embouchure through study of ensemble method books and repertoire. String instruments explored include the violin, viola, cello, and bass. Prerequisite: MU-MS 103.

**MU-MS 338 Fretted Instrument Methods (1)**

Group lessons in playing and teaching techniques including fingering and strumming through study of ensemble method books and repertoire. Fretted instruments explored include the guitar, ukulele, autoharp, and bass guitar. Prerequisite: MU-MS 103.

**MU-MS 350 Applied Humanities-Music (2)**

This independent study is designed to provide the student with "real-world" experience. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**MU-MS 362 Music History I (Ancient – Renaissance) (3)**

This course integrates musical theory concepts with terminology and styles to understand music of the Biblical era through Renaissance era. Concepts include significant musical figures, social customs, musical issues, stylistic characteristics, and their effect on the development of Western music.

**MU-MS 363 Music History II (Baroque to Classical) (3)**

This course integrates musical theory concepts with terminology and styles to understand music of the Baroque through Classical eras. Concepts include significant musical figures, social customs, musical issues, stylistic characteristics, and their effect on the development of Western music.

**MU-MS 364 Music History III (Romantic to Modern Day) (3)**

This course integrates musical theory concepts with terminology and styles to understand music of the Romantic through Contemporary eras. Concepts include significant musical figures,

social customs, musical issues, stylistic characteristics, and their effect on the development of Western music.

#### **MU-MS 371 Electronic Music Production (2)**

This course integrates musical concepts of rhythm, harmony, and melody with computer software and controllers with the goal of creating electronic music compositions. Study includes looping, MIDI, remixing, and scoring for video, along with the history and current developments of electronic music.

#### **MU-MS 379 Studio Production Techniques (3)**

This course applies basic recording concepts to learn Logic computer recording software. Study includes a variety of recording production projects to become proficient using the recording studio. Prerequisite: MU-MS 179

#### **MU-MS 380 Music Publishing (2)**

This course integrates basic business concepts with studio production and basic music theory to survey the music publishing industry. Study includes developing a publishing company and publishing a song or piece of music. Prerequisite: MU-MS 179 and MU-MS 101

#### **MU-MS 391 Readings in Music**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in music (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

#### **MU-MS 395 Practicum [Music] (2-4)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **MU-MS 404 Advanced Songwriting (2-4)**

This course integrates the general studies associated with the art of songwriting to create new songs composed by the student for recording and performances. The student will interact with faculty, artists and clinicians, to complete a portfolio of songs. Prerequisites: MU-EN 278

#### **MU-MS 420 Worship, Performance, & the Christian Musician [WI] (2)**

This course integrates the Christian worldview with music to explore the role of the Christian musician within the culture. Fulfilling the upper level writing general education course, this course study includes developing a philosophy of worship, analyzing music performances, exploring post-baccalaureate opportunities, and exploring creativity. This is the capstone course of all music majors.

#### **MU-MS 479 Advanced Studio Production Techniques (2)**

This course integrates basic recording concepts with Logic computer recording software. Study includes recording and producing complex projects in Logic including a full recording project. Prerequisite: MU-MS 379

#### **MU-MS 495 Music Internship (2-4)**

This independent study is designed to prepare the student with job training within the music industry, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **MU-MS 498 Thesis [Music] (2-4)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question.

### **NATURAL SCIENCE (APPLIED DEPARTMENTAL STUDIES)**

#### **NS-AP 395 Practicum [Natural Science] (3)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **NS-AP 493 Research Project [Natural Science] (2)**

This independent study is designed to challenge the student in the expansion and integration of acquired coursework and knowledge. Specifically, the course will challenge the student to pursue a topic and begin research under the supervision of a faculty member.

#### **NS-AP 495 Internship [Natural Science] (4)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

#### **NS-AP 498 Thesis [Natural Science] (2)**

The thesis course provides the student with the opportunity to produce original research. The outcome of the course is the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question.

### **NATURAL SCIENCE (BIOLOGY)**

#### **NS-BI 100 Environmental Science w/Lab (4)**

A course designed to introduce the student to

the interrelationships between organisms and their environment with emphasis on how man affects these interactions. Environmental issues such as pollution, resource use, loss of biodiversity, etc. are discussed in light of economic, political, and cultural influences. This is a general education science course for non-majors; however it is useful for majors interested in environmental biology. Three hours lecture, two hours lab per week (Offered alternate years).

#### **NS-BI 101 General Biology w/Lab (4)**

An introduction to the principles and concepts of the biological sciences. Coverage includes principles of cell biology, heredity, ecology, creation/evolution issues, and a survey of living things. This course is intended for non-science majors although it may also serve as a foundational course for biology majors.

#### **NS-BI 201 Invertebrate Zoology w/Lab (4)**

A study of the chemical and physical organization of cells, development, genetics, and a survey of invertebrates with an emphasis on comparative anatomy, morphology, and physiology. Also included is a study of evolutionary and creationist theories and concepts. It is designed to provide a foundation in animal biology for all those interested in further study in life sciences.

Prerequisite- NS-BI 101- G or permission from the instructor (Offered alternate years).

#### **NS-BI 202 Vertebrate Zoology w/Lab (4)**

A study of the morphology, physiology, and behavior of the vertebrate animals stressing comparative anatomy and evolutionary and creationist theories and concepts. It is designed to provide a foundation in animal biology for all those interested in further study in life sciences.

Prerequisite- NS-BI 101 or instructor permission.

(Offered alternate years).

#### **NS-BI 203 Plant Biology w/Lab (4)**

An introductory lab science course which includes a survey of the major plant groups with emphasis on taxonomy and basic concepts of botany. This is a general education course designed to provide a foundation in plant biology for those interested in further study in the sciences. (Offered alternate years)

#### **NS-BI 204 Human Anatomy & Physiology I w/Lab (3)**

The first in a series of two courses designed to study the gross and micro structure and function of the major systems of the human body. This course will focus primarily on support and movement systems, communication, control and integrative systems. This course is designed for students who need an introduction to anatomy and physiology. This includes those pursuing pre-medicine, pre-nursing, pre-physical therapy, pre-medical technology, sports science majors and others who have an interest in the material. Prerequisites: Minimum of C in NS-BI 101 or instructor permission. Recommended: NS-CH 102 or NS-CH 111.

**NS-BI 205 Human Anatomy & Physiology II w/Lab (3)**

The second in a series of two courses designed to study the gross and micro structure and function of the major systems of the human body. This course will focus primarily on endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is designed for students who need an introduction to anatomy and physiology. This includes those pursuing pre-medicine, pre-nursing, pre-physical therapy, pre-medical technology, physical education majors and others who have an interest in the material. Prerequisites: Minimum of C in NS-BI 204.

**NS-BI 232 Medical Terminology (2) DS**

This course is designed to familiarize the student with terms used within the medical field. Specific attention is given to providing a basis through which to understand the prefix, suffix and roots associated with medical terms, as well as abbreviations. Meanings of terms will also be explored to make the student familiar with both the term and its associated usage.

**NS-BI 245 Basic Nutrition w/Lab (4)**

This course covers basic human nutritional requirements necessary for good health throughout the life cycle. Emphasis is placed on chemical makeup and sources of nutrients and how they are utilized by the body. Additional topics include weight control, nutritional information sources, nutrition and disease. This course is especially for those interested in allied health careers, family nutrition, or social service. Course Fee Attached.

**NS-BI 304 Microbiology w/Lab (4)**

This course covers behavior and activity of microorganisms more or less common in the natural environment. Attention is given to bacteria in milk, water, and sewage. Techniques of staining, culturing, and isolating microorganisms are covered. Prerequisite: NS-BI 101, NS-CH 102 or NS-CH 111 (Offered alternate years).

**NS-BI 305 Ecology & Natural History w/Lab (4)**

The course is designed to introduce students to basic ecological principles and the wide diversity of habitats, animal life forms and behavior patterns. It is a lab/field-oriented, upper division course, but is open to all majors. Prerequisites: NS-BI 101 or permission of instructor. (Offered alternate years).

**NS-BI 306 Ecology of the Southwest w/Lab (4)**

A travel course (about 4,000 miles) involving camping and field studies for 3 1/2 weeks in New Mexico and Arizona. This course covers basic ecological principles unique to the Southwestern U.S. Visits are made to unique areas of biological significance such as Carlsbad Caverns, White Sands National Monument, Saguaro National Park, the Grand Canyon, and others. It is designed for both science and non-science majors. Prerequisite NS-BI 100 (or higher) or

instructor permission. (Offered every four years during May-Term).

**NS-BI 307 Florida Ecology w/Lab (4)**

This course is designed as a hands-on lab experience and includes travel, camping, and intensive field study. Biological points of interest include Sanibel/Captiva islands, Corkscrew Cypress Swamp, Everglades National Park, and the Florida Keys. It is designed for both science and non-science majors. Prerequisite NS-BI 100 (or higher) and permission of instructor (Offered every four years during Mid-Term).

**NS-BI 308 Ornithology w/Lab (4)**

This course is designed to introduce students to the laboratory and field study of birds of the Great Plains. Course topics will include identification, family characteristics, distribution, ecological requirements and behavior. Course activities will include lectures, videos, projects, library research, laboratory work and field trips. Field trips will be taken to Quivira National Wildlife Refuge, Cheyenne Bottoms and several museums and zoos. The course is designed for any student interested in outdoor education, elementary and secondary education, conservation, wildlife biology, national park and nature center work. It is an upper-division science course but is open to all majors. Prerequisite NS-BI 101 and NS-BI 202 (or higher) and permission of instructor (Offered on demand only).

**NS-BI 310 Genetics w/Lab (4)**

This course is an introduction to the basic concepts, principles, and applications of classical, molecular, and population genetics. Laboratory experiences include work with transmission genetics, Drosophila studies, and techniques of DNA manipulation. Prerequisites: NS-BI 202 (or higher) and NS-CH 111 or permission of instructor. (Offered alternate years).

**NS-BI 364 (MC) Cell & Molecular Biology w/Lab (4)**

The molecular organization, function and evolution of prokaryotic and eukaryotic cells. Lab work includes chromosome analysis, cellular fractionation, cell culture, and electrophoretic studies.

**NS-BI 391 Readings in Biology (2)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in biology (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**NATURAL SCIENCE (CHEMISTRY)****NS-CH 102 General Chemistry w/Lab (4)**

A study of fundamental principles of chemistry and properties of matter. Emphasizes scientific

method, relationship of chemistry to the other natural science, and consumer chemistry. Intended primarily for those who have not previously taken a chemistry course. Course Fee Attached.

**NS-CH 111 College Chemistry I w/Lab (4)**

This is a general inorganic chemistry course and includes detailed studies of the basics of chemistry, atomic and molecular structure, states of matter, solutions, chemical reactions, equilibrium and nuclear chemistry. Laboratory activities support the classroom topics and also include safety, lab techniques and procedures, and instrumentation. Prerequisite: High school chemistry NS-CH 102 or instructor's approval. Course Fee Attached.

**NS-CH 112 College Chemistry II w/Lab (4)**

This is the second level of a course designed as survey of inorganic chemistry, which includes detailed studies of the basics of chemistry, atomic and molecular structure, states of matter, solutions, chemical reactions, equilibrium and nuclear chemistry. Laboratory activities support the classroom topics and also include safety, lab techniques and procedures, and instrumentation. Prerequisite: NS-CH 111 or instructor's approval. Course Fee Attached.

**NS-CH 311 Organic Chemistry I w/Lab (4)**

The first course in a two semester sequence of organic chemistry. An emphasis on mechanisms and organic reactions is central to the study. The laboratory portion of the course will focus on the preparation and synthesis, purification, and then analysis of organic compounds. Instrumentation and modern laboratory apparatus will be used. Prerequisites: NS-CH 111 and NS-CH 112. (Offered Alternate years) Course Fee Attached.

**NS-CH 307 Biochemistry w/Lab (4)**

This course is designed as an introduction to the chemical process associated with the form and function of living matter and will include course work related to acidity, alkalinity, carbohydrates, amino acids, proteins, nucleosides, nucleotides, nucleic acids, DNA and RNA, as well as other associated topics.

**NS-CH 312 Organic Chemistry II w/Lab (4)**

The second course in a two semester sequence of organic chemistry. An emphasis on mechanisms and organic reactions is central to the study. The laboratory portion of the course will focus on the preparation and synthesis, purification, and then analysis of organic compounds. Instrumentation and modern laboratory apparatus will be used. Prerequisites: NS-CH 311 (Offered alternate years) Course Fee Attached.

**NS-CH 345 Nutritional Biochemistry w/Lab (4)**

Designed as a survey of metabolic and nutritional functions in relation to biosynthesis and organic functioning. The course will introduce the student to the chemical interactions associated with nutritive values and functioning. Course Fee Attached.

**NS-CH 360 Analytical Chemistry w/Lab (4)**

The student will be introduced to complex methods of inorganic quantitative analysis. Topics will include methods of gravimetric and volumetric analysis utilizing instrumental methods. Course Fee Attached.

**NS-CH 385 Advanced Inorganic Chemistry w/Lab (4)**

The student will further develop mastery of the periodic properties of the elements and their associated compounds, as well as develop familiarity with their interactions and reactions. Course Fee Attached.

**NS-CH 391 Readings in Chemistry (2)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in chemistry (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**NS-CH 400 General Physical Chemistry w/Lab (5)**

This course is designed to familiarize the student with the physics of chemical reactions. Topics will range from chemical thermodynamics; kinetic theory of gases; properties of solutions, quantum mechanics, spectroscopy, biophysical spectroscopy, intermolecular forces, macromolecules, and statistical thermodynamics. Lab is required. Course Fee Attached.

## NATURAL SCIENCE (MATHEMATICS)

**NS-MA 103 Intermediate Algebra (3)**

This course satisfies the prerequisite for College Algebra. It will also help prepare the student for Introduction to Mathematics. Topics include real numbers, variable expressions, first degree equations and inequalities, geometry, linear equations and inequalities in two variables, systems of linear equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations.

**NS-MA 104 College Algebra (3)**

A study of real numbers and their properties, exponents, radicals, algebraic expressions, equations and inequalities (linear and quadratic). Special emphasis is placed on the concept of the function and the graph of a function, operations of functions, and inverse functions, polynomials, and rational functions. Prerequisite: Minimum of C in NS-MA 103, minimum Math ACT score of 20, or instructor permission.

**NS-MA 105 College Trig & Analytical Geometry (2, 3)**

A study of angles, triangles, trigonometric functions and their graphs, and vectors. Emphasis is placed on applications of trigonometric functions. Prerequisite: Minimum of C in NS-MA

104, minimum Math ACT score of 20, or instructor permission. (Offered alternate years)

**NS-MA 111 Calculus I (4)**

The first course (one semester) of a three-semester sequence in calculus including studies of graphs, functions, limits, differentiation and applications of differentiation, integration and applications of integration. Prerequisite: Minimum of C in NS-MA 105, minimum Math ACT score of 20, or instructor permission.

**NS-MA 201 Survey of Contemporary Mathematics (3)**

This course includes a broad survey of math topics including (but not limited to) algebra, logic, geometry, functions, graphs and probability. The historical and cultural aspects of math as well as its importance to modern society are also studied.

**NS-MA 209 Statistics (3)**

A study of basic concepts and operations in descriptive and inferential statistics. The areas of study will include graphic representation, measures of central tendency and dispersion, probability theory and various significant tests of relationship, association, and correlation. Prerequisite: Minimum of C in NS-MA 104 or permission of instructor.

**NS-MA 211 Calculus II (4)**

A continuation of Calculus I. The course includes a study of integration, applications of integration, and infinite series. Prerequisite: Minimum of C in NS-MA 111.

**NS-MA 212 Multivariable Mathematics (3).**

Topics include infinite series, three-dimensional geometry, and functions of n-variables. Prerequisite: NS- MA 211 with a grade of C or better.

**NS-MA 310 Research Methods/Applied Statistics (3)**

Designed to introduce students to the use of statistical models and formulas used in research methodology and design. Statistical methods are used to analyze data and test results against hypothesis and algebraic models. The student will be introduced to technological tools designed to aid in the translation and presentation of mathematical concepts and outcomes. Statistical topics will include a hands-on approach to correlations, ANOVA, t-tests, regression, probability, standard deviation, central tendency, evaluation of curves, as well as other topics. Use of EXCEL and SPSS is required. Prerequisite: NS-MA 209 or permission of the instructor.

**NS-MA 311 Calculus III (4)**

This is the third of three courses in the basic calculus sequence. This course includes the study of vector functions, functions of two or more variables, partial derivatives, quadratic surfaces, multiple integration, and vector calculus including Green's Theorem, Curl and Divergence, surface integrals, and Stoke's Theorem. Prerequisite: Minimum of C in NS-MA 211

**NS-MA 314 Advanced Analysis (3, 5) DS**

A study of fundamental concepts of analysis, functions of bounded variation, integration, sequences of functions. Fourier series, functions of a complex variable. Prerequisite: Minimum of C in NS-MA 211 or instructor permission.

**NS-MA 316 History of Mathematics (2)**

This course consists of an exploration of some of the major themes in mathematics—calculation, numbers, geometry, algebra, infinity, formalism—and their historical development in various civilizations, ranging from the antiquity of Babylonia and Egypt through classical Greece, the Middle and Far East, and on to modern Europe. This will include a study of how earlier civilizations influenced or failed to influence later ones and how the concepts evolved in these various civilizations. Contributions from mathematicians such as Archimedes, Descartes, Fermat, Newton, Leibnitz, Euler and Gauss are discussed. Emphasis is given to how mathematics relates across disciplines as well as mathematical connections within the discipline. Prerequisite: Permission of the instructor.

**NS-MA 391 Readings in Mathematics (2)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in mathematics (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**NS-MA 411 Differential Equations (4)**

Includes the study of ordinary differential equations and linear algebra. The theory of linear systems is explored, as well as theorems associated with existence and uniqueness. Students will also receive an introduction to partial differential equations. Prerequisite: Minimum of C in NS-MA 211. Recommended: NS-MA 311.

**NS-MA 412 Advanced Calculus (4)**

The course is designed to review the algebraic and topological structure of the real number system. Specific focus will be given to the mastery of one-variable calculus including continuous, differentiable, and Riemann integrable functions and the Fundamental Theorem of Calculus. Other topics will include uniform convergence of a sequence of functions, contributions of Newton, Leibniz, Cauchy, Riemann, and Weierstrass. Prerequisite: Permission of the instructor.

**NS-MA 413 Modern Advanced Algebra (3-4)**

This course is a one-semester course designed to study the abstract ideas of modern algebra including fields, groups, rings, vector spaces and modules. Within the context of actual concrete problems, which spawned these abstract ideas, is the manner in which these topics will be studied. Rigorous proofs of theorems and applications will



be a major topic. Prerequisite: Permission of the instructor.

#### **NS-MA 414 Discrete Mathematics (3-4)**

This is a course that provides the mathematical basis for computer science, but it has a much broader mathematical application. This course covers applications in discrete mathematics through the study of logic and proofs, set operations, Venn diagrams, trees, Cartesian products and counting relations, functions and relations, concepts of algorithms, combinatorics, discrete probability, and graphs. Prerequisite: Permission of the instructor.

#### **NS-MA 415 Modern Geometry (3-4)**

This is a one-semester course which includes a study of both Euclidean geometric topics (angle measurement, congruence between triangles, similarities between triangles, parallel postulates) as well as non-Euclidean geometry. Other topics include projective geometry, convex figures and other foundations of geometry. Prerequisite: Permission of the instructor.

### **NATURAL SCIENCE (PHYSICS)**

#### **NS-PH 205 General Physics I w/Lab (4)**

This course is the first in a two-course sequence, which completes an eight semester hour college algebra based physics block. It meets the requirement for a basic professional level course supporting science majors not needing a calculus based physics course such as those going into pre-med. However, for those planning to take the MCAT, both semesters are needed. Topics covered include mechanics and fluids. Prerequisite: Minimum of C in NS-MA 104 College Algebra or permission of the instructor. Lab is required.

#### **NS-PH 206 General Physics II w/Lab (4)**

This course is the second in a two-course sequence, which completes an eight semester hour college algebra based physics block. It meets the requirement for a basic professional level course supporting science majors not needing a calculus based physics course such as those going into pre-med. However, for those planning to take the MCAT, both semesters are needed. Topics covered include thermodynamics, electricity, and optics. Prerequisite: NS-PH 205. Lab is required.

#### **NS-PH 215 University Physics I w/Lab (5)**

This course is the first in a two-course sequence which completes a 10 semester hour calculus based physics block. It meets the requirement for a basic professional level calculus based course supporting engineering, mathematics, and science majors. Topics covered include mechanics and fluid mechanics. Prerequisite: NS-MA 111 or permission of the instructor. Lab is required.

#### **NS-PH 216 University Physics II w/Lab (5)**

This course is the second in a two-course sequence which completes a 10 semester hour calculus based physics block. It meets the

requirement for a basic professional level calculus based course supporting engineering, mathematics, and science majors. Topics covered include thermodynamics, electricity and magnetism, and optics. Prerequisite: NS-PH 215. Lab is required.

#### **NS-PH 391 Readings in Physics (3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in physics (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

### **NATURAL SCIENCE (PHYSICAL SCIENCES)**

#### **NS-PS 104 Earth Science (3)**

An introductory study of the concepts and principles of earth science, including geology, oceanography, meteorology, astronomy, and the universe and its origin. This course is required for secondary science education majors and also recommended as a general education science course. Course Fee Attached.

#### **NS-PS 104L Earth Science Lab (1)**

#### **NS-PS 105 Introduction to Astronomy w/Lab (4)**

#### **NS-PS 106 Introduction to Astronomy (2)**

Through this course, the student will have the chance to discover the amazing science of astronomy and space exploration. Designed as a non-major, general introductory course, students will take a hands-on approach to topics such as Kepler's law, Newton's law, astronomical bodies, cosmology, rocketry, astrophysics, and astronautics. If the course includes KAOS at the Cosmosphere, there is a \$500.00 fee for the course.

#### **NS-PS 305 Meteorology (4)**

Designed as an introductory course in the field of meteorology, this course will expose the student to the basic concepts of weather and weather analysis. Topics include atmospheric structure, weather systems, forecasting, severe weather patterns, precipitation, as well as other general topics. Prerequisite: Permission of the instructor.

#### **NS-PS 391 Readings in Physical Science (3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in the physical sciences (not covered by the current curriculum). The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

### **NATURAL SCIENCE (SEMINAR)**

#### **NS-SM 291 Natural Science Seminar (1)**

Critical thinking and the use of reasoning are vital to the person who wishes to know the truth and apply it to daily living. To be fully engaged in the process of living and interacting with other people requires the ability to reason logically and think critically. Students undertake both individual and group learning experiences to sharpen and focus their reasoning and thinking skills applied to: a). generally- Christian perspective; and b). specifically- science inquiry and reasoning.

#### **NS-SM 491 Senior Seminar [Natural Science] [WI] (1)**

This course is offered to natural science majors and liberal studies majors with science concentrations as a "capstone" course to their undergraduate studies. It is designed to allow the student to review, synthesize and demonstrate knowledge, skills, and attitudes acquired from previous courses, both general education and major courses. It is also intended to prepare the student for transition from college to post-college life (graduate school, job, etc.).

### **SPORT SCIENCE & HEALTH (ACTIVITY)**

#### **SP-AC 116 Fitness Walking I (1)**

**SP-AC 128 Basketball/Bowling I (1) Course Fee Attached.**

#### **SP-AC 129 Yoga (1)**

**SP-AC 130 Racquetball/Bowling I (1) Course Fee Attached.**

#### **SP-AC 131 Racquetball/Weight Training I (1)**

#### **SP-AC 132 Badminton/Racquetball I (1)**

#### **SP-AC 133 Badminton/Tennis I (1)**

#### **SP-AC 134 Weight Training I (1)**

This course is designed to introduce students to the fundamentals of weight lifting. Students will learn to organize aspects of lifting, safety, general knowledge of muscles and components, psychological and physiological aspects in weight lifting; and understand the importance of weight lifting in relation to the fit body model.

#### **SP-AC 139 Jogging for Fitness I (1)**

#### **SP-AC 144 Fitness Walking/Softball I (1)**

**SP-AC 145 Aquatics (1) Course Fee Attached.**

#### **SP-AC 146 Folk, Square, & Social Dance I (1)**

**SP-AC 147 Tumbling I (1) Course Fee Attached.**

#### **SP-AC 148 Zumba (1)**

This course satisfies the requirement for an activity course in the general education

curriculum or other activity requirements by a specific major. Content includes an introduction Zumba®, a Latin dance inspired aerobic work-out. It requires performance of specific skills and safe class participation. Students are encouraged to work within their own limitations and progress at their own pace. A typical class will include rhythms in salsa, merengue, reggaeton, and cumbia.

#### **SP-AC 149 Pilates (1)**

This course satisfies the requirement for an activity course in the general education curriculum or other activity requirements by a specific major. Content includes an introduction to body awareness, beginner and intermediate mat exercises, designing and implementing a Pilates exercise mat program for group exercise format, and how to integrate Pilates into other fitness formats such as body sculpting, core conditioning and yoga Pilates fusion.

#### **SP-AC 201 Cross Training (1)**

This course is designed to introduce to students the fundamentals of cross training. Students understand the principles of developing a strength and conditioning program. The learner will recognize and understand the adaptive responses of the body to cross training. Course focus is on optimizing physical competence in each of ten recognized fitness domains. The domains are: cardiovascular and respiratory endurance, stamina, strength, flexibility, power, speed, coordination, agility, balance and accuracy.

#### **SP-AC 204 Movement & Composition (1)**

Co-requisite: HU-TH 204.

#### **SP-AC 316 Fitness Walking II (1)**

#### **SP-AC 328 Basketball/Bowling II (1) Course Fee Attached.**

#### **SP-AC 329 Yoga II (1)**

#### **SP-AC 330 Racquetball/Bowling II (1) Course Fee Attached.**

#### **SP-AC 331 Racquetball/Weight Training II (1)**

#### **SP-AC 332 Badminton/Racquetball II (1)**

#### **SP-AC 333 Badminton/Tennis II (1)**

#### **SP-AC 334 Advanced Weight Training II (1)**

This course is designed to expand on the fundamentals of weight lifting. The course focuses on FITT application, proper program design, nutrition guidelines, proper workload assessment and application. Prerequisite: SP-AC 134 Weight Training I.

#### **SP-AC 339 Jogging For Fitness II (1)**

#### **SP-AC 344 Fitness Walking/Softball II (1)**

#### **SP-AC 345 Aquatics (1) Course Fee Attached.**

#### **SP-AC 346 Folk, Square, & Social Dance II (1)**

#### **SP-AC 347 Tumbling II (1) Course Fee Attached.**

#### **SP-AC 348 Zumba II (1)**

#### **SP-AC 349 Pilates II (1)**

#### **SP-AC 401 Advanced Cross Training (1)**

This course is designed to expand on the fundamentals of cross training course. The course focuses on maximizing neuroendocrine response, developing power, cross training with multiple modalities, constant training, practice with functional movements, and the development of successful nutrition strategies. Prerequisite: SP-AC 201 Cross Training.

#### **SP-AC 205 Recreational Activities (2)**

The purpose of this course is to introduce the student to the use of recreational games and activities in order to improve quality of life. Focus is on small and large group activities.

#### **SP-VS 141 Junior Varsity Sport Participation [First two semesters of participation] (Baseball, Basketball and Men's Soccer only.)<sup>32</sup>**

#### **SP-VS 341 Sport Participation [Second two semesters of participation]**

Instruction and participation in a specific sport. To receive credit the student must be an official member of the junior varsity team and attend scheduled practices and games.

A – Baseball  
B – Basketball (M)  
C – Soccer (M)  
D – Tennis  
E – Volleyball  
G – Softball  
H – Soccer (W)  
I – Basketball (W)  
J – Cheerleading  
K – Golf  
L – Track  
M – Wrestling  
N – Lacrosse

#### **SP-VS 151 Varsity Sport Participation [First two semesters of participation]**

#### **SP-VS 351 Varsity Sport Participation [Second two semesters of participation]**

Instruction and participation in a specific sport. To receive credit the student must be an official member of the varsity level team and attend scheduled practices and games.

A – Baseball  
B – Basketball (M)  
C – Soccer (M)  
D – Tennis  
E – Volleyball  
G – Softball

H – Soccer (W)  
I – Basketball (W)  
J – Cheerleading  
K – Golf  
L – Track  
M – Wrestling  
N – Lacrosse

## **SPORT SCIENCE & HEALTH (GENERAL)**

### **SP-SH 100 Fitness and Wellness (2)**

The purpose of this course is to provide an understanding of the relationship of physical activity and fitness health to encourage students to select an appropriate personal lifestyle necessary to producing life-long health and well-being. Course Fee Attached.

### **SP-SH 101 Wellness for Life (3)**

This course introduces the student to basic life wellness concepts and practices. Through the course the student will gain applicable tools for self-assessment related to physical well-being and be equipped with the tools necessary to create healthy life patterns.

### **SP-SH 201 First Aid (2)**

Practical emergency treatment of the injured; practice in bandaging, splint application, artificial respiration, and other first aid measures. Student has the opportunity to gain Red Cross CPR/First Aid Certification. There is a \$27 fee to cover certification cost. Course Fee Attached.

### **SP-SH 202 Introduction to P.E., Sport, & Fitness (3)**

Includes a historical and contemporary view of physical education career possibilities, aims, and objectives, with a view toward the development of a basic philosophy of physical education, sport, and fitness.

### **SP-SH 203 Care & Treatment of Athletic Injuries (2)**

This course is designed to expose students to cause, immediate care, and therapy for athletic injuries. It includes lectures, field trips, and practical application in the training room atmosphere. The art and science of “taping” will be stressed. Resource material will include the Cramer self-study training techniques. Course Fee Attached.

### **SP-SH 204 Theory of Coaching (2)**

A course for students who may be interested in coaching. Students will learn how to organize, plan, and run an athletic program. Attention will be given to conditioning, practices, game preparation, etc. In addition, the course will be individualized for each sport the student may wish to coach.

<sup>32</sup> Students may receive a maximum of four credits from varsity sport, junior varsity sport, or a combination of both. Even if the student is in

multiple sports, only four total credits may be used toward graduation.

**SP-SH 205 Athletic Training (2)**

This course addresses the responsibilities of an athletic trainer in program development, as well as in injury prevention and management. Course Fee Attached.

**SP-SH 206 Introduction to Coaching (3)**

This course surveys the role of the coach as individual and team manager. Coaching principles and practices are investigated through real-world cases designed to challenge the individual in assessing individual preparedness for the coaching role.

**SP-SH 208 Introduction to Team Sports (2)**

The study, practice, and organization of sports such as soccer, volleyball, basketball, baseball, softball, etc.

**SP-SH 210 Personal & Community Health (2)**

This course teaches healthy and intelligent living and the application of the fundamental principles of health. Various topics covered include fitness, nutrition, concepts of aging, infectious diseases, drug and tobacco use and consumer health.

**SP-SH 250 Leisure & Sport Programming (3)**

An introduction to the history and philosophy of intramural programs, as well as foundational information in recreation.

**SP-SH 270 Officiating (2)**

Includes football, baseball, basketball, and volleyball. Instruction and participation in individual or team sports.

**SP-SH 305 Theory of Coaching Basketball (2)**

A course aimed at the development of people in the basketball coaching field. Students will learn to organize all aspects of a junior high or high school basketball program; develop strategies most effective for personnel in a basketball program; understand the role of psychology in coaching basketball, and understand the administrative role of a coach in a basketball program. It is recommended students take SP-SH 204 prior to taking this course.

**SP-SH 306 Theory of Coaching Tennis (2)**

The objective of the course is to be able to teach the game of tennis, coach the game of tennis, organize tennis practices, make up and utilize a budget, operate home meets and tournaments, schedule for a season and improve one's personal tennis playing skills.

**SP-SH 307 Individual and Dual Sport Analysis (2)**

This course is designed to develop a knowledge and skill of individual and dual sports. Included will be technique on how to teach as well as coach these sports. Possible sports include badminton, bowling, golf, racquetball, and tennis. Other sports may be introduced as time and interest allow. (Offered alternate years)

**SP-SH 308 Exercise Physiology (3)**

A study of the effects of exercise on the major systems of the human body including the cardiorespiratory, neuromuscular, glandular and

digestive. Other effects influencing human exercise will be examined including climate, altitude and ergogenic aids. Prerequisite: NS-BI 101 General Biology w/ Lab.

**SP-SH 309 Outdoor Recreation Education (3)**

A foundational course detailing numerous outdoor activities, their effects and benefits for our society. Course Fee Attached.

**SP-SH 310 Kinesiology (3)**

A study of human motion emphasizing the musculoskeletal structure and neuromuscular involvement in voluntary movement. In addition, biomechanical principles involved in the performance of motor/sport skills and strength training exercises. Prerequisite: NS-BI 101 General Biology w/ Lab and NS-BI 204 Human Anatomy & Physiology I.

**SP-SH 312 Adaptive Physical Education (2)**

Methods of classification of exceptional students, program planning and teaching of activities appropriate to needs of the handicapped are examined.

**SP-SH 313 Theory of Coaching Baseball (2)**

The objective of the course is to be able to teach the fundamental aspects of coaching baseball including player management, team management, administration, strategy, rules, and officiating.

**SP-SH 314 Sport Nutrition (3)**

This course is designed to review the many aspects of nutrition and how it plays a role in improving and impeding health, fitness, and sport performance. Prerequisite: NS-BI 101. Recommended: NS-BI 204. Course Fee attached.

**SP-SH 318 Theory of Coaching Soccer (2)**

A course designed to introduce the student to the fundamentals of soccer coaching. Students will learn to organize aspects of team management; develop an appreciation for styles and formations of play; understand the role of the psychological and physiological aspects of the game; and understand the role of a coach in a soccer program.

**SP-SH 320 Measurement & Evaluation in Health & Physical Education (3)**

This course will consider the basic principles related to measurement and evaluation including the selection, administration and use of tests unique to the field of health and physical education. Special emphasis will be placed on testing procedures.

**SP-SH 395 Practicum [Exercise Science] (3)**

This independent study is designed to provide the student with "real-world" experience. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SP-SH 410 Recreational Facilities (3)**

This course focuses on designing, planning and managing sports arenas and facilities. Prerequisites: SP-SH 202 or SP-SM 200.

**SP-SH 415 Exercise Testing, Evaluation, & Prescription (3)**

This course will consider the use of health and fitness field and laboratory instruments, techniques, procedures and equipment. Special emphasis will be placed on the ability to administer test protocols for evaluating the health-related components of physical fitness. Prerequisites: SP-SH 308, SP-SH 310, and SP-SH 320.

**SP-SH 420 Exercise Leadership (3)**

This course will emphasize the necessary leadership qualities and skills expected for leading exercise activities. The student will develop professional competencies through classroom instruction as well as observational and practical experiences. Prerequisite: SP-SH 415. Course fee Attached.

**SP-SH 426 Motor Learning (3)**

This course is designed to give a solid understanding of the development of motor skills and the principles and theories that govern that development. This course includes applied analysis of motor learning and motor development principles and theories throughout the human life span (focus on PreK-12).

**SP-SH 491 Sport Science Seminar (1)**

Required of all seniors graduating with a major from this department. The course format differs from year-to-year depending on the facilitator and industry related issues. The intent of the course is to prepare the student for the transition to further education or employment. Specific attention is given to synthesis and integration of the learning experience. Research, special projects and readings, and discussion are typical formats for this course. Prerequisite: Senior Standing or Permission of the Department Chair.

**SP-SH 495 Internship [Exercise Science] (3)**

This independent study is designed to provide the student with on the job training, under the tutelage of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SPORT SCIENCE & HEALTH (SPORT MANAGEMENT)****SP-SM 200 Introduction to Sport Management (3)**

Includes the basic concepts of sport management, career preparation and professional opportunities. This course is a primer to the different areas that sports management practitioners must understand and master to be efficient in their careers.

**SP-SM 302 Sport Law (3)**

Negligence liability; control of amateur, professional and school sports; violence/crowd; product liability; risk management; selected current issues. Prerequisites: SP-SM 200 Introduction to Sport Management.

**SP-SM 315 Sport Marketing (3)**

This course focuses on the fundamentals of sports marketing and event management. Description of content includes, but is not limited to, historical development of sport marketing, special event and their use in sports, the role of the media and ticket sales and their use in promotions. The student will understand the four P's of marketing correlated in the world of sports. Prerequisite: Introduction to Sport Management SP-SM 200.

**SP-SM 330 Event Planning & Management (3)**

This course is designed to take an in-depth view of the process of planning, implementing, and evaluating special events. The main purpose of this course is to understand both broad and detailed event planning, explore adjustments tactics when unforeseen circumstances arise, learn how to keep patrons safe during events, and how to properly evaluate the success or failure of the event.

**SP-SM 395 Practicum [Sport Management] (3)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SP-SM 406 Issues & Trends in Sports (3)**

This course will explore the latest philosophical issues and controversies which are impacting the area of sport. The student will explore the current and future trends of sport and how it may impact the society.

**SP-SM 425 Administration in Sport & Fitness (3)**

It is the goal of this course to introduce students to a variety of situations involving organization and administrative duties, and through this process, provide students with a broad range of organizational and administrative skills useful in the successful administration of athletic, school health, and physical education programs.

**SP-SM 495 Internship [Sport Management] (3)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SP-SM 497 Special Topics in Sport Management (3)**

The Special Topics course is designed to allow the Sport Management staff to design specialized

curriculum in response to current issue or special needs represented by the student learner. Current research and emerging issues are reviewed with an eye for the evolution of sports management.

**SOCIAL SCIENCES (APPLIED DEPARTMENTAL STUDIES)****SS-AP 291 Scientific Writing Seminar: APA (1)**

Designed as an introductory course into scientific writing, students will become familiar with APA writing skills. During this course students will produce a series of papers designed to master scientific writing skills while at the same time becoming acquainted with possible professions related to their major. Students will discover educational paths available to them, become familiar with institutional resources and explore personal strengths and weaknesses related to future success.

**SS-AP 391 Readings in Social Science (3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in social sciences not covered by the current curriculum. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of a project or paper to be used for final evaluation.

**SS-AP 395 Practicum [Social Science] (3)**

This independent study is designed to provide the student with hands-on experience related to the focus of the practicum. The specific elements of the practicum will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SS-AP 493 Research Project (3)**

This guided study is designed to challenge the student in the expansion and integration of acquired coursework and knowledge. Specifically, the course will challenge the student to pursue a topic and begin research and organization under the supervision of a faculty member.

**SS-AP 491 Senior Seminar [Social Science] [WI] (1)**

This course is offered to any student majoring in a social science (other than Psychology) as a "capstone" course to their undergraduate studies. It is designed to allow the student to review, synthesize and demonstrate knowledge, skills, and attitudes acquired from previous courses, both general education and major courses. It is also intended to prepare the student for transition from college to post-college life (graduate school, job, etc.).

**SS-AP 495 Internship [Social Science] (2-4)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The

specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 40 hours of work for each credit hour.

**SOCIAL SCIENCES (CRIMINAL JUSTICE)****SS-CJ 100 Online Criminal Justice (3)**

This introductory course functions as the starting point for students embarking on criminal justice studies through the internet medium. (Online only)

**SS-CJ 110 Introduction to Criminal Justice (3)**

This course focuses on the formal crime control process in the United States. Students will examine the agencies and processes involved in administering justice: the police, the prosecutor, the courts, and correctional systems. (Online only)

**SS-CJ 212 Introduction to Corrections (3)**

Outlines the history, current practices, and future directions of corrections in a systematic process showing the evolving changes within the institutional and community based corrections. Topics include the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer. (Online only)

**SS-CJ 213 Drugs and Criminal Justice (3)**

An introduction into how drugs are related to crime looking at the variety of connections including the possession, manufacture, or distribution of drugs. Explores the relationship of crime to the effects they have on the user's behavior and by generating violence and other illegal activity in connection with drug trafficking. (Online only)

**SS-CJ 214 Introduction to Law Enforcement (3)**

The development of U.S. policing, stressing the relationship of police to local politics and the effects of civil service, reform movements, and technological change. (Online and On-ground) (Offered Alternate Years)

**SS-CJ 215 Introduction to Courts (3)**

A look at the basic structure of the court system and court process. An up-to-date coverage highlighting several recent trends of the court system. (Online only)

**SS-CJ 225 Serial Killers (3)**

A course that will outline the cultural, family, religious, and psychological profiles of serial killers as well as how they choose their victims. Stereotypes and myths will be explored. (Online only)

**SS-CJ 232 Terrorism and Counterterrorism (3)**

This course examines the indigenous and external of terrorism, and declared and implied objectives or strategies operations and tactics and the

countermeasures that are created. This course will take an even closer look at prioritizing terrorism while trying to focus on other U.S. problems and foreign policy objectives. (Online only)

### **SS-CJ 235 Criminal Justice Systems (3)**

Introduction to the historical backgrounds, agencies and processes, purposes and function, ethics, administration, and technical problems of the criminal justice system. (Offered Alternate Years)

### **SS-CJ 332 Investigations and Evidence (3)**

Students will learn to recognize the relevant components of a successful and ethical criminal investigation and to classify and summarize evidentiary procedure for several different types of investigations. After completion of this course, they will be prepared to go into the field to be trained on investigations, view an overall investigations and identify and organize evidence, evaluate evidence based upon constitutional standards, and create an investigative report. (Online only)

### **SS-CJ 241 Introduction to Law & Legal Studies (3)**

Students will become knowledgeable on law within the legal system. They will be introduced into the field of law and its impact on society and exposed to the historical precedents and to the most current programs and practices. In an academic setting, the latest programs and research will be explored. In a practical setting, students will be assigned to a law office of their interest (according to availability) to observe and interact with professionals in the legal field as part of the course work. At the conclusion of the course, students should be able to recognize which theories relate to law and current issues and which do not. There will be an additional fee. (Prerequisites: approval from the instructor and be in good standing with the college) (On ground only) (Offered alternate years).

### **SS-CJ 242 Patrol Operations (3)**

This course is intended to provide students with a broad overview of patrol operations in the criminal justice system. Students will be required to complete 60 hours of "street time" with a state certified law enforcement officer. Upon completion, the students should be able to understand how the constitution and criminal law relates to the patrol process. Prerequisite: declared Criminal Justice major. (On ground only) (Offered Alternate Years)

### **SS-CJ 316 Introduction to Forensic Science (3)**

Overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories. Focus on fingerprint and firearm identification, trace evidence (hair, fiber, paint, and glass), blood, DNA evidence, forensic documentation examination, crime scene kits, and forensic microscopy. (Online and On-ground) (Offered Alternate Years)

### **SS-CJ 320 Ethics in Criminal Justice (3)**

Identifies and explores ethics and values in the criminal justice system, paying special attention to issues of social inequality. Discusses remedial strategies and behavior relating to unethical behavior from an individual and group perspective. (Online only)

### **SS-CJ 330 Statistics in Criminal Justice (3)**

Descriptive and inferential statistics covering univariate, bivariate, and multivariate statistical techniques. Focus on probability theory, significance testing, inferential statistics used for quantitative data analysis by criminal justice researchers and administrators. (Online only)

### **SS-CJ 340 Criminal Law (3)**

This course examines substantive criminal law: principles of criminal law and analysis of various offenses, parties to crime, and defenses. (On ground only) (Offered Alternate Years)

### **SS-CJ 341 Criminal Investigations (3)**

This course provides an introduction to the science of criminal investigation. The course will consist of lectures and class discussion, covering the historical origins and evolution of detective/investigative work, then the current method of solving crime, which involves the science and art of investigating crime. Current scientific methods and how they are used in various investigations will be discussed. A "realistic" approach will be maintained to solving crime and how cases are prepared for prosecution. (On ground only) (Offered Alternate Years)

### **SS-CJ 342 Corrections (3)**

The purpose is to become knowledgeable on current correctional subsystems within the larger criminal justice system. The student will be introduced into the field of corrections and its impact on society and will be exposed to the historical precedents to the most current programs and practices. In an academic setting, the latest programs and research will be explored. In a practical setting, students will be assigned to a correctional facility/office of their interest (and availability) to observe and interact with professionals in this field as part of the course work. At the conclusion, students should be able to recognize what theories relating to corrections apply to current issues and those that do not. There will be an additional fee. Prerequisites: approval from the instructor and be in good standing with the college. (Offered on demand)

### **SS-CJ 343 Criminology (3)**

This course is a study of crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs. (on ground only) (Offered Alternate Years)

### **SS-CJ 350 Police Administration (3)**

An organizational management and systems approach to the study of police administration. Emphasizes the administration of various police

function, organizational structures, resources management, operational techniques, professional ethics, and leadership principles and their implications for generalized and specialized units. (Online and On-ground) (Offered Alternate Years)

### **SS-CJ 352 Comparative Justice (3)**

The class will examine issues related to crime throughout the world. The student will identify, analyze, and compare the criminal justice systems in the U.S. with those of other countries. The course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and law enforcement, and the methods of selecting judges and juries around the world. (Online only)

### **SS-CJ 440 Criminal Procedure I (3)**

Constitutional aspects of criminal procedures, including investigations, arrests, search and seizures, pre-trial processes, trial rights, sentencing, and appeals. Part I focuses primarily on the rights protected by the Fourth Amendment. (Online only)

### **SS-CJ 441 Criminal Procedure (3)**

This course is focused on analyzing Supreme Court decisions, identifying the various balancing tests and weighing government power against individual rights in order to determine the reasonableness of government action. Students will critically engage and have a working knowledge of the Fourth Amendment and will know the warrant requirements, exceptions to the warrant requirements and the objective standards for the government actions. The student will be able to apply the general principles and constitutional analysis learned in this course, to everyday life. Topics such as search and seizure, warrants, interrogations, court procedure, and rules of evidence will be explored.

### **SS-CJ 442 Criminal Procedure II (3)**

This course builds on the subject matter covered in Criminal Procedures. Part II focuses primarily on the rights protected by the Sixth Amendment. (Online only)

### **SS-CJ 450 Criminological Theory (3)**

This course focuses on the major theoretical explanations for crime and delinquency. (Online only)

### **SS-CJ 452 Victimology (3)**

Theories and history shaping the bio-psychosocial and environmental characteristics of crime and violent victimization are examined with emphasis on their intersection with issues of race, gender, class, ethnicity, and sexual orientation. (Online only)

### **SS-CJ 470 Juvenile Justice (3)**

Theoretical foundations of delinquency causation. Historical tracing of the American juvenile justice system including the juvenile court and its jurisdiction. Police interaction with juveniles; treatment and correctional strategies

for young offenders. Examination of prevention and treatment approaches. (Online only)

### **SS-CJ 482 Community Corrections (3)**

This course focuses on probation, parole, and other intermediate sanctions and community treatment options. Each is examined from both punishment and treatment model perspectives. (Online only)

### **SS-CJ 490 Crisis Management (3)**

The course develops managerial skills in crisis avoidance, management, and recovery. Students learn how to respond to situations creating danger to organizations, their employees, and the public. (Online only)

### **SS-CJ 495 Criminal Justice Capstone (3)**

This course provides the student with the opportunity to demonstrate mastery of the knowledge, skills, and abilities obtained through his or her academic journey through previous courses, both general education and major courses. It is also intended to prepare the student for transition from college to post-college life (graduate school, job, etc.). This course is the educational capstone for those majoring in Criminal Justice. It is designed to integrate the learning experience in preparation for further educational endeavors or professional placement. (Online only)

## **SOCIAL SCIENCES (GEOGRAPHY)**

### **SS-GE 113 World Geography (3)**

A general study to acquaint the student with the world's major physical features, geographic regions, and people groups, and their effects upon the American culture. (Offered alternate years).

## **SOCIAL SCIENCES (HISTORY)**

### **SS-HI 103 History of World Civilization I (3)**

The first in a series of courses designed as a general survey of the root origins and the rise of orderly society, the development of culture as seen in art, literature, philosophy, and science. The development of social and political institutions is stressed. Courses may be taken independently of each other. (Offered on demand).

### **SS-HI 104 History of World Civilization II (3)**

The second in a series of courses designed as a general survey of the root origins and the rise of orderly society, the development of culture as seen in art, literature, philosophy, and science. The development of social and political institutions is stressed. (Offered on demand).

### **SS-HI 105 United States History I (3)**

A course focused on the beginnings of our national history through Civil War reconstruction. Cause and effect as well as factual, social and political developments are given prime consideration, to provide a fuller understanding

as to why our history has taken the course it has. (Offered on demand).

### **SS-HI 106 United States History II (3)**

A course focused on the end of Civil War reconstruction through the present. Cause and effect as well as factual, social and political developments are given prime consideration, to provide a fuller understanding as to why our history has taken the course it has. (Offered on demand).

### **SS-HI 110 Survey of World Civilization (3)**

A survey of the social, political, economic, cultural, religious, and intellectual history of world civilizations from the earliest cultures through the modern era. Students will describe and defend, at times through research, writing, and possibly presentations, developments on themes such as the emergence and change of early societies, political and legal systems, religious and philosophical systems, and economic systems and trade. Students will explicate developments related to concepts such as absolutism and constitutionalism, growth of nation states, the Enlightenment, imperialism, classical liberalism, revolutions, industrialization, global conflicts, and globalism. Learners will compare and contrast themes across time and geographical regions. (Offered alternate years.)

### **SS-HI 115 Survey of United States History (3)**

A course focused on our national history, from the pre-Columbian era through the 20<sup>th</sup> Century. Students will identify and describe information related to: the colonial period, the revolutionary era, the Confederation, the Constitution, early national developments, slavery and sectionalism, the Civil War/Reconstruction, industrialization, World War I, the Great Depression, World War II, the Cold War, and the post-Cold War era. Students will summarize themes in American diversity, culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and U.S. foreign policy. Students will explain causes and effects of social and political developments. (Offered alternate years.)

### **SS-HI 244 Social History of the 1960s (1)**

A look at the turbulent sixties, with an integration of issues relating to the sexual revolution, rock music, civil rights, the rebellion to authority, the war in Vietnam, etc. (Offered on demand).

### **SS-HI 245 History of World War II (1)**

A history of the events which led to this greatest of wars, a chronology of events in both the European and Pacific theaters, and how the war influenced subsequent events. An emphasis will be placed on the involvement and influence of the United States. (Offered alternate years)

### **SS-HI 310 Cultural and Geo-Historical Settings of the Bible (2-4)**

This course is a field-based exploration concerning the historical and current geography and culture of a particular period in Biblical

history. The particular location will be determined by the trip sponsors. Students are required to complete an in-depth analysis of the geographical settings and historical contexts in which Biblical history took place. The student will also be required to explore how the geography and cultural aspects have been affected by contemporary history.

### **SS-HI 332 Late 20<sup>th</sup> Century World History (3)**

This course is a survey of history in the last third of the century. Specific attention will be given to developments in regions, which have seen the greatest changes and impact on world events: Europe; the Middle East; the Far East, especially China. (Offered alternate years).

### **SS-HI 334 Kansas History (2)**

A survey of Kansas history from prehistoric to modern times. Focus is on social, economic, military and political history. (Offered alternate years).

### **SS-HI 343 The American Revolution (2)**

The American revolutionary period is formative to America and her identity in a number of ways: our concepts of democracy and slavery, Native Americans and the intruder's desire for land, human rights and independence, the balance between individual rights and majority rule, the rule of law and our constitution, religion and the need for virtue, human corruption and the need for limited government, alliances and their dangers, etc.. Some of these are routinely discussed, but others are largely neglected and/or misunderstood. This course attempts to cover as thoroughly as possible this period so the student can comprehend historical facts and thereby grapple with historical as well as related contemporary issues. In addition to the flow of historical events, emphasis will be given to major personalities and the role of religion/Christianity. (Offered alternate years)

### **SS-HI 344 A History of Minorities in the U.S. (2)**

Beginning with the treatment of Native Americans by Spanish and English colonists, this course will proceed through the treatment of African slaves, and include perspectives on the experience of Hispanic and Asian immigrants. Social, economic, and legal perspectives will be emphasized. (Offered alternate years)

### **SS-HI 370 Topics in American History (3)**

Selected themes and events introduced in SS-HI 115 Survey of United States History will be covered in greater depth. Students will understand and analyze themes such as the influence of the Protestant Reformation on the Colonies, the uniqueness of the American Experiment, regional differences (pre and post-civil war to the current time), the explosion of the American economic engine, social reforms and political innovations (1880s-1930s), the change from isolation to being a world leader, the U.S. as a defender of democracy and free enterprise, our post-modern society (1960s-80s), and the U.S. in a global marketplace. (Offered alternate years)

**SS-HI 380 European History: 1400-1900 (3)**

An overview of European history from the late middle ages through the unification of Europe. Students will interpret, among other developments, the Reformation, Renaissance, Enlightenment, the age of revolution, and unification of states. Learners will analyze primarily the political, military, and religious domains, though social and economic developments will be addressed. (Offered alternate years)

**SS-HI 463 Historiography (2)**

Historians bring their own assumptions, political inclinations, and cultural biases to this process. They “construct” the past, sometimes providing a false sense of order and coherence to events which were chaotic and ‘accidental’ and about which historical information is incomplete and fragmentary. They determine what constitutes acceptable evidence and the questions and topics that are worth investigating. So this course studies how historians have written about the past, including how their assumptions, questions, methods, and expected quality of evidence have changed over time. Beginning with early Greek and Biblical historians, the course will progress to recent debates concerning the discipline. Students will define which historiographic tradition is closest to their own thinking and values and assess its possibilities and shortcomings. As a senior capstone course, the student is required to do a significant amount of writing to display their abilities as a researcher and writer of history. (Offered alternate years)

**SS-HI 391 Readings in History (1-3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in history. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of project/paper to be used for final evaluation. (Offered on demand)

**SS-HI 492 History Seminar] (1) [WI/Capstone]**

This course is offered to history majors as a “capstone” course to their undergraduate studies. It is designed to allow the student to review, synthesize and demonstrate knowledge, skills, and attitudes acquired from previous courses, both general education and major courses. It is also intended to prepare the student for transition from college to post-college life (graduate school, job, etc.). (Offered alternate years)

**SOCIAL SCIENCES (POLITICAL SCIENCE)****SS-PO 112 Current World Problems (3)**

A critical examination of international affairs and issues, evaluated in terms of historical perspective, sociological impact, international political implications, and their effect on

American culture and policies. (Offered alternate years)

**SS-PO 203 American Government (3)**

A critical examination of the formal and informal institutions of American government—congress, the presidency, bureaucracy, judiciary, political parties, media and interest groups—in order to understand the political policy and action of our nation. (Offered alternate years)

**SS-PO 210 History, Civics, and Social Responsibility (3)**

Students are introduced to U.S. and world history by investigating how the past has shaped the present and how personal involvement with the present can shape the future. The role of personal responsibility and its relationship to local, state, national, and global society is discussed at the historical and contemporary level. Specific emphasis is placed on major historical events, political participation, the Constitution, Bill of Rights (and other foundational documents), economics, social justice, and social ethics. (Offered Online and On ground)

**SS-PO 333 Political Science & Thought (3)**

Designed as an introductory course to political theory, this course will expose the student to political philosophy and its influence on how societies interpret the role of humanity and its governing bodies. (Offered On ground) (Offered alternate years)

**SOCIAL SCIENCES (PSYCHOLOGY)****SS-PY 110 General Psychology (3)**

A general introduction to psychology with special emphasis upon psychology as a basic science dealing with human behavior. The student is introduced to sensation, perception, learning, personality disorders, psychotherapy, and social psychology. Designed for both majors and non-majors.

**SS-PY 201 Human Growth & Development (3)**

A study of the physical, mental, social, and personality growth and development for the full life span of the human being. Prerequisite: SS-PY 110 General Psychology. (Offered Online and On ground) (Offered alternate years)

**SS-PY 209 Statistics (3)**

A study of basic concepts and operations in descriptive and inferential statistics. The areas of study will include graphic representation, measures of central tendency and dispersion, probability theory and various significant tests of relationship, association, and correlation. Prerequisite: NS-MA 104 College Algebra or equivalent (Offered On ground)

**SS-PY 210 Statistics for the Social Sciences (3)**

This course is designed to expose the student to the logic of statistical reasoning and its application in the quantitative social sciences. Through a practical approach, the student is provided an accessible introduction to descriptive

statistics and statistical inference. It is recommended that the student has completed algebra based course work. (Offered Online)

**SS-PY 211 Leadership Development (2)**

This course is designed to introduce the student to the basic principles of leadership and followership. The course will investigate the essential elements of both concepts and challenge the student to master the concepts relative to both. Specific attention will be placed on Leadership Styles, Followership Styles, Personality Styles, Spiritual Gifts, and the Leader/Follower Relationship. (Offered On ground)

**SS-PY 220 Stress Management (3)**

Designed as an applied science course, students will be introduced to the history and science of stress studies. The role of stress (negative and positive) will be reviewed with specific emphasis placed on the interaction of physiological, psychological, and spiritual factors. (Offered Online and On ground) (Offered alternate years)

**SS-PY 226 Introduction to Life Coaching (3)**

In the helping profession, life coaching is becoming a recognized practice that spans the nuances of pastoral/lay counseling and professional clinical counseling. While many of the skills used in pastoral, life coaching, and clinical counseling are similar, there are differences that must be considered. Through this course, students will have the opportunity to master basic elements of life coaching and become familiar with a biblical framework for interpreting the role of coach. (Offered Online) (Offered alternate years on ground)

**SS-PY 305 Human Sexuality (2)**

This course is designed as an exploration in to the biological, psychological, theological, social, moral, and cultural issues related to human sexuality. The intent of this course is to examine sexuality within the context of modern science, contemporary society, and Judeo-Christian perspectives. Emphasis will be placed on helping students develop a holistic appreciation of sexuality and the construction of a sexual ethic that advocates moral responsibility for personal and public sexual health. (Offered Online and On ground) (Offered alternate years)

**SS-PY 307 Child & Adolescent Development (3)**

This course surveys the developmental process of children and adolescents within the context of contemporary culture. The course offers theoretical perspectives and empirical findings as well as opportunities for observation and/or case studies. (Offered on ground by demand)

**SS-PY 309 Adolescent Psychology (3)**

Adolescent Psychology is a practical class for future youth workers, school counselors, lay counselors, professional counselors, social workers, teachers, and anyone who will be in regular contact with adolescents. Building on the foundation obtained through a fundamental study of classical developmental theory and

developmental psychology, this course will further enhance the student's understanding of the role and function of psychology as it relates to adolescents. The course is designed to introduce and familiarize students with the physical, psychological, social, cognitive, spiritual and emotional issues that accompany the transition from childhood to adulthood. The primary focus of this course is on normal adolescence but some contemporary issues associated with problems of adolescents will also be addressed (e.g. substance abuse, delinquency, etc.). (Offered on ground) (Offered alternate years)

**SS-PY 310 Research Methods/Applied Statistics (3)**

Designed to introduce students to the use of statistical models and formulas used in research methodology and design. This research process will be investigated by actively involving the student in developing research questions, hypotheses development, evaluating ethical issues, collecting and analyzing data, and reporting research results. Statistical topics will include a hands-on approach to correlations, ANOVA, t-tests, regression, probability, standard deviation, central tendency, evaluation of curves, as well as other topics. Use of EXCEL and SPSS is required. Prerequisite: NS-MA 209 or SS-PY 210. (Offered online and on ground) (Offered alternate years)

**SS-PY 311 Followership & Servant Leadership (3)**

This course will challenge the student to integrate the latest research concerning organizational effectiveness, specifically related to research related to Followership and Servant Leadership. Self-analysis will be balanced with organizational analysis and real world application. The student will exit the course better prepared to be an effective team member.

**SS-PY 312 Personality Psychology (3)**

An introduction to the theoretical approaches designed to explain the development of personality. While the purpose of the course is to engage contemporary theories and application of Personality Psychology, historical theories will also be explored. Prerequisite: SS-PY 110 General Psychology. (Offered alternate years)

**SS-PY 320 Social Psychology (3)**

The study of how the individual is influenced in his or her behavior, attitudes, perceptions, emotions, and thoughts by other people.

**SS-PY 325 Counseling (3)**

A combination of theory and practice. Basic listening and counseling skills are stressed and combined with some of the major counseling theories. Prerequisite: SS-PY 110 General Psychology

**SS-PY 327 Christian Counseling (3)**

This course is designed to introduce the student to basic principles and perspectives related to a Christian approach to counseling and lay counseling. Students will investigate specific

responses, based on biblical and theological principles, commonly experienced through the life span.

**SS-PY 330 Abnormal Psychology (3)**

Students will be exposed to the DSM-IV (diagnostic manual) and all psychological disorders from multiple perspectives. They will study many disorders, all disorders presently listed in the DSM-V, as well as case studies of disorders. Prerequisite: SS-PY 110 General Psychology

**SS-PY 332 Developmental Psychopathology (3)**

Using the context of developmental psychopathology, this course will introduce the student to normative and non-normative development while investigating the role of biology, family, society, and culture. Emphasis is placed on children and adolescents.

**SS-PY 335 Industrial/Organizational Psychology (3)**

A survey of the applications of psychology in industry, the course topics include personnel selection, training, and performance appraisal; organizational psychology and job design; human engineering of the industrial workplace; and issues of employee motivation, morale, safety and health. An emphasis is placed on the application of psychological principles to the understanding of organizational effects on individual and group behavior.

**SS-PY 341 Cognitive Psychology (3)**

This course investigates the concept of human cognition by exploring topics such as perception, attention, action, memory, and problem solving. Each of these topics is investigated from an information processing point of view. Basic theoretical models, classic and recent research, developing theories and applications in areas such as education will be discussed. Prerequisite: SS-PY 101 General Psychology and sophomore standing or above.

**SS-PY 355 Organizational Behavior (3)**

This course examines the psychological and sociological variables important in understanding individual motivation, group functioning, change, creativity, organizational design, conflict and leadership in organizations. Particular attention is given to the application of leadership and management principles within the organizational structure.

**SS-PY 391 Readings in Psychology (1-3)**

This course is designed as an independent study course. The intent of the course is to provide an intensive, supervised study of a particular topic in psychology. The student and sponsoring instructor will develop and submit a learning contract, which will include a description of the subject being covered, materials to be used, schedule of meeting times, and description of project/paper to be used for final evaluation.

**SS-PY 400 Sport & Exercise Psychology (2)**

This course focuses on the application of

psychological principles within the realm of sports and competition. Special attention will be given to the psychological components of sport that can hinder and enhance the athlete. Coaching and mentoring strategies are evaluated, as well as topics such as motivation, personality, anxiety, performance, and environment.

**SS-PY 403 Physiological Psychology (3)**

This course provides a survey of biopsychology and the neurological basis for behavior, including a rudimentary overview concerning the physiology, anatomy and chemistry of the brain and central nervous system. Prerequisite: SS-PY 291 Sophomore Seminar in Social Science. Prerequisite: SS-PY 110 General Psychology. (Offered alternate years)

**SS-PY 425 Systems & Theories of Psychology (3)**

This course reviews the history of psychology from early developments to contemporary developments. Particular attention will be directed to the development of Christian Psychology and its insights into the field of psychology. Prerequisite: SS-PY 110 General Psychology. (On demand)

**SS-PY 431 Introduction to Art Therapy (2-4)**

This course provides an introduction to the theoretical and practical use of art within a therapeutic framework. The student will gain a unique perspective of how art and its practice can be used to affect behavioral, spiritual, emotional, and psychological aspects of the human being. The course culminates in the production and presentation of a psychological art exhibit. Prerequisite: SS-PY 110 General Psychology. (On demand.)

**SS-PY 452 Psychology of Religion (2)**

This course will investigate the role of religion and its effects on beliefs, behavior, self-conception, motivation, emotions, and sociological interactions. Students will be challenged to investigate the psychological issues related to conversion, adherence, and ritual. Prerequisite: SS-PY 110 General Psychology. (On demand.)

**SS-PY 493 Research Project [Psychology] (3)**

This guided study is designed to challenge the student in the expansion and integration of acquired coursework and knowledge. Specifically, the course will challenge the student to pursue a topic and begin research and organization under the supervision of a faculty member.

**SS-PY 495 Internship [Psychology] (3)**

This independent study is designed to provide the student with on the job training, under the tutelage and evaluation of a practitioner. The specific elements of the internship will be decided upon with a faculty advisor and articulated in a learner contract. The student is required to complete 120 hours of work.

**SS-PY 498 Capstone [Psychology] (3)**

The capstone course provides the student with the opportunity to demonstrate mastery of the



knowledge, skills, and abilities obtained through his or her academic journey. The outcome of the course will include two artifacts to include in the student portfolio. The first is a continuation of the Research Project, which will result in the development of a thesis that demonstrates the ability to review, analyze, and synthesize information and data related to a hypothesis or research question. The second is a Comprehensive Case Study applying therapeutic techniques, theories, and perspectives. This course is the educational capstone for those majoring in the psychology/social sciences. It is designed to integrate the learning experience in preparation for further educational endeavors or professional placement. Prerequisite: SS-PY 493.

## **SOCIAL SCIENCES (SOCIOLOGY)**

### **SS-SO 202 Principles of Sociology (3)**

An introductory course dealing with social theory, processes, institutions, and problems, it emphasizes the impact society has on the individual. Designed for those desiring to major in the field as well as for others who want an

understanding of the structure and functions of society.

### **SS-SO 306 Social Problems (3)**

A close examination of major sociological problems such as those related to race, sexuality, the family, poverty, crime, drug usage, and the environment. Prerequisite: SS-SO 202 — Principles of Sociology. (Offered alternate years)

### **SS-SO 320 Cross Cultural Communications (3)**

The course is designed to examine the principles and processes of communicating from one culture to another. Through this course the student will have the opportunity to investigate domestic and international aspects of cross-cultural communication including how culture shapes values, beliefs, worldviews and behaviors. The student will also discover how these same issues impact interpersonal and mass communication. Other topics will include: investigation relative to the dynamics of both verbal and nonverbal communication; barriers to communication; cross-cultural immersion; cross-cultural adaptation; cross-cultural conflict and negotiation. Furthermore, students will have

opportunity to discuss strategies for practical application that will address these issues and integrate Christian values.

### **SS-SO 328 Field Anthropology (4)**

This course will provide students with an opportunity to explore anthropological principles and insights in both the classroom and the field. The relationship between the natural environment and various components of culture (material, social, spiritual) will be explored.

### **SS-SO 381 Marriage and Family (3)**

Areas considered include the background of marriage and the family, marriage preparation and partner selection, marital adjustments, and family living. Sociological, spiritual and practical perspectives are all addressed.

### **SS-SO 458 Sociological Theory (3)**

A review and analysis of historical sociological theory including the masters of sociology: Durkheim, Weber, Marx, Pareto, Veblen, and others. Prerequisite: SS-SO 202.

# COURSE DESCRIPTIONS – SCHOOL OF PROFESSIONAL & DISTANCE EDUCATION

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## BUSINESS

### **EX-BS 301 Introduction to Health Information Management (3)**

This course provides an introduction to the health information management field with an emphasis on the study of record keeping practices in various healthcare settings. Topics include the structure of healthcare organizations, the management of patient medical records, release of patient information, forms control and design, indexes, registers, regulatory accrediting agencies, and recent healthcare reform agendas. Additionally, legal and ethical issues applicable to health information will be discussed.

### **EX-BS 329 Financial Management for the Medical Practice (3)**

In this course, students are presented with the methods and approaches for managing the private medical practice from a financial perspective. Topics include financial analysis, maximizing revenue, expense management, internal control, financial reports, benchmarking and operational planning.

### **EX-BS 330 Healthcare Reimbursement (3)**

This course provides an overview of the various U.S. healthcare payment systems and how they function. Topics include the foundations of insurance, emergence of HMOs and managed care, private and public reimbursement, risk management, and the role of billing and coding in reimbursement. Additionally, students will learn how various healthcare facilities such as hospitals, clinics, and outpatient centers are reimbursed for their services.

### **EX-BS 353 Management & Administration (3)**

This class will focus on providing basic skills related to management and administration of church and para-church organizations. Skills such as preparing budgets, simple accounting, personnel management, time management, letter writing, insurance, chairing meetings, legal matters, and others will be included.

### **EX-BS 356 Organizational Behavior & Leadership (3)**

This course examines the psychological and sociological variables associated with the behavior of individuals in a group or organizational setting. Students will be challenged to recognize personal styles of interaction and the effects of those styles in organizational settings.

### **EX-BS 426 Financial Management in Healthcare (3)**

This course provides students with an introduction to finance in the healthcare

setting and exposes students to the financial management techniques used by healthcare professionals. Topics include billing and coding/reimbursement, the legal and regulatory environment, revenue determinants, managed care finance, financial statement analysis, financial accounting, costing and financial decision-making.

## BIBLE

### **EX-BI 301 Old Testament Literature (3)**

This course is designed to provide the student with a detailed look at the literature of the Old Testament. This will include the study of the Torah, the historical books, the writings of the prophets, and the collection known as Wisdom Literature.

### **EX-BI 302 New Testament Literature (3)**

This course is characterized by a close examination of the various genre of literature found in the New Testament: Gospels, History, Epistles, and Apocalyptic. The class will also include discussion of the development of the Canon, authorship, and dating issues that are a part of the current debate surrounding the New Testament.

### **EX-BI 303 Inductive Methodology - Gospel of Mark (3)**

While studying the New Testament Gospel of Mark the student will learn the inductive method as an important discipline and tool for ministry. This class will focus on the three stages of the inductive model: observation, interpretation, and application. The student will also be challenged to apply this method to the task of ministry.

### **EX-BI 358 Biblical Theology I (3)**

This course will focus on the foundational methods and the biblical core of all Christian theology. Students will engage the earliest formulations and doctrinal statements as they engage the development of theological concepts.

### **EX-BI 400 Biblical Theology II (3)**

This course will focus on the essential doctrines of the faith. From a systematic and biblical approach, stress will be placed on such normative doctrines as God, Christ, the Holy Spirit, the Trinity, the Church, Salvation and Eschatology.

### **EX-BI 407 A Biblical Panorama (3)**

This is a general overview of the Bible in its many components. This course is designed to provide the student with a solid foundation for understanding the Bible in its literary, historical, cultural, and canonical elements.

Reading selected portions of the Bible, supporting texts, and collateral articles, the student will gain a deeper understanding of this sacred and ancient document and how it impacts the modern world.

## CRIMINAL JUSTICE

All CJ course descriptions are listed in the SAS Course Descriptions Section.

## COMPUTER SCIENCE.

### **EX-CP 310 Health and Clinical Data Management (3)**

In this course, students will use medical practice software and apply clinical knowledge to support data management functions in a healthcare organization such as coding for reimbursement, practice analysis, and assessing clinical outcomes.

### **EX-CP 312 Health Information Systems Design & Analysis (3)**

This course provides students with a practical understanding of information systems within healthcare organizations. Topics include the design, development, implementation and evaluation of information systems, privacy and security, decision-making approaches, and web-based access to health information.

### **EX-CP 405 Privacy and Security of Healthcare Data (3)**

In this course, students are exposed to the concepts of privacy, security, confidentiality, ethics, and regulations pertaining to the use of health information. Topics include legal and ethical environment of protecting healthcare data, HIPAA privacy standards, and health information disclosure.

## GENERAL STUDIES

### **GS-SM 105 Essentials for College Success (3)**

This course acquaints students with the technical aspects of online learning as well as expectations for college level academic work. Topics covered include computer formatting skills for written work, how to navigate the Dialog Learning Management System, utilizing MS Word, as well as Internet and Database searches for academic research. Online reading and video materials provide student knowledge of what is critical thinking and apply this learning to reflect deeper levels in their weekly assignments. An objective assessment completed in the first week and studied in depth during the third week helps students recognize life stressors, implement time management skills, and improve their outcome for college success.

**GS-ST 120 Pathways to Lifelong Learning (3)**

Building on concepts introduced in the Essentials course, this course allows students to engage the academic experience as a journey toward fulfillment of God's creative call on his or her life. From a student success perspective, the use of comparison and contrast, analysis, and problem-solving assignments contribute to further development of critical thinking skills as students assess their educational and vocational goals. Specifically, the course explores obstacles and ways to leverage identified resources. A final project consists of students conceptualizing their life journey (using the Fit Four) and how realizing their educational goals will create avenues for life achievement.

**HEALTHCARE****EX-HC 300 Patient Communication & Service Excellence (3)**

This course emphasizes respectful communication interactions in a wide range of healthcare settings. Strategies for effectively communicating with patients of all ages, as well as abusive, depressed, or impaired patients, are illustrated through examples and various scenarios. The course helps students focus on developing self-awareness and skills.

**EX-HC 322 Recruitment and Selection in Healthcare (3)**

This course presents the human resources management focus of recruitment and staffing selections in a healthcare setting. Students will be exposed to the methods and processes for this task and an appreciation for how to human resources management function plays an important strategic role for the organization.

**EX-HC 325 Training and Development in Healthcare (3)**

This course provides an introduction to training human resources in healthcare organizations. Training topics include adult learning theories, needs assessment, feedback models, evaluation, planning, and instructional design.

**EX-HC 340 Healthcare Marketing Strategies (3)**

This course provides students with an overview of the strategic marketing function in healthcare organizations. Students will be exposed to the role that marketing plays in healthcare.

**EX-HC 341 Marketing the Private Medical Practice (3)**

In this course, students will be exposed to the various marketing strategies employed by physicians in private practice, with an emphasis on internet and social media marketing. Topics include marketing for

competitive advantage, direct marketing, web site design, and practice branding.

**EX-HC 342 Principles of Business in Health (3)**

This survey course examines the principles of business operation as they apply in the healthcare setting. Topics include the business environment, starting and growing a business, management, human resource management, marketing, finance and international business.

**EX-HC 361 Introduction to Medical Practice Management (3)**

This course provides an overview of all aspects of the medical practice. Topics include marketing, patient communication, customer service, specialty practices, financial management, and the roles of medical office personnel.

**EX-HC 364 Ethical Issues in Healthcare (3)**

This course raises student awareness about current ethical issues in healthcare. Students will be able to enhance their own moral and ethical reasoning by analyzing and responding to case studies in healthcare management, drawn from actual ethical concerns faced by healthcare clinicians, administrators and managers. Students will engage in decision-making activities in order to apply related principles of ethics to current events in healthcare.

**EX-HC 378 Principles of Managed Care (3)**

This course provides an introduction to the foundations of the managed healthcare system in the United States. Students will be exposed to the operational aspects of managed care and health insurance in the commercial sector. Different forms of managed healthcare will be presented.

**EX-HC 410 U.S. Healthcare Systems (3)**

Topics covered will include history, orientation to the US Healthcare Delivery System including discussion about the organization of healthcare providers such as clinics, hospitals. Nursing homes and related healthcare facilities. Additional topics include professional roles in healthcare, healthcare planning, regulation, quality, politics, and major healthcare reform issues challenging the industry today. Students will appreciate the complexity of relationships among cost, quality and access in healthcare.

**EX-HC 412 Knowledge Management in Healthcare (3)**

This course exposes students to the theories of knowledge management in corporations and organizations. Topics include knowledge repositories, communities of learning, role of librarians and information specialists, and applications of technical knowledge management.

**EX-HC 415 Leadership & Change in Healthcare (3)**

This course concentrates on the development of students' abilities to exercise leadership at the management level in healthcare organizations. The focus is to help leaders understand how best to motivate and coordinate employees and the responsibilities of leaders in leading change within an organization. Students will explore leadership theory and practice as it applies to the healthcare sector.

**EX-HC 417 Healthcare Administration (3)**

This survey course introduces the healthcare administrator's role in a healthcare system. Topics include organization, policies, ethics, finance, and structure and delivery of healthcare services. Students will be exposed to complex challenges and trends in the healthcare system today.

**EX-HC 421 Statistics for Healthcare Managers (3)**

This is an introductory course in statistics applied to the healthcare setting. Course outcomes include the ability of students to analyze statistical data, understand the role of statistical theory, and determine appropriate statistical methodologies.

**EX-HC 492 Current Topics in Health Information Management (3)**

This seminar allows students to engage in topical discussion about challenges facing the healthcare industry with regard to health information management. Students will work in collaborative groups to select a current challenge in health information management and will make a presentation that provides recommendations and solutions for the challenge.

**EX-HC 495 Health Information Management (HIM) Internship (3)**

The HIM internship component of the degree program provides an opportunity for students to synthesize what has been learned in the coursework taken in this degree program with the objective of transitioning from a student to a professional in the HIM field. Students are expected to implement the project proposals created in the capstone course in a professional setting. Requirements for the course include a 75-hour minimum professional practice experience and a project paper detailing the implementation of the project.

**HUMAN SERVICES****SS-HS 101 Human Services (3)**

This course gives an overview of human services as a profession and as an academic discipline. It provides a sampling of the knowledge, skills, ethical values, and practical experiences needed to successfully assist others to a higher quality of life. Areas of study are based on ethical dilemmas case studies, practical experiences and a field

practicum or project designed to help you assess if human services is the appropriate career for you.

### **SS-HS 201 Foundations of Case Management (3)**

The course will introduce new information to assist in the sometimes nebulous world of case management, or to serve as a refresher for more experienced case managers who may need to reviews some of the basics. This course will address basic psychological theory, practical case management skills, and provide information on specific strategies to meeting the needs of clients.

### **SS-PY 325 Counseling (3)**

A combination of theory and practice. Basic listening and counseling skills are stressed and combined with some of the major counseling theories.

### **SS-HS 301 Cultural Diversity in Human Services Delivery (3)**

This course offers students a balance of clinical and theoretical information, focusing on effective methods of providing cross-cultural services. It will cover the general principles of cultural diversity, cultural information on specific client populations and the process of cross-cultural service delivery. The course will also touch on important concepts such as racial micro-aggressions, therapeutic interviews with individuals from collective family systems, enforcing professional standards, and culturally sensitive treatment of children.

### **SS-HS 401 Program Evaluation and Quality Improvement in Human Services (3)**

This course will provide students an introduction to macro and micro-perspectives on the topics of outcomes measurement. It will also incorporate practice, policy, and research perspectives. Finally, students will examine current and long-standing issues within the human services field as it relates to outcomes and performance measurement.

## **PUBLIC HEALTH**

### **HC-PH 101 Introduction to Public Health (3)**

Introduction to Public Health offers a thorough, accessible overview of the expanding field of public health for students new to its concepts and factors. This course provides students with informative discussions of the current technical issues and practical obstacles facing public health practitioners and policymakers alike. Topics covered will be approaches to research and data collection, current best practices in the field, and the social and ethical challenges of devising public policy. This course provides a practical framework for understanding the array of forces and organizations of current public health enterprise.

### **HC-PH 301 Epidemiology in Public Health (3)**

Epidemiology is the study of the distribution and determinants of diseases, health conditions, or events among populations and the application of that study to control health problems. Application of the concepts learned in this course to current public health problems and issues, this course will help students understand the practice of epidemiology within the context of real life.

### **HC-PH 201 Essentials of Public Health Communication (3)**

This course introduces concepts and examples that will equip students to enter a local health department, contribute to health communication research, materials design, program management, community organization or government agency, and patient counseling, and media relations. This course is devoted to the effectiveness in health communication and informatics suggested by the Association of Schools of Public Health.

### **HC-PH 310 Environmental Health (3)**

Emphasis on environmental factors involved in transmission of communicable diseases and hazards due to exposure to chemical and physical materials in our environment. Environment and people relationship is a major component in how it affects their physical well-being and what they can do to influence the quality of the environment and to enhance the protection of their health.

### **HC-PH 401 Health Promotion Programs (3)**

This course will focus on students and professionals interested in planning, implementing, and evaluating programs that promote health equity. Health Promotion Programs introduces the theory of health promotion and presents an overview of current best practices from a variety of settings including workplace, health care organizations, community, and schools.

## **PHARMACY MANAGEMENT**

### **HC-PM 201 Introduction to Pharmacy Practice Management (3)**

Students will learn the principles applicable to all aspects of pharmacy practice, from managing money to managing personal stress. Covering everything from operations management and purchasing to Medicare Part D, this this course will introduce the student to the intricacies of pharmacy management and topics across all practice settings.

### **HC-PM 301 Financial Management of the Pharmacy Practice (3)**

This introductory course covers the basics of accounting and financial management and

demonstrates the application of these principles to pharmacy practice. Areas of thought include, basics of finance and financial analysis pricing goods and services; personal financial management; the guiding principles of accounting; budgeting and inventory management; financial statements, from detailed transactions to summary reports.

### **HC-PM 401 Contemporary Topics in Pharmacy Practice (3)**

This course will discuss the many factors impinging on daily practice and the place of pharmacy in the delivery of health care. This course will go beyond an assessment of considering how pharmacy is practiced but dives deep into a diverse range of disciplines, including psychology, sociology, social policy, history, anthropology, and health economics.

## **MANAGEMENT**

### **EX-MG 306 Conflict Resolution and Negotiation (3)**

This course exposes students to the nature of conflict within organizations and the various forms of employable conflict resolution techniques. Emphasis is given to overcoming positional or contentious strategies while building collaboration and offering choices. Focus is placed on understanding the interdependence of groups within the system and the cohesion necessary for organizational effectiveness.

### **EX-MG 307 Critical Thinking & Problem Solving (3)**

This course is designed to help students develop critical thinking and problem solving skills. Students will learn through a problem-based learning approach whereby they will work individually and in groups to solve everyday problems that present in the business and healthcare environments. Students will be exposed to carefully selected case scenarios and will learn to apply a systematic approach to problem appraisal, data collection, and problem resolution and will enhance their abilities to think rationally, creating sound arguments to support their beliefs.

### **EX-MG 311 Advanced Professional Communication (3)**

This course includes in-depth discussion of current communication topics including workplace diversity, technology, correspondence applications, proposals, business plans, visual aids, teamwork, interpersonal communications, listening, nonverbal messages, presentation skills and employment communication. Positive, neutral, goodwill, negative and persuasive letters will be prepared. Prerequisites: EN-CP 103, EN-CP 104.

**EX-MG 320 Research Analysis Using Statistics (3)**

Problem analysis and evaluation techniques are presented. Adult learners are shown methods for defining, researching, analyzing, and evaluating a problem in their work or vocational environments that they have selected for independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, and analyzing variance and constructing questionnaires.

**EX-MG 325 Project Management (3)**

This course provides an introduction to principles of managing projects and provides students with the opportunity to explore project management software and tools to manage projects effectively. Topics include project lifecycle management, planning, scheduling, budgeting, controlling, risk management, and crisis and change management.

**EX-MG 327 Technical Writing (3)**

In this course, students will have an opportunity to develop the skills needed to write technical and scientific documents such as reports, documentation and instructions. Topics include methods of organization, writing style, empirical review, and adapting writing for various audiences.

**EX-MG 330 Principles of Management & Supervision (3)**

Adult learners examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice, with analysis of the effect on productivity.

**EX-MG 341 Theories In Leadership (3)**

In the five weeks of this module, several theories will be explored that attempt to explain what leadership is and how to apply it to key areas, such as influencing individual behavior, group or team performance, and change. Additionally, the module will examine sources of power, motivational theory, and conflict resolution strategies.

**EX-MG 350 Social Problems & Their Impact on the Workplace (3)**

This course presents an analysis of major contemporary social problems especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the cause, consequences, and solutions to these problems.

**EX-MG 351 Principles of Healthcare Management (3)**

This course explores the types of managerial functions necessary for organizational operation. The course is built around the topics of planning, organizing, directing, controlling and decision-making. Specific application to healthcare settings will be explored.

**EX-MG 360 Managerial Marketing (3)**

Principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices are examined. Concepts of our global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective.

**EX-MG 366 Employee Benefits (3)**

This course exposes students to the nature of the various types of employee benefits on the market. Emphasis is placed on the factors involved in making employment benefit decisions, such as distinctions between personal or small organizations and large employee groups, and knowing the funding options available for each.

**EX-MG 368 Operations Management (3)**

This course provides students with the principles of operations management in manufacturing and service industries. Through the use of case study analysis, students will learn the systematic planning process of how inputs get turning into goods and services. Students will be exposed to the following topics: process analysis, forecasting, materials planning and management, quality and productivity, purchasing, inventory, technology and project scheduling.

**EX-MG 435 Systems Approach To Management (3)**

Adult learners examine the formal and informal functions of organizations and analyze agencies or organizations based on a systems model. Adult learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to adult learners' work-related independent study projects.

**EX-MG 445 Human Resource Management (3)**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

**EX-MG 450 Strategic Planning (3)**

This course introduces adult learners to various management planning models and techniques and applies these to business

cases. It stresses the concepts of strategic planning and strategic management.

**EX-MG 491 Seminar in Healthcare Management (3)**

This course is an advanced seminar based on contemporary topics in health service delivery. Students will engage in case study analysis and will apply what they have learned in the program to topics such as leadership, accountable care organizations, ethics, and the changing healthcare environment in today's global environment. Additionally, issues related to multi-health systems integration, collaborative care, physician/hospital organizations, and alternative delivery systems for the aging population are explored. Students will be required to select and research a topical issue in healthcare from a political, economic, and social perspective. The topic will be developed further in the Capstone.

**MINISTRY****EX-MN 300 Learning Skills & Hermeneutics (3)**

This class will serve as an introduction for the adult learner to help them get reacquainted with the disciplines needed to be successful as they return to college. These will include adult development, teamwork principles, receiving and giving critical analysis, "life-mapping," small group communication, study methods, writing, critical thinking, and the important ministry skill of hermeneutics.

**EX-MN 319 Spiritual Formation (3)**

This course will explore the nature of spiritual formation. Different models concerning spiritual maturation will be investigated, with specific emphasis on the integration of ministry to children, youth, and adults. Students will have the opportunity to evaluate theories concerning cognitive and spiritual development. Experiential components will include personal experience with different approaches to prayer, spiritual disciplines, and other classical/contemporary practices.

**EX-MN 340 Pastoral Care (3)**

This class will concentrate on the task of ministry as it relates to the pastoral role. Consideration will be given to both biblical and historical understandings of the task of a pastor while at the same time examining how a person can and should fulfill this vital ministry of the Church. This course will focus on skill development and an understanding of gifts for ministry.

**EX-MN 352 Pastoral Counseling (3)**

This course examines the pastoral role in relationship to the ministry of the whole person, mind, body, and soul. Students will be introduced to the integration of psychology and theology. Specific attention will be given

to developmental issues, marriage and family and interpersonal relationships, as well as examine different approaches and skills involved with the counseling aspect of ministry.

#### **EX-MN 402 Apologetics & Worldview (3)**

This course will study the history and importance of the discipline known as apologetics, the defense of the faith, while also considering how this is an ongoing concern for the church of today. The class will be looking at the classic philosophical and theological components that are utilized in support of the faith and serve as a basis for confronting pluralism. The student will also be challenged to consider his/her own worldview and the various elements that shape it.

#### **EX-MN 411 Homiletics & Critique (3)**

Through this course the student will be introduced to homiletical methodology and communication theory; including, how to structure various types of sermons (e.g. narrative, topical, exegetical, etc.), creative thinking, and presentational style. The student will be required to develop and present a series of completed sermon/oral presentations demonstrating proficiency in the use of the hermeneutical skills and tools. The goal is to craft messages that are both biblically sound and that communicate to the modern audience.

## **ORGANIZATIONAL SCIENCES**

#### **EX-OR 415 Group & Organizational Dynamics (3)**

This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

#### **EX-OR 425 Effective Personal & Organization Communication (3)**

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

#### **EX-OR 435 Management Systems (3)**

This course examines a number of management systems used in organizations in order to regulate operations. Topics include

organization goals, system structures, and roles of administrators.

#### **EX-OR 455 Personal Values & Organizational Ethics (3)**

Through this course, the student will have the opportunity to investigate the interplay between personal values and professional ethics. Several major ethical theories are reviewed. Learners will be challenged to identify and articulate personal values. In addition learners will investigate business ethics, focusing on the application of personal values to the workplace.

#### **EX-OR 465 Applied Research Project (3)**

The Applied Research Project is a major research effort designed to enhance knowledge in an area related to one's work or community and provide research skills to assist in effective decision making. The adult learner completes a research project related to his/her employment environment. Statistical analysis concepts and methods assist the adult learner in identifying a topic, collecting data, and measuring results. A college faculty member monitors the progress of the independent study, and an on-site contact makes certain that the adult learner devotes at least 200 clock hours to the project. An oral report of initial project findings is given by each adult learner in this term.

## **PSYCHOLOGY**

#### **EX-PY 201 Professionalism and Human Performance (3)**

This course introduces students to assessment strategies for life cycle and learning style placement. The course utilizes reflection and discussion as significant portions of the learning process and will introduce the student to APA writing style.

#### **SS-PY 220 Stress Management (3)**

Designed as an applied science course, students will be introduced to the history and science of stress studies. The role of stress (negative and positive) will be reviewed with specific emphasis placed on the interaction of physiological, psychological, and spiritual factors.

#### **EX-PY 301 Adult Development & Life Assessment Writing Seminar (3)**

This course introduces adult learners to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theories are examined. These theories then provide the paradigm for self-analysis and life assessments and a basis

for understanding individuals within organizations.

## **SCIENCES**

#### **EX-SC 100 Environmental Science (3)**

A course designed to introduce the student to the interrelationships between organisms and their environment with emphasis on how man affects these interactions. Environmental issues such as pollution, resource use, loss of biodiversity, etc. are discussed in light of economic, political, and cultural influences. This is a general education science course for non-majors.

#### **EX-SC 305 Human Anatomy & Physiology II (3)**

This course provides an overview of the normal function and structure of the human body as well as the effects of disease on normal physiology. Students will learn associated terminology of anatomy and physiology in support of the healthcare professions.

#### **EX-SC 332 Medical Terminology (3)**

The purpose of the course is to provide the student with the basic tools for building a medical vocabulary. It emphasizes the building of a medical vocabulary from prefixes, suffixes, roots, and combining forms. Emphasis is placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and diseases. The various study methods used will enable the student to analyze medical terms and identify their relationship to specific medical categories.

## **THEOLOGY**

#### **EX-TH 406 New Testament Theology of Evangelism (3)**

Through examination of the New Testament documents, with a special emphasis on the Gospels, the book of Acts, and the preaching of the Apostles, this course is designed to challenge the student to understand the theological basis for the biblical practice of evangelism. Discussion will also include methodology that may assist the local church and the laity to engage in doing evangelism.

#### **EX-TH 409 Practical Theology of Worship (3)**

This course has a two-fold emphasis: 1) how one crafts and delivers a sermon to a congregation and 2) the elements that go into developing and leading worship. The student will be given hermeneutical tools for the development of sermons and opportunity to preach as part of the class. There will also be discussion of the tools (technological, arts, and others) currently available and the creativity needed for those who lead worship



## ADMINISTRATION

**Hoxie, Hal, Colonel (RET), M.A., M.S. — President**

A.A., Central Christian College, McPherson, Kansas, 1979; B.S., Eastern Oregon State College, LaGrande, Oregon, 1982; M.A. University of Northern Colorado, Greeley, Colorado, 1994; Air Command and Staff College, Maxwell Air Force Base, Montgomery, Alabama, 1995; M.S. Marine Corps War College, Quantico, Virginia, 2005. *Central Christian College, 2010*

**Favara, Leonard F., Ph.D. (Rev.) — Provost/Chief Academic Officer**

A.A., Central College, McPherson, Kansas, 1989; B.S.M., Central College, McPherson,

Kansas, 1991; M.S., Kansas State University, Manhattan, Kansas, 2003; Ph.D., Northcentral University, Prescott, Arizona, 2009. *Central Christian College, 1992-93, 2000*

**Figgs, Joel, M.S. — Chief Enrollment Officer,** B.S., Emporia State University, Emporia, KS, 1991; M.S., Emporia State University, Emporia, KS, 1993. *Central Christian College, 2017*

**Kroeker, Dean, Ed.D. — VP of Advancement and Alumni Relations,** La Mirada, California, 1993; M.A., National University, La Jolla, California, 1998; Ed. D., Pepperdine University, Malibu, California, 2004. *Central Christian College, 2007*

**Reed, Steve — Athletic Director**

B.S., Seattle Pacific University, Seattle, Washington; 1980. *Central Christian College, 2015*

**Stocklin, Chris, D.Min. — Chief Financial Officer**

B.S., Central Missouri State University, Warrensburg, MO, 1987; M.Div., Midwestern Baptist Theological Seminary, Kansas City, MO, 1992; D.Min., Midwestern Baptist Theological Seminary, Kansas City, MO, 2001. *Central Christian College, 2016*

## FACULTY: SCHOOL OF LIBERAL ARTS & SCIENCES

**Aizawa, Hatsue, M.A.T./M. Ed— ESL**

B.A., Willamette University, Salem, Oregon, 1988; M.Ed., Tokyo Gakugei University, Japan, 2006; M.A.T., George Fox University, Portland, Oregon, 2009; M.A. in Spiritual Formation, George Fox University, Portland, Oregon, forthcoming. *Central Christian College, 2013*

**Allen, Ronald F., Ph.D. — Education**

B.S., Emporia State University, Emporia, Kansas, 1969; M.S., Emporia State University, Emporia, Kansas, 1971; Ph.D., Kansas State University, Manhattan, Kansas, 1988. *Central Christian College, 2004*

**Anderson, Larry D. (Rev), D.Th. — Ministry and Theology**

A.A., Central College, McPherson, Kansas, 1974; B.A., Seattle Pacific University, Seattle, Washington, 1976; M.A., Fuller Seminary, Pasadena, California, 1984; Th.M., Fuller Seminary, Pasadena, California, 1997. D.Th., University of Zululand, South Africa 2011. *Central Christian College, 1996*

**August, Michele R., M.A. — Registrar**

B.A., University of Illinois, Chicago, Chicago, IL., 2000; M.A. University of Maryland University College, Bowie, MD., (2007). *Central Christian College, 2013*

**Barreiro, Enrique N., M.B.A. — Business, Foreign Language, Sport Science**

B.S., Old Dominion University, Norfolk, Virginia, 2010; M.B.A., American InterContinental University, Hoffman Estates, Illinois, 2012. *Central Christian College, 2012*

**Brown, Cathy, M.E. — Education**

B.S., Tarleton State University, Killeen, TX, 2000; M.E., University of Texas-Tyler, Tyler, TX, 2011. *Central Christian College, 2017*

**Bruns, Steven, Ph.D. — Ministry and Theology (Chair)**

B.A., University of Florida, Greenville, Florida, 1997; M.Div., Asbury Theological Seminary,

Wilmore, Kentucky, 2001; M.A., St. Vladimir's Orthodox Theological Seminary, Yonkers, NY, 2013; Ph.D., Middlesex University/ London School of Theology, London, England, 2011. *Central Christian College, 2016*

**Craig, Michael A., M.S. — Natural Sciences (Chair)**

B.S., Greenville College, Greenville, Illinois, 1983; M.S., Emporia State University, Emporia, Kansas, 1996. *Central Christian College, 1991*

**Ferrell, J. David, Ed.D. — Business Department (Chair)**

A.A., Central Christian College, McPherson, Kansas, 1975; B.S., Greenville College, Greenville, Illinois, 1977; M.B.A., Southern Illinois University, Edwardsville, Illinois, 1983; Ed.D., University of Kansas, Lawrence, Kansas, 1997. *Central Christian College, 1982*

**Gates, Christopher A., M.A. — Theatre**

B.S., Central Christian College, McPherson, Kansas, 2005; M.A., Kansas State University, Manhattan, Kansas, 2007. *Central Christian College, 2007*

**Harms, Tiffney, M.M.E. — Music, Vocal**

B.A., Sterling College, Sterling, Kansas, 2007; M.M.E., University of Oklahoma, Norman, Oklahoma, 2009. *Central Christian College, 2013*

**Horton, Staci, M.M.E. — Education (Chair)**

B.A., McPherson College, McPherson, Kansas, 2002; M.M.E., Kansas State University, Manhattan, Kansas, 2011; Ph.D., Kansas State University, Manhattan, Kansas, forthcoming. *Central Christian College, 2014*

**Jackson, Robin, Ph.D. — Science & Math**

B.A., Bethel College, North Newton, Kansas, 1975; M.S., Emporia State University, Emporia, Kansas, 2002; Ed. S., Pensacola Christian College, Pensacola, Florida, 2006; Ph.D., Newburgh Theological Seminary, Newburgh, Indiana, 2011. *Central Christian College, 2001*

**Janssen, Brett, Ph.D. — Music**

A.A., Central Christian College, McPherson, Kansas, 2001; B.M., Wichita State University, Wichita, Kansas, 2004; M.A., University of Missouri-Kansas City, Kansas City, Missouri, 2007; M.A., University of Central Missouri, Warrensburg, Missouri, 2011; Ph.D. Kansas State University, Manhattan, Kansas, 2017. *Central Christian College, 2010*

**Kaufman, Jacob, D.W.S. — Fine Arts (Chair) & Contemporary Christian Music Director**

A.A., Central Christian College, McPherson, Kansas, 2001; B.S., Central Christian College, McPherson, Kansas, 2004; M.A.C.T., Bethel Seminary, St. Paul, Minnesota; DWS, Robert Webber Institute of Worship Studies, Orange Park, Florida, 2014. *Central Christian College, 2005*

**Kaufmann, Charles (Rev), M.A.L.S. — Social Science (Chair)**

A.A., Central College, McPherson, Kansas, 1974; B.A., Briar Cliff College, Sioux City, Iowa, 1984; M.A.L.S., Wichita State University, Wichita, Kansas, 2001. *Central Christian College, 2001*

**Kelley, Bev, M.L.S. — Director of Briner Library**

A.G.S., Central College, McPherson, Kansas, 1979; B.S.B., Central Christian College, McPherson, Kansas, 2004; M.L.S., Emporia State University, Emporia, Kansas, 2007. *Central Christian College, 1979-81, 1996*

**Lemon, Joseph, M.F.A. — English**

B.S., Greenville College, Greenville, IL, 2004. M.F.A., Wichita State University, Wichita, KS, 2014. *Central Christian College of Kansas, 2017*

**Lockhart, Emily, M.S. — Sport Science (Chair)**

B.S., Pittsburg State University, Pittsburg, Kansas, 2003; M.S., Pittsburg State University, Pittsburg, Kansas, 2004. *Central Christian College, 2014*

**Mackey, Ryan D. (Rt. Rev.), M.M. — Music**

A.A., Central Christian College, McPherson, Kansas, 1999; B.A., McPherson College, McPherson, Kansas, 2001, 2004; M.A., Friends University, Wichita, Kansas, 2009; M.M., Wichita State University, Wichita, Kansas, 2015.

*Central Christian College, 2006*

**Merwin, Kirk, M.S. — English/ESL**

A.A., Butler Community College, El Dorado, KS, 1980; B.S., Texas Christian University, Fort Worth, TX, 1983; M.A., University of Kansas, Lawrence, KS, 1988; M.S., Emporia State University, Emporia, KS, 2014.

*Central Christian College of Kansas, 2017*

**Moody, Kyle, M.S. — Sport Management**

A.S., Vernon Regional Junior College, Vernon, Texas, 2002; B.S., University of Science and Arts of Oklahoma, Chickasha, Oklahoma, 2004; M.S., Texas Tech University, Lubbock, Texas, 2006.

*Central Christian College, 2012*

**Muntz, Pat, M.E. — Director of Academic Enrichment**

B.S., University of Central Oklahoma, Edmond, Oklahoma, 1976; M.E., Wichita State University, Wichita, Kansas, 1980.

*Central Christian College, 2011*

**Sparks, Jamie, M.S. — Psychology**

B.S., Central Christian College, McPherson, Kansas, 2009; M.S., Friends University, Wichita, Kansas, 2011.

*Central Christian College, 2010*

**Whitehouse, Heath, M.B.A. — Business,**

B.S., Central Christian College, McPherson, Kansas, 2009; B.S.B. Central Christian College, McPherson, Kansas, 2009; M.B.A., Kansas Wesleyan University, Salina, Kansas, 2011.

*Central Christian College, 2010*

**ADJUNCT FACULTY****Ballew, Jean, Ph.D. — Education**

B.A., Eastern Nazarene College, Quincy, MA, 1977; M.S., Indiana University, Indianapolis, IN, 1995; Ph.D., Kansas State University, Manhattan, KS, 2012.

*Central Christian College, 1998-200, 2012-2013, 2016*

**Corby, Eric, M.A. — Music**

B.A., Marymount College, Salina, Kansas, 1989; M.A., Fort Hays State University, Hays, Kansas, 1996.

*Central Christian College, 2014*

**Fleming, Zach, B.S. — Youth Ministry**

B.S., Central Christian College, McPherson, Kansas, 2005; M.A. Huntington University, Indiana, forthcoming.

*Central Christian College, 2009*

**Hagen, Ronald D., M.B.A. — Criminal Justice**

B.S., University of North Dakota, Grand Forks, North Dakota, 1977; B.S., University of North Dakota, Grand Forks, North Dakota, 1978; M.B.A., Friends University, Wichita, Kansas, 1994.

*Central Christian College, 1995*

**Knopp, Shawn, M.A — Music**

B.M.E., Kansas State University, Manhattan, Kansas 2002; M.A., Kansas State University, Manhattan, Kansas, 2009.

*Central Christian College, 2014*

**Miller, Diane, M.S. — Accounting**

B.S.B.A., Central Michigan University, Mt. Pleasant, Michigan, 1976; M.S.A., Central Michigan university, Mt. Pleasant, Michigan, 1982.

*Central Christian College, 2012*

**Nelson, Jeremy A., B.A. — Director of Sports Information**

B.A. Bethany College, Lindsborg, Kansas 1997.

*Central Christian College, 2008*

**Schneider, Dori, M.E. — Education**

B.F.A. Emporia State University, Emporia, Kansas, 1978; B.S. Panhandle State University, Goodwell, Oklahoma, 1984; M.E. Emporia State University, Emporia, Kansas, 1987.

*Central Christian College, 2016*

**Seymore, Sam, Ed.D., Ph.D. — Piano**

B.S. Delta State University, Cleveland, Mississippi, 1960; M. Ed. Delta State University, Cleveland, Mississippi, 1962; Ed. D., University of Montana, Missoula, Montana, 1969; Ph. D. Kansas State University, Manhattan, Kansas, 1972.

*Central Christian College, 2008*

**Smidderks, Dean H., M.Div. — Ministry**

A.A., Los Angeles Pacific College, Los Angeles, California, 1954; B.A., Seattle Pacific University, Seattle, Washington, 1956; M.Div., Asbury Theological Seminary, Wilmore, Kentucky, 1959.

*Central Christian College, 2004*

**Trow, John, Ph.D. — Physics**

B.S. Kansas State University, Manhattan, Kansas, 1977; Ph.D. University of California, Berkeley, California, 1985.

*Central Christian College 2015*



## EMERITI

**Alexander, Jerry E., Ed.D. — Provost and Chief Academic Officer**

*Wessington Springs College, 1964-67*

*Central Christian College, 1967-2011*

**Alexander, Marie, B.S. — Registrar**

*Central Christian College, 1989-2011*

**Crown, Mary E., B.A. — Registrar**

*Central Christian College, 1946-1952, 1965-*

*1989*

**Ferrell, John W., M.ED. — Vice President of Development**

*Central Christian College, 1956-1992*

**Hadduck, Carol Ruth, A.B. — Humanities Instructor (Music)**

*Central Christian College, 1976-1992*

**Hill, Rick, M.B.A. — Business (Chair), Economics, Management**

*Central Christian College, 2000-2010*

**Fithian, Jerome K., M.S. — Business (Chair), Accounting, Information Processing**

*Central Christian College, 1976-88, 1991-2012*

**Ivers, Betty L., M.S. — Biological Sciences**

*Central Christian College, 1955-1990*

**Ivers, Keith P., M.S. — Sport & Health Sciences; Athletic Director**

*Central Christian College, 1955-1990*

**Johnson, Bruce C., D. Min. — Philosophy & Religion Department Chair**

*Central Christian College, 1978-1997*

**Mason, Donald L., Ed.D. — President**

*Central Christian College, 1990-1996*

**Mayse, Karen S., B.S. — Director of the Guidance Center**

*Central Christian College, 1988-2011*

**McHenry, Merril G., Ph.D. — Multidisciplinary Studies**

*Central Christian College, 1993-2005*

**Milam, Marlys J., M.S. — English**

*Central Christian College, 1998-2011*

**Milam, Roy E., M.F.A. —**

**Communications/Theatre**

*Central Christian College, 1996-2011*

**Nippert, Pat, M.S. — Education**

*Central Christian College, 2008-2012*

**Noffsinger, Kent E., Ph.D. — Mathematics**

*Central Christian College, 2008-2011*

**Odermann, Ellis E., A.B. — Vice President of Finance**

*Wessington Springs College & Academy, 1961-1968. Central Christian College, 1968-2000*

**Scarpellini, Vicki — Administrative Assistant to the Chief Academic Officer & Registrar**

*Central Christian College, 1980-82, 1986-1987, 2000-2010*

**Short, H. Harold, M.S.T. — Chemistry; Industrial Arts**

*Wessington Springs College & Academy (2 yrs.)*

*Central Christian College, 1978-2001*

**Wolcott, Robert, D. Th. — Philosophy & Religion Department Chair; Missions**

*Central Christian College, 1991-2010*

**Wolcott, Sylvia H., M.M. — Music**

**Department Chair & Instructor; Spanish**

*Central Christian College, 1991-2010*

# FACULTY: SCHOOL OF PROFESSIONAL & DISTANCE EDUCATION (ADJUNCT)

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**Armstrong, Beth, Ph.D. – Psychology**

B.A., Seattle Pacific University, Seattle, WA, 1993; M.A., Asbury Theology Seminary, Wilmore, KY, 1997; Ph.D., Gonzaga University, Spokane, WA, 2015.

**Bach, Bill, Ph.D.— Criminal Justice**

B.A., Brigham Young University, Laie, Hawaii, 1972; M.B.A., Syracuse University, Syracuse, New York, 1974; Ph.D., University of Idaho, Boise, Idaho, 2002.

*Central Christian College, 2013*

**Barreiro, Enrique, M.A. – Sports Management**

B.S., Old Dominion University, Norfolk, Virginia, 2010; M.B.A., American Intercontinental University, Hoffman Estates, Illinois, 2012.

*Central Christian College, 2012*

**Bowman, Joan, Ph.D. – History, Sociology**

B.S., Sam Houston State University, Huntsville, Texas, 1997; M.Ed., University of Nebraska-Lincoln, Lincoln, Nebraska; Ph.D., Capella University, Minneapolis, Minnesota, 2004.

*Central Christian College, 2012*

**Bostick, Shawn – Criminal Justice**

A.A. Baker University, Baldwin City, Kansas, 2008; B.A. Friends University, Wichita, Kansas, 2010; M.A. Kansas State University, Manhattan, Kansas, 2013.

*Central Christian College, 2015*

**Brown, Jack, Ph.D. – Criminal Justice**

B.S., University of Southern Mississippi, Hattiesburg, Mississippi, 1995; M.S., University of Southern Mississippi, Hattiesburg, Mississippi, 1996; Ph.D., University of Southern Mississippi, Hattiesburg, Mississippi, 2002.

*Central Christian College, 2013*

**Burleson, Rita – English**

B.A. Colorado Women's College, Denver, Colorado, 1980; M.A. University of Texas at El Paso, El Paso, Texas, 1994; M.A.T. University of Wyoming, Laramie, Wyoming, 2004.

*Central Christian College, 2015*

**Carter, Wade, J.D. – Criminal Justice**

B.A., Kansas Wesleyan University, Salina, Kansas, 2004; M.B.A., Kansas Wesleyan University, Salina, Kansas, 2005; J.D., University of Missouri, Kansas City, Kansas City, Missouri, 2009.

*Central Christian College, 2013*

**Caskey, Mindi, M.B.A – Statistics in Criminal Justice**

B.B.A Washburn University, Topeka, Kansas, 2001; B.A. Washburn University, Topeka, Kansas, 2009; M.B.A Washburn University, Topeka, Kansas, 2005.

*Central Christian College, 2012*

**Claassen, Danielle, M.A. – Healthcare**

B.S., Central Christian College of Kansas,

McPherson, Kansas, 2007; M.A., Wichita State University, Wichita, Kansas, 2010.

*Central Christian College, 2012*

**Conboy, Marty, J.D. – Criminal Justice**

B.A., Creighton University, Omaha, Nebraska, 1977; J.D., Creighton University, Omaha, Nebraska, 1980.

*Central Christian College, 2013*

**Conner, Rosalind – Healthcare**

B.S. University of Cincinnati, Cincinnati, Ohio; M.A. Lesley College, Cambridge, Massachusetts, 1981.

*Central Christian College 2015*

**Cooper, Joshua, M. Div. - Bible**

B.S., University of South Dakota, Vermillion, South Dakota, 2000; M.Div., Western Theological Seminary, Holland, Michigan, 2010.

*Central Christian College, 2013*

**Damron, Ty, M.A. – Bible**

B.A., Biola University, La Mirada, California, 2000; M.A., Biola University, La Mirada, California, 2004.

*Central Christian College, 2014*

**Dan, Dale, Ed.D. – Business**

B.A., Ohio State University, Columbus, Ohio, 1992; M.B.A., Nova Southeastern University, Fort Lauderdale, Florida, 2001. Ed.D., Southeastern University, Fort Lauderdale, Florida, 2005.

*Central Christian College, 2013*

**Deal, Jeff, M.A.— Criminal Justice**

A.A., Hutchinson Community College, Hutchinson, Kansas, 2003; B.S., Kansas State University, Manhattan, Kansas, 1991; M.P.A., University of South Dakota, Vermillion, South Dakota, 1993.

*Central Christian College, 2011*

**Debey, Peggy – Social Sciences**

B.A. Fort Hays State University, Hays, Kansas, 1976; M.A. Fort Hays State University, Hays, Kansas, 2011.

*Central Christian College, 2015*

**Dyer, Chris, M.A. – Bible**

B.A., Ohio Christian University, Circleville, Ohio, 1982; M.A., Indiana Wesleyan University, Marion, Indiana, 2009.

*Central Christian College, 2013*

**Eis, Danette, M.S. – Accounting**

B.S., Kansas State University, Manhattan, Kansas, 1978; M.S., Emporia State University, Emporia, Kansas, 1999.

*Central Christian College, 2012*

**Forbes, Jerree, Ed.D., —Healthcare**

A.A., Hutchinson Community College, Hutchinson, Kansas, 1981, 1983; E.M.S., Barton County Community College, Great Bend, Kansas, 1985; B.S.B., Friends University, Wichita, Kansas, 1988; M.A., Friends University, Wichita, Kansas, Fort Lauderdale-

Davie, Florida, 1990; Ed.D., Nova

Southeastern University, 2006.

*Central Christian College, 2012*

**Greco, Tom, M.A. – Criminal Justice Director**

B.S. United States Military Academy, West Point, New York, 1972, M.A. Central Michigan University, Mt. Pleasant, Michigan, 1983.

*Central Christian College, 2013*

**Halbmaier, Sarah, M.L.S. – Criminological Theory**

B.S., Central Christian College, McPherson, Kansas, 2007; M.L.S. Fort Hays State University, Hays, Kansas, 2011.

*Central Christian College, 2012*

**Hamilton, Kristien, M.A. – Math, Statistics and Business**

A.A.S., John A. Logan College, Carterville, Illinois, 1998; B.S., University of Phoenix, Phoenix, Arizona, 2004; M.A. University of Phoenix, Phoenix, Arizona, 2011.

*Central Christian College, 2013*

**Hendricks, J. Kade, M.P.A. — Criminal Justice**

A.A., Utah Valley University, Orem, Utah, 2005; B.S., Southern Utah University, Cedar City, Utah, 2007; M.P.A., Southern Utah University, Cedar City, Utah, 2008.

*Central Christian College, 2012*

**Hoodman, Kyle, M.Ed. — Facilitator English Composition**

A.A., Orange Coast College, Costa Mesa, California, 2002; B.A. California State University, Long Beach, California, 2004; M.Ed., Biola University, La Mirada, California, 2010.

*Central Christian College, 2011*

**Hoxie, Aaron, M.S. – Life and Learning**

B.S., Philadelphia Biblical University, Langhorne, Pennsylvania, 2003; M.S., Liberty University, Lynchburg, Virginia, 2012.

*Central Christian College, 2012*

**Hyle, Jeremy – Criminal Justice**

A.A. Cowley County Community College, Arkansas City, Kansas, 2001; B.A. American Military University, Charles Town, West Virginia, 2006; M.A. American Military University, Charles Town, West Virginia, 2011.

*Central Christian College, 2015*

**Idowu, Tolu, Ph.D. – English**

B.Ed., University of Ibadan, Nigeria, 1981; M.A., University of Ibadan, Nigeria, 1983; M.A.L.S., Valparaiso University, Valparaiso, Indiana, 2005; Ph.D., Union Institute and University, Cincinnati, Ohio, 2013.

*Central Christian College, 2014*

**Jackson, Robin, Ph.D. – Science, Mathematics**

B.A., Bethel College, North Newton, Kansas, 1975; M.S., Emporia State University, Emporia, Kansas, 2002; Ph.D., Newburgh Theological Seminary, Newburgh, Indiana,

2011.

*Central Christian College, 2001*

**Jones, Mike, M.A. and M.S. – Criminal Justice**  
B. S., Bellevue University, Bellevue, Nebraska, 1998; M.A. and M.S., Bellevue University, Nebraska, 2002; Graduate of the Northwestern University Police Staff and Command School, 1997.

*Central Christian College, 2012*

**Kaufman, Jacob, D.W.S. —Music/Theology**  
A.A., Central Christian College, McPherson, Kansas, 2001; B.S., Central Christian College, McPherson, Kansas, 2004; M.A.C.T., Bethel Seminary, St. Paul, Minnesota; DWS, Robert Webber Institute of Worship Studies, Orange Park, Florida, 2014.

*Central Christian College, 2005*

**Kroeker, Cheyenne, M.F.T. -- Psychology, Sociology, Biblical Studies**

A.A., Orange Coast College, Costa Mesa, California, 1996; B.A., Biola University, La Mirada, California, 1999; M.F.T., Hope International University, Fullerton, California, 2009.

*Central Christian College, 2011*

**Kroeker, Dean, Ed.D. – Group Dynamics, Organizational Behavior, Leadership, Research & Statistics**

B.S., Biola University, La Mirada, California, 1993; M.A., National University, La Jolla, California, 1998; Ed. D., Pepperdine University, Malibu, California, 2004.

*Central Christian College, 2007*

**Land, Carissa – Criminal Justice**

B.S. Kansas State University, Manhattan, Kansas, 2004; M.A. University of Tulsa, Tulsa, Oklahoma, 2007.

*Central Christian College, 2015*

**Leatherman, Jodi, M.B.A. – Sociology**

A.A, Highland Community College, Highland, Kansas, 1999; B.A., Baker University, Baldwin, Kansas, 2001; M.B.A., Northwest Missouri State University, Maryville, Missouri, 2005.

*Central Christian College, 2011*

**Leiba, Elizabeth, M.A., M.B.A. – English**

B.S., University of Florida, Gainesville, FL, 1997; M.A., University of Phoenix, Fort Lauderdale, FL, 2002; M.B.A., University of Phoenix, Fort Lauderdale, 2007; M.A., Western New Mexico University, Silver City, NM, 2011.

*Central Christian College, 2015*

**Mackey, Ryan D. (Friar), M.A., M.S. — Music**

A.A., Central Christian College, McPherson, Kansas, 1999; B.A., McPherson College, McPherson, Kansas, 2001, 2004; M.A., Friends University, Wichita, Kansas, 2009. M.M., Wichita State University, Wichita, Kansas, 2015.

*Central Christian College, 2006*

**Marsh, Bob, M.S. – Bible**

B.S., Greenville College, Greenville, Illinois, 1979; M.S., Eastern Illinois University,

Charleston, Illinois, 1980.

*Central Christian College, 2013*

**Michelson, Marty, Ph.D. – Bible**

B.A., Northwest Nazarene College, Nampa, Idaho, 1992; M.A., Theology, Point Loma Nazarene University, San Diego, California, 1994; M.A., Southern Nazarene University, Bethany, Oklahoma, 1995; Ph.D., Bible, University of Manchester, Manchester, U.K. 2007; M.A., Southern Nazarene University, Bethany, Oklahoma, 2009.

*Central Christian College, 2013*

**Miller, Diane, M.S. – Accounting**

B.S.B.A., Central Michigan University, Mt. Pleasant, Michigan, 1976; M.S.A., Central Michigan University, Mt. Pleasant, Michigan, 1982.

*Central Christian College, 2012*

**Miller, Wallace, M.A. – Criminal Justice**

B.A., Fort Hays State University, Hays, Kansas, 2007; M.A., Fort Hays State University, Hays, Kansas, 2011.

*Central Christian College, 2013*

**Mobley, Daniel, M.S. – Criminal Justice**

B.A., Southern Nazarene University, Bethany, Oklahoma, 1993; M.S., Southern Nazarene University, Bethany, Oklahoma, 1997.

*Central Christian College, 2013*

**Munguya, Arnot, M.B.A. – Healthcare, Human Resources**

A.A., Hesston College, Hesston, Kansas, 1986; B.A., Tabor College, Hillsboro, Kansas, 1991; M.B.A., Mid-American Nazarene University, Olathe, Kansas, 1993.

*Central Christian College, 2013*

**Nelson, Mary, M.S. – Criminal Justice**

B.S., Fort Hays State University, Hays, Kansas, 1979; M.S. Eastern Kentucky University, Richmond, Kentucky, 1982; M.S., Wichita State University, Wichita, Kansas, 1995.

*Central Christian College, 2012*

**Nicholas, William, Ph.D. – Psychology**

B.S., Palm Beach Atlantic University, West Palm Beach, FL, 1997; M.S., Palm Beach Atlantic University, West Palm Beach, FL, 1998, Ph.D., Capella University, Minneapolis, MN, 2005.

*Central Christian College, 2015*

**Nitsch, Richard, Ph.D. — Criminal Justice**

B.S., Emporia State University, Emporia, Kansas, 1976; M.A., Kansas State University, Manhattan, Kansas, 1988; Ph.D., Arizona State University, Tempe, Arizona, 1999

*Central Christian College, 2012*

**Painter, Vincent O., M.A. – Managerial Marketing**

B.S., Friends University, Wichita, Kansas, 1987; M.A., Webster University, Wichita, Kansas, 1993.

*Central Christian College, 2009*

**Parisi, Georginne, M.B.A. – Business, SS, Ethics**

M.B.A., National University, San Diego, California, 1985; B.A., University of South

Florida, Tampa, Florida, 1981.

*Central Christian College, 2013*

**Randall, Shea – Biblical Studies/Law**

B.A. Biola University, La Mirada, California, 2000; M.A. Biola University, La Mirada, California, 2005.

*Central Christian College, 2015*

**Rardon, Janell, M.A. — Psychology, English**

B.A., James Madison University, Harrisonburg, Virginia, 1981; M.A., Liberty University, Lynchburg, Virginia, 2012.

*Central Christian College, 2011*

**Sandusky, Katherine – Criminal Justice**

B.A. University of Illinois, Champaign Illinois, 1998; M.A. University of Cambridge, Cambridge, United Kingdom, 2002.

*Central Christian College, 2015*

**Sidorvich, Rebecca, M.A. – Social Science**

B.A., Biola University, La Mirada, California, 1977; M.A., Pepperdine University, Malibu, California, 1989.

*Central Christian College, 2012*

**Sparks, Jamie, M.S. – Psychology**

B.S., Central Christian College, McPherson, Kansas, 2009; M.S., Friends University, Wichita, Kansas, 2011.

*Central Christian College, 2010*

**Starke, Samantha – Healthcare**

B.S. Missouri State University, Maryville, Missouri, 2007; M.A. Webster University, Webster Groves, Missouri, 2009; Ph.D. A.T. Still University, Mesa, Arizona, 2013.

*Central Christian College, 2015*

**Tucker, John, M.B.A. – Criminal Justice**

B.S., University of Phoenix, Phoenix, Arizona, 2003; M.B.A., Trident University, Cypress, California, 2012.

*Central Christian College, 2013*

**Voth, Amanda, J.D. — Criminal Justice**

B.A., Bethel College, North Newton, Kansas, 2003; J.D., University of Kansas School of Law, Lawrence, Kansas, 2007.

*Central Christian College, 2012*

**Wallace, Sean, M.A. — Statistics in Criminal Justice, Introduction to Law Enforcement**

B.A., Wichita State University, Wichita, Kansas, 1998; M.A.; Wichita State University, Wichita, Kansas, 2002; Graduate of the FBI National Academy, 2005; Graduate of the Northwestern University Center for Public Safety Senior Managers Leadership Program.

*Central Christian College, 2012*

**Walter, Eric, M.A. – Bible, Philosophy**

B.A., La Mirada, California, 1997; M.A., Biola University, La Mirada, California, 2004.

*Central Christian College, 2013*

**Wellington, Roxie, Ed.D. – Humanities**

B.A., Northwest Nazarene University, Nampa, Idaho, 1989; M.Ed., Northwest Nazarene University, Nampa, Idaho, 1993; Ed.D., University of Idaho, Moscow, Idaho, 2014.

*Central Christian College, 2014*

## STAFF

Anderson, Amanda  
Executive Assistant to the President, 2016

Anderson, Mike  
Head Cross Country/Track Coach, 2016

Annis, Aaron  
Head Softball Coach, 2017

Annis Ashlee  
Head Cheerleading Coach, 2016

Bailey, Bob  
Advancement Officer, 2015

Baker, Danny  
Two Tigers & a Truck, Assistant Softball Coach, 2017

Bergstrom, Konner  
Assistant Men's Basketball Coach, 2016

Blanding, Kameron  
Assistant Cross Country/Track Coach, 2017

Bowers, Mike  
Head Groundskeeper, 2014

Brand, Dan  
Director of Facilities, 2017

Brooks, Libby  
Bursar Officer and Assistant Women's Basketball Coach, 2016

Brown, Jeff  
Business Operations – SPE, 2017

Caron, Elizabeth  
Advancement Officer, 2017

Carr, Tom  
Head Wrestling Coach, 2016

Carver, Nichole  
Assistant Director of Financial Aid, 2012

Cass, Jessica  
Admissions Counselor, 2016

Cass, Tracy  
Marketing Director, 2016

Craig, Dianne  
Support Services: Ministry, 2014

Crandall, Hannah  
Assistant Volleyball Coach, 2017

Divelbess, Bridgette  
Accounts Payable/Payroll Coordinator, 2017

Dodson, Devin  
Director of Enrollment Operations, 2016

Epp, Rose  
Assistant Registrar (SPE, 2012

Favara, Dea  
Director of Dual Credit, 1992-93, 2000-2010, 2011

Ferrell, John  
Volunteer Archivist, 1956-1993, 1993

Figgs, Joel  
Director of Admissions, 2017

Fogarty, Scott  
Women's Soccer Coach, 2014

French, Kelly  
Campus Counselor, 2016

Gardner, Guy  
Resident Director, Assistant Men's Basketball Coach, 2015

Grill, Marty  
Head Accountant, 2016

Golden, Marc  
Head Women's Basketball Coach, 2017

Hansen, Brad  
Enrollment Manager, 2014

Hawkes, Cliff  
Assistant Golf Coach, 2010

Hightower, Andrew  
Assistant Baseball Coach, 2016

Hinman, Abby  
Resident Director, 2017

Hoffman, Karissa  
Director of Advancement & Alumni Relations, 2016

Honeck, Cindy  
Custodial Supervisor, 2015

Hoxie, Aaron  
Head Men's Soccer Coach, 2011

Hudson, Renae  
Associate Director of the Student Success Center, 2017

Johnson, Jessica  
Criminal Justice Student Advocate and Faculty Liaison, Mentor and Evaluator, 2012

Karnes, Amy  
Admissions Operations Coordinator, 2017

Kemp, Tara  
Heartbeat Coffee Director, 2017

Ko, Victor  
Business Office Manager, 2016

Kremer, Derk  
Head Baseball Coach, 2012

Kroeker, S. Cheyenne  
Associate Dean of the School of Professional and Distance Education, 2011

Linder, Lynda  
Assistant Librarian/Archivist, 2014

Litwiller, Hannah  
Executive Assistant to the Provost/Director of Academic Services, 2014

Litwiller, Jed  
Resident Director, 2015

Losey, Ashley  
Director of Residence Life and Resident Director, 2014

Lyon, Virgil  
Head Lacrosse Coach, 2017

Malone, Matthew  
Admissions Counselor, 2017

Manning, Jeremy  
Head Volleyball Coach, 2017

Mastre, Dawn  
Tiger Store Manager, 2016

Matters, Katia  
Admissions Counselor, 2016

Mayse, Missy  
Student Development Office Manager, 1997

Mendez, Emily  
Maintenance Department Administrative Assistant, 2014

Minner, Dennis  
Maintenance, Volunteer, 1991

Moody, Kyle  
Head Men's and Women's Golf Coach, 2012

Mourn, Justin  
Director of Spiritual Formation, 2011

Mourn, Laura  
Tiger Den Manager, 2017

Muntz, Pat  
Director of Student Success, 2011

Neal, Nikki  
Assistant Women's Soccer Coach, 2017

Nelson, Jeremy  
Sports Information Director and Head Tennis Coach, 2007

Pauls, Kelley  
Maintenance, 2013

Richard, Olivia  
Assistant Track Coach, 2017

Romero, Lyndsi  
Financial Aid Counselor, 2004

Romero, Tony  
Head Men's Basketball Coach, 2004

Schreimann, Don  
Women's Wrestling Coach, 2017

Schroeder, Janice  
Financial Aid Clerk, 2015

Shaw, Amanda  
Operations Assistant, 2016

Simpson, Jamie  
Donor Relations, 2017

Skinner, Kathy  
Enrollment & Records Clerk, 2017

Stauffer, Andrew  
Assistant Men's Soccer Coach, 2017

Terry, Brandon  
Network and System Administrator, 2016

Thompson, Daniel  
Assistant Baseball Coach, *2016*

Troutman, Scott  
Men's Assistant Soccer Coach, *2016*

Vanderhoof, Doug  
Computer and Network Systems  
Administrator, *2006*

Vann, Rebekah  
Women's Basketball Assistant, *2017*

Williams, JD  
Assistant Sports Information Director, *2017*

## BOARD OF TRUSTEES

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TRUSTEE NAME	TERM EXPIRATION
Mr. Tony Allison	2017
Dr. Gary Anderson	2019
Mrs. Phyllis Atkinson	Emeritus
Mr. Eric Baird	2017
Rev. Bill Bump	2019
Dr. Robert Burns	2017
Mr. Dan Claassen	2019
Mr. Lee Craven	Emeritus
Rev. Lucia Delamarter	2016
Mr. Larry Duskocil	Emeritus
Mr. Edwin Fullmer	Emeritus
Mr. Bob Green	Emeritus
Dr. Claude E. Griffith	Emeritus
Dr. Robert Hughes	Emeritus
Dr. Frank Kline	2018
Dr. Harvey Ludwick	Emeritus
Mr. Galen Myers	Emeritus
Dr. Mary Oehlert	2019
Mr. Melvin Sanders	2019
Mr. Don Scandrett	Emeritus
Mr. David Schimke	2017
Dr. Charles Stephens	Emeritus
Mr. Herald Walton	Emeritus
Mrs. Amanda Ward	2017

## ACADEMIC CALENDAR (SAS & SPE) 2017-2018

Fall	Fall 2017
Registration Day – New Students	Aug 26 (S)
Registration Day (evening classes begin)	Aug 28 (M)
Fall day classes Begin	Aug 29 (T)
Labor Day (No Classes)	Sep 4 (M)
September Online Course Begins	Sep 4 (M)
Last day to add a course for credit (including online courses)	Sep 8 (F)
All School Picnic (evening classes are in session)	Sept 13 (W)
Enrollment Reporting (Census) Day	Sep 22 (F)
Last day to drop a September Online Course with a W	Sep 24 (Su)
Homecoming/Family Weekend	Oct 6-8 (F-Sun)
September Online Course Ends	Oct 15 (Su)
October Online Course Begins	Oct 16 (M)
Mid-semester	Oct 18 (W)
Fall Break (No Classes)	Oct 19-20 (R-F)
Term 2 courses begin	Oct 23 (M)
Mid-semester grades due by 12 p.m. (noon)	Oct 23 (M)
Last day to drop a full-term course without a grade	Oct 30 (M)
Last day to drop an October Online Course with a W	Nov 5 (Su)
Last day to drop a Term 2 course without a grade	Nov 21 (T)
Thanksgiving Break	Nov 22-26 (W-Sun)
October Online Course Ends	Nov 26 (Su)
Assessment/Finals Week	Dec 11-14 (M-R)
Faculty Assessment Days	Dec 18-19 (M-T)
Final grades due by 12 p.m. (noon)	Dec 18 (M)
Stats:	15 weeks + +finals week 73 class days, first session =37, second session = 36 6 days off
Spring	Spring 2018
Faculty Office Day	Jan 8 (M)
First day of classes (Day and night)	Jan 9 (T)
Martin Luther King Jr. Day (No Classes) (Faculty work day)	Jan 15 (M)
January Online Course Begins	Jan 15 (M)
Last day to add a course for credit (including online courses)	Jan 19 (F)
Last day to drop a January Online Course with a W	Feb 4 (Su)
Enrollment Reporting Day	Feb 5 (M)
President's Day (No Classes)	Feb 19 (M)
January Online Course Ends	Feb 25 (Su)
February Online Course Begins	Feb 26 (M)
Registration Day (no classes)	Mar 7 (W)
Mid-semester	Mar 2 (F)
Spring Break**	Mar 17-25 (Sat-Sun)
Term 2 courses begin	Mar 5 (M)
Mid-semester grades due by 12 p.m. (noon)	Mar 5 (M)

Last day to drop a full-term course without a grade	Mar 13 (T)
Last day to drop a February Online Course with a W	Mar 18 (Su)
Good Friday (no classes)	Mar 30 (F)
Easter travel day (only evening classes) (faculty work day)	Apr 2 (M)
February Online Course Ends	Apr 8 (Su)
Last day to drop a Term 2 course without a grade	Apr 12 (R)
Assessment/Finals Week	Apr 30-May 3 (M-R)
Baccalaureate – Commencement	May 4-5 (F-Sat)
Faculty Assessment Days	May 7-8 (M-T)
Final grades due by 12 p.m. (noon)	May 7 (M)
Stats:	15 weeks + 1 Sp. Break +finals week 74 class days, first session = 37, second session = 37 9 days off
Summer	Summer '18
Summer term/ May term begins	May 7 (M)
Last day to drop a May term class	May 9 (W)
All Schools Day (no classes)	May 11 (F)
May Online Course Begins	May 21 (M)
Last day to add a Summer course for credit (including online courses)	May 23 (W)
End of May term	May 25 (F)
Memorial Day (No Classes)	May 28 (M)
Last day to drop a May Online Course with a W	Jun 10 (Su)
Mid-term	Jun 29 (F)
May Online Course Ends	Jul 1 (Su)
Independence Day (No Classes)	Jul 4 (W)
July Online Course Begins	Jul 9 (M)
Last day to drop a full-term course without a grade	Jul 13 (F)
Last day to drop a July Online Course with a W	Jul 29 (Su)
Last day of July Online Course	Aug 19 (Su)
Last day of summer term	Aug 23 (R)
Final grades due by 12 p.m. (noon)	Aug 27 (M)
Stats: Summer Term	16 weeks 75 class days, 1 <sup>st</sup> session = 37 days, 2 <sup>nd</sup> session = 38 days 3 days off
May Term	3 Weeks 14 class days 1 day off



## STATE AUTHORIZATION

### DISTANCE EDUCATION – STATE REQUIREMENTS

In compliance with federal regulations, Central Christian College of Kansas has intentionally sought out state agencies with the intent to clarify and address any state related regulations concerning the delivery of courses and the granting of degrees across state lines. Contact with states was initiated in the summer of 2011. Copies of these communications are on file in the Office of the Provost at Central Christian College of Kansas.

### FINANCIAL AID

Central Christian College must maintain minimum program standards as set by the Department of Education to continue offering Federal Title IV Financial Aid. The school may agree to standards that are set to a higher level if it so chooses in order to conform to state regulations. Students living in the following states will have additional standards that have been agreed upon.

#### WISCONSIN

Students living in Wisconsin and enrolled in an online course will have the following additional standards:

1. With regard to census dates, students in online programs will be charged 100% of the term on the 4<sup>th</sup> day of class.
2. With regard to return of unearned funds, Central Christian College will return funds within 40 days of the Date of Determination.

#### Wisconsin Refund Policy

The student will receive a full refund of all money paid if the student:

- Cancels within the three-business-day cancellation period under EAB 6.03;
- Accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
- Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At Least	But Less Than	Refund of Tuition
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
60%	No	No refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts of books, supplies, and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

#### Wisconsin Constructive Notice of Withdrawal Policy

Wisconsin students will follow the institutions withdrawal policy on page 47-50. However, Wisconsin students institutional refund policy will be based on Last Date of Attendance (LDA) instead of Date of Determination. The Financial Aid Office is required to calculate the return of Title IV funds by use of the Last Date of Attendance based on data collected from course records.

#### Wisconsin Complaint Policy

Wisconsin student s must first exhaust the complaint/grievance procedures established by the institution (page 80). If an issue cannot be successfully resolved through the institution's grievance policy, as student can contact the Wisconsin Educational Approval Board:

431 Charmany Drive, Suite 102  
Madison, WI 53719  
(608) 266-1996  
<http://eab.state.wi.us/>  
[EABMail@eab.wisconsin.gov](mailto:EABMail@eab.wisconsin.gov)

Alabama	Approved through the Alabama Commission of Higher Education – expires 7/5/2019; Approved through Alabama Community College System – expires 11/15/2018	<a href="http://ache.edu/Content/Departments/NRI/federal-reg.pdf">http://ache.edu/Content/Departments/NRI/federal-reg.pdf</a> <a href="https://www.accs.cc/index.cfm/school-licensure/complaints/">https://www.accs.cc/index.cfm/school-licensure/complaints/</a>
Alaska	Approved by the Alaska Commission of Postsecondary Education, Expires 7/19/19	<a href="http://acpe.alaska.gov/ABOUT_US/Consumer_Protection">http://acpe.alaska.gov/ABOUT_US/Consumer_Protection</a>
Arizona	Exempt due a lack of physical presence in the state 9A.R.S. § 32-3001(5). [Correspondence: June, 2011]	<a href="https://ppse.az.gov/content/student-complaint-procedure">https://ppse.az.gov/content/student-complaint-procedure</a>
Arkansas	Application in progress	<a href="http://www.adhe.edu/students-parents/colleges-universities/student-grievance-form">http://www.adhe.edu/students-parents/colleges-universities/student-grievance-form</a>
California	Exempt due a lack of physical presence in the state. [Letter: October 2011]	<a href="http://www.bppe.ca.gov/enforcement/complaint.shtml">http://www.bppe.ca.gov/enforcement/complaint.shtml</a>
Colorado	Exempt as a non-profit [Letter: November, 2011]	<a href="http://highered.colorado.gov/DPOS/Students/complaint.html">http://highered.colorado.gov/DPOS/Students/complaint.html</a>
Connecticut	Exempt from authorization due to lack of physical presence in the state. [Letter: October 24, 2011]	<a href="http://www.ctohe.org/StudentComplaints.shtml">http://www.ctohe.org/StudentComplaints.shtml</a>
Delaware	Exempt from authorization due to not being incorporated in Delaware or having a physical presence in the state.	<a href="http://attorneygeneral.delaware.gov/">http://attorneygeneral.delaware.gov/</a>
District of Columbia	Not approved	<a href="https://osse.dc.gov/publication/due-process-complaint-form">https://osse.dc.gov/publication/due-process-complaint-form</a>
Florida	Exempt from authorization due to not having physical presence in the state (34 CFR600.9(c). [Letter: April, 2013]	<a href="http://www.fldoe.org/cie/complaint.asp">http://www.fldoe.org/cie/complaint.asp</a>
Georgia	Allowed to continue to offer distance education to students who were enrolled while we were a SARA state, however, no longer can admit new students (Email: June 2016)	<a href="https://gnpec.org/gnpec-authorized-school-complainant-form/">https://gnpec.org/gnpec-authorized-school-complainant-form/</a>
Hawaii	Exempt from authorization due to lack of physical presence in state. [Letter November, 2011]	<a href="http://hawaii.gov/dcca/ocp/consumer_complaint">http://hawaii.gov/dcca/ocp/consumer_complaint</a>
Idaho	Exempt from authorization due to lack of physical presence in state. [Email October, 2011]	<a href="https://boardofed.idaho.gov/priv_col_univ/student_complaint.asp">https://boardofed.idaho.gov/priv_col_univ/student_complaint.asp</a>
Illinois	Exempt from authorization due to lack of physical presence in state (23 I.A.C.S. 1030.10). [Email Letter, 2012]	<a href="http://www.ibhe.state.il.us/consumerInfo/complaint.htm">http://www.ibhe.state.il.us/consumerInfo/complaint.htm</a>
Indiana	Not approved	<a href="http://www.in.gov/che/2744.htm">http://www.in.gov/che/2744.htm</a>
Iowa	Not approved	<a href="https://www.iowacollegeaid.gov/sdrf-start">https://www.iowacollegeaid.gov/sdrf-start</a>
Kansas	Approved due to physical presence in state and recognition by the Board of Regents	<a href="http://www.kansasregents.org/students/university_student_complaints">http://www.kansasregents.org/students/university_student_complaints</a>
Kentucky	Exempt from authorization due to lack of physical presence in state (13 KAR 1:020 Section 1(9(a)-(e). [Correspondence: July, 2016]	<a href="http://cpe.ky.gov/campuses/consumer_complaint.html">http://cpe.ky.gov/campuses/consumer_complaint.html</a>
Louisiana	Exempt due to lack of physical presence [Correspondence: March 2017]	<a href="http://www.regents.la.gov/page/StudentComplaints">http://www.regents.la.gov/page/StudentComplaints</a>
Maine	Exempt from authorization due to lack of physical presence in state. [Letter: December, 2011]	<a href="http://www.maine.gov/doe/specialed/support/dispute/procedures/complaintinvestigation.html">http://www.maine.gov/doe/specialed/support/dispute/procedures/complaintinvestigation.html</a>
Maryland	Not approved	<a href="http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx">http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx</a>
Massachusetts	Exempt from authorization due to lack of physical presence in state (610 CMR 2.00). [Correspondence: November, 2012]	<a href="http://www.mass.edu/forstufam/complaints/complaints.asp">http://www.mass.edu/forstufam/complaints/complaints.asp</a>
Michigan	Not approved	<a href="http://www.michigan.gov/lara/0,4601,7-154-61343_35395---,00.html">http://www.michigan.gov/lara/0,4601,7-154-61343_35395---,00.html</a>
Minnesota	Not approved	<a href="http://www.ohe.state.mn.us/mPg.cfm?pageID=1078">http://www.ohe.state.mn.us/mPg.cfm?pageID=1078</a>
Mississippi	Not approved	<a href="http://www.mississippi.edu/mcca/student_complaint_process.asp">http://www.mississippi.edu/mcca/student_complaint_process.asp</a>
Missouri	Exempt from authorization due to lack of physical presence in state [Letter: October, 2011]	<a href="http://dhe.mo.gov/documents/POLICYONCOMPLAINTRRESOLUTION-reviseddraft.pdf">http://dhe.mo.gov/documents/POLICYONCOMPLAINTRRESOLUTION-reviseddraft.pdf</a>
Montana	Not Approved	<a href="https://mus.edu/MUS-Statement-of-Complaint-Process.asp">https://mus.edu/MUS-Statement-of-Complaint-Process.asp</a>
Nebraska	Exempt from authorization due to lack of physical presence in state (State Statue 85-1604 (9). [Letter: October, 2011]	<a href="https://ccpe.nebraska.gov/student-complaint-form">https://ccpe.nebraska.gov/student-complaint-form</a>
Nevada	Approved via Online Education Certification, no renewal necessary as long as there are not changes to five statements of certification. [Notification letter, 3/18/2013 from the State of Nevada Commission on Postsecondary Education]. No renewal.	<a href="http://www.cpe.state.nv.us/CPE%20Applications.htm">http://www.cpe.state.nv.us/CPE%20Applications.htm</a>

New Hampshire	Exempt from authorization due to lack of physical presence in state. [Letter: November, 2011]	<a href="http://www.education.nh.gov/highered/compliance-allegation.htm">http://www.education.nh.gov/highered/compliance-allegation.htm</a>
New Jersey	Exempt from authorization due to lack of physical presence in state (N,J,A,C, 9A:1-1.2). [Correspondence: October, 2014]	<a href="http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml">http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml</a>
New Mexico	Not approved	<a href="http://www.hed.state.nm.us/institutions/complaints.aspx">http://www.hed.state.nm.us/institutions/complaints.aspx</a>
New York	Exempt from authorization due to lack of physical presence in state. [Letter: March, 2012]	<a href="http://usny.nysed.gov/forms/">http://usny.nysed.gov/forms/</a>
North Carolina	Exempt from authorization due to lack of physical presence in state (G.S. 116-15). [Correspondence: January, 2016]	<a href="https://www.northcarolina.edu/complaints">https://www.northcarolina.edu/complaints</a>
North Dakota	Not approved	<a href="https://stateauth.ndus.edu/?page_id=102">https://stateauth.ndus.edu/?page_id=102</a>
Ohio	Exempt from authorization due to lack of physical presence in state. [Letter: February, 2012]	<a href="https://www.ohiohighered.org/students/complaints">https://www.ohiohighered.org/students/complaints</a> OR <a href="http://scr.ohio.gov/ConsumerInformation/Filingacomplaint.aspx">http://scr.ohio.gov/ConsumerInformation/Filingacomplaint.aspx</a>
Oklahoma	Exempt from authorization due to lack of physical presence in state. [Letter: June, 2013]	<a href="https://www.okhighered.org/current-college-students/complaints.shtml">https://www.okhighered.org/current-college-students/complaints.shtml</a>
Oregon	Exempt from authorization due to lack of physical presence in state (OAR-583-030-0009). [Letter: July, 2015]	<a href="http://www.ode.state.or.us/search/page/?id=325">http://www.ode.state.or.us/search/page/?id=325</a>
Pennsylvania	Approved application – expires 6/30/18	<a href="http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#tab-1">http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#tab-1</a>
Rhode Island	Exempt from authorization due to lack of physical presence in state. [Email: October 2011]	<a href="https://www.riopc.edu/page/student_complaint/">https://www.riopc.edu/page/student_complaint/</a>
South Carolina	Exempt from authorization due to lack of physical presence in state (Nonpublic Postsecondary Institution License Act; Chapter 62 SC – Section 59-58-20). [Correspondence: July, 2016]	<a href="http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf">http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf</a>
South Dakota	No system of authorization. [Email: June, 2011]	<a href="https://www.sdstate.edu/continuing-distance-education/complaint-process">https://www.sdstate.edu/continuing-distance-education/complaint-process</a>
Tennessee	No application needed. [Email: October 3, 2014]	<a href="http://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev_12.16%29_1-26-17.pdf">http://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev_12.16%29_1-26-17.pdf</a>
Texas	Exempt from authorization due to lack of physical presence in state (Chapter 7.14). [Letter: May, 2017]	<a href="http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9">http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9</a>
Utah	Authorized by the state (Utah Code Ann. § 12-34a-203). [Letter June, 2014]	<a href="http://www.dcp.utah.gov">www.dcp.utah.gov</a> or <a href="http://www.consumerprotection.utah.gov/complaints/manual.html">http://www.consumerprotection.utah.gov/complaints/manual.html</a>
Vermont	Exempt from authorization due to lack of physical presence in state. [Letter: October, 2011]	<a href="https://www.usa.gov/state-consumer/vermont">https://www.usa.gov/state-consumer/vermont</a>
Virginia	Exempt from authorization due to lack of physical presence in state. [Letter: October, 2011]	<a href="http://ag.virginia.gov/consumer-protection/">http://ag.virginia.gov/consumer-protection/</a>
Washington	Authorization not required. [Letter: November, 2011]	<a href="http://www.wsac.wa.gov/student-complaints">http://www.wsac.wa.gov/student-complaints</a>
West Virginia	Exempt from authorization due to lack of physical presence in state. [Letter: November, 2011]	<a href="http://www.wvhepc.edu/wp-content/uploads/2014/06/Student-Complaint-Process-revised-3.pdf">http://www.wvhepc.edu/wp-content/uploads/2014/06/Student-Complaint-Process-revised-3.pdf</a>
Wisconsin	Submitted application, awaiting approval	<a href="http://eab.state.wi.us/resources/complaint.asp">http://eab.state.wi.us/resources/complaint.asp</a>
Wyoming	Submitted application, awaiting approval	<a href="https://edu.wyoming.gov/downloads/schools/student-complaint-form.pdf">https://edu.wyoming.gov/downloads/schools/student-complaint-form.pdf</a>