



2023-2024

# Online Undergraduate Academic Catalog Addendum

1011 Aldon Street SW  
PO Box 910  
Grand Rapids, MI 49509

(616) 538-2330  
1-800-968-1887  
Business Office Fax (616) 538-0599  
Academic Office Fax (616) 261-8593

**GRACECHRISTIAN.EDU**

The academic catalog is not a contract between Grace Christian University and the student. Grace makes every effort to include applicable academic and non-academic information available at the time of publishing the annual catalog.

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or readmission to the university, any changes instituted by the faculty or administration become effective when official notification is published unless otherwise stated and may differ from the entering catalog.

Students are expected to satisfy the degree requirements of the respective entry year catalog within eight years. After a period of eight years or upon readmission to the institution, a student will be expected to satisfy the degree requirements in effect at the time of readmission.

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# Acknowledgment of Receipt

All students are provided with notification of and access to the current academic catalog. Enrollment in any Grace Christian University course indicates the student's acknowledgment of the policies and procedures outlined in the respective division's academic catalog. The student acknowledges that he/she has read and understood the Grace Christian University Academic Catalog pertaining to his/her academic division, which is located on the University website ([gracechristian.edu](https://gracechristian.edu)). The student understands that it reflects the current policies, regulations, guidelines, and services of Grace Christian University and accepts responsibility for compliance. The student understands that these policies, regulations, guidelines, and services are subject to change at the discretion of the University at any time with or without prior communication. The student understands it is his/her responsibility to remain current with this information. The student acknowledges that, if he/she does not understand any statements of this catalog, it is his/her responsibility to seek out clarification from either a dean or an administrator.

# Message from the President

Confusion and proliferation of ideologies and humanistic solutions for the challenges of our day are now “the norm.” In other words, in a world of “fake news” or false and misleading narratives, the future of Truth versus misinformation is at stake. Public opinion is seldom connected to truth but to personal belief and emotional appeals and personal experiences. This is the world of our students and future leaders in church and culture.

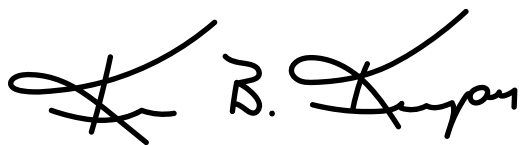
At Grace Christian University.....

- The **Word of God** is taught, valued, celebrated
- Objective Truth is believed, AND the **standard for practice** for all students and employees
- All people are seen as the precious **image bearers** of God regardless of age, gender, ethnicity, or background
- All people are understood as flawed from birth and in need of Christ’s death on the cross to redeem and enable **godly living**
- Personal relationships thrive between each person in a **redemptive learning community**.
- **Serving others** inside and outside the family of God is the normal, expectation and done with joy and meaning.

Our vision for 2025 is this: *“Every student will have a path to a debt-free education in a redemptive learning community.”*

This strategic, bold, counter-cultural model is essential more today than ever before. Imagine the power of these realities in contrast to the chaos and pluralism of today. If you are open to these counter-cultural values and desire to grow in Christ and with others we welcome you to Grace Christian University. Academics are designed to be challenging and stretch you, but competent professors will serve as loving guides to help you succeed.

For His Glory,

A handwritten signature in black ink, appearing to read "K. B. Kemper". The signature is stylized with a large, sweeping initial "K" and a cursive "B. Kemper".

Dr. Ken B. Kemper, President

Mission Statement: Graduating courageous ambassadors for Christ who make an eternal impact wherever they go.

# Accreditation

Grace Christian University is accredited by the Higher Learning Commission, an institutional accreditation agency recognized by the U.S. Department of Education.

## **Higher Learning Commission**

[hlcommission.org](http://hlcommission.org)

800-621-7440

Grace Christian University is accredited by the Association for Biblical Higher Education Commission on Accreditation to grant certificates and degrees at the Associate, Baccalaureate, and Master levels.

## **Association for Biblical Higher Education Commission on Accreditation**

5850 T.G. Lee Blvd., Ste. 130

Orlando, FL 32822

Ph: (407) 207-0808

Fax: (407) 207-0840

[abhe.org](http://abhe.org)

Grace Christian University is authorized by the Department of Labor and Economic Opportunity for the State of Michigan to award Bachelor of Science, Bachelor of Religious Education, Bachelor of Music, and Associate of Arts, and Master degrees. The Michigan Department of Labor and Economic Opportunity has statutory powers, duties, functions, and responsibilities regarding the establishment and approval of non-public institutions incorporating private colleges and universities.

Documents from all of these agencies are available for review upon request in the Administration Office.

Grace Christian University is authorized under Federal law to enroll non-immigrant students and cooperates with the U.S. Department of Veterans Affairs in processing benefits for the training of honorably discharged service members.



# Location

Grace Christian University is located at 1011 Aldon Street SW, Wyoming, Michigan. The beautiful City of Wyoming is southwest of Grand Rapids and enjoys all of the cultural and recreational benefits of the greater West Michigan area. Grace Christian University is easily accessible by major air, rail, and bus lines.

# History

## **Beginnings**

Grace Christian University began in 1939 as Milwaukee Bible Institute. Evening classes were held to train laymen and Sunday school teachers to serve God. In these early years, a dedicated group of evangelical pastors saw the need to prepare full-time Christian workers with particular concern for a dispensational theological understanding of the Bible and the distinct revelation given to the Apostle Paul. While the Institution has grown in many ways through the decades, its core values are rooted in the efforts of these early years.

## **Leadership**

Humanly speaking, Grace Christian University would not have come into existence without the visionary leadership of its first president, Reverend Charles F. Baker. The Institution was founded under his leadership, grew to a College and navigated the challenges of moving the campus from Milwaukee to Grand Rapids, MI. The Institution continued to grow as Dr. Jack T. Dean became president in 1967. Facilities and degree programs were expanded and the Institution was granted accreditation with the Association of American Bible Colleges. Dr. Samuel Vinton Jr. led the Institution from 1985 to 1989. During these years, the Institution began facilitating opportunities for international students to earn their degrees at Grace. Bruce Kemper became the fourth president in 1990. Coming from Pastoral Ministry, Bruce Kemper brought a strong emphasis of ministry to the Institution. Grace's current president, Dr. Kenneth B. Kemper, was called to lead the Institution in 2003. President Kemper has brought renewed vision and energy to the Institution. From the beginning and continuing into this present year, God has called leaders who love His Word, love His people, and joyfully use the gifts God has given them at Grace Christian University.

## **Academics**

From an evening school Bible Institute to the current University, academics at Grace is a story of growth and excellence. The early evening classes grew to a day school with a broader curriculum. Soon after the move to Grand Rapids, Grace achieved accreditation with the Association of American Bible Colleges (now the Association for Biblical Higher Education) in 1967. Regional accreditation was granted by the Higher Learning Commission in 1990. During the 1990s, Grace also established consortium agreements with Cornerstone University and Davenport University further opening degree options for students. In 2010, Grace began offering 100% online degrees expanding the reach of its educational opportunities far beyond the Grand Rapids campus. Graduate studies began in 2016 offering a Master of Arts in Ministry followed by a Master of Arts in Organizational Leadership. The growth and excellence of academics at Grace is also seen in the example of its faculty in lifelong learning for whom the majority, rather than the exception, have earned terminal degrees. As of 2022, Grace employs 19 full-time faculty, 10 of whom hold doctorates or other terminal degrees.

## **Facilities**

While our most distinguished alumni of the Institution speak of the Milwaukee campus with fond memories, the majority of the alumni have only known the campus at 1011 Aldon Street SW. Although modified with additions, the original four 1961 buildings continue to serve the campus today. Additional buildings to the campus include: Bultema Memorial Library (1971, expanded in 2004), Enslow and Klein Apartments, Baker Chapel (1980), the Aldrich Athletic Center (1977), the Jack T. Dean Academic Center (2006), the Student Commons (2010) as well as the Dining Room and Kitchen renovation and expansion (2019). The most recent addition to the campus is the Grace Townhomes. This three story building with 29 apartments opens for Fall 2022 to providing safe and comfortable housing for students. Further renovations and expansions are included in the Campus Master Plan to accommodate future growth.

## **Co-Curricular**

What happens outside the classroom shapes students alongside their academic pursuits. Chapel continues with its strong history of corporate worship and instruction from God's Word. Students put learning into action through Christian Ministry. Ministry trips, domestic and abroad, give students opportunities to experience other cultures and ministry contexts. Intercollegiate Athletics builds life learning through competition which has seen tremendous success with regional and national championships.

## **History in a Name**

We can see a snapshot of the Institutional growth through the history of its name: Milwaukee Bible Institute, Milwaukee Bible College, Grace Bible College, Grace Christian University. Each year as new students come and graduates move on, we are reminded, with deep gratitude, of those who have come before us to humbly learn and serve God at Grace.

# Mission

The mission of the University serves as our guiding statement. All activity of the Institution moves us toward accomplishing this overarching purpose:

Graduating courageous ambassadors for Christ who make an eternal impact wherever they go

# Vision

Through intentional efforts across the campus to reduce the cost of education and to seek partners providing student scholarships, we believe that by 2025, Every student will have a path to a debt-free education in a redemptive learning community.

# Core Values

The Core Values of the University are consistent with the historical founding of the Institution and consist of the values to which we hold. In our work, planning, and interactions with stakeholders we desire that all we do fall within these four Core Values:

- Bible Centered
- Grace Theology
- Ministry Focused
- Transformational Relationships

# Statement of Faith

The following statement of faith is the theological position of Grace Christian University.

**The Bible.** We believe that the Bible, both Old and New Testaments, is verbally inspired by God, without error in the original writings, and is the supreme and final authority for every aspect of faith and life (Rom.15:4; 2 Tim. 3:16-17; 2 Pet. 1:21).

**The Godhead.** We believe there is one God, Creator of all things and eternally existing in three Persons: Father, Son, and Holy Spirit. Each is a Person distinct from the others, but inseparable, coequal, coeternal, unlimited and unchanging in power, presence and knowledge. All are worthy of the same worship and obedience (Gen. 1:26; Deut. 6:4; Matt. 28:19; Acts 5:3-4; Rom. 11:33-36; 1 Cor. 8:6; 2 Cor. 13:14; Eph. 4:4-6; Col. 1:16-17; 1 Tim. 2:5; Heb. 1:8-10).

**The Person of Christ.** We believe in the full humanity and full deity of our Lord Jesus Christ; His virgin birth, His sinless life, His miracles, His substitutionary death, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (Luke 1: 35; Rom. 1: 3-4; 1 Cor. 15:1-8; Phil. 2:6-11).

**The Person of the Holy Spirit.** We believe that the Holy Spirit is a divine Person, coequal with the Father and the Son. It is the Holy Spirit who convicts unbelievers of their sin and condemnation before God, and regenerates the hearts of believing sinners. He baptizes the believer into the Body of Christ. He also seals, indwells, enlightens, equips for service, and empowers the believer to live a godly life (John 16:7-8; Acts 5:3-4; 1 Cor. 2:10-12; 6:19; 12:13; 2 Cor. 3:18; Gal. 5:16-26; Eph. 1:13-14; 4:4-6; Tit. 3:5).

**Humanity and sin.** We believe that God created the first man and woman in His own spiritual image and likeness. They disobeyed God, died spiritually and became subject to physical death. As their descendants, we are all sinners both by nature and by choice, and are totally unable of ourselves to do anything pleasing to God (Gen. 1:26-27; Isa. 64:6-7; John 15:5; Rom. 3:9-23; 5:12; 8:5-8; Eph. 2:1-3; Tit. 3:5).

**Salvation.** We believe that God justifies ungodly sinners solely by His grace upon the grounds of the sacrificial blood of Jesus Christ and His Resurrection. This complete salvation is given as the free gift of God through faith, apart from our works. Only those who trust in Jesus Christ are born of the Spirit and become children of God (John 1:11-13; 3:16; Rom. 3:24-28; 10:9-13; 1 Cor. 15:1-4; 2 Cor. 5:21; Eph. 1:7; 2:8-9).

**Eternal Security.** We believe that all believers are eternally saved through Christ and are sealed by the Holy Spirit until the day of redemption (John 10:28-29; Rom. 8:1; 8:28-39; Eph. 1:13-14; 4:30; Col. 3:1-4; 2 Thess. 2:13-14; 1 John 5:11-13).

**Sanctity of Life.** We recognize all human beings are made in the image of God and created as male and female; thus every human being has been granted by God the right to life from conception, or the functional equivalent thereof until his or her natural death. Therefore, the intentional killing of an innocent human being violates God's lasting commandment, "You shall not murder" (Gen. 1:26, 9:6; Ex. 20:13; Psalms 139:13-14).

**Sanctity of Marriage.** We recognize that marriage is between one man and one woman for life and that God has designed sexual relations to be enjoyed only within the God-ordained marriage relationship (Gen. 2:24; Matt. 19:4-6; Eph. 5:22-23; Heb. 13:4).

**Dispensations.** We believe that the Holy Scriptures are best understood through the framework of Dispensational Theology. The Bible is clear that God deals in different ways, at different times with different people. These changes in the outworking of God's plan are referred to as "dispensations." We recognize several distinct dispensations, or administrations, in Scripture. Each is marked by revelation from God specific only to that dispensation. The current dispensation, God's plan for the Church, the Body of Christ, "the mystery" revealed to the Apostle Paul, is distinct from God's plan for the nation of Israel. We find in Paul's writings alone the revelation, position and destiny of the Church (Rom. 16:25-27; 1 Cor. 15:51-54; Gal. 1:11-12; Eph. 3:1-12; Col. 1:24-29; 2 Tim. 2:15).

**The Church.** We believe that all in this dispensation who are saved by faith in Jesus Christ are united together in the one true Church, the Body of Christ, of which He is the Head. God's specific truth of and for this Church was first revealed through the Apostle Paul. This Church began historically with Paul before the writing of his first epistle (1 Cor. 12:13, 27; Eph. 1:22-23; 3:1-11; Col. 1:18, 24-25).

**Spiritual Gifts.** We believe that God has given believers spiritual gifts with which to serve the Lord for the building up of the Body of Christ (Rom. 12:3-8; 1 Cor. 12:1-31; Eph. 4:7-16). Some of the spiritual gifts that operated in the Church were temporary in nature and were intended for its infancy, including the official offices of apostle and prophet. Other gifts, such as miraculous powers, the gift of healing, tongues and the interpretation of tongues, revelations and visions ceased (Rom. 11:11-36; 1 Cor. 1:22; 13:8-13; 2 Cor. 12:12; Eph. 2:20; Phil. 2:25-26; 1 Tim. 5:23; 2 Tim. 4:20). We do believe that God is sovereign and able to operate in miraculous ways as He desires (Eph. 3:20).

**The Believer's Walk.** We believe that, as a result of Christ's victory over sin and the indwelling Holy Spirit, all of the saved may and should experience deliverance from the power of sin in their daily lives. This comes through constant submission to the Holy Spirit and obedience to God's Word. Since sinless perfection is not a possibility in this life, we must consciously work in harmony with the Holy Spirit (Ps. 119:9-11; Rom. 6:6-14; 1 Cor. 10:12-13; 2 Cor. 2:14; 10:2-5; Gal. 5:16-25; Phil. 2:12-13).

**The Lord's Supper.** We believe that the Lord's Supper (i.e., Communion or the Lord's Table) is a memorial of the broken body and shed blood of Christ on the Cross. We believe the elements are only symbolic, serving as a sacred reminder and proclamation of Christ's death until He comes again. Participation in the Lord's Supper is open to every believer who is in fellowship with Christ (1 Cor. 10:14-22; 11:17-34).

**Baptism.** We believe that the Holy Spirit places all believers into the Body of Christ at the moment of salvation by one spiritual baptism. Through this work of the Holy Spirit, we are identified with Christ in His death, burial and resurrection. The Bible also speaks of other baptisms, some are spiritual in nature and others were ritualistic and played a key part in God's program with Israel. While those baptisms all had importance in the past, Scripture speaks of this divine baptism as the one and only baptism that is operative today. Therefore, we practice no other baptism. We emphasize this spiritual baptism as foundational to the unity of all believers (Rom. 6:3-4; 1 Cor. 1:17; 12:12-13; Gal. 3:26-27; Eph. 4:3-6; Col. 2:9-12; Heb. 9:9-10).



**Resurrection.** We believe in the physical resurrection of the dead. Jesus Christ was resurrected bodily, and therefore everyone will have a bodily resurrection. The saved will be raised to eternal glory and the unsaved to eternal punishment (Luke 24:39-43; John 5:28-29; Acts 24:15; 1 Cor. 15:12-24; Phil. 3:21; 2 Thess. 1:7-9; Rev. 20:4-6, 11-15).

**The Return of Christ.** We believe the Lord Jesus Christ will personally come to take His Church to heaven, commonly referred to as “the Rapture of the Church.” All members of the Body of Christ, both living and dead, will be caught up together to meet the Lord in the air. This event is imminent and will take place prior to the Tribulation that will come upon the earth (1 Cor. 15:51-53; Phil. 3:20-21; 1 Thess. 4:13-18; Titus 2:13-14). After the seven- year tribulation period, Jesus Christ will return in power to establish His Kingdom upon the earth (Jer. 30:7; Dan. 9:20-27; Zech. 14:4, 9; Matt. 24:15-41; Rev. 19:11-16; 20:1-4).

**The State of the Dead.** We believe that immediately after death all people exist in a state of consciousness that will last forever. The believer of this dispensation passes directly into the presence of Christ in Heaven. All of the unsaved dead enter a state of conscious eternal suffering without any hope of salvation (Luke 16:23-28; John 3:36; 2 Cor. 5:6-8; Phil. 1:23; 2 Thess. 1:7-9; Heb. 9:27; Rev. 14:11; 20:10-15).

**Mission.** We believe our mission is to bring glory to God as we proclaim the message of reconciliation to all the unsaved; as we equip and train the saved for the spiritual and physical growth of the Body of Christ; and as we serve all people through acts of grace and compassion. In this way we make plain to everyone the unsearchable riches of Christ according to the dispensation of the mystery (Rom. 12:9-21; 16:25-27; 1 Cor. 10:31-11:1; 2 Cor. 5:14-21; Gal. 2:10; 6:10; Eph. 3:8-9; 4:11-16; Phil. 2:1-8; Col. 4:3-6; 1 Tim. 2:3-7).

# Buildings & Facilities

## **Bultema Memorial Library**

Named for the late Pastor Harry Bultema of Muskegon, MI, the library was expanded and renovated in 2003. The Library houses over 40,000 print items, and provides remote access to an extensive digital collection of eBooks, journal articles, and media. There is also a technologically equipped classroom/multipurpose room, as well as comfortable study areas for individuals and groups.

## **O'Hair Memorial Building**

Named after the late Pastor J.C. O'Hair, this building houses the president's, business and administrative offices as well as three affiliated organizations – Grace Gospel Fellowship, Grace Ministries International, and Grace Publications.

## **Huston Hall**

The late T.R. Huston was one of the founders of the College. The building contains the Student Commons, Kahawa Café, and dining hall. The dining hall and kitchen underwent major renovations during 2019, including the addition of the President's Dining Room.

## **Jack T. Dean Academic Center**

This academic hub was named after the College's second president. It includes classrooms, faculty and administrative offices, student lounge, iMac midi lab, recording studio, and the Grace Online program staff.

## **Baker Chapel**

Charles F. Baker was the founder and first president of the College. The chapel, named in his honor, was constructed in 1980 to accommodate the regular college chapel services, musical recitals and concerts, as well as dramatic productions. In 2019, the chapel was upgraded with new technology equipment to live stream and video record events in the chapel.

## **Aldrich Athletic Center**

Named for the Aldrich sisters from Chicago, Illinois, this building, erected in 1977, includes a gymnasium with bleacher seating for 500. The upstairs houses the fitness center and the Student Affairs offices.

## **Grace Townhomes**

The Grace Townhomes are the most recent addition to the campus. The Townhomes consist of 29 apartments for student housing. Each apartment includes two bedrooms, two bathrooms, a full kitchen, as well as washer and dryer. The Townhomes can accommodate a total of 116 students.

## **Aletheia Hall and Preston Hall**

Separate residence halls for women and men students. Both residences have laundry facilities. Student lounges are adjacent to each hall.

## **Campus Houses**

Six houses adjacent to College property are available for married student housing.

## **Enslow and Klein Memorial Apartments**

Twelve one-bedroom and two-bedroom apartments provide additional housing for both single and married students. The buildings honor Fred and Julia Enslow and Karl Klein who bequeathed generous gifts to Grace.

## **Student Commons**

The Student Commons serves as a hub to the campus, providing access to the Dining Hall as well as various administrative offices. The Commons is a comfortable gathering place for students to meet, study and socialize.

# Commitment to Cultural Intelligence

*"There is neither Jew nor Greek, slave nor free, male nor female, for you are all ONE in Christ Jesus."*  
-Galatians 3:28

Grace Christian University is committed to educating students from diverse backgrounds and preparing them to serve Christ in a diverse society.

Grace defines diversity as differences in culture, experience, and background among individuals and groups. This includes but is not limited to race, ethnicity, nationalities, generations, abilities, and denominations consistent with our Christian worldview and appropriate to our theological context.

In order to build the capacity to both create a more diverse campus and better prepare students for a diverse world, the University has partnered with the **Cultural Intelligence Center (CQC)** to provide training and assessment in **Cultural Intelligence (CQ)**. CQ consists of four capabilities: CQ Drive, CQ Knowledge, CQ Strategy and CQ Action.

## **The four CQ capabilities are:**

- CQ Drive: Is the student able to interact with a high level of interest, persistence, and confidence in multicultural situations?
- CQ Knowledge: Is the student able to analyze how cultures are similar and different?
- CQ Strategy: Is the student able to plan with awareness for multicultural interactions?
- CQ Action: Is the student able to adapt when relating and working in multicultural contexts?

Grace Christian University believes that by building capacity for diversity through CQ, the University is creating the ability it needs to create a more diverse campus that prepares students to serve Christ in a diverse society.

# Online Programs

Grace Christian University desires that students graduate with a greater knowledge of both Jesus Christ and their chosen career path. The mission at Grace Christian University is to Graduate courageous ambassadors for Christ who make an eternal impact wherever they go!

The Online program was developed to meet the needs of busy adult learners. Grace Online students are typically employed part-time or full-time and are interested in completing their degree while continuing to work. Grace Online provides students the opportunity to begin classes at different times of the year and attend class online on a year-round basis, thus allowing earlier completion of the degree than through traditional means when attending only part-time.

**Grace Online offers the following degrees:**

**Associate of Arts**

Optional Emphases:

- Business
- Communication
- Leadership and Ministry
- Social Science

**Bachelor of Science**

- Business
- Communication
- Criminal Justice
- Human Services
- Leadership and Ministry
- Psychology

The Bachelor of Science majors in Leadership and Ministry, Human Services, and Psychology include the potential of 12 credits of electives. Students may choose from one of the following elective tracks or select their own individual electives. Elective Tracks do not appear on the diploma, nor are they documented on the student's official transcript.

- Business
- Communication
- Criminal Justice
- Leadership and Ministry
- Social Sciences

## ONLINE COURSES

To increase access to education and meet the flexibility needs of busy adult learners, courses and programs are offered through online delivery. In online courses, students complete their weekly learning activities (reading, discussions, assignments) in an asynchronous way (i.e. not necessarily at the same time as others). Each course contains a complete syllabus and course guide with learning activities and due dates for each week.

Within the Blackboard learning environment, navigation buttons provide ease of maneuvering through the course sections. Email allows students to communicate with the instructor, while the electronic discussion board capabilities allow students and instructor to post, share, and read threaded discussions, questions, and comments. Students must use Microsoft Word documents when submitting assignments. Microsoft Excel, PowerPoint, and Publisher will be needed for some courses; an Office 365 subscription is provided at no-additional-cost to the student. Students should expect to spend approximately 20 or more hours per week engaged in coursework.

## PROGRAM BENEFITS

**Students in the Online programs have the potential to:**

- Complete an Associate of Arts degree in as little as two years
- Complete a Bachelor of Science degree in as little as two years (with a prior Associate degree or equivalent earned)
- Convert significant prior learning into college credit by submitting a thorough portfolio demonstrating prior college-level learning
- Attend class asynchronously online and minimize interference from work schedules and family responsibilities
- Improve written, oral, and computer skills, and strengthen their ability to maximize ministry responsibilities and/or leadership skills
- Meet in a collaborative format and benefit from the varied experiences and ideas of classmates
- Obtain a degree that opens a wide range of opportunities, including pursuing graduate studies
- Attend small virtual classes with the same students, developing teamwork skills and mutual support
- Receive individualized instruction and specific attention
- Gain satisfaction by fulfilling an educational goal

# Educational Philosophy

Grounded in a fundamental belief in the pursuit of truth, a primary concern of Grace Christian University is to cultivate a learning environment that encourages participation, freedom of thought, open questions and the free exchange of ideas for every individual. This openness arises from a threefold conviction:

1. that truth is to be found in the person of Jesus Christ, who is himself the Truth (John 14:6)
2. that the Bible is the Word of God and therefore God's truth revealed (John 17:17, Psalm 119:60)
3. that truth is coherent because God is the author of truth (e.g., "all truth is God's truth")

In this pursuit of truth, the faculty of the University is committed to the holistic personal growth of each student in his or her intellectual, moral, and spiritual capacities, and as an expression of each student's God-given identity, mission, and purpose.

**In alignment with the mission, vision, and values of the University, the faculty affirm:**

## **Historic Purpose and Distinctive Theological Perspective**

Belief in the inspired and authoritative Word of God has been fundamental to the University since its founding as Milwaukee Bible Institute in 1939. Its distinct theological perspective of Pauline dispensational theology continues to guide biblical and theological instruction as the faculty train 21st-century leaders for Christian service in a range of vocational contexts. In all cases, the faculty seek to model and extend practical dimensions of this Grace theology, including but not limited to: mercy, kindness, forgiveness, inclusion, humility, and service.

## **Bible-Focused Curriculum and Instruction**

The University's unwavering commitment to the authority of the Bible is reflected in and through an integrated biblical perspective in all classes. This includes the integration of biblical knowledge (Old and New Testaments, Christian Worldview) and other academic knowledge (general and discipline-specific education). Students are encouraged to develop a framework for personal and professional decision making that correlates with the truth of God's Word.

## **Career-Oriented Student Body**

Recognizing the diversity of the Body of Christ (1 Cor. 12), the faculty support on campus, online, and graduate students in the pursuit of their unique career callings and vocations. Whenever possible, students will be given opportunities for practical learning experiences that will equip and enhance them with knowledge and skills that prepare them for viable careers in a competitive job market. Faculty will continually evaluate degree programs and instructional methods to ensure that the education offered by the University is practical and relevant in preparing students to serve Christ in Church and society.

## **Commitment to Transformational Relationships**

As a community of lifelong learners, the Faculty seeks to develop life-changing learning environments and experiences for students, both inside and outside of the classroom. They value students' personal and professional development, and are committed to guiding them through the educational process through life-on-life mentoring relationships, career counseling, and personal and spiritual guidance. The commitment to transformational relationship includes awareness of and commitment to cultural intelligence, diversity, inclusion of underrepresented and under-served communities of students.



# Institutional Learning Outcomes

The mission of Grace Christian University is *Graduating courageous ambassadors for Christ who make an eternal impact wherever they go*. In order for students to graduate ready to make that impact, the following Institutional Learning Outcomes are expected of all Grace Christian University students. In addition to these institutional outcomes, each degree program has specific outcomes which build upon and enhance these outcomes.

## **KNOWING**

Graduates will integrate knowledge of God's word and God's general revelation in creation resulting in a broad understanding of human life.

## **BEING**

Graduates will demonstrate character formed by the Bible and the Spirit of God.

## **DOING**

Graduates will implement the skills needed for living and working in the world.

## **SERVING**

Graduates will serve others in their churches, careers, and communities.

# Distance Education Reciprocity Agreement

Grace Christian University has been approved by the State of Michigan Department of Licensing and Regulatory Affairs to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education. By participating in NC-SARA, Grace is able to offer online degree programs and courses to residents in NC-SARA participating states as well as states in which prior authorization for the recruitment or enrollment of students is not required.

Currently, Grace is able to enroll students from all states participating in SARA membership. The state of California is not a member of NC-SARA.

More information on NC-SARA can be found at [nc-sara.org](https://nc-sara.org)

# Grievance Procedure

Most matters of conflict or disagreement can be resolved by meeting individually with the offending party. Grace Christian University asks that any member of the community with a complaint against another member or entity first attempt to seek a resolution by meeting with the individual with whom they are in conflict. Whether or not an individual meeting has taken place, students have the right to submit a formal complaint. This process is initiated by completing a **Formal Grievance Form**. The Academic Provost maintains a record of these complaints as well as the processing of complaints according to University policies.

**If the student is not able to satisfactorily resolve the complaint or grievance with the University, the student has the right to submit his or her complaint to the State of Michigan or either of the Institution's accrediting bodies:**

- Higher Learning Commission: [hlcommission.org](https://hlcommission.org)
- Commission on Accreditation, Association for Biblical Higher Education: [abhe.org](https://abhe.org)
- Michigan Department of Labor and Economic Activity:  
[michigan.gov/leo/bureaus-agencies/wd/pss](https://michigan.gov/leo/bureaus-agencies/wd/pss)

# Academic Calendar

## 2023-24 ONLINE AND GRADUATE ONLINE ACADEMIC CALENDAR

Grace Christian operates on a semester basis. The Online programs run five-week courses, also known as sessions. The schedule below includes all pertinent dates for Online (OL) and Graduate Online (GRAD) program students.

July 4	GRAD Session Start – continuing students
July 18	OL Session Start
August 15 – 21	GRAD Session Break
August 22	OL Session Start
August 22	GRAD Session Start – new and continuing students
August 29 – Sept 4	OL Session Break
<b>September 4</b>	<b>ALL CAMPUS OFFICES CLOSED FOR LABOR DAY - No Classes Scheduled</b>
<b>September 15-16</b>	<b>Homecoming Weekend</b>
October 3	OL Session Start
October 3 – 9	GRAD Session Break
October 10	GRAD Session Start – new and continuing students
November 7	OL Session Start
November 21 – 27	GRAD Session Break
<b>November 23 – 24</b>	<b>ALL CAMPUS OFFICES CLOSED FOR THANKSGIVING BREAK</b>
November 28	GRAD Session Start – new and continuing students
December 12	OL Session Start
Dec. 19 – Jan. 1	OL Session Break
Dec. 19 – Jan. 1	GRAD Session Break
<b>Dec. 22 – Jan. 1</b>	<b>ALL CAMPUS OFFICES CLOSED FOR CHRISTMAS BREAK</b>

## SPRING 2024

<b>January 15</b>	<b>ALL CAMPUS OFFICES CLOSED FOR MARTIN LUTHER KING JR. DAY</b>
January 23 – 29	GRAD Session Break
January 30	OL Session Start
January 30	GRAD Session Start – new and continuing students
March 5	OL Session Start
March 12	GRAD Session Start – new and continuing students
March 26 – April 1	GRAD Session Break
<b>March 29</b>	<b>ALL CAMPUS OFFICES CLOSED FOR GOOD FRIDAY</b>
April 9 – 15	OL Session Break
April 16	OL Session Start
April 30 – May 6	GRAD Session Break
<b>May 4</b>	<b>2024 Annual Commencement, 10:30am</b>
May 7	GRAD Session Start – new and continuing students
May 21	OL Session Start

<b>May 29</b>	<b>ALL CAMPUS OFFICES CLOSED FOR MEMORIAL DAY</b>
June 18 – July 1	GRAD Session Break (alignment with new Semester schedule)
<b>June 19</b>	<b>ALL CAMPUS OFFICES CLOSED FOR JUNETEENTH HOLIDAY</b>
June 25 – July 1	OL Session Break (alignment with new Semester schedule)

### **FALL 2024 (Begins new Semester Calendar System)**

July 2	OL/GRAD Fall Subterm 1 Start – new and continuing students
<b>July 4</b>	<b>ALL CAMPUS OFFICES CLOSED FOR INDEPENDENCE DAY</b>

OL = Online Campus Activities

GRAD = Graduate Online Campus Activities

**BOLDED = All Campuses**

# Board of Directors & Advisory Board

**Jill Anderson**

Wyoming, MI  
Librarian, Kent District Library

**Pastor Caleb Befus**

Jenison, MI  
Pastor, Grace Bible Fellowship

**Dale Day**

Jenison, MI  
Owner, Hudsonville Trailer

**Dr. Daniel Gowdy**

Grand Rapids, MI  
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Grand Rapids, MI  
Assistant Principal,  
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**James Moore**

Hudsonville, MI  
Educator, Byron Center  
High School Realtor,  
Independence Realty Senior  
Advisor, Moja Market

**Scott Myers**

Enumclaw, WA  
Pastor, Northwest Bible Church

**Rebekah Shyne**

Muskegon, MI  
Teacher,  
Muskegon Public Schools

**Pastor Cameron Townley**

Jenison, MI  
Pastor, Rush Creek Bible Church

**Brenda Tuttle**

Eastport, NY  
Family Life Director,  
Eastport Bible Church

**Dr. Sam Vinton**

Caledonia, MI  
Retired,  
Grace Christian University

**Dr. Bryan Walker**

Hopkins, MI  
President,  
Grace Gospel Fellowship

**Pastor Josh White**

Glendale, AZ  
Pastor, Grace Bible  
Church of Phoenix

**Shocka Williams**

Wyoming, MI  
Senior Application Developer,  
Red Van Workshop

**Randy Zandbergen**

Wyoming, MI  
CFO, Pioneer Construction

**Michael Zuverink**

Scotts, MI  
Financial Planner,  
Zuverink and Associates

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President

**Brian Sherstad, M.S.**

Executive Vice President

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Provost and Chief Academic Officer

**Timothy Rumley, M.A., M.Ed., Ph.D.**

Associate Provost

**Victoria Cumings, M.C.M.**

University Registrar

**Matthew DeYoung, M.B.A., Ph.D.**

Chair of Graduate Business Program

**Dean Dykstra, M.Ed.**

Chair, Arts and Sciences Program

**Fallon McMurray, M.B.A.**

Chair of Undergraduate Business Program

**David Greydanus, J.D.**

Chair of Criminal Justice Program

**Matthew Loverin, M.T.S., Ph.D.**

Dean of the School of Bible and Ministry

**Patrick McGillicuddy, M.A.**

Chair of Pastoral Ministry

**Scott Shaw, M.A., M.T.S., M.A., M.S.W., Ed.S., D.Min., Ph.D.**

Dean of the School of Business Innovation and Public Service

**Pamela Sherstad, M.A., Ph.D.**

Dean of the School of Arts and Sciences

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Vice President of Finance and Business Services

## **ENROLLMENT**

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Vice President for Online Strategy and Enrollment

### **Joseph Ocasio, M.B.A.**

Vice President for On Campus Enrollment and Partnerships

## **STUDENT AFFAIRS**

### **Kyle Bohl, M.A.**

Associate Vice President for Student Affairs and Enrollment



# Faculty

## **FACULTY EMERITI**

The designation of Professor Emeritus, granted by the Board of Directors of Grace Christian University, is an honor given to a retired faculty member who has demonstrated particularly meritorious service to the institution, its students, and the cause of scholarship in Christian higher education.

**Evlyne Beyer** (1963 – 1990)

**Dale S. De Witt** (1961 – 2003)

**Gunvor K. Olson** (1979 – 1995)

**Marlin L. Olson** (1977 – 1995)

## **FACULTY, ADJUNCT FACULTY, INSTRUCTORS**

### **GEORGE ACKERMAN**

*Online Adjunct Faculty*

M.S. Nova Southeastern University

M.B.A. Nova Southeastern University

J.D. Nova Southeastern University

Ph.D. Capella University

### **KEN ADAIR**

*Online Adjunct Faculty*

M.S. University of Oregon

### **THOMAS ALDRICH**

*Online Adjunct Faculty*

M.Ed. Grand Valley State University

### **MARK AMERMAN**

*Online Adjunct Faculty*

M.S. Capella University

Ph.D. Capella University

### **LILIA ANAND**

*Online Adjunct Faculty*

M.A. University of Oregon

### **DANA ARLEDGE**

*Online Adjunct Faculty*

M.A. Liberty University

M.T.S. Grand Rapids Theological Seminary

**DEBRA BALDWIN**

*Online Adjunct Faculty*  
M.A. Webster University  
Ed.D. Barry University

**JORDAN BALLARD**

*Online Adjunct Faculty*  
M.Div. Liberty University  
M.A.R. Liberty University  
M.R.E. Liberty University  
S.T.M. Dallas Theological Seminary

**KYLE BOHL**

*On Campus Adjunct Faculty, Associate Vice President*  
M.A. Cornerstone University

**MICHAEL BRINKS**

*Online Adjunct Faculty*  
M. A. Western Michigan University  
PH. D. University of Illinois

**MARK CARROLL**

*On Campus Adjunct Faculty*  
M.R.E. Grand Rapids Theological Seminary  
Ed.D. Trinity Theological Seminary

**SCOTT CHEATHAM**

*Online Adjunct Faculty*  
M.R.E. Liberty University

**KURT CLASSEN**

*On Campus Adjunct Faculty, Dual Enrollment Coordinator*  
M.A. Walden University

**JOHN COIN**

*Online Adjunct Faculty*  
M.A. Grand Rapids Theological Seminary  
Ed.D. Min. Southern Baptist Theological Seminary

**VICTORIA CUMINGS**

*Adjunct Faculty, University Registrar*  
M.C.M., Western Seminary

**RICHARD DEVRIES**

*Online Adjunct Faculty*  
M.A. Western Michigan University

**MATTHEW DEYOUNG**

*Faculty, Professor and Chair of Graduate Business*

M.B.A. Cornerstone University

Ph.D. Capella University

**STEVEN DOBO**

*Online Adjunct Faculty*

M.A. Malone University

**DEAN DYKSTRA**

*Faculty, Assistant Professor of History and Education, Chair of Arts and Sciences Program*

M.Ed. Grand Valley State University

**REBA EZELL**

*Online Adjunct Faculty*

M.Ed. Calvin College

**JOHN FISCHLE**

*Online Adjunct Faculty*

M.Div. Luther Rice Seminary and University

D.Min. Luther Rice Seminary and University

**JIMMIE FLORES**

*Online Adjunct Faculty*

M.A. Fielding Graduate University

M.S. Regis University

M.S. DeVry University

M.B.A. The University of St. Thomas

M.Ed. Regis University

D.M. University of Phoenix

Ph.D. Fielding Graduate University

**GARY FORTNEY**

*Online Adjunct Faculty*

M.A. Wheaton College

**ERIC FREEMAN**

*Online Adjunct Faculty*

M.B.A. The University of Portland

**JAMES GAMBLE**

*On Campus Adjunct Faculty, Dean of Students*

M.A. Grace College and Seminary

B.A. Grand Valley State University

**EMILY GEHMAN**

*Faculty, Assistant Professor of Communication and English*

M.A. University of Michigan

**DAVID GREYDANUS**

*Faculty, Associate Professor and Chair of Criminal Justice*  
J.D. The University of Toledo

**CHASTITY HARPER**

*Online Adjunct Faculty*  
M.S. North Carolina Central University

**RICHARD HARRELL**

*Online Adjunct Faculty*  
M.Div. Southwestern Baptist Theological Seminary  
M.A. National University

**SUSAN HARRELL**

*Online Adjunct Faculty*  
M.S. Shenandoah University  
M.A. National University

**CASSIDY HAWF**

*Online Adjunct Faculty*  
M.S. Capella University  
M.S. Kaplan University

**JEREMY HERR**

*Online Adjunct Faculty*  
M.A. Liberty University

**MADISON HETZLER**

*Online Adjunct Faculty, Online Director of Enrollment*  
M.A. Liberty University

**EBONI HILL-MATHIS**

*Online Adjunct Faculty*  
M.A. Siena Heights University  
M.S. Central Michigan University  
D.M. University of Maryland University College

**WILLIAM HORTON**

*Online and Graduate Adjunct Faculty*  
M.A. Regent University  
Ph.D. Liberty University

**ERINN HUEBNER**

*Adjunct Faculty, University Librarian*  
M.L.I.S. Wayne State University

**SHANE JOHNSON**

*Online and Graduate Online Adjunct Faculty*  
M.Div. Ashland Theological Seminary  
D.Min. Ashland Theological Seminary

**MICHAEL KAGER, JR.**

*Online Adjunct Faculty*

M.A. Malone University

**KIZOMBO KALUMBULA, JR.**

*On Campus Adjunct Faculty*

M.A. Liberty University

Ph.D. Northcentral University

**KENNETH KEMPER**

*Graduate Online Adjunct Faculty, President*

M.Div. Grand Rapids Theological Seminary

Ph.D. Lancaster Bible College

**SARAH KOOIENGA**

*Faculty, Assistant Professor of English*

M.A. Grand Valley State University

**SHEREA LACY**

*Online and Graduate Adjunct Faculty, Associate Vice President of Talent Management*

M.B.A. University of Phoenix

D.B.A. Northcentral University

**TIMOTHY LAMPLEY**

*Adjunct Faculty*

M.A. California Baptist University

**JOHN LINGELBACH**

*Online Adjunct Faculty*

M.A. Liberty University

M.Div. Liberty University

M.S. Joint Military Intelligence College

Ph.D. Liberty University

**PHILLIP LONG**

*On Campus and Graduate Faculty, Professor of Biblical Studies*

M.A. Talbot Theological Seminary

M.A. Talbot Theological Seminary

Ph.D. Andrews University

**MATTHEW LOVERIN**

*Faculty, Professor and Dean of the School of Bible and Ministry*

M.T.S. University of Notre Dame

Ph.D. University of Notre Dame

**ALLISON LOYD**

*Online Adjunct Faculty*

M.A. Liberty University

**TESS MARTINUS**

*Online and Graduate Adjunct Faculty*

M.A. Liberty University

Ph.D. Indiana University of Pennsylvania

**GARY MAY**

*Online Adjunct Faculty*

M.Div. Midwestern Baptist Theological Seminary

Ph.D. Southern Baptist Theological Seminary

**KYMBERLY MCFADDEN**

*Adjunct Faculty*

M.A. Grand Canyon University

**PATRICK MCGILLICUDDY**

*Faculty, Associate Professor of Biblical Studies, Chair of Pastoral Ministry*

M.A. Fuller Theological Seminary

**MICHAEL MCGORMAN**

*Online Adjunct Faculty*

M.Div. Tennessee Temple University

**FALLON MCMURRAY**

*Faculty and Chair of Undergraduate Business*

M.B.A. Cornerstone University

**ROBERT MILLER**

*Online Adjunct Faculty*

M.Ed. Lynchburg College

D.Min. Covington Theological Seminary

Ph.D. Andersonville Theological Seminary

**CONNIE MITCHELL**

*Online Adjunct Faculty*

M.B.A. Liberty University

Ph.D. Tennessee Temple University

**SCOTT MYERS**

*Online Adjunct Faculty*

M.B.A. Corban University M.Div. Liberty University

**OLIVIA NOLAND**

*Online Adjunct Faculty*

M.A. Trinity International University

**JOHN O'BRADOVICH**

*Graduate Adjunct Faculty*

M.B.A. Amberton University

Ph.D. Capella University

**ATTAH OBANDE**

*On Campus Adjunct Faculty*  
M.B.A. Cornerstone University

**KIMBERLY PILIECI**

*Graduate Adjunct Faculty, Provost and Chief Academic Officer*  
M.A. State University of New York  
Ph.D. Western Michigan University

**RICK PILIECI**

*On Campus and Online Adjunct Faculty, Campus Pastor*  
M.A. Grace Christian University

**EMILEE PRINS**

*Assistant Professor of Human Services*  
M.A. Grace Christian University

**CATHLEEN QUIROGA**

*Adjunct Faculty*  
M.A. Arizona State University

**ROBERT RENBERG, JR.**

*Online and Graduate Adjunct Faculty*  
M.A. Trinity Theological Seminary  
Ph.D. Trinity Theological Seminary

**DAWN RODGERS-DEFOUW**

*Online Adjunct Faculty*  
M.A. Liberty University

**JACOB RODGERS**

*Faculty, Assistant Professor of Biblical Studies*  
M.A. Fuller Theological Seminary

**MARGARITA RUIZ**

*Online Adjunct Faculty*  
M.S.W. Arizona State University

**TIMOTHY RUMLEY**

*Graduate Adjunct Faculty, Associate Provost, Accreditation Liaison Officer*  
M.A. Bob Jones University  
M.Ed. Covenant College  
Ph.D. Trinity International University

**JANICE SCHREGARDUS**

*Faculty, Professor of Psychology*  
M.A. Michigan State University  
Ph.D. Walden University

**TOM SCHWARTZ**

*Online Adjunct Faculty*

M.A. Grace Christian University

**BARRI SEIF**

*Online Adjunct Faculty*

M.B.A. Amberton University

Ph.D. Trinity Theological Seminary

**LUANNE SHAW**

*On Campus Adjunct Faculty*

M.A. Trinity Theological Seminary

M.S. Indiana State University

D.N.P. Grand Valley State University

**SCOTT SHAW**

*Faculty, Professor and Dean of the School of Business Innovation and Public Service*

M.A. Cornerstone University

M.T.S. Grand Rapids Theological Seminary

M.A. Arizona State University

M.S.W. Grand Valley State University

Ed.S. University of Michigan

D.Min. Trinity Theological Seminary

Ph.D. Northcentral University

**JAMES SHEMARIA, JR.**

*On Campus Adjunct Faculty*

M.A. Grace Christian University

**JAMES SHEMARIA, SR.**

*Online Adjunct Faculty*

M.C.M. Seattle Pacific University

**PAMELA SHERSTAD**

*Faculty, Professor of Communication and Dean of the School of Arts and Sciences*

M.A. Western Michigan University

Ph.D. Regent University

**CYNTHIA SHYNE**

*Adjunct On-Campus Faculty*

M.A. Grand Valley State University

**JENNIFER SIDEBOTTOM**

*Online Adjunct Faculty*

M.Ed. Whitworth College

Ph.D. Trinity Theological Seminary



**ROBERT STAUFFER**

*Online and Graduate Adjunct Faculty*

M.B.A. University of Maryland

D.B.A. University of Phoenix

**LAWRENCE STEELE**

*Online Adjunct Faculty*

M.A. Liberty University

Th.M. Liberty University

**JOYCE STORMS**

*Online Adjunct Faculty*

M.A. Grace Christian University

**JOSEPH STRANO**

*Online Adjunct Faculty*

M.A. Trinity International University

**PAUL SWEET**

*Graduate Adjunct Faculty*

M.A. Moody Graduate School

Ph.D. Columbia International University

**MATTHEW SYKES**

*Adjunct Online Faculty, Director of Academic Operations*

M.A. University of North Carolina at Charlotte

**ROBERT TALLEY**

*Online Adjunct Faculty*

M.Min. Tennessee Temple University

M.Div. Tennessee Temple University

Ph.D. Liberty University

**RAYMOND VAN DER VEER**

*Online Adjunct Faculty*

M.B.A. Baker College

**KEVIN VAN WYNSBERG**

*Online Adjunct Faculty*

M.A. Liberty University

**KEITH VANDE VREDE**

*Online Adjunct Faculty*

M.Div. Grand Rapids Theological Seminary

**JULIO VARELA**

*Adjunct Online Faculty*

M.A. Calvary Bible

Ph.D. Piedmont International

**KYLE VEGH**

*Faculty, Assistant Professor of Biblical Studies*

M.A. Grand Rapids Theological Seminary

**JONATHAN WHITMER**

*Online Adjunct Faculty*

M.A. Grand Valley State University

M.A. Baptist Bible Translator Institute

**MARK WHYTE**

*Online Adjunct Faculty*

M.A. Dallas Theological Seminary

M.A. Dallas Theological Seminary

**SHALIE WILLIAMS**

*Online Adjunct Faculty*

M.A. Liberty University

**THOMASINE WORTHAM**

*Adjunct Online Faculty*

M.S.W. Michigan State University

Ph.D. Capella University

# Admission Requirements

Grace Christian University seeks to enroll students who desire a Christ-centered educational experience whose objectives can be served by its academically excellent and spiritually minded programs. Grace Online believes all students deserve a second chance for degree completion and career advancement. All students are recommended to apply for admission as soon as possible to give the optimal opportunity for timely admission, transfer credit evaluation, and receipt of textbooks.

## FIRST TIME FRESHMAN

1. High school diploma or equivalent
2. Completed Application (no application fee)
3. Ministry Reference (Leadership and Ministry majors only)
4. Additional documentation is required to receive the military discount and for Financial Aid

## TRANSFER APPLICANTS

1. High school diploma or equivalent
2. Completed Application (no application fee required)
3. Ministry Reference (Leadership and Ministry majors only)
4. Official or unofficial college transcript(s). Submission of all official college transcripts is required by the end of the student's first five-week course. Official transcripts may be requested as a part of financial aid verification at any time, regardless of whether or not the student is transferring coursework to Grace.
5. Additional documentation is required to receive the military discount and for Financial Aid

## EARLY HIGH SCHOOL GRADUATES

All standard admission criteria must be met. In addition, the following policy applies:

Students who earn their high school diploma earlier than the traditional age may enroll in Grace's undergraduate programs subject to the admissions standards in force at the time of their enrollment. If a student will not turn 18 by the end of his or her first semester at Grace, the student's parent or guardian will sign a SPECIAL ADMISSIONS AGREEMENT FOR DEGREE-SEEKING UNDERAGE STUDENTS. The form can be obtained by the Records/Registration Office or Enrollment staff.

## **ADMISSION STATUS**

### **Full Admission**

An applicant is given full admission to Grace Christian University when the criteria for admission have been met. Applications are accepted on a rolling basis throughout the year.

### **Provisional Admission**

Students may start courses before the admissions process is complete, but must have all required pieces submitted by the end of the first course. Students may be provisionally admitted to the program by submitting unofficial transcripts before official transcripts are received by the University. Official transcripts must be submitted to the Records/Registration office by the end of the first class. Students without official transcripts on file by the stated deadline can be denied further registration until all requirements are met. See the **Transfer Credit** section for more information on the transfer credit process.

### **Non-Degree Seeking Student Admission**

A student who wishes to take courses without seeking a degree may attend Grace Online. The applicant must complete an Application for Admission. The student is responsible for communicating his/her course registration desires to the Academic Advising department a minimum of three weeks prior to the start of a session in order to avoid additional charges. Students with a non-degree seeking status are not eligible for state or federal financial aid. A payment plan must be arranged with the Business Office prior to enrollment.

### **Denied Admission**

**Grace Online desires to admit all students and has an open access philosophy, which means:**

- Students are admitted without regard to race, sex, national origin or disability
- Grace reserves the right to deny admission to any potential student who may be disruptive to the educational environment of the University, including those with felony convictions
- Any student found to have falsified information on an admission document may be denied admission to the University or may be expelled if already in attendance

Individuals who have been denied admission may appeal to the Associate Provost by written statement and testimony.

### **Applicants with Prior Criminal History**

Grace Christian University will not ask applicants for the Online and Graduate Online programs to disclose felony convictions. If admitted online students choose to participate in athletics or decide to change to the On Campus program, the University will implement the same background check process as for On Campus students. The University reserves the right to conduct the felony background check process for Online students whose activities create regular physical interaction with other students or Grace employees.

Grace Christian University considers it the applicant's responsibility to understand how criminal convictions or other matters of personal history may hinder or prevent employment in their degree field.

# Readmission

A student who cancels his or her application for a previous session may apply for readmission by contacting his or her Enrollment Advisor. If the student's application is over one year old, a new application must be completed. Once received, official transcripts received in 2021 or later will remain on file and do not need to be resent unless additional coursework has been completed at the institution; transcripts received prior to 2021 may need to be re-submitted on a case by case basis. A student is required to update any information that has changed since the previous application was submitted with the request for readmission (Name, address, phone number, email address, major of interest, or additional transfer institutions). The student will be notified via email from the Enrollment Advisor regarding the readmission decision.

Students readmitted to Grace must fulfill the requirements of the catalog in effect for the semester of readmission.

The Administration reserves the right to deem a student ineligible to return based on academic ineligibility, behavioral concerns, or student account delinquency.

A student who has withdrawn from the University who desires to return to the institution may contact an Enrollment Advisor to complete the Readmission Application process. The Records/Registration Office will review the application for readmission and determine eligibility based on the information provided, current academic status, and current financial status with the institution. The advisor will be notified via email regarding the decision. An Advisor will communicate any conditions for readmission or the readmission decision to the student. The Advisor will assist the student in the process of returning. Upon readmission, the student will be provided access to their student email, student portal, Blackboard, and an updated education plan.

Students accepted for readmission to Grace must fulfill the requirements of the catalog in effect for the semester of readmission.

The Administration reserves the right to deem a student ineligible to return based on academic ineligibility, behavioral concerns, or student account delinquency.

Military service members who cease attendance at Grace Christian University due to service requirements may request to re-enter after they return from service. Grace Christian University will accept the student into the next available classes within the program, with the same academic status that they had when they last attended.

- Students must notify the Grace Academic Advising Office as soon as possible when they need to stop attending classes due to service requirements.
- Students must notify the Grace Academic Advising Office of their intent to return to school within three years of completion of their period of service.
- The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years.

A student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18(h).

The Administration reserves the right to deem a student ineligible to return based on academic ineligibility, behavioral concerns, or student account delinquency.

# Non-Discrimination & Accessibility

Grace Christian University admits students of any race, color, national and ethnic origin, or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Grace Christian University does not within the context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities.

Grace Christian University complies with all federal and state nondiscrimination laws and is an equal opportunity institution. Grace Christian University reserves the right to maintain student educational and behavioral standards and standards based upon religious considerations consistent with its role and mission.

## **Americans with Disabilities Act Accessibility Policy**

Grace Christian University is committed to ensuring that all people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of information technology. Americans with Disabilities Act (ADA) compliance covers access to the Physical Plant, Accommodations, and Accessibility. Our goal for this Accessibility Policy is that a person with a disability will be able to engage in the same interactions, experience the same services, and acquire the same information as a person without a disability, be able to do so in an equally effective manner and with substantially equivalent ease of use. Services and information must be made available at the same time to a person with a disability as to a person without a disability.

### **ADA Accessibility Policy**

1. As part of ADA Accessibility, all information communication technology must be accessible so that all students, prospective students, employees, guests, and visitors have equivalent access to information. Examples of information communication technology covered by this policy include university websites, learning management systems, software systems, electronic documents, videos, and other electronic communication.
2. Accessibility coaching will be provided on an on-going basis to help train faculty and staff, increase awareness and sensitivity, and produce and manage accessible content.
3. All Grace Christian University's websites are required to meet the accessibility standards set forth by Web Content Accessibility Guidelines (WCAG) 2.0 AA.



**Rationale and Definitions**

This policy aligns with Grace Christian University's goal of cultivating a caring learning community where Jesus Christ is exalted and students are equipped for serving the needs of church and society.

It is important to differentiate between ADA accommodations (Section 504) and accessibility (Section 508):

**An accommodation is...**

- Provided based on the specific needs of a student with a documented disability
- Determined by an accommodations officer on a case-by-case basis
- Provided for students whose needs require great intervention, such as live American Sign Language (ASL) interpreters or lecture transcripts for live courses
- For circumstances that are difficult to anticipate and foresee

**Accessibility is...**

- The responsibility of all who create or publish digital content
- Provided for all students, prospective students, employees, guests and visitors with no expectation of an explanation of need
- Expected for disabilities that are easily anticipated

**Americans with Disabilities Act Accessibility Procedure**

Grace Christian University is dedicated to ensuring that the institution complies with Americans with Disabilities Act (ADA) requirements and that faculty and staff are trained to comply with ADA requirements.

1. Grace Christian University will publish an approved ADA Policy which includes overall ADA compliance, physical plant compliance, accommodation, and accessibility.
2. Faculty and staff will receive on-going training regarding ADA guidelines and compliance with expectations for accessibility, including but not limited to: Documents, video, audio, Learning Management System (LMS), and other forms of electronic communication.
  - Faculty and staff will utilize the Checklist for ADA Accessibility for Web Content.
  - Faculty and staff will be provided properly formatted examples of accessibility.
  - Faculty will receive training on the use of Screencast-O-Matic technology to create and publish content that is accessible to people with disabilities.
  - On-going training modules will be developed for faculty and staff as needed.

3. Faculty and staff will have access to Screencast-O-Matic for development of ADA compliant video content.

### **Contact for ADA Accessibility Support**

- Marketing: Director of Marketing
- Information Technology: Director of Information Technology
- Faculty: Director of Academic Operations

### **Academic Accommodations**

Admitted students may request a reasonable accommodation as a result of a qualifying disability as defined by the Americans with Disabilities Act (2008) or Section 504 of the Vocational Rehabilitation Act of 1973. Information on the Academic Accommodation policy and procedure can be found in the [\*\*Academic Accommodations\*\*](#) section of the catalog.

# International Student Admission

International students are welcome at Grace Christian University. Due to strict government regulations, the University has detailed requirements pertaining to international students. The University does not have available special funding to assist international students in financing their education. It is the responsibility of the student to obtain the proper documents and to furnish the University with these documents. International students who are seeking to enroll in an online degree program do not need USCIS or a student visa as long as the student is not physically present in the United States. Non-U.S. citizens residing in the United States on a student (F-1) Visa cannot enroll in online programs. Refugees or undocumented individuals are permitted to attend following the standard admission criteria.

**For admission, all international students (those on an F-1 Student Visa attending On Campus and those attending Online but residing in a foreign country) must meet the stated admission criteria for domestic students for their program of interest and:**

1. Must pass an English proficiency test unless the student permanently resides in a country where English is the primary language. Grace Christian University accepts the following tests of English as a second language:
  - ACT minimum cumulative score of 18+
  - SAT minimum 510+ and Verbal 480+
  - TOEFL minimum score of 550 is required on the paper-based test, 213 on the computerized test, or 80 on the internet-based test
  - IELTS minimum score of 6.5
2. Pay for the entire semester before courses begin at Grace. The amount due before the student's start date is determined by estimating class load, room, board, books, fees, and any other known expenses. Any exceptions to this policy must be approved by the Business Office.

## **On Campus International Admission Additional Requirements:**

1. Provide evidence that the student is a graduate of an accredited secondary school and the ability to satisfactorily complete college-level work in the United States of America.
2. Proof of country of citizenship required for the issuance of the I-20.

# Online Orientation

All new Online students are encouraged to participate in *Steps for Success*, an online orientation prior to their first course to ease the transition into the online learning environment. The orientation encourages the student to become familiar with the expectations of Grace Online and Grace Christian University, to provide an opportunity for students to ask questions, and to allow the student to become familiar with the online environment, writing expectations, and resources.

**Topics Covered:**

- Curriculum Design and the Blackboard Learning Management System
- Communicating with peers, faculty, and staff
- Posting in Discussion Forums
- Resources (Library, Microsoft Office, Writing Resources)
- Improving Writing Skills and APA Formatting
- General program expectations

# Transfer Credit

Grace Christian University offers traditional and non-traditional credit options for Undergraduate students with varied academic and professional backgrounds. It is Grace's policy to award credit based on evidence of learning and not experience alone. Grace Christian University welcomes students to apply for transfer credits from other institutions. Once an official transcript is received, credits transferred are recorded on the admitted student's academic record and will apply toward graduation requirements, as applicable to the declared academic program. Grades are not transferred. Once transfer credits have been granted, a subsequent change of program or major may result in a change in the number of transfer credits applied toward the degree requirements. Types of traditional and non-traditional credit options currently offered by the University are described below.

There is an important distinction between transferable and applicable in terms of transfer work. While a course may meet all of the requirements to be transferable, the course may not be applicable to the degree program selected at Grace Christian University, but will be accepted as elective credit.

## TRANSFER CREDIT POLICY

### **The following provisions govern transferring credits to Grace Christian University:**

- The student seeking enrollment by transfer from another institution will complete the regular admission process.
- Official transcripts from all colleges previously attended should be submitted. Unapproved document formats or documents lacking the necessary information may not be evaluated.
- The applicant will be notified of the credits approved for transfer by the Enrollment Advisor upon acceptance by the Records/Registration Office.
- A pre-evaluation may be conducted by the Records/Registration Office prior to the completion of the application process as requested by an Enrollment Advisor.
- An evaluation is not considered official until official transcripts have been received and processed by the Records/Registration Office.
  - An official transcript is defined as one that has been received by Grace directly from a secure, authenticated party or the issuing institution. Grace does not accept any electronic documentation directly from the student as official. Transcripts that do not meet these requirements will be considered unofficial. Transcripts can be sent to the Records/Registration Office at Grace Christian University, 1011 Aldon St SW, Grand Rapids, MI 49509. Request official electronic transcripts to be sent to [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu).

- Students may be admitted based on unofficial transcripts, but official transcripts must be received by the end of the student's first course. If the official transcripts are not received by that date, the pending transfer work may be removed from the student's education plan or a registration hold for the subsequent semester may be placed on the student's account. An effort will be made to communicate with the student and establish a firm deadline to minimize the impact on the student's registration and program length.
- The student may be required to provide a course description or course syllabus for transfer credit determination if the information is not available through the awarding institution's website.
- Transfer credits must be from a regionally accredited college or university, or an institution that is accredited by a national accrediting agency that is recognized by the Department of Education. Students seeking a graduate degree from Grace who graduated from a nationally accredited institution will be considered on a case-by-case basis.
- Credits earned at a non-accredited college will be considered only after the student has provided documentation of a minimum of three regionally accredited institutions that accept similar courses in transfer from the non-accredited institution. Once verified, coursework from the unaccredited school must be evaluated by the Registrar in the same manner as accredited coursework. The maximum number of credits transferable from an unaccredited school is 30 semester credit hours for bachelor degree-seeking students unless otherwise approved by the Dean or Associate Provost.
- Courses must be college-level courses; typically numbered at 100 level or higher. Remedial or vocational credits will not be accepted for transfer.
- All academic, college-level courses in which at least a C- grade or its equivalent has been earned are eligible for transfer to undergraduate programs.
- Undergraduate students will receive a minimum of 60 credit hours for an earned Associate of Arts or Associate of Science degree from an accredited institution. The credits will be evaluated for Grace degree requirements by the Records/Registration Office.
- The transfer credits earned as part of an Associate of Applied Science degree program will be evaluated for Grace degree applicability by the Records/Registration Office on a course by course basis.
- Students completing the requirements of the Michigan Transfer Agreement (MTA) will receive a minimum of 30 semester credits in transfer. All Arts and Sciences Core requirements will be satisfied by the completed MTA.
- At least 25% of the required credit hours for a Grace associate or bachelor degree program must be taken at Grace Christian University. Graduate students must complete 50% of the program requirements at Grace.
  - **Associate Degree Program:** Students may transfer in a maximum of 45 credits, including credit by exam or prior learning assessment, toward an associate degree.
  - **Bachelor Degree Program:** Students may transfer in a maximum of 90 credits, including credit by exam or prior learning assessment, toward a bachelor degree.

- Transfer credit (including non-traditional transfer credit) must be completed prior to the student's last semester at Grace Christian University unless pre-approved by the Dean or Associate Provost.

### **Reassessment of Transfer Credits**

- Credits may be reassessed at any point at the request of the student by emailing the Records/Registration Office at [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu). The student may be required to provide the course syllabus from the college or university where the course was taken.
- Duplicate credit will not be granted for two courses with significantly similar content.

### **Military Joint Services Transcript (JST) (Undergraduate Students Only)**

The American Council on Education (ACE) provides quality assurance and policy guidance for the Joint Services Transcript (JST) used by the Army, Marine Corps, Navy, and Coast Guard. The Records/Registration Office may approve credit to be granted for courses or experience as recommended by ACE with a Lower (L) or Upper (U) course division designation, but will not grant credit for Vocational (V) work. Credit will be granted based on the general transfer credit policy regarding maximum transfer credits. In order to receive credit, the Records/Registration Office must receive an official copy of the military transcript.

### **International Transfer Credit**

All international transcripts must be evaluated course-by-course by one of the National Association of Credential Evaluation Services (NACES) member organizations ([naces.org/members.html](https://naces.org/members.html)), with the results sent directly to Grace Christian University along with an official transcript. Any fee(s) associated with the evaluation and transcription must be paid by the student. Upon receipt of the evaluation, the Registrar will review the transcript for transfer course equivalency.

# University Partnerships

Grace Christian University has developed partnerships with several organizations to allow college credit to be awarded or granted based on the completion of a specific program that has been evaluated by Grace. Grace reserves the right to review or change these partnerships at any time. Contact the specific organization or Grace directly ([info@gracechristian.edu](mailto:info@gracechristian.edu)) for more specific information.

## CONTRACTUAL ARRANGEMENTS

A contractual arrangement to grant college credit for completing an approved program of study has been reached with the following organizations:

- **Bridge Street House of Prayer** (Grand Rapids, MI)
- **Grace Adventures** (ASCENT and PACE programs) – Silver Lake, MI
- **Leaders for Christ Bible School** (through Resurrection Life Church in Grandville, MI)
- **Michigan State Police Training Academy (MSPTA)** – Lansing, MI

## ARTICULATION AGREEMENTS

Grace Christian University has entered into agreements with the following institutions to accept and apply credit from their programs toward Grace degree programs as specified below.

### Michigan Transfer Agreement (MTA)

Students who have completed the requirements of the **Michigan Transfer Agreement (MTA)** at a Michigan community college will be admitted to the university as having satisfied Grace Christian's **Arts and Sciences Core requirement** (30 credits) for the bachelor degree. This agreement requires that the MTA is posted to the student's official transcript submitted as part of the application process.

Community college students wishing to transfer to Grace Christian are encouraged to contact the Records/Registration Office at Grace Christian to discuss specific coursework that might be completed as part of the MTA degree program that will grant the student the most benefit toward the completion of the Grace degree.



## **School of Missionary Aviation Technology (SMAT) – Ionia, MI**

The agreement with the **School of Missionary Aviation Technology (SMAT)** offers degree opportunities for students interested in pursuing a career in missionary aviation. Students may combine SMAT training and Grace Christian University coursework in multiple ways to meet their goals.

- Student earns 48 prescribed credits at GCU and a SMAT diploma for which GCU grants 12 credits. These credits would apply toward an Associate degree in General Studies for a total of 60 GCU credits.
- Student earns Associate degree (60 credits) from GCU and transfers to SMAT for diploma.
- Student earns one of the following SMAT diplomas which transfer as a block toward the On Campus B.S. in Interdisciplinary Studies or Online Undergraduate Bachelor programs:
  - SMAT Aviation Maintenance Technology diploma – 36 credit hours\*
  - SMAT Aviation Flight Training diploma – 36 credit hours\*
  - Both Maintenance and Flight Training – 48 credit hours\*

All students must complete the Arts and Sciences and Bible and Theology Core requirements appropriate for the declared degree program.

- \* For SMAT students who complete both the SMAT Aviation Maintenance Technology diploma and the SMAT Aviation Flight Training diploma (48 total GCU credits awarded) and are seeking to complete a bachelor degree at GCU, the student needs to complete at least 12 credits of upper division (UD: 300 or 400-level) credits through GCU during the last year of study.

Students may also pursue non-degree options to obtain needed credits for their missionary aviation goals.

# Credit by Examination

The maximum number of combined credits a student may receive for proficiency exams, certificate training or prior learning assessment confirmed through portfolio essays is 30 credit hours.

## ADVANCED PLACEMENT (AP)

Grace Online will grant credit to students with scores of 3 or higher on an Advanced Placement (AP) examination conducted by the College Board. Students are required to have their official AP scores sent to the Records/Registration Office. The AP college code number for Grace Christian University is 0809.

## AP EXAM CREDIT EQUIVALENCY

AP Exam	Min. Score	Credits	Grace Equivalent
2-D Art and Design	3	3	A&S Humanities
3-D Art and Design	3	3	A&S Humanities
African American Studies	3	3	A&S History
Art History	3	3	A&S Humanities
Drawing	3	3	Elective
Biology	3	4	A&S Math/Science
Calculus AB*	3	4	MTH 153
Calculus BC*	3	8	MTH 153 & MTH 253
Chemistry	3 4	4 8	A&S Math/Science
Chinese Language and Culture	3 4 5	8 12 16	A&S Humanities
Computer Science A	3	3	Elective
Computer Science Principles	3	3	Elective
English Language and Composition	3	6	ENG 101/ENG 105 A&S Communication
English Literature and Composition	3	6	ENG 223 A&S Communication
Environmental Science	3	3	A&S Math/Science
European History	3	6	A&S History (2 courses)
French Language and Culture	3 4 5	6 9 12	A&S Humanities

<b>AP Exam</b>	<b>Min. Score</b>	<b>Credits</b>	<b>Grace Equivalent</b>
German Language and Culture	3 4 5	12 16 20	A&S Humanities
Comparative Government and Politics	3	3	A&S Social Science
United States Government and Politics	3	3	A&S Social Science
Human Geography	3	3	A&S Social Science
Italian Language and Culture	3 4 5	6 9 12	A&S Humanities
Japanese Language and Culture	3 4 5	8 12 16	A&S Humanities
Latin	3 4 5	6 9 12	A&S Humanities
Macroeconomics	3	3	BUS 201
Microeconomics	3	3	BUS 202
Music Theory	3 4	3 6	A&S Humanities
Physics I	3	4	A&S Science/Math
Physics II	3	4	A&S Science/Math
Physics C: Mechanics	3	4	A&S Science/Math
Physics C: Electricity and Magnetism	3	4	A&S Science/Math
Precalculus	3	4	A&S Science/Math
Psychology	3	3	PSY 201
Spanish Language and Culture	3 4 5	6 9 12	A&S Humanities
Spanish Literature and Culture	3 4 5	6 9 12	A&S Humanities
Statistics	3	3	MTH 150
United States History	3	6	A&S History
World History: Modern	3	6	HST 114 A&S History

\* Cannot receive credit for both Calculus AB and Calculus BC

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Credit is granted for subject examinations offered by the College Level Examination Program (CLEP) as recommended by the College Board. No college credit is granted for the CLEP general examinations.

- Credit may not be granted for a CLEP test that is the duplication of coursework for which a student has already received credit.
- The CLEP examination must be completed prior to the student's last semester at Grace.
- An official transcript must be requested by the student to be sent from the College Board to Grace. The CLEP college code number for Grace Christian University is 1265.
- The CLEP credit will be considered official when the official transcript has been received by the Records/Registration Office and the credit has been posted to the student's Grace transcript.

## **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) AND DSST**

Veterans can also earn credit through Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) with scores meeting or exceeding the score requirements provided by the American Council on Education. Students will be notified of specific credit awarded upon evaluation of the official exam transcript.

# Prior Learning Assessment

Grace Christian University recognizes that many students come to an institution of higher education with experience and training that has resulted in college-level knowledge. Students who enroll may earn credit for prior learning. A maximum of 30 semester credit hours may be earned through any form of prior learning assessment or proficiency exam (including CLEP, DSST and AP). Prior learning can come from a number of different sources including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. Portfolios are to be assessed by a qualified, credentialed content area expert. Grace may award college credit for a license, certificate, or job-specific training as evaluated by the American Council on Education (ACE) or through the PLA evaluation process.

Grace adheres to the **Ten Standards for Assessing Learning** as documented by the Council for Adult and Experiential Learning (CAEL) at [cael.org](http://cael.org).

Grace Online offers a college-level exploratory course, PLA 200 Prior Learning Theory and Practicum (3 Credits), designed to assist the learner in understanding learning theory and apply theory to their own prior learning. One's assessment of personal prior learning encourages new learning. Satisfactory completion of PLA 200 allows the student to have one portfolio assessed at no additional charge. PLA 200 may satisfy a lower-level elective course requirement within any undergraduate program, as applicable.

More detail is available on the **Prior Learning Assessment Advising Form** or from the Registrar: [onlineRegistrar@gracechristian.edu](mailto:onlineRegistrar@gracechristian.edu).

## PRIOR LEARNING ASSESSMENT FEE STRUCTURE

Item	Cost
Proficiency Exam	\$100 per exam, regardless of the result
Portfolio Assessment	\$300 per portfolio submission, regardless of the number of credits awarded
PLA 200 – 3 credits	See tuition cost table

Fees may not be covered by financial aid. Contact the Financial Aid Office to determine whether or not PLA-related fees can be covered by the financial aid package.

## PROFICIENCY EXAM

A proficiency exam is an examination administered by Grace to assess prior knowledge on a subject. Grace Online currently offers a proficiency exam for New Testament and Old Testament Bible knowledge. The **Proctor Agreement Form** is available online.

## **PORTFOLIO DESCRIPTION**

A portfolio is a compilation of documentation that significant, college-level learning has been achieved by the learner. The portfolio must be written according to the expectations for college-level writing. Creating a portfolio is the learner's way to translate and validate one's prior knowledge into a format that is assessable by another individual.

## **PORTFOLIO RUBRIC**

A rubric will be used to assess evidence of prior learning. The content area expert will assess the portfolio and decide whether there is significant evidence that the student has satisfied at least 70% of content mastery in a specific subject area and that the student has satisfactorily demonstrated that learning. The content expert will also provide helpful feedback to the student. Credit can be awarded as an elective (lower or upper division) or a specific course equivalency.

# Types of Financial Aid

The Financial Aid Office is available to advise and assist students with obtaining funds to attend Grace Christian University. The Financial Aid Office seeks to meet the financial needs of our students through grants, scholarships, and loans. Students who believe their resources are inadequate to meet their expenses at Grace Christian University should contact a Financial Aid Specialist. More information can be found at [gracechristian.edu/onlineaid](https://gracechristian.edu/onlineaid).

## FINANCIAL AID DEFINED

Financial Aid is financial assistance that helps students and their families pay for college. This financial assistance covers educational expenses including tuition and fees, room and board, books and supplies, and transportation. There are several types of financial aid available, including grants, scholarships, and loans.

Once eligibility for financial assistance has been determined, students may be offered a Financial Aid Award Package which includes one or more types of aid.

### **The Financial Aid Award Package may include the following:**

- Scholarship Aid: Awards usually based on academic merit and not necessarily on financial need.
- Grant Aid: Awards based solely on financial need.
- Loan Aid: Federal loans offered at a low interest rate, which must be repaid to the assigned lender after the student leaves college or drops below half-time enrollment.
- Federal Work Study: Undergraduate and graduate students can earn money from a part-time job to help pay for college expenses.

## GRANTS

### **Federal Pell Grants**

A Federal Pell Grant is awarded to eligible students based on their FAFSA results. It does not have to be repaid. This grant is awarded to undergraduate students who have not earned a bachelor degree. The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

SEOG funds will be awarded to students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. SEOG funds do not have to be repaid. The Department of Education only provides schools with a limited amount of SEOG funds, so once the funds are depleted, awarding will stop. Valid FAFSA results must be received in the Financial Aid Office to receive consideration.

## **MILITARY BENEFITS**

Grace Christian University accepts educational benefits through the military. These benefits may include GI Bill® and Federal Tuition Assistance. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [benefits.va.gov/gibill](https://benefits.va.gov/gibill). To begin the process of determining any applicable benefits, the student should contact his or her respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Academic Advising Office to proceed with any other applicable processes. For more information, visit [gracechristian.edu/online/military](https://gracechristian.edu/online/military).

## **LOANS**

### **Federal Stafford Loans**

Direct Stafford Loans are low-interest federal loans available to students who are attending college at least half-time. The funds are borrowed from the Department of Education through the Direct Loan Program. The amount a student may borrow is based on year in school, dependency status, and enrollment status. The FAFSA is the application for Direct Stafford Loans, but first time borrowers are also required to complete Loan Entrance Counseling and a Master Promissory Note at [studentaid.gov](https://studentaid.gov).

### **Federal Parent PLUS Loan**

A parent may borrow a Direct Parent PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan. Parents who wish to apply for a Direct Parent PLUS Loan may visit [studentaid.gov](https://studentaid.gov).

### **Private Loans**

A student may also obtain private loans from a Private Lender to cover education-related expenses. Students may need a creditworthy cosigner if they have not established credit yet. Usually loans are borrowed to cover the full year and divided between two semesters, but a student could get a loan for just one semester, if needed. Private loans have NO origination fee. For more details, go to: [elmselect.com](https://elmselect.com), choose Grace Christian University, then select Undergraduate Loans.



# How to Apply for Financial Aid

All students who wish to apply for financial aid (grants, scholarships, or loans) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at [fafsa.gov](https://fafsa.gov). For assistance with this application process, students may contact the Federal Student Aid Information Center at 1-800-433-3243. The FAFSA must have Grace Christian University's school code (002265) entered for the results to be received by the Grace Financial Aid Office. The FAFSA must be renewed prior to each academic year. Students with additional financial aid questions may contact the Grace Christian University Financial Aid Office at [financialaid@gracechristian.edu](mailto:financialaid@gracechristian.edu), or by calling (616) 538-2330.

Typically, Grace will receive the FAFSA within three business days of its completion. As soon as the FAFSA is received by the Financial Aid Office, the results will be reviewed. The Department of Education will select some FAFSA applications for a process called "verification," which requires the school to request additional documentation from the student before the financial aid process can be completed.

Once all necessary documentation is received, the student will be sent a Financial Aid Award Letter from the Financial Aid Office at Grace. The student is responsible for returning a signed copy of the award letter to the Financial Aid Office, indicating which awards they accept or deny. Students who accept a Stafford Loan must also go to [studentaid.gov](https://studentaid.gov) to complete the required Loan Entrance Counseling and Loan Master Promissory Note.

## EXPECTED FAMILY CONTRIBUTION

The information on your FAFSA is used to calculate your Expected Family Contribution (EFC). Your EFC is an index number generated by the FAFSA that Grace's financial aid staff uses to determine how much financial aid you can receive. The EFC is calculated according to a formula established by the Department of Education. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) can all be considered in the formula. Your family size and the number of family members who will attend college during the academic year is also considered. For more detailed information about how the Expected Family Contribution (EFC) is calculated, visit [studentaid.gov/complete-aid-process/how-calculated](https://studentaid.gov/complete-aid-process/how-calculated).

# Financial Aid Rights & Responsibilities

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time period. Classes the student takes outside of his/her declared program do not qualify for most forms of financial aid.

The student must attend college at least half-time (six credit hours) in order to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the University.

It is the student's responsibility to inform the Financial Aid Office of any changes to information provided on the FAFSA application. Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.

If a student's FAFSA is incomplete, or if their FAFSA verification paperwork is not turned in, no award letter will be provided and the student is responsible for paying out of pocket for all tuition costs and fees.

Students and their families who are experiencing a financial hardship which significantly changed their financial situation compared to the data listed on the FAFSA, are highly encouraged to reach out to the Financial Aid Office to request a Special Circumstance review.

## REQUIREMENTS TO RECEIVE FINANCIAL AID

### **Statement of educational purpose:**

- A student must be enrolled as a degree-seeking student and must sign a statement indicating that all federal financial aid will be used for expenses related to study at Grace Christian University. This requirement will be fulfilled when the student signs and returns their Financial Aid Award Letter.
- A student must not be in default on any federal loan or must have made satisfactory arrangements to repay any defaulted federal loan.
- A student must not have borrowed in excess of the federal loan limit at any institution and must not owe money on a federal student grant.

**Selective service registration**

While federal law requires nearly all male citizens and male immigrants, 18 through 25 years old, to register for Selective Service, a student's failure to register will no longer impact their Title IV eligibility. On December 27, 2020, the FAFSA Simplification Act was enacted into law as part of the Consolidated Appropriations Act, 2021. Among other things, that law eliminated the requirement for male students to register with the Selective Service before the age of 26 to be eligible for Title IV aid. For more information about Selective Service, visit [sss.gov](https://sss.gov).

**High School diploma/GED**

Students are required to have a High School Diploma or GED equivalent to be eligible for Federal Financial Aid.

**CAUSE FOR LOSS OF FINANCIAL AID ELIGIBILITY**

Lack of Satisfactory Academic Progress (see [SAP Policy](#)). For more information, contact the Financial Aid Office at (616) 538-2330 or [financialaid@gracechristian.edu](mailto:financialaid@gracechristian.edu).

# Satisfactory Academic Progress (SAP)

In order to receive federal or state financial aid, regulations require that the student maintain satisfactory academic progress toward completion of the student's current academic program. Academic progress will be reviewed for each student, regardless of whether or not the student is receiving financial aid since these rules determine eligibility for future enrollments.

## FINANCIAL AID POLICY

Satisfactory Academic Progress (SAP) at Grace Christian University governs the student's eligibility to receive financial aid based on academic performance. Contact the Financial Aid Office ([financialaid@gracechristian.edu](mailto:financialaid@gracechristian.edu)) for information about maintaining eligibility for federal and state aid. The determination as to whether or not an undergraduate student is meeting the SAP requirements is made at the end of each academic year based on three factors mandated by federal policy. (Graduate students are evaluated at the end of each semester). These factors include cumulative grade point average (GPA), completion ratio, and maximum time frame as described below.

### GPA Requirement

For Undergraduate students, Grace will evaluate the GPA Requirement after the Spring semester. Grace will evaluate the GPA requirement each semester. A student will be considered in violation if the student does not maintain the minimum GPA requirement.

The student must have earned the required cumulative GPA based on the semester hours attempted to maintain financial aid eligibility. The Director of Financial Aid has the authority to grant limited exceptions to first-time freshmen who fail to meet this requirement but whose cumulative GPA is at or above 1.50.

Undergraduate Semester Credit Hours Attempted	Cumulative GPA Required	Completion Ratio
3-27	1.50	The required completion ratio for all undergraduate levels is 67%
28-55	1.75	
56+	2.00	

## **Maximum Time Frame Requirement**

The maximum time frame limits the number of credits a student may attempt when pursuing a degree. Grace will monitor the Maximum Time Frame Requirement at the end of each academic year by comparing the required hours for program completion to the cumulative hours attempted. A student will be considered in violation when it becomes mathematically impossible for them to graduate within the 150% time frame. For example, in an undergraduate program of study that requires 124 credits, you may not exceed 186 credits and remain eligible for financial aid.

Graduate students must complete all degree requirements within five years from admission to their program. An approved leave of absence of up to two semesters is not counted in the five years.

## **Completion Ratio Requirement**

The completion ratio is determined by dividing cumulative semester hours earned by cumulative semester hours attempted. The minimum required completion ratio for undergraduate students is 67%, while the minimum required completion ratio for Graduate students is 75%.

## **Determining Satisfactory Academic Progress**

When determining SAP, grades and credits are tallied according to the following guidelines:

- Earned semester credits include all grades (A, B, C, D, S, and P) including all +/- variations and applied transfer work.
- Attempted semester credits include the grades listed above, as well as F, U, W, and XF.
- For repeated courses, credits from each time a student is enrolled are included in the attempted and earned credits. However, only the highest grade earned is used when calculating the cumulative GPA.
- Transfer credit accepted at the time of admission, if applicable, is not included when calculating cumulative GPA. Such credits are, however, included in the determination of a student's cumulative GPA required.
- Transfer credits are also included when calculating the completion ratio and maximum time frame.

If it is determined that a student failed to meet the SAP standards outlined above, the student will be disqualified from receiving federal financial aid until the student has met the SAP standards. Students who no longer qualify for financial aid may secure alternate funding for their education and remain enrolled unless a determination has been made that the student is academically suspended.

**SAP Appeal Process (for possible reinstatement of financial aid eligibility)**

If a student loses eligibility to receive federal financial aid because of failure to meet the SAP standards, the student may attempt to regain financial aid eligibility in one of the following ways:

1. By successfully appealing the loss of eligibility. To appeal, the student must submit a Satisfactory Academic Progress Appeal Form, available from the Financial Aid Office. The extenuating circumstances that may justify reinstating one's eligibility for financial aid on a temporary basis are outlined on this form. If this appeal is successful, the student's eligibility for financial aid will be reinstated with specified conditions.
  - When considering any extenuating circumstances, financial aid probation can only be granted if it is also determined that the student should be able to meet SAP standards by the end of the next semester. Failure to meet SAP standards at that time would make the student ineligible for federal aid without the right to further appeal.
  - Under certain circumstances, the Financial Aid Appeal Committee has limited authority to approve an academic plan that would reinstate the student's eligibility to receive federal aid provided the student is able to meet SAP standards by the end of the next academic year. This academic plan also includes a minimum threshold that must be achieved at the end of the first semester in order to maintain eligibility to receive federal aid. Failure to meet this threshold would make the student ineligible for federal aid without the right to further appeal.
2. By using personal financial resources to complete one or more semesters at Grace with at least half-time enrollment. Reinstatement of the student's eligibility for financial aid will be determined at the end of each semester, dependent on whether or not the student meets the SAP standards at that time. Courses taken must be approved by the Registrar and must advance the student toward earning the declared degree.

# Tuition & Fees Schedule

## GRACE ONLINE PROGRAM RATES

Course Level	Fall 2022 – Spring 2023	Fall 2023 – Spring 2024
Associate (100-200)	\$380 per credit hour	\$400 per credit hour
Bachelor (300-400)	\$450 per credit hour	\$470 per credit hour
Military Discount	\$250 per credit hour	\$250 per credit hour

### Other Grace Online Fees:

- Application Fee: \$0 (Waived for Online Students)
- Resource Fee: \$150 (per 3-credit course; see explanation below)
- Graduate Studies Tech Fee: \$25 per 3-credit course
- Graduation Fee: \$100
- Official Transcript: \$10 (per transcript, paid in advance)

The cost to audit a course or enroll as a non-degree student follows the same tuition and fee schedule as the degree-seeking tuition and fee schedule.

**Full payment or a verified payment plan is due prior to the beginning of the first class of every semester.**

Tuition is set on a per-academic year basis. The rates of tuition and fees are those published in the academic catalog prior to the start of a new academic year. Tuition and fee rates are subject to change at any time as determined by Grace Christian University's Board of Directors.

## MILITARY DISCOUNT POLICY

Grace Online honors those who have served our country as a part of the armed forces. Military students and families may be eligible to receive a discounted tuition rate (see the Tuition and Fees Schedule). Students may also be eligible to receive education benefits through the Department of Veterans Affairs. Students who are military service members, veterans, military spouses, and dependents 23 and under are eligible for the military discount.

- "All military service members" means those currently serving in one of the military branches, Reserve, or National Guard.

- “Veterans” refers to those defined as veterans by the VA.
  - DD214 required with the Character of Service field stating either “Honorable” or “General (under honorable conditions)” only; all other entries do not qualify.
  - Former members of the Guard and Reserve must meet the VA definition of “veteran” which is at least 6 months of active duty call up during their service or 20 years of service in the Guard or Reserve.
- “Military spouses and dependents 23 and under” is defined as current dependents or widows/orphans of service members or veterans as described above.

Required documentation may include the most recent Leave and Earnings Statement, a certificate of release or discharge from the military (DD214), certificate of eligibility (COE), tuition voucher, marriage certificate (for spouses), birth certificate (for dependents), or other official documents produced by the military or VA.

## RESOURCE FEE

The Resource Fee covers all textbook rentals, the Blackboard learning management system, access to the Microsoft 360 productivity suite, and the Grace Bultema Memorial Library. If a student qualifies for financial aid, just like tuition, the resource fee will be paid with whatever financial aid has been awarded. This service prevents the inadvertent purchase of wrong textbook editions, incorrect access codes, or late arrival, among other issues.

## Textbooks and Slingshotedu.com Partnership

Grace Online uses a streamlined book rental service that fits the accelerated program format. Books are shipped directly to the student before each five-week class and are returned by the student the week after each five-week class.

### Important details:

- The student must provide an accurate shipping address (can be home, work, or other)
- The student must immediately inform the University of an address change
- The student is responsible to make sure rented books are returned upon completion of the class. Books not returned will incur charges for the additional cost of the text over the rental price. These charges will be added to the student’s account.
- Follow this link for Customer Support and Rental FAQ’s: [slingshotedu.com/support](https://slingshotedu.com/support)



## Textbook Butler

Grace Christian University Online has a robust relationship with [Slingshotedu.com](https://slingshotedu.com) for a convenience-driven service that delivers books directly to the student: the right books, on time, at a competitive price. Using Textbook Butler:

- Adult learners can focus on the learning necessary for academic success in accelerated programs.
- Because the learning resources are put on the student bill, students can use financial aid for books and materials.
- Students can choose their preference of new purchase, used purchase, or rental. (Rental is just the default setting). If a student wants to keep a rental book, they pay only the difference in price between rental and purchase (no fees).
- Slingshot maintains a Customer Care Team which is available Monday through Friday, 9:00 AM – 11:00 PM (EST) to answer inquiries.
- Grace's faculty and staff can focus on serving students in academics, advising, chaplaincy, and services – and allow Slingshot to focus on knowing the book business and getting competitive prices for students.

## Slingshotedu.com Student Portal

Students are encouraged to use the Slingshotedu.com Student Portal to view outstanding rentals, text buyout prices, and request/print return shipping labels. Follow this link for the Student Portal access: [gracechristian.slingshotedu.com/#/landing](https://gracechristian.slingshotedu.com/#/landing)

## Rental Extension

If a student is granted an incomplete, the student should contact Slingshotedu.com to request an extension of their rental and discuss any additional charges.

## Opt-Out

Under special circumstances, a student may complete a Student Acceptance of Responsibility to Procure Learning Materials form to opt out of the textbook delivery service. However, opting out of the rental agreement does not decrease the Resource Fee.

The federal government requires that students be given the opportunity to opt-out of a book delivery service. However, Grace recommends that students focus on their learning and everything else that happens in life (family, work, church responsibilities), and allow Slingshotedu.com to serve them by delivering books when they are needed so that books arrive on time for the next course.

## **Learning Management System**

Grace Christian University uses Blackboard, a learning management system, as the virtual classroom for both online and on-site learners to communicate announcements, hold discussions, submit assignments, and track grades.

## **Microsoft Office**

Grace Christian University provides each student access to the Microsoft Office suite, allowing the student to download Microsoft applications to assist with coursework.

## **Online Resources**

Students have access to various online resources including, but not limited to online research databases, writing lab resources, research help, and a live librarian (during business hours).

## **SCHOLARSHIPS, GRANTS, AND LOANS**

Visit [gracechristian.edu/onlineaid](https://gracechristian.edu/onlineaid) for information on the available scholarships, grants and loans for Grace Christian University Online students.

# Tuition Payment Options, Payment Deadlines & Past Due Balances

For students who elect not to utilize federal financial aid, there are several options for payment.

## **Option 1: Payment in Full by Start of First Course**

Tuition payment should be completed two days prior to the first class to avoid delays or being withdrawn from class. First-course payment must be made in full before the first week starts in online courses. Payment must be made by check (made out to Grace Christian University), or by calling the Business Office at (616) 261-1986 to pay by credit card. For online payment, student must register for an account and follow the online instructions. Follow this link for online payment:

[gracechristian.edu/current-students/student-account-payment](https://gracechristian.edu/current-students/student-account-payment).

## **Option 2: Online Payment Plan**

Student must have an established payment plan before the start of the semester. Visit [gracechristian.edu/current-students/student-account-payment](https://gracechristian.edu/current-students/student-account-payment) and click on “Sign up for the TMS Payment Plan” to set up a payment plan. Students may use the Online Payment Plan in combination with another payment option if preferred. Payment plans may be set up directly with the Business Office by calling (616) 261-8560.

## **Option 3: Private Student Loans**

A student may also obtain a private loan from a Private Lender to cover education-related expenses. A lender may require a credit-worthy cosigner if the student has not yet established credit. Typically, loans are borrowed to cover the full academic year’s educational costs, divided between two semesters. Private loans do not have an origination fee. For more details, go to [elmselect.com](https://elmselect.com) and choose “Undergraduate Loans” at Grace Christian University.

## **Option 4: Employer Reimbursement or Military Tuition Assistance**

In order for Employer Reimbursement or Military Tuition Assistance to be considered an approved payment plan, a student must send a copy of the employer’s reimbursement policy or the military tuition assistance voucher to the Grace Christian University Business Office prior to the start of the first course.

## **PAYMENT DEADLINES**

### **Online Students USING CASH/CREDIT**

A payment plan must be set up for full payment of semester related/outstanding charges no later than **two business days** before the start of the student's first course of each semester. If an approved payment plan has not been set up, the student will be dropped from all future courses and will only be rescheduled for courses after an approved payment plan is established with the Business Office.

### **New Online Students USING FEDERAL FINANCIAL AID**

Prior to acceptance, a student must have their FAFSA (Free Application for Federal Student Aid) completed and approved by the Financial Aid Office. Students in the financial aid verification process have until the **end of the first course** in the academic year to turn in required information and documents, or they will be dropped from all future courses and treated as a cash/credit paying student.

New students who have not submitted the required information and/or documents to the Financial Aid Office, or whose financial aid does not fully cover costs, will be treated as cash/credit paying students. Registration beyond the first course is considered incomplete until arrangements have been made with the Business Office for full payment of semester related/outstanding charges.

Undergraduate Online: If a student is dropped from a course for non-payment, the student is still responsible for returning textbooks to Slingshotedu.com (third-party supplier) to avoid being charged for them.

### **Continuing Online Students USING FEDERAL FINANCIAL AID**

Continuing online students who are using federal financial aid must have an outstanding balance of \$200 or less and have completed the relevant academic year's FAFSA at least **two weeks** prior to the start of their next academic year. Continuing students whose FAFSA has been selected for verification, or has FAFSA errors, have until the **end of the first course** in the academic year to turn in required information and documents, or they will be dropped from all future courses and will be treated as a cash/credit paying student.

Continuing students who have not completed a FAFSA, or whose financial aid does not fully cover the costs, will be treated as cash/credit paying students. Registration is considered incomplete until arrangements have been made for full payment of semester related/outstanding charges. The student will only be rescheduled for courses after an approved payment arrangement has been established with the Business Office. If a student is dropped from a course for non-payment, the student is still responsible for returning textbooks to Slingshotedu.com (third-party supplier) to avoid being charged for them.

Students who do not return to a course within 45 days of their last date of attendance will be withdrawn from Grace Christian University unless they have been put on an approved leave of absence by the Academic Advising Department (see **Leave of Absence Policy**).

## PAST DUE BALANCE

### **A student's balance must meet the following criteria for re-enrollment:**

- The balance must be less than or equal to \$200, regardless of the age of the unpaid balance.
- Any balance must be paid in full OR have been awarded financial aid for the current academic year.
  - A financial aid status of any of the following will disqualify the student from attending class with an unpaid balance greater than \$0: Financial Aid Verification, Unusual Enrollment History, Outstanding Master Promissory Note, Incomplete Entrance Counseling
- If the student's account balance was written off by the University for any reason, the student must pay the original balance before being re-admitted.

The Business Office reserves the right to deny a prospective student's attendance regardless of the account balance if documented evidence shows a history of uncooperative behavior.

Students with an outstanding balance may not be allowed to re-enroll for another session or class, receive official transcripts, or be mailed a diploma.

## MILITARY FUNDING

In compliance with the Veterans Benefits and Transition Act of 2018, Grace Christian University will allow any individual entitled to receive Chapter 31 (VR&E) or Chapter 33 (Post 9/11 GI Bill®) benefits to attend registered courses while the institution awaits payment from the VA.

Grace will not assess late fees due to delayed VA payments or deny access to classes, libraries, or other institutional facilities. Grace will not require that a covered individual borrow additional funds. Nor will Grace impose any penalty on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The waiting period will expire upon receipt of the payment from the VA or after 90 days from the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

It is recommended that Military students submit their Certificate of Eligibility or Statement of Benefits to the school before classes begin. If the student's eligible VA benefits do not fully cover the financial obligations at the University, the student will be responsible to make other payment arrangements to cover the remaining balance before classes begin.

# Student Account Balance & Refund Options

The tuition refund policy is based upon the Last Day of Attendance (see official [Course Attendance and Participation Policy](#)). Absenteeism or failure to begin a class does not reduce a student's financial obligation.

## **TITLE IV FUNDS**

### **Credit Balance**

Federal regulations prohibit the use of Title IV funds to be applied toward a prior year's past due balance greater than \$200.

### **Withdrawal Impact/Return of Funds**

Students are encouraged to contact the Financial Aid Office before withdrawing from classes to understand the complete financial impact of withdrawal. A withdrawal from school could result in a student owing the University and/or federal government for financial aid that has already been applied to a student's account balance. Withdrawing from classes may also impact the Satisfactory Academic Progress completion ratio.

Federal laws set forth regulations that govern the treatment and calculation of Federal Financial Aid (Title IV aid) when a student withdraws from a class.

The Financial Aid Office is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing at least 60% of a semester. Recalculation is based on the percent of earned aid. The Financial Aid Office must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Program
- Other Title IV grant programs

The University reserves the right to amend this procedure to comply with federal regulations.

# **FINANCIAL AID HANDLING OF EXCESS FUNDS**

A student who receives financial aid will be asked to complete an Authorization to Retain Funds form. This form must be returned to the Financial Aid Office. The form will ask the student to choose one of the following options:

1. Keep the credit balance at the school;
2. Keep \$200 at the school to cover additional of future fees, and mail the remaining excess funds to the student;
3. Mail the entire credit balance to the student.

**Student’s federal aid will arrive at the school according to the following table:**

Campus	Requirements	Funds’ Arrival	Disbursement Date
Online Undergraduate	Students must participate in class before funds arrive at the school. Participation is verified by the FA Office. A schedule change may impact the disbursement date.	3rd week of the 2nd course of the semester	4th week of the 2nd course of the semester
Online Graduate	Students must participate in class before funds arrive at the school. Participation is verified by the FA Office. A schedule change may impact the disbursement date.	2nd week of the 2nd course of the semester	3rd week of the 2nd course of the semester

After the student’s financial aid has arrived at the school, the Financial Aid Office will send a “Loan Notification” email to loan recipients. If the student has a credit balance remaining after the Financial Aid is posted for the semester, and if the student chose to have their credit balance mailed to them, then Financial Aid Office will enter a request to the Business Office to mail a check to the student. It is Grace’s policy to mail the excess funds check one week after the financial aid has arrived at the school.

## **TUITION REFUND AND CHARGES**

### **Undergraduate Online Refund Guidelines**

Attendance is defined by completing any assignment in Blackboard, such as submitting a paper or answering a discussion question.

A refund for a dropped course will be determined by the Last Date of Attendance (LDA) (See the [\*\*Last Date of Attendance Policy\*\*](#)).

#### **The following schedule applies to dropped or withdrawn courses:**

- Dropped prior to the first day of class: 100% refund, no processing fee, no grade issued. If the student contacts a member of the Academic Advising Team after the class starts and posts nothing, the student will be charged 50% of the Book and Technology Fee and a processing fee of \$100
- Attendance during calendar week 1: 80% tuition refund, 50% Resource Fee refund, \$100 processing fee with a withdrawal (W) grade issued
- Attendance during calendar week 2: 50% tuition refund, 50% Resource Fee refund, \$100 processing fee with a withdrawal (W) grade issued
- Attendance during calendar week 3: No tuition or Resource Fee refund, \$100 processing fee with a withdrawal (W) grade issued
- Withdrawal during Weeks 4-5: No refund and the grade earned will be issued at the conclusion of the course. Students withdrawn for disciplinary issues will not receive a refund



## **TUITION AND FEES APPEAL**

Click here for a link to the [Application for Tuition and Fees Refund](#) or contact the Records/Registration Office ([online REGISTRAR@gracechristian.edu](mailto:online REGISTRAR@gracechristian.edu)).

### **Guidelines**

Grace recognizes that on rare occasions students may need to request a refund of tuition of fees based on the occurrence of a special circumstance.

#### **The following verifiable reasons are acceptable for the refund request process:**

- military deployment
- death of an immediate family member
- medical emergency
- university error
- other (by approval)

#### **The following reasons are NOT acceptable reasons to request a refund:**

- incarceration or parole violation
- job change
- acceptance into another institution
- relocation
- unaware of policy
- issues between the student and instructor
- personal/family concerns
- unaware of Education Plan

### **Student Responsibility**

The Application for Tuition and Fees Refund Form must be completed by the student and physically signed.

If the student receives financial aid (grants, loans, scholarships) to cover the cost of tuition, the student should discuss the implications of a tuition refund with a financial aid advisor.

The student is responsible for any current financial obligation to Grace Christian University while the Application for Tuition and Fees Refund is being reviewed.

**Process**

- After the form is completed and signed, the student must attach any appropriate supporting documentation.
- The completed application may be submitted via mail, email, fax, or in person.
- The appropriate administrator(s) will review the application and either approve, deny, or request additional information within 10 business days.
- The Registrar will notify the student and appropriate Grace staff of the final decision via the student's Grace email address.
- If approved, a refund will be made to the student's account within 10 business days.

**Course Drop**

Students who wish to drop from a course should always make official contact via phone or email with Grace Online Academic Advising.

- Students who do not attend or participate in any sessions of a course within the first or second week can be administratively dropped from their course as initiated by the instructor, advisor, or other administrators. The course will not be transcribed on the student's record.
- Account implications include:
  - 100% tuition refund
  - 100% resource fee refund
  - \$100 processing fee
- If a student has already received textbooks for the courses it is recommended that the student contact [Slingshotedu.com](https://slingshotedu.com) to request a return shipping label to return the text(s) for credit. Many courses change books or update editions without notice. Books that are not returned are subject to additional fees.

**Course Withdrawal**

A student needing or desiring to withdraw from a course should notify the Grace Online Academic Advising Team as soon as possible, preferably fifteen (15) days before class is scheduled to begin. If the student is withdrawn after the textbooks for the course have already been shipped, the student will be required to request a return shipping label and mail the books back to [Slingshotedu.com](https://slingshotedu.com) in order to avoid being charged.

# Academic Accommodations

Grace Christian University will make reasonable accommodations for students with disabilities or who may need accommodations in compliance with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of academic accommodation is to provide equal access to educational opportunities to students with disabilities. Grace does not intend that academic standards be altered, nor that the essential elements of programs or courses are changed. Grace will adhere to the New 508 Compliance Rule, ensuring all content is accessible.

A student who has a documented disability may apply for accommodations by completing the **Accommodation Request Form**.

Accommodations are granted on the basis of determined need and appropriate documentation of disabilities. A student must complete the **Accommodation Request Form** and must provide documentation supporting the current need for the requested accommodation. This must include the most recent school record such as an individualized educational plan (IEP), and/or medical records detailing a diagnosed disability. If an IEP or 504 plan is more than three years old, the student should request a letter from his/her doctor detailing the current need for the accommodation being requested. To be deemed appropriate documentation, testing and assessment of a disability must have been completed no more than five years prior to the application for accommodations.

The **Accommodation Request Form** and supporting documentation will be reviewed by the Accommodations Review Committee (ARC). The process of determining eligibility for accommodations may take several weeks, so a student desiring accommodations should complete an **Accommodation Request Form** and submit appropriate documentation well in advance of admission or the next term/semester in which accommodations are desired.

If the requested academic accommodation is approved, the student will be notified via an official verification letter sent to his or her student email account. The decision to use the available academic accommodation lies solely with the student for each course. Should the student desire to use the accommodation, it is his or her responsibility to inform each professor at the start of the course that he or she will be taking advantage of the accommodations available. Any questions about these accommodations should be directed to the Accommodation Review Committee via **[onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu)** or (616) 261-8586.

If a student's request for academic accommodations is denied by the Accommodation Review Committee, the committee will notify the student via an official letter in an email sent to the student email account.

In the event that a student has questions regarding eligibility for accommodations, providing appropriate documentation of disabilities, or handling a disagreement with a professor over questions of accommodation, the student should contact the academic advisor or the Records/Registration Office immediately. If a disagreement arises surrounding eligibility for services or the manner in which a specific accommodation is being implemented, the student has a right to informal and formal grievance procedures.

# Academic Information

## Unit of Credit

The unit of credit is the semester hour. A semester credit represents 2,250 minutes of coursework or its equivalent. Due to the program’s online format, courses have been designed to total the requisite hours of study for each three-credit class.

The following table represents the minimum workload for each type of course. Workload includes student engagement in reading, research, online discussions, assignment preparation, and writing.

Type of Course	Minimum Work Load
All undergraduate three-credit courses (On Campus/hybrid/Online)	112.5 hours

## Course Numbers

Courses numbered 100-299 are lower division courses and are generally for freshman and sophomore students. Courses numbered 300-499 are upper division courses and are generally for junior and senior students.

## **Full-time Studies and Academic Overload**

A full-time course load for Online students is 12 or more credit hours per semester with a single three credit course per five-week session. Students may request consent to register for more than three credit hours per session by completing the **Credit Hour Overload Form**. The student must have a cumulative GPA of 3.0 or higher, the prior semester GPA of 3.3 or higher, and 18 or more cumulative credits earned at Grace at the time of the request.

In order to continue taking more than three credits per term, the student must maintain the above criteria. The student will be monitored by advising and re-evaluated after each semester. A student may enroll in credit overload for eight sessions per year. If a student drops below the required criteria, he/she will no longer be permitted to double-up unless the criteria are met again. If a student withdraws from one or more courses in two or more doubled-up sessions, he/she will not be permitted to continue doubling up unless an exception is made by the Director of Advising.

## **Assessment Activities**

Because of its desire to improve the quality of education and services offered and a commitment to continuous improvement, the University regularly schedules assessment activities. These activities may include standardized tests, surveys, focus groups, interviews, etc. Students will receive prior notification of these activities so that they can plan accordingly.

# Academic Integrity & Plagiarism

All members of the Grace Christian University learning community are expected to honor the principles of truth, honesty, and maintaining academic integrity at Grace. In order for real learning to occur, one must put in the time and effort to create original thoughts. Plagiarism impedes the student's learning. When a student identifies a credible source of information, then creates a good paraphrase and exercises the discipline to keep track of and cite where the paraphrase comes from, the student both learns the material cited and learns about the source. Good, appropriate use of sources promotes learning.

Plagiarism includes any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute a violation of the academic integrity policy. The use of technology assistance/artificial intelligence (AI) must be approved by the instructor prior to submission of the assignment. Utilizing AI includes, but is not limited to, the use of any type of device, software (online or device/network), automated effort to assist or direct the research, writing, and/or provision of answers to any type of course assignment, communication, and/or expectation, online and/or in person. A violation of this policy will result in the actions and consequences specified within this policy.

Faculty will determine violations of integrity for academic coursework and report the instance to the appropriate Dean using the **Academic Dishonesty Report Form**. Staff or administrators who determine a violation of integrity has occurred, are required to report the violation. Administration can overturn the decision by faculty based on the outlined appeal process below, or through an investigation and accumulation of evidence.

**Examples of academic dishonesty that constitute a violation of this policy include, but are not limited to, the following:**

- Plagiarism (see definition below)
- Utilizing artificial intelligence (AI) in a way that has not been approved by the instructor
- Cheating on tests, quizzes, or any assignments
  - Including purchasing or obtaining and submitting pre-written assignments, homework, or examinations of any sort as your own work (or selling or providing such items to others)
  - Use of any paper generator tool
  - Copying another student's homework, written assignments, examination answers, electronic media, or other data or items
  - Submitting work created for another course without the instructor's approval
- Aiding and abetting dishonesty
- Falsification of records and official documents
- Misrepresenting oneself or one's circumstances to gain an unfair advantage

**Students are responsible for understanding and following:**

- All provisions of this policy including, but not limited to, the examples above
- Specific course policies for academic work
- Other University policies as specified in the current catalog
- Academic principles of honesty and integrity
- The Academic Appeal process which gives students the right to appeal any grade affected by a charge of academic dishonesty

**PLAGIARISM DEFINITION**

It is expected that all work submitted by the student will be that student's own, original work.

- If a source is used in writing a paper, and neither cited in the text nor listed on the References page, this is **outright** plagiarism. Outright plagiarism can range in size from a few words to paragraphs. Attempting to use a paper or assignment written by another individual or online tool is an extreme example of outright plagiarism.
- Failure to *either* cite in the text or list on the References page is a **component** of plagiarism.
  - If a source is used in writing a paper and quoted verbatim, the source material must be in quotes, cited in the text, and listed on the References page.
  - If a source is used in writing a paper and paraphrased or summarized, the paraphrased or summarized source material must be cited in the text, and listed on the References page.
  - Whatever is cited in the paper, must be listed on the References page.
  - Whatever is listed on the References page, must be cited in the paper.
- Resubmitting a previously submitted assignment in a course for which credit was granted is **self-plagiarism**. This typically entails the student submitting an assignment for a different class than the one for which credit was originally granted. Self-plagiarism is considered outright plagiarism. If the student withdrew from or failed the same class previously, but wishes to re-submit assignment(s), the student should inform the instructor to avoid assumption that the assignment is self-plagiarism. Although rare, limited quotation of personal work submitted for another course may be appropriate in some cases (requires proper citation).

Plagiarism can be intentional or unintentional. A finding of a plagiarism issue does not necessarily indicate intentionality.

**ACADEMIC DISHONESTY AND PLAGIARISM REVIEW PROCEDURE**

1. The faculty member will determine if the plagiarism is a **component** of plagiarism, **outright** plagiarism, or **self-plagiarism** based on the section above.
2. The faculty member will explain the consequence of the plagiarism to the student in the assignment feedback and via email. This notification must take place within the 7-day faculty grading period as much as possible and before final course grades are submitted. In some instances, the student may not be granted an option to resubmit based upon the proximity to the end of the course. **Faculty should clarify the following**, where applicable and when appropriate with the student:
  - The nature of academic dishonesty that occurred;
  - Expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.;
  - Any specific style/format requirements for assignments.
3. For **outright** plagiarism, the faculty member will complete the **Academic Dishonesty Report Form**. The following are representative of possible levels of consequences for **outright** plagiarism and/or academic dishonesty. The University reserves the right to assess the appropriate level of consequence based on the severity of the violation. The following will be imposed in order unless otherwise directed by the Dean based on the severity of the offense. At any level, the student will be directed to contact the **Grace Writing Center Online** to schedule an appointment OR other remediation as advised by the Dean or Academic Advisor.
  - a. The student will receive a zero on the plagiarized assignment. The student has the ability to revise and resubmit the assignment based on feedback from the faculty within five (5) calendar days of the notification, provided the timing is before the end of the course. The revised assignment will be applied a 10-25% penalty off of the final grade as determined by the faculty.
  - b. The student will fail the assignment and is not allowed resubmission.
  - c. The student will fail the class. A grade of XF will be given to indicate failure due to academic dishonesty. A student may appeal the grade of XF to be replaced with an F after one year.
  - d. The student will be suspended or dismissed from Grace Christian University as directed by the Online Dean, Associate Provost, or Provost.



4. For a **component** of plagiarism the faculty member should work directly with the student within the course. When a **component** of plagiarism is discovered, the assignment shall be assessed a 10% to 30% deduction from the assignment grade based on the number of **components** in the assignment. Abuse of the use of **components** of plagiarism should be documented by the faculty within the Feedback section of the assignment. Ongoing abuse of **component** plagiarism within the same course (repeated instances over several weeks) should be reported to the Dean on the **Academic Dishonesty Report Form**.
5. For **self-plagiarism** the faculty member will work directly with the student within the course. The faculty member will confirm if the student is reusing work from the same course taken previously, or using work from a different course with similar requirements. Ongoing abuse of **self-plagiarism** within the same course (repeated instances over several weeks) should be reported to the Dean on the **Academic Dishonesty Report Form**.
  - In the case of using work from the same course taken previously, **it is recommended** that the assignment be substantially revised and improved. However, if the faculty determines that the assignment would be appropriate to be resubmitted, they may make that exception for a specific assignment.
  - In the case of using work from a different course with similar assignment expectations, the work must be substantially revised and improved for the current course.
  - Failure to resubmit an assignment will result in a zero (0) for that assignment. Penalties from 10% to 30% may be assessed for resubmissions that do not demonstrate adequate revision (at the discretion of the faculty member).
6. The appropriate Dean (based on the student's program) will receive notification of the plagiarism report (from Academic Advising), review the presented information, and access the assignment in Blackboard, as applicable.
7. The Dean will respond to the reported violation within three business days with the plagiarism offense number and consequence. The Dean will email the student (and CC the faculty member and Academic Advising) of the formal documentation of the offense (including the violation number), appropriate policy information, emphasize the ethical and professional standards of higher education, and explain any disciplinary action beyond the grading of the assignment (if applicable).
8. Permanent records will be kept of academic dishonesty violations by Academic Advising in the student files.
9. Academic Advising will contact the student for guidance, support, coaching, and resources for future improvement.

**An Academic Dishonesty citation may be appealed by the student to the Associate Provost. A second appeal based upon procedural error or new evidence may be made to the Provost, whose ruling is final.**

# Academic Resources

## **MICROSOFT OFFICE**

As part of Grace Christian University's licensing agreement with Microsoft, all students of Grace Christian University may download MS Office for up to five devices for free. Contact the Grace Christian Information Technology helpdesk if you do not know how to access the MS Office download.

**Helpdesk@gracechristian.edu**  
(616) 261-8587

## **CHAPEL RECORDINGS AND LIVE STREAMING**

Throughout the academic year, various speakers are invited to visit the Grace Christian University campus, where they address undergraduate students at Baker Chapel. Chapel recordings are available via Mixcloud ([mixcloud.com/GraceChristianUniversity](https://mixcloud.com/GraceChristianUniversity)). Tuesday (teaching) and Friday (worship/response) chapel sessions are available live on Grace's Facebook page (@[@GraceChristianU](https://www.facebook.com/GraceChristianU)) from 9:45 AM – 10:30 AM EST!

## **GRACE ACADEMIC SUPPORT CENTER AND THE WRITING CENTER ONLINE**

Grace Christian University is committed to providing the tools and services needed to help students succeed in their studies. The Academic Support Center is for students to receive coaching, tutoring, and other support services for their success in their classes. The Writing Center Online is an online service for students to submit papers to be reviewed by qualified tutors and to receive feedback to aid in the completion of assignments. Students may visit the **Grace Writing Center Online** website for more information regarding tutoring sessions, paper review, writing resources, writing podcasts, and study skill suggestions.

## **LIBRARY**

The Library of Grace Christian University exists to augment, enhance, and facilitate the academic pursuits of students, staff, faculty, and alumni. The Library is continually evaluating and expanding its resources to support the curriculum and promote student academic success. Library hours, access to its e-Resources, including journal articles, eBooks and media, and resources like Academic Success Coaching and The Writing Center are available through its website: [gracechristian.edu/library](https://gracechristian.edu/library).

Online students may supplement their Library needs by using their own local libraries, or through agreements with 82 other academic libraries in the U.S. and Canada. The Library's website is: [gracechristian.edu/library](https://gracechristian.edu/library).

Circulation Desk Phone: (616) 538-2332

## **ONLINE ACADEMIC ADVISING**

The Academic Advising Team works with students to create a positive, Christ-centered educational experience. The Academic Advising Team collaborates with the Records/Registration Office to create a student-specific education plan to meet the program's degree requirements. The advisors maintain ongoing communication with students through text, talk, and email to provide each student with the assistance needed to be successful. Advisors also offer to pray for students, build rapport, encourage, and help in overcoming challenges. The Academic Advising Team seeks to provide accurate information to create an excellent student experience.

### **Contact Information**

Department E-mail address: [academicadvising@gracechristian.edu](mailto:academicadvising@gracechristian.edu)

Department Phone Number: (616) 261-8585

## **RECORDS AND REGISTRATION TEAM**

The Records and Registration Team is instrumental in facilitating admissions processing, schedule creation, registration, student records, and degree auditing. The Records/Registration Office team also processes transcript evaluations, credit by exam, grades, academic exception requests, re-admission applications, academic standing, graduation-related processes, and provides support for the Online Academic Advising Team and On Campus Faculty Advisors.

### **Contact Information**

Department Email: [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu)

Department Phone: (616) 261-8586

# Academic Standing

## CLASSIFICATION OF STUDENTS

Official classifications are made by the Records/Registration Office at the beginning of each academic semester (fall and spring). Transfer credit hours are included in the credits counted toward class standing once an official transcript has been received by the Records/Registration Office and the credits have been applied to the student's transcript.

Student class standing and enrollment status are classified as indicated in the following tables:

### Class Standing by Earned Credit Hours

Class Standing	Cumulative Earned Credit Hours
Freshman	0-27.99
Sophomore	28-55.99
Junior	56-84.99
Senior	85+

### Student Status by Enrolled Credit Hours per Semester

Status	Credit Hours per Semester
Full-time	12-18
Part-time	1-11.5
3/4 time	9-11.5
1/2 time	6-8.5
Less than half time	.5-5.5
Non-Degree Seeking	Fewer than 9; taking courses without the intention of pursuing a degree

## ACADEMIC STANDING

Academic standing is based on the student's completed semester grade point average (GPA) and cumulative GPA. Academic standing is not the same as Financial Aid Satisfactory Academic Progress (SAP). The Records/Registration Office staff will verify academic standing after the completion of each semester according to the table below. The Registrar will notify students on their academic standing upon the completion of each semester.

Online undergraduate students who attempt only three credit hours in a semester will continue on their previous academic standing and will be reviewed again after the subsequent semester. Online students who attempt six or more credits in a semester will be evaluated according to the table below.

### Academic Standing by Cumulative Credits and GPA

Total Cumulative Credit Hours Attempted*	Semester GPA for Academic Probation	Cumulative GPA for Academic Suspension
12**-18	< 1.50	< 1.40
19-37	< 1.75	< 1.75
38+	< 2.00	< 2.00

\* Applied transfer coursework will be counted toward total semester credits attempted.

\*\* Students with fewer than 12 credits earned will be reviewed for probation and suspension on a case-by-case basis.

## DEAN'S AND PRESIDENT'S LISTS

At the conclusion of each student's semester, the University will recognize those students who have successfully completed a minimum of 12 graded credits within a single semester (full time). Students who earn a semester grade point average of 3.50-3.99 will be named to the Dean's List, while those achieving a semester grade point average of 4.0 will be named to the President's List. The students who achieve the Dean's List or President's List criteria will receive a notification at the time of qualification. Spring semester recipients will be recognized in the Journey Magazine published by Grace Christian University once per year.

## ACADEMIC SUPPORT

Students who are not listed on academic probation for based on their semester GPA but were near the threshold for academic probation or suspension may be notified by Academic Advising that their academic progress is placing them on a trajectory to be on Academic Probation the following session should their grades decline further. Students are encouraged to utilize support resources to avoid academic probation.

## **ACADEMIC PROBATION**

The purpose of Academic Probation is to notify the student that he/she is not progressing at a satisfactory rate toward graduation. When a student is placed on Academic Probation, an Academic Advisor may contact the student to complete the Academic Assistance Questionnaire (AAQ) to assist with goal setting and accountability. Following the completion of the AAQ, an Academic Advisor will meet with the student (via phone or in person). Together, the Academic Advisor and the student will discuss opportunities for improvement and develop or revise an Academic Success Plan. A student will be released from academic probation and return to Good Standing upon achieving a minimum semester GPA of 2.0.

## **ACADEMIC SUSPENSION**

Any student who fails to achieve the cumulative GPA required to demonstrate satisfactory academic progress, or a student who completes two consecutive semesters resulting in Academic Probation standing, will be academically suspended for the next semester. A student who is academically suspended will not be allowed to enroll in any courses for the suspension period.

A student who is academically suspended for the first time may be re-entered into the desired program after six months of absence by completing the Application for Readmission. If the application is approved by the Associate Provost or Admissions Committee, the student may be able to return on Academic Probation.

A student who is academically suspended for a second time must petition the Educational Policies Committee for readmission after one semester of absence. The petition must include evidence that the difficulties previously encountered have been overcome and that completion of the degree requirements can reasonably be expected. The decision of the Educational Policies Committee is final, with no option to appeal.

A student who becomes academically suspended because of extenuating circumstances may appeal the decision by completing an Academic Appeal form, following the directions in the "Academic Suspension Appeal" section. A student's participation in academic support efforts (utilizing the Grace Academic Support Center and/or following an Academic Success Plan) will be considered when making this determination. The appeal must be submitted within two weeks of receiving notification of the suspension.

# Academic Appeal Process

Academic appeals fall into four main categories: Academic Policy, Grading, Graduation/Commencement, and Academic Suspension. The specific parameters of each type of appeal are described below:

## **ACADEMIC POLICY APPEAL**

Academic policies are designed to ensure that Grace Christian University meets the expectations established by its Board of Directors and accreditors. While the intentional, consistent and equitable application of those policies in all situations is the norm, there are times when a student requires special consideration due to unforeseen or unavoidable circumstances.

Students who wish to appeal an academic policy submit the online Academic Appeal Form, including a narrative that describes the extenuating circumstances, includes supporting documentation, and requests a specific resolution to the situation. Academic policy appeals are typically reviewed on a weekly basis by the Academic Appeals Committee. If additional information is needed, it will be requested prior to the rendering of a decision. Students are informed of the response to their appeal within two weeks of filing the appeal.

Students who wish to appeal further, may submit a written appeal to the Provost. The Provost will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. The decision of the Provost is final; no further appeal is available.

## **GRADING APPEAL**

Students who believe that a grade is not consistent with the grading rubric for the course or is otherwise not reflective of the assignment or established assessment, may seek clarification on the grade. Grade appeals should be initiated no more than four weeks after the original final grade is posted. The Grade Appeal process is:

- The student speaks with the instructor to see if the situation can be resolved. Online students may request the assistance of their Academic or Enrollment Advisor to contact the professor. If a grade change is deemed appropriate, a Change of Grade request is submitted by the instructor and the student's record is updated accordingly.
- If the student and instructor are not able to resolve the situation, the student will complete the Academic Appeal Form. The Academic Appeals Committee will review the appeal and all available documentation and decide if/how the grade should be changed.

- If either the student or instructor disagree with the decision of the Academic Appeals Committee, they may appeal to the Provost. The Provost will review all documentation pertaining to the situation (including all decisions previously rendered), and will make a determination if/how the grade should be changed. The decision of the Provost is final; no further appeal is available.

## **GRADUATION / COMMENCEMENT APPEAL**

Students who wish to appeal graduation policies, including (but not limited to) course requirements, grade or GPA minimums, and participation in commencement, may submit an Academic Appeal form. Appeals for graduation/commencement policies should be submitted as early as possible to ensure ample time for full notification of the decision rendered to all affected parties. Graduation/commencement policy appeals are typically reviewed on a weekly basis by the Academic Appeals Committee. If additional information is needed, it will be requested prior to the rendering of a decision. Students are informed of the response to their appeal within two weeks of filing the appeal.

Students who wish to appeal further, may submit a written appeal to the Provost. The Provost will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. The decision of the Provost is final; no further appeal is available.

## **ACADEMIC SUSPENSION APPEAL**

Students who have been notified that they have been academically suspended from Grace have the option of appealing that suspension. Academic Suspension decisions are based on an established pattern of academic challenges resulting in a lack of satisfactory academic progress. An exception to the suspension decision will be based on the student's demonstration of two things: 1) Extenuating circumstances that impacted his/her ability to be successful and 2) How those circumstances have changed. **Appeal of Academic Suspension Guidelines** are available to assist the student in writing the appeal.

Students who wish to appeal further, may submit a written appeal to the Provost. The Provost will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. The decision of the Provost is final; no further appeal is available.



# Athletic Eligibility

Grace Christian University offers intercollegiate athletic teams in men’s soccer and basketball, and women’s volleyball, soccer, and basketball. Grace also offers co-ed cross country, bowling, tennis, and track and field. Grace Christian University, although not presently a member of an athletic conference, is a member of the National Christian College Athletic Association (NCCAA), a 110-plus member organization which sponsors national tournaments in soccer, basketball, and volleyball.

To be eligible for competition in intercollegiate athletics, a player must be regularly enrolled for 12 hours of credit and have achieved a total of 24 hours of credit for the previous two semesters. Athletes are expected to make consistent progress toward the completion of their Grace degrees. Bachelor degree-seeking athletes need to achieve the following credit requirements prior to each season of athletic eligibility:

Season	Min. Prior Credits Earned Toward Grace Degree
1	0
2	24
3	48
4	72

Athletes who have achieved Junior standing must maintain a 2.0 cumulative GPA. Other NCCAA eligibility requirements may affect how the GPA is calculated and which courses count toward credit hours needed. The Athletic Director and the University Registrar determine eligibility according to both the NCCAA and Grace Christian University rules. Grace Christian University may also restrict participation in intercollegiate athletics for students on academic or social probation.

# Availability of Classes & Programs

The course offering schedule for each Grace Christian University program is created based on course capacity with specific student needs. As a result, every course is not offered every term. Students are encouraged to work with an Academic Advisor when planning class schedules to assure that all degree requirements are completed in an efficient and timely manner.

# Catalog Year Policy

The academic catalog is not a contract between Grace Christian University and the student. Grace makes every effort to include applicable academic and non-academic information available at the time of publishing the annual catalog.

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or readmission to the university, any policy changes instituted by the faculty or administration become effective when official notification is published unless otherwise stated and may differ from the entering catalog.

Undergraduate students are expected to satisfy the degree requirements of the respective entry year catalog within eight years. After a period of eight years or upon readmission to the institution, a student will be expected to satisfy the degree requirements in effect at the time of readmission.

Students may request a different catalog under which to graduate. The new catalog must be dated later than the entry year catalog, and must be in effect while the student is enrolled at Grace. Students must complete all of the degree requirements as they appear in the catalog of record, including Arts and Sciences Core, Bible and Theology Core, Major, Minor and Concentration.

# Change of Program Request

In order to request a program change, the student must fill out the **Degree Change Form**.

- The student's graduation date may be delayed when a new degree program is selected.
- The student may lose applicable transfer credits when a new degree program is selected.
- The student may be required to take additional credits at Grace when a new degree is selected; also, some previously taken credits may not be applicable to the new degree.
- When a new education plan is created, the student must approve the plan before the Records/Registration Office will officially change the degree.

# Course Attendance & Participation

## ATTENDANCE

For Online programs, learner attendance is defined by posting at least once per each Tuesday through Monday calendar week (not weekly content) in response to discussion questions or assignments (academic work). Emailing other course participants (including the faculty) does not count toward attendance.

## LAST DATE OF ATTENDANCE

When a student drops or withdraws from a class, the last date of attendance (LDA) is to be reported as the Monday of the last week during which the student submitted academic work. Academic work could be a graded discussion board post or an assignment. If no academic work is submitted, the student's LDA is considered to be prior to the start of the class. The LDA determines the refund of tuition as well as any required return of financial aid funds.

## PARTICIPATION

Participation differs from attendance. While a learner may be in attendance (having submitted academic work), the participation may not be exemplary. Participation in a class involves being interactive with fellow learners and faculty, whether in discussions, activities, or projects. Participation in each course will vary depending on the circumstances.

## INACTIVITY

A student who is inactive in Week 1 and Week 2 may be administratively dropped from the course. A \$100 drop fee will apply.

A student who attends a course during Week 1 and/or Week 2 of the course and is then inactive in the course for two consecutive weeks may be administratively withdrawn from the course and issued a W grade. Whether the student's last date of attendance in the course is during Week 1 or Week 2 of the course will determine the refund and fees implications.

A student who is withdrawn or dropped from a course due to two consecutive weeks of inactivity and is inactive in his or her next course may be administratively withdrawn from the institution.

## INABILITY TO ATTEND OR PARTICIPATE

In the event of a personal emergency, the student should contact their instructor and academic advisor as soon as safely possible. Accommodations for such emergency situations will be determined on a case by case basis at the approval of the faculty and/or administration.

## **INCLEMENT WEATHER**

If Grace Christian University closes due to inclement weather, Online courses will remain open and attendance will be expected.

# Course Repeat Policy

Students are permitted to take a course in which an unsatisfactory grade was achieved during a previous period of enrollment for the purpose of meeting a degree requirement, earning a higher grade point average and improved learning. In such situations, registration for the course and payment of the related tuition and fees at the current tuition rates are required. The higher grade achieved in the course will be included in the cumulative GPA calculation, though the lower grade will remain on the permanent transcript record and marked as repeated.

## **Procedure for Online Students**

Courses designated as foundational or a required competency for future success in the program should be passed with at least a D grade before the student will be allowed to progress in the program. For Online students, courses designated as foundational are GEN 111, ENG 105, and ENG 300.

### **Repeat #1:**

Students are allowed to continue with the next course on their Education Plan after not successfully completing the previous course, but the Academic Advisor will work with the student to schedule a time to repeat the course in order for the student to stay on track toward degree completion. If the course in question is one of the foundational courses (GEN 111, ENG 105, or ENG 300), it should be scheduled in the next session on the Education Plan.

### **Repeat #2:**

If the student's second attempt to complete the class is not successful, the Academic Advisor will reach out to engage the student in support services and available resources, and will draft an academic success plan. The student is strongly encouraged to take full advantage of the support services in order to maximize the potential for success. The advisor will also assure that the student is aware of the financial aid limitations before scheduling a second repeat of the course.

### **Repeat #3:**

In cases where the student has been unable to successfully complete the same course after three attempts the student will be required to take a break for at least one term. Prior to returning, the student should submit a **Course Repeat Request Form** for review by the Associate Provost or designee. The Associate Provost will review the student's full academic record in addition to the details included on the request form before making a determination about allowing the student to return. Upon return, the student will be required to work with the Grace Academic Support Center and follow an academic success plan.

## **Repeating a Passed Course**

In certain instances, a student may wish to repeat a passed course to raise his/her grade point average (GPA) or to refresh knowledge of specific content. Financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D- or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree program.



# Directed Study Policy

Grace allows the use of a directed study when an unforeseen circumstance prevents a student from being able to take a required course as it is offered in the academic calendar. A directed study is a way for a student to learn independently through the use of current course curriculum directed by a faculty who is a content expert and who has previously taught the course material. A directed study is offered at the discretion of an advisor and must be approved by the Dean or Chair of the student's program in consultation with the Registrar. The time commitment will be approximately the same as a standard course and follow the same course format as the program the student is enrolled in. The course is required to have the same Course Learning Outcomes (CLOs) as the course has when offered as a standard course. If the course content and the assessments must be altered for single student use, the altered assessments must align with the CLOs.

Directed Study courses are taken for credit and all regular tuition and fees will apply to courses taken in this format. A student who fails a directed study course will be required to repeat the course and may do so in a standard section or as a subsequent directed study, as approved.

# Due Dates & Late Penalties

## DUE DATES

Grace Online operates on a Tuesday to Monday school week. All assignments within a given week are due by 3:00 AM Eastern Standard Time (EST) on the Tuesday immediately following the week. All students are required to adhere to the EST time-zone requirement unless special consent has been granted by the instructor at the beginning of the course.

All initial posts within the discussion forum are due on Saturday at 3:00 AM EST (see Discussions rubric for details), but students are encouraged to post sooner. This is in order to ensure quality interaction throughout the week. As noted in the Discussion Rubric, response posts must be posted on separate days to promote interaction and earn the highest grades.

## LATE PENALTIES

- **24 Hours Late** – Assignments submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade.
- **48 Hours Late** – Assignments submitted 24-48 hours past the due date will have a 20% late penalty of the final assignment grade.
- **Between Three and Seven Days Late** – Assignments submitted between three and seven days late will receive a 50% late penalty of the final assignment grade.
- **More than Seven Days Late** – Assignments submitted more than seven days past the due date are not accepted and will receive a zero.
- All discussions must be completed by the due date of the Workshop each week. No credit will be given after the week has ended.
- **Last Day of the Course** – Facilitators are not required to accept assignments submitted after the class ends.

# Grading Scale

It is the responsibility of each student to meet the specific outcomes of each course as defined by the curriculum and upheld by the faculty, as well as to meet the general overall requirements for graduation which include a minimum cumulative GPA and total credit hours. If the student feels at any time that his/her performance is not on track to meet the specified requirements, the student should make an appointment with his/her instructor regarding an individual course, or an Academic Advisor if regarding the overall program. Grades are computed at the end of each course and are posted upon official grade submission by the instructor.

Students may view their official grades after the end of each session or semester by accessing the Student Portal and selecting “My Grades” and “Letter Grades.” The “My Grades” link in Blackboard is unofficial.

## GRADES

### Grading Scale and Grade Explanation

Percentage or Description	Letter Grade	Grade Points (multiply by course credit hours)	Explanation A plus (+) or minus (-) grade indicates performance is at the upper or lower range defined by the letter grade
95-100	A	4.0	Superior
90-94	A-	3.7	
87-89	B+	3.3	
83-86	B	3.0	Above Average
80-82	B-	2.7	
77-79	C+	2.3	
73-76	C	2.0	Average
70-72	C-	1.7	
67-69	D+	1.3	

<b>Percentage or Description</b>	<b>Letter Grade</b>	<b>Grade Points (multiply by course credit hours)</b>	<b>Explanation A plus (+) or minus (-) grade indicates performance is at the upper or lower range defined by the letter grade</b>
63-66	D	1.0	Inferior but Passing
60-62	D-	.7	
0-59	F	0	Failing
Incomplete	I	0	Incomplete. See the Incomplete Grade Policy below.
Withdrawal	W	Does not impact GPA	A W grade indicates the student has withdrawn (or been administratively withdrawn) from the course. A W grade does not impact the grade point average, but is considered an attempted course.
Audit	AU	Does not impact GPA	Audit. No credit is earned. This grade is not used in computing the student's GPA.
Satisfactory	S	Does not impact GPA	Credit granted based on a satisfactory/unsatisfactory basis. Credit earned is equivalent to a C or better.
Unsatisfactory	U	Does not impact GPA	Credit granted based on a satisfactory/unsatisfactory basis. No credit earned.
Academic Integrity Violation	XF	0	The grade of XF is given for plagiarizing, cheating on a test or assignment, or otherwise violating the academic integrity policy.
Repeat	R		The course has been repeated. Only the highest earned grade counts toward GPA calculation.

### **Grade Point Average (GPA)**

The GPA is computed by dividing the total number of credits attempted for a letter grade into the total number of honor or quality points as outlined in the table above.

## Incomplete Grade (I)

**The following policy is to be applied to all Grace Christian University Online students who receive a grade of “I” for incomplete work in a course:**

- All coursework is intended to be completed within the official date parameters set for the registered course. An Incomplete grade may be granted when a student is prevented from finishing coursework on time by extenuating circumstances brought about by a specific event. The student must have been earning a course grade of at least “C-” as of the date of the event necessitating the request.
- It is the student’s responsibility to request an “I” grade prior to the end of the class and the professor’s to determine whether the circumstances merit an Incomplete grade. The faculty member will instruct the student to submit a **Request for Incomplete Grade request form**, which will be forwarded to the instructor for approval before the incomplete grade is processed.
- A student who receives an incomplete grade for any course (some or all assigned work not turned in) will be required to turn in the completed work to the professor who taught the course unless other arrangements have been approved by the Dean or Provost. The student may also be dropped from the class in the subsequent session to focus on the successful completion of the incomplete course.
- Online Undergraduate courses must be completed within five weeks following the last day of the original course.
- Failure to submit the incomplete work by the established deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly.
- Online students are advised to contact Slingshotedu.com to arrange for an extension for the rented books and to discuss applicable charges.

## AUDITING A COURSE

Auditing a course means taking a course for no credit or grade. Students are permitted to attend an audited course but may not submit assignments or take examinations. Audited courses do not earn honor points (GPA) or credits toward graduation. Audit status does not count toward full-time enrollment. Audit status must be declared at the time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class size availability. If at any point prior to the beginning of the course, the class size maximum is reached, any audit registrations will be canceled. Financial Aid is not available for audited courses. Changes from credit to audit and vice versa will not be permitted after the first week of the class. All tuition and schedule change fees apply accordingly (see applicable **Fee Schedule**).

# Graduation & Commencement

## APPLICATION FOR GRADUATION

In order to receive a diploma and be invited to participate in the commencement ceremony, the student must apply to graduate by filling out the **Graduation Application Form**. Students are encouraged to submit their **Graduation Application Form** at least six months prior to the anticipated completion date.

Candidates for graduation are charged a non-refundable graduation fee for each degree earned: \$100 for associate and bachelor degrees, and \$150 for master degrees. The Registrar will audit the student's record for degree completion. The student's Degree Audit will ensure that the student and the Academic/Faculty Advisor have current documentation of the student's progress toward degree completion. As long as there are no holds on the student's account, the diploma will be mailed to the address on the application for graduation or on file at Grace, whichever is more recent. If a student has not met the degree requirements at the final degree audit, the Registrar will notify the student and the advisor. Diplomas are distributed three times a year: late February, late June, and late October.

## PARTICIPATION IN COMMENCEMENT

Candidates for degrees may participate in one of two commencement services in the spring of each academic year. In order to be included in an annual commencement ceremony, the candidate must apply to graduate by February 15. If the application is not received by that date, the candidate may not be able to participate in the commencement.

Grace offers an In-Person Commencement ceremony held in Grand Rapids, Michigan in the spring, and a Virtual Commencement approximately two weeks later that is available to view through a link on the Grace website. Both ceremonies honor the graduates with speakers from the graduating class, distributing special awards, and culminate in the reading of participating graduates' names.

It is expected that candidates will have successfully fulfilled all degree requirements prior to the In-Person commencement ceremony date. If the candidate desires to participate in the commencement before completing all degree requirements, s/he may petition to be allowed to do so. The petition should include specific rationale for the request to walk early, and a detailed description of the remaining degree requirements and how/when they will be completed.

Candidates who wish to participate in a commencement ceremony will order their cap and gown regalia from the university's third-party vendor, paying the vendor directly for the cost. Candidates who have met the requirements for the honors or high honors designation will be provided the honor cords at no cost.

## **GRADUATION HONORS**

Undergraduate students will be honored for their achievement with the privilege of wearing a silver cord representing Honors (3.30 – 3.69) or a gold cord for High Honors (3.70 – 4.00). The graduation honors grade point average is based on the cumulative GPA for all completed coursework as of the commencement ceremony date. Only Grace Christian University credits will be used to determine academic honors.

A final audit will determine the graduation honors to be awarded at the time of degree conferral. Undergraduate students with a final cumulative grade point average of Honors (3.30 – 3.69) or High Honors (3.70 – 4.00) will receive the corresponding sticker affixed to their diploma and a notation on the official transcript.

## **GRADUATION AWARDS**

Students may be selected for various graduation awards upon meeting the specific academic and/ or character requirements.

## **DIPLOMA RE-ORDER**

A diploma may be reordered at the request of the student. The cost for a replacement diploma is \$45, which must be paid when the order is submitted. Contact the Records/Registration Office to request a replacement diploma: [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu).

# Graduation Requirements

## DEGREE REQUIREMENTS

**In order to graduate from an Online undergraduate program at Grace Christian University, the student must complete the following general education requirements:**

- Earn a minimum of 60 credits for an Associate of Arts Degree (AA) and 120 credits for a Bachelor of Science Degree (BS). Overall credit requirements may vary.
- Earn a minimum of 25% of the required program from Grace Christian University (15 credits for AA, 30 credits for BS)
- Earn a minimum cumulative grade point average of 2.0
- Complete the required Arts and Sciences Core
  - AA Degree: 24 credit hours
  - BS Degree: 30 credit hours
- Complete the required Bible and Theology Core (BTC)
  - AA Degree: 12 credit hours
  - BS Degree Completion: 18 credit hours
  - BS Degree: 30 credit hours
- All transfer work (including non-traditional and credit by exam) must have been earned prior to the start of the student's last semester at Grace
- Official college transcripts must be received in order for transfer work to be posted on the student's academic record
- All required coursework for the selected degree program must be completed satisfactorily:
  - Complete each AA Emphasis requirement (if declared) and BS Major requirement with a grade of C- or higher
  - Earn a minimum of 36 upper division credits for BS degrees
  - Complete the specified number of credits for each BS major in residence at Grace Christian University



## **MULTIPLE MAJOR POLICY**

**Students wishing to earn more than one major as part of a bachelor degree program must:**

- Complete the course requirements for each major
- Duplicate no more than six credits between the two bachelor degree majors.
- Complete all other BS degree requirements as described in the catalog

**Students wishing to complete an associate degree with more than one emphasis must:**

- Complete the course requirements for each emphasis
- Duplicate no more than six credits between the two associate degree emphases
- Complete all other degree requirements as described in the catalog

## **SECOND DEGREE POLICY**

**In order to earn multiple bachelor degrees at Grace, the student must:**

- Complete the course requirements for the first degree.
- Complete the second degree with a minimum of 18 unduplicated credit hours from the first degree.
- Complete all other degree requirements as stated, including the appropriate Bible and Theology Core requirements.
- Complete a minimum of 144 credits for a second bachelor degree (at least 24 credits must be earned after the completion of the first degree).

## **POSTHUMOUS DEGREE**

A posthumous degree may be awarded upon request of the student's family if the deceased student had met the requirements as set forth below. Posthumous degrees will be awarded in the name of a deceased or critically ill student, who according to the best available medical advice, has no significant probability of being able to resume studies toward an earned degree in their lifetime.

The deceased student is required to have been registered in the current or preceding semester, be in good academic standing with the university, and have completed at least 85% of the requirements for the specified degree. The Registrar will complete a degree audit as a verification of the requirements, and submit the request to the Dean. If the Dean approves, the Dean will submit the request to the Provost for final approval.

The final approval will be returned to the Registrar, who will notate the academic transcript with: "Degree Granted Posthumously." A copy of the academic record will be released, if requested, to an attorney representing the estate of the deceased student. There will not be a graduation or transcript fee assessed.

Deceased students not meeting the above criteria may receive a "Certificate of Achievement," if requested by the family.

Generally, posthumous degrees are conferred on institutional conferral dates; not at the annual graduation ceremony. If a student was in his or her last semester, the family may submit, in writing, a request to have one family member accept the posthumous degree during commencement as part of the normal proceedings. The reading of the name will include "awarded posthumously" in the announcement and in the printed program.

# Personal & Professional Conduct

## **THE GRACE CHRISTIAN UNIVERSITY EXPERIENCE & RESPONSIBILITY TO STUDENTS**

Grace Christian University is committed to its mission, core values, and institutional learning outcomes described elsewhere in this catalog. In order provide students with a high-quality, accredited education within those commitments, Grace employs qualified, Christian faculty and staff and holds them accountable to excellence in their work and their relationships with students. Grace's faculty and staff provide students with a curriculum appropriate to their degree programs delivered in the context of a biblical worldview.

## **STUDENT RESPONSIBILITIES & CONDUCT**

Enrollment at Grace is a privilege, and the University expects students to conduct themselves in a manner that reflects the biblical stance and educational aims of the University. Students will respect the rights of others and will treat fellow students, faculty, and staff with good manners and respect, promoting a positive learning environment. Students will live in compliance with the laws of their state and of the United States and according to the moral demands of the Bible as reflected in the University's biblical stance and published policies.

When a student's actions do not reflect moral, biblical, or legal norms, the University reserves the right take disciplinary measures, which may include removal from courses, disciplinary suspension, expulsion from the University, and/or referral to law enforcement.

### **Specific behavioral requirements include, but are not limited to:**

- Compliance with law and the decisions of courts.
- Polite, respectful communication with students, faculty, and staff in courses, via email, by telephone, or in person, including use of online etiquette in discussion posts.
- Fulfilling all responsibilities stated in courses, this catalog, communications from Financial Aid and Business offices, or other university documents.
- Prompt response to communications from the University's faculty and staff.
- Refraining from all forms of academic dishonesty and plagiarism. See the Academic Integrity and Plagiarism section of the catalog.

## **APPEAL**

A student may appeal the University's decision regarding their conduct by using the academic appeal process described elsewhere in the catalog.

# Personal Information Changes

Grace Christian University expects that the student will keep their demographic information up to date with the university to ensure that the student can be reached by the university in a timely manner. Name, address, phone number, and personal email address changes should be initiated using the **Information Change Form**.

## NAME CHANGE

A formal name change requires formal documentation. After submitting the name change request (**Information Change Form**), please submit a copy of an approved document to [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu) or mail to Online Registrar, 1011 Aldon St SW, Wyoming, MI 49509.

Approved documents for name change verification: marriage license, divorce decree, court documents approving a legal name change or a letter from the Social Security Administration approving the name change.

## ADDRESS CHANGE

Any request for an address change (**Information Change Form**) will be processed within five working days from when the form response is received.

### For Online Undergraduate Students

Slingshotedu.com will be automatically notified of the address change as long as the text has not already shipped.

1. If an address is changed less than three weeks prior to a class start date, the student will be charged an expedited shipping fee.
2. If an address is changed less than one week prior to a class start date, the student may not receive his or her books on time. The student is responsible for requesting a PDF copy of any text that is needed until the physical text arrives.
3. If the text(s) are shipped to the incorrect address because of a lack of communication on the part of the student, the student will be charged the shipping fees to correct the error.
4. The student will pay for any books shipped to an incorrect address and not returned.

# Privacy Policy

In order to release education records to a third-party, Grace Christian must receive a signed permission to release non-public information form. The form (**FERPA Permission to Release Non-Public Information Form**) can also be requested via email from the Grace Records/Registration Office ([onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu)).

## DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Grace Christian University, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the education records. However, Grace Christian University may disclose appropriately designated "directory information" without written consent, unless the student has advised Grace Christian University to the contrary in accordance with Grace Christian University procedures. The primary purpose of directory information is to allow Grace Christian University to include information from student education records in certain school publications.

### Examples include:

- Dean's, President's and other recognition lists, including Merit Pages
- Graduation programs
- Sports activity sheets, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture graduation garb or publish diplomas.

Students who do not want Grace Christian University to disclose any or all of the types of information designated below as directory information from the education records without prior written consent, must notify the Records/Registration Office via the FERPA Consent form.

**Grace Christian University has designated the following information as directory information:**

- Student's name
- Hometown
- Grace Email address
- Dates of attendance
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of athletic team members (as appropriate)
- Honors and awards received
- The most recent educational agency or institution attended

**ANNUAL FERPA NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Grace Christian University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Grace Christian University to amend a record should write the Registrar, clearly identify the part of the record the student wants to be changed, and specify why it should be changed.

If Grace Christian University decides not to amend the record as requested, Grace Christian University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Grace Christian University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Grace Christian University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Grace Christian University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Grace Christian University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Grace Christian University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace Christian University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that post-secondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

**A post-secondary institution may disclose PII from the education records without obtaining the prior written consent of the student:**

- To other school officials, including teachers, within Grace Christian University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).



# Registration, Schedule Changes & Leave of Absence

## **CONTINUOUS REGISTRATION**

A student's first semester of registration is completed through the initial enrollment process. The Enrollment Advisor assists the applicant with understanding and access to program information and resources. Upon formal admission, the student is provided a student-specific degree program (an education plan) and registered for classes. The Records/Registration Office staff will register the student for the upcoming semester. The student is not required to register him or herself each semester; however, any desired change in the education plan must be discussed with an Academic Advisor in a timely manner. Ultimately, the student will be enrolled for his or her entire program according to the student's education plan by completing the initial enrollment process.

## **SCHEDULE CHANGES**

A drop or withdrawal from a course or program may require adjustments to a student's financial aid and/or account balance as required by the U.S. Department of Education, the State of Michigan, or other grant/scholarship issuers. The Financial Aid office makes determinations and necessary adjustments based upon the documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process. Students should also be aware that drops and withdrawals can affect the student's completion rate. The University will retain a withdrawal fee of \$100 for processing withdrawals of any kind.

Students who wish to drop from a course should always make official contact via phone or email with an Academic Advisor.

### **Administratively-Initiated Schedule Changes**

The University reserves the right to change a schedule including, but not limited to, combining sections or canceling any course, at any time. If the University cancels a course, students will be enrolled in another course, if possible. Cohort schedule changes should be rare but are done to maintain academic integrity, eliminate disruptions, or to maintain financial viability for the institution. The student is responsible to access his/her current education plan on a regular basis to remain aware of his or her course schedule. Academic Advising monitors weekly attendance for Online students.

**The following administrative actions may take place as a result of non-attendance:**

- A student who does not participate in two consecutive weeks of a session may be administratively dropped from the course. A \$100 drop fee will apply.
- A student who attends a course during Week 1 and/or Week 2 of the course and is then inactive in the course for two consecutive weeks may be administratively withdrawn from the course and issued a W grade. The student's last date of attendance in the course (during Week 1 or Week 2) will determine the refund and fee implications.
- A student who is withdrawn or dropped from a course due to two consecutive weeks of inactivity and is inactive in his or her next course may be administratively withdrawn from the institution.

**LEAVE OF ABSENCE (LOA)**

In the Online program, a student is considered to have withdrawn from a payment period or period of enrollment if the student is not scheduled to begin another course for more than 45 calendar days after the end of the module the student ceased attending, unless the student is on an approved leave of absence (from the federal aid handbook).

A leave of absence (LOA), for Return of Title IV funds purposes, is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance between semesters. A leave of absence is not required if a student is not in attendance for an institutionally scheduled break or for one, five-week term. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform a return-of-aid calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform a return-of-aid calculation.

**To qualify as an approved LOA:**

- Grace must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request
- The student must follow the school's policy in requesting the LOA
- There must be a reasonable expectation that the student will return from the LOA
- Grace must approve the student's request for a LOA in accordance with its policy
- Grace may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional federal student aid
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period

- Except in a clock-hour or non-term credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA
- If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no return-of-aid calculation is required. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period.

Grace will believe, before it grants a LOA, that there is a reasonable expectation that the student will return from the leave. Therefore, the reason for a student's leave request is included on the **Leave of Absence Application**.

A student should consult with an academic advisor and apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so.

## **Program Withdrawal**

If a student wishes to leave the program or institution permanently, they may begin the process by contacting their assigned Academic Advisor.

## **Course Drop**

Students who wish to drop from a course should always make official contact via phone or email with Grace Online Academic Advising before the first date of the course for a full refund of all charges.

- Students who do not attend or participate in any sessions of a course within the first or second week can be administratively dropped from their course as initiated by the instructor, advisor, or other administrators. The course will not be transcribed on the student's record.
- Account implications include:
  - 100% tuition refund
  - 50% resource fee refund
  - \$100 processing fee
- If a student has already received textbooks for the courses it is recommended that the student contact Slingshotedu.com to request a return shipping label to return the text(s) for credit. Many courses change books or update editions without notice. Books that are not returned are subject to additional fees.

## **Course Withdrawal**

If a student needs or desires to withdraw from a course, the student should notify the Grace Online Academic Advising Team as soon as possible.

**If a student attends (attendance is satisfied when a learner submits a graded assignment in the online classroom) the account implications are as follows:**

- Attendance during week 1:
  - 80% tuition refund
  - 50% resource fee refund
  - \$100 processing fee
  - Issued a W on the official transcript
- Attendance during Week 2:
  - 50% tuition refund
  - 50% resource fee refund
  - \$100 processing fee
  - Issued a W on the official transcript
- Attendance during Week 3:
  - 0% tuition refund
  - 0% resource fee refund
  - \$100 processing fee
  - Issued a W on the official transcript
- Attendance during or after week 4:
  - 0% tuition refund
  - 0% resource fee refund
  - Issued the earned grade on the official transcript
  - Any student administratively withdrawn from a course due to plagiarism or other disciplinary reasons will receive a grade of an F without any tuition or fees refunded.

Other fees– No other fees are refundable.

# Student Records

Student records are protected by the Family Education Rights and Privacy Act (FERPA). See the **FERPA** section for more information.

## **TRANSCRIPT REQUEST**

To request an official transcript, visit the **Transcript Request page** on the Grace website. If the student has an outstanding balance or other hold on the account, the official transcript will not be released until the hold has been resolved. Transcripts will be sent electronically, by mail, or will be available for pickup (as requested by the student) within two to three business days. Satisfactory financial status and a \$10 payment are required before official transcripts are sent.

An unofficial transcript can be accessed by current students in the Student Portal. Alumni of the university may request an unofficial transcript by completing the **Unofficial Transcript Request Form**.

## **TRANSFERABILITY OF CREDITS**

Grace Christian University does not guarantee that credits earned from Grace will transfer to another school. Typically, an institution will evaluate coursework from a regionally accredited institution in terms of transferability and applicability to the degree program. Grace is regionally (HLC) and nationally (ABHE) accredited.

# Student Technology Policy

## **E-MAIL CORRESPONDENCE**

E-mail correspondence is increasingly used for distribution of information to members of the Grace community. Electronic forms of correspondence are timelier and more efficient than traditional paper correspondence and provide better service to the recipient and potential cost savings to the University.

Since all staff, faculty and registered students have email accounts created by virtue of their association with the University, electronic correspondence is one of the authorized means of communication from the University to its constituents. Notification by email is equivalent to a notification by letter or by phone. All email correspondence will be sent to the email address issued by the University (email address ending in @gracechristian.edu). Students have the option of forwarding their Grace email to a preferred personal email, however, the University cannot guarantee delivery of these messages to non-Grace addresses.

## **STUDENT TECHNOLOGY SPECIFICATIONS**

In order to provide a quality experience for all users accessing Grace Christian University resources; the suggested, not required, minimum and recommended computer specifications are listed below. Students and Faculty are encouraged to use computers meeting the recommended specifications for the best user experience. Grace Christian University is unable to provide troubleshooting support for systems which do not meet the minimum specifications.

**Note:** Wireless specification is required to access the On Campus wireless network.

**Minimum and Recommended Computer Specifications**

Component	Minimum Specifications	Recommended Specifications
Processor	Intel Core i3	Intel Core i5 or i7
Operating System	Windows 10 or Mac OS 10.12	Windows 10 or Mac OS 10.12
Memory	4GB	8GB – 16GB
Network and Wireless	Wireless 802.11g/n	Wireless 802.11a/c/n, Integrated Gigabit Ethernet
Display/Graphics	Largely personal preference depending upon your needs, but for those who use Apple computers, Retina displays are highly recommended	

**ACCEPTABLE USE POLICY****Purpose**

Grace Christian University provides computing resources to support its mission of Christian higher education-particularly in the areas of instruction, research and independent study, and to encourage a responsible community of shared inquiry. Student use of these resources must be consistent with these intentions. As a responsible member of the Grace community, you are expected to act in accordance with the following guidelines which are based on common sense, common decency, civility, and Christian values as applied to the networked computing environment.

All students, faculty, staff, and guests of Grace Christian University using university network and computer resources must comply with the guidelines set forth in this policy and with federal, state and local laws. Improper use of university technology resources may result in disciplinary action.

**Scope**

This policy applies to all guests, faculty, staff, registered students in good standing, and vendors of Grace Christian University, identified as the Grace community.

## **Policy Statement**

Sharing of passwords, PINs, tokens, or other authentication information is strictly prohibited. Each individual is responsible for his/her account(s), including the safeguarding of access to the account(s). Information residing on institutionally maintained systems, including, but not limited to, student, financial, and personnel records, is made available to users on an individual basis only, and only to such extent, as explicitly authorized by the department which has custodial responsibility for that data.

The use of Grace resources to access, further or otherwise participate in an activity which is inconsistent with the mission and Christian principles of the university is prohibited. This includes, but is not limited to the following: illegal activity, sexually explicit material, hate speech, violent behavior and bullying, spam, hacking, etc. Individuals engaged in necessary educational related activities or research consistent with Grace's mission may be allowed to access sites.

Online learning tools are increasingly a part of higher education. In fact, the majority of Grace students are online students. In class students also utilize online learning tools. As a small step to enhance building the Grace learning community, users are encouraged to personalize their profile on Blackboard and E-mail.

### **Here are some guidelines:**

- Avatars should be personal images. We want to see you, not a superhero.
- Avatars must be your own image which you have the rights to use (don't violate copyright law). Selfies or photos, showing shoulders and above are encouraged.
- Images must be a valid GIF/PNG/JPG formation, less than two megabytes, and small pixel size in dimension; 150 pixels by 150 pixels.
- The University reserves the right to remove avatars which may be deemed inappropriate.

### **If any inappropriate images or other media are discovered, the following procedure will take place:**

1. Faculty/staff who identifies inappropriate images will share these guidelines with the student and ask him/her to choose an alternate photo via email (cc: [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu)). Particularly egregious images or other media may be removed immediately.
2. A member of the Records/Registration Office will check that an appropriate image has been selected within two business days of the initial notification.
3. If the image has not been changed, the staff member will submit a helpdesk ticket to have the image removed.



**In addition to standard electronic resources, members of the Grace community are expected to make appropriate use of the Grace Telephone/Voicemail system. Examples of inappropriate actions:**

1. Unauthorized entry into a voice mailbox
2. Unauthorized use of another individual's identification and authorization code
3. Use of the University telephone system to send abusive, harassing, or obscene messages
4. The use of Grace resources to conduct business for personal financial gain is prohibited.

Anti-virus and anti-malware software must be installed on your computer, kept up to date, and currently enabled. If your software is not up to date or disabled, it may lead to an infection which may result in your network access being disabled.

Although Grace's Information Technology (IT) Department deploys Windows patches for university issued devices, employees are responsible for keeping their computer updated with all other security patches/fixes from the appropriate software update services. This includes updating applications, such as MS Office, Adobe, iTunes, Firefox, Chrome, etc. This also includes operating system patches for non-university devices. If your computer is not up to date, it could lead to malware infection which may result in your network access being disabled.

Grace faculty and staff are responsible for their computer, including its hardware, software, and any network traffic transmitted by it. Software licensed by the University or merely used on University equipment must be used in accordance with that license agreement. Violations of the terms of software license agreements are not within the scope of University employment; the University may seek repayment of fines or damages from employees who violate licensing terms and may take disciplinary action up to and including dismissal. Please contact the IT Helpdesk if you have any questions about whether or not certain software/hardware might conflict with this acceptable use policy.

Copying or sharing copyrighted material, including through peer to peer file sharing, is illegal and immoral. We expect members of this Christian community will seek to uphold both the letter and spirit of the law regarding copyrighted material. Students found to have illegally downloaded files will have network privileges revoked.

The use of personal routers (wireless or wired) and/or DHCP servers is strictly prohibited. The IT Department will assist you if you require additional connectivity or have specific departmental needs.

Using the Grace network to provide any service that is visible off campus without prior IT approval, is prohibited. This applies to services such as, but not limited to, HTTP (Web), SSH, FTP, IRC, email, private VPN, etc.

Configuring your computer to provide Internet or Grace network system access to anyone who is not a Grace faculty, staff member, student, or vendor is prohibited.

Visitors may make use of the Internet and other resources with consent from the Director of Information Technologies or a University administrator.

Grace Christian University technology personnel may routinely monitor individual computer and network use. The University reserves the right to inspect personal computers and data files to investigate evidence of misuse.

The university email system is to be used for communication purposes.

**The following are unacceptable uses of email:**

1. Mass mailings or forwards to more than 15 recipients for anything other than approved university administrative purposes (spam).
2. Sending an email with falsified addresses (spoofing).
3. Using someone else's email account without their consent.
4. Sending harassing or abusive e-mail.
5. Unsolicited advertising is not acceptable.

# Study Abroad

Grace Christian University seeks to graduate culturally intelligent individuals who are prepared to serve in an increasingly complex global marketplace. The opportunity to pursue an education in a cross-cultural context presents students with a unique learning experience that ties curriculum content to practical life experiences and fosters a sense of cultural awareness and partnership in God's work around the world. Grace has a Study Abroad Scholarship to support students desiring to participate in cross-cultural experiences. Scholarship information can be found at [gracechristian.edu/student-faqs](https://gracechristian.edu/student-faqs). Students interested in study abroad opportunities may contact an academic advisor for more information.

Even though participating in study abroad is not required, it is strongly encouraged in order that students can gain a greater understanding of the world around them and can be better prepared for the field they are entering. Students who do not wish to earn credit for the experience may join the trip as a guest and enjoy all the benefits without the coursework.

**Study abroad options available at Grace vary from year to year, but may include:**

- Faculty-led Programs
- Semester Abroad
- International Internships
- Experiential and Mission Trips
- GAP Year
- Partnership Programs

Detailed information can be found at [gracechristian.edu/studyabroad](https://gracechristian.edu/studyabroad).

# 4+1 Program

## DESCRIPTION

The 4+1 Program allows students in a Grace bachelor degree program to streamline the path directly into a Grace master program. By beginning graduate coursework during their bachelor program, students may apply up to four graduate-level courses (maximum of 12 credits) to both the bachelor and master degrees\*. Students should contact an academic advisor to discuss any questions about the program.

### Other Benefits Include:

- Cost savings toward graduate degree
- Strategic planning for electives in bachelor program
- Opportunity to experience graduate-level coursework without committing to a graduate program

### Graduate Degrees Available:

- M.A. in Higher Education Leadership (MAHEL)
- M.A. in Ministry (MAMin)
- M.A. in Organizational Leadership (MAOL)
- Master of Business Administration (MBA)

Students who complete 4+1 courses with at least a B- will receive advanced standing in the selected graduate program, depending on the courses taken. These courses may be transferable to other institutions at the discretion of the receiving institution. 4+1 students wishing to complete a Grace graduate degree must formally apply to the graduate program after earning the bachelor degree.

- \* Students may elect to enroll in one to four six-week graduate-level courses to count toward both the undergraduate and graduate degrees. The courses available are dependent upon the student's selected graduate degree program. The number of graduate courses taken and the course availability may impact the length of time to degree completion for both the undergraduate and graduate degrees.

## ELIGIBILITY

### An Online undergraduate student is eligible to take up to four 4+1 courses if the student:

- Is in good academic standing
- Has earned at least a 3.0 GPA in undergraduate coursework at Grace
- Has accumulated at least 75 credits
- Needs the additional elective credits to reach 120 credits

# Online Degree Requirements

## ASSOCIATE OF ARTS DEGREE

### **An Associate of Science degree requires that the student:**

1. Complete the A.A. Arts and Sciences Core requirements
2. Complete the A.A. Bible and Theology Core requirements
3. Accumulate a minimum of 60 semester credits
4. Earn a minimum cumulative GPA of 2.0
5. Complete at least 15 credits applied toward the degree in residence at Grace
6. If an Emphasis is declared, complete all Emphasis courses with a grade of C- or higher

### **The following A.A. optional emphases are available Online:**

- Business
- Communication
- Leadership and Ministry
- Social Science

## BACHELOR OF SCIENCE DEGREE

### **A Bachelor of Science degree requires that the student:**

1. Complete the Arts and Sciences Core requirements
2. Complete the Bible and Theology Core requirements
3. Complete all Major coursework
4. Accumulate a minimum of 120 semester credits
5. Earn a minimum of 36 upper division credits
6. Earn a minimum cumulative GPA of 2.0
7. Complete at least 30 credits applied toward the degree in residence at Grace
8. Complete all Major courses with a grade of C- or higher
9. Complete the specified number of credits applied toward the Major in residence at Grace

**The following B.S. program options are available Online:**

- Business
- Communication
- Criminal Justice
- Human Services
- Leadership and Ministry
- Psychology

**Optional 12-credit Elective Tracks:**

- Business
- Communication
- Criminal Justice
- Leadership and Ministry
- Social Sciences

**Note:** Elective Tracks do not appear on the diploma, nor are they documented on the student's official transcript.

# Core Degree Requirements

## Arts & Sciences Core

### **PROGRAM LEARNING OUTCOMES**

1. Human Understanding – the ability to comprehend humanity’s social, emotional, historical, ethical, cultural, and physical development through a biblical perspective.
2. Self Understanding – the ability to effectively locate, critically analyze, and creatively apply knowledge and beliefs for personal and professional development.
3. Relational Understanding – the ability to articulate knowledge and beliefs through strategic oral, written, and culturally relevant forms of communication to interact in diverse situations.

### **PROGRAM REQUIREMENTS**

All undergraduate students must complete the requirements of the Arts and Sciences Core, which is based upon the degree type. Students completing an Associate of Arts degree must complete 24 credit hours falling within the following Arts and Sciences categories: Written and Oral Communication, Humanities, Social/Behavioral Sciences, and Natural Science/Mathematics. Students completing a Bachelor of Science degree must complete 30 credit hours within the Arts and Sciences Core categories. Transfer work will be evaluated for applicability toward the Arts and Sciences Core requirements.

**Arts and Sciences Core – 30 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Degree Requirement</b>
GEN 111*	Intro to Online Studies	3	Academic Success
ENG 105*	Introduction to College Writing	3	Written and Oral Communication
COM 140*	Life Communication	3	
COM 290*	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231*	World Civilization	3	Humanities
PHL 133*	Philosophy and Worldview	3	
SOC 243*	Introduction to Cultural Diversity	3	Social Sciences
SCI 220*	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences Core

\* Courses required for AA Arts and Sciences Core



## Bible & Theology Core

### PROGRAM LEARNING OUTCOMES

1. Analyze biblical texts based on recognized principles of biblical interpretation, in order to handle the word of God accurately (2 Tim. 2:15).
2. Demonstrate spiritual growth and maturity, service, and the practice of spiritual disciplines.

### PROGRAM REQUIREMENTS

All undergraduate students must complete the requirements of the Bible and Theology Core requirement, which is based upon the degree type (Associate of Arts, Bachelor of Science, and Bachelor of Science Degree Transfer).

#### Credit hour requirements for the Bible and Theology Core are as follows:

- Associate of Arts: 12 credit hours
- Bachelor of Science: 30 credit hours
- Bachelor of Science Degree Completion: 18 credit hours

#### B.S. Bible and Theology Core – 30 Credits

Course	Course Name	Credit Hours
BIB 141*	Old Testament	3
BIB 143*	New Testament	3
THE 254*	Introduction to Dispensational Theology	3
THE 256*	Christian Theology I	3
BIB 442**	Letters of Paul	3
LEA 372**	Organizational Leadership	3
MIN 370**	Spiritual Formation	3
THE 454**	Knowing God	3
THE 332**	Christian Ethics	3
THE 453**	Christian Theology II	3

\* Courses required for associate degree Bible and Theology Core

\*\* Courses required for the Degree Completion Bible and Theology Core

# Academic Schools

## THE SCHOOL OF ARTS AND SCIENCES

As part of the path to a degree with purpose, the School of Arts and Sciences aims to stimulate a rich appreciation of and a thirst for knowledge. Overseen by the School of Arts and Sciences, the Arts and Sciences Core is designed to provide students with a breadth of knowledge in communication, humanities, behavior sciences, and natural sciences. Effective communication, critical thinking, and historical perspectives are taught from a biblical perspective preparing students for academic success.

Faculty within the School of Arts and Sciences provide personal attention helping students meet the challenges of today so that they can thrive in a culturally diverse world.

### Online Undergraduate Program List

Degree	A.A. Emphasis (opt.)/Major
Associate of Arts	Communication
Bachelor of Science	Communication

## **THE SCHOOL OF BIBLE AND MINISTRY**

The mission of the School of Bible and Ministry is to prepare students for vocational Christian ministry by developing a foundational knowledge of the Bible and theology, ministry principles and practices, and by nurturing the personal character necessary to be courageous ambassadors for Jesus Christ.

Disciplines in the School of Bible and Ministry include Leadership and Ministry, Old Testament Studies, New Testament Studies, and Theology.

### **Online Undergraduate Program List**

<b>Degree</b>	<b>A.A. Emphasis (opt.)/Major</b>
Associate of Arts	Leadership and Ministry
Bachelor of Science	Leadership and Ministry

For policy and program information for degrees taught in Spanish, see the Grace Christian University Guide to Center for Hispanic Education Programs.

## THE SCHOOL OF BUSINESS INNOVATION AND PUBLIC SERVICE

The School of Business Innovation and Public Service provides a comprehensive, Christ-centered understanding of helping and serving others, empowering graduates to serve individuals, families, and society with integrity, cultural intelligence, and compassion. The School of Business Innovation and Public Service prepares graduates for graduate school, and a variety of careers in private and public agencies, and the church. The School of Business Innovation and Public Service confers degrees in Business, Criminal Justice, Human Services and Psychology.

### Online Undergraduate Program List

Degree	A.A. Emphasis (opt.)/Major
Associate of Arts	Business
Associate of Arts	Social Science
Bachelor of Science	Business
Bachelor of Science	Criminal Justice
Bachelor of Science	Human Services*
Bachelor of Science	Psychology*

\* Online Human Services or Psychology students may select 12 credits of electives or choose from one of the following elective tracks: Business, Criminal Justice, Communication, Leadership and Ministry or Social Sciences.

For policy and program information for degrees taught in Spanish, see the Grace Christian University Guide to Center for Hispanic Education Programs.

# Associate of Arts Degree

## **OVERVIEW**

An Associate Degree is awarded upon the satisfactory completion of 60 credits of prescribed academic work with a minimum cumulative GPA of 2.0. The following optional emphases are available Online: Business, Communication, Leadership and Ministry, and Social Science.

## Associate of Arts

## **PROGRAM OUTCOMES**

1. Apply knowledge acquisition, communication, cultural intelligence, and critical thinking skills to expand self-efficacy and achieve college-level academic study.
2. Apply the Bible and doctrinal themes to life and learning to from a biblical perspective.

**PROGRAM REQUIREMENTS****Associate of Arts – 60 Credits total****Arts and Sciences Core – 24 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
HST 231	World Civilization	3	Humanities
PHL 133	Philosophy and Worldview	3	
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science

**Bible and Theology Core – 12 Credits**

Course	Course Name	Credit Hours
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3

**Content Courses – 24 Credits**

Course	Course Name	Credit Hours
ELECTIVES	Approved electives (or A.A. Emphasis)	21
CAP 298	A.A. Capstone	3

Students may elect to complete one of the following Emphases:

**Optional Business Emphasis - 21 Credits**

Course	Course Name	Credit Hours
BUS 110	Fundamentals of Business	3
BUS 230	Introduction to Finance	3
MKT 265	Social Media Marketing	3
BUS 245	Accounting I	3
BUS 255	Fundamentals of Business Law	3
BUS 260	International Business	3
CAP 298	A.A. Capstone	3

Electives - 3 Credits

**Optional Communication Emphasis - 18 Credits**

Course	Course Name	Credit Hours
COM 210	Foundations of Communication	3
COM 220	Intercultural Communication	3
COM 250	Interpersonal Communication	3
MKT 265	Social Media Marketing	3
COM 290	Professional Communication	3
CAP 298	A.A. Capstone	3

Electives - 6 Credits

**Optional Leadership and Ministry Emphasis - 18 Credits**

Course	Course Name	Credit Hours
MIN 263	Teaching the Christian Faith	3
LEA 273	Issues in Christian Leadership	3
MIN 261	Discipling and Mentoring in the Christian Faith	3
LEA 171	Introduction to Leadership	3
MIN 163	Sharing and Defending the Christian Faith	3
CAP 298	A.A. Capstone	3

Electives - 6 Credits

**Optional Social Science Emphasis – 24 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
CJS 220	Introduction to Legal Studies	3
CJS 251	Introduction to Criminal Justice	3
PSY 201	Introduction to Psychology	3
PSY 245	Lifespan Psychology	3
PSY 215	Psychology of Leadership	3
SOC 251	Principles of Sociology	3
SOC 255	Introduction to Human Services	3
CAP 298	A.A. Capstone	3



# Bachelor of Science Degrees

## Bachelor of Science in Business

### OVERVIEW

The mission of the business program at Grace Christian University is to provide a Biblically informed interdisciplinary education designed to take the natural talents, gifts, and abilities from a diverse group of students and prepare them to serve effectively and immediately in the workforce. The program will provide students with an interdisciplinary look at the field of business. Students will learn to utilize a variety of field experiences with businesses, real-world case studies, role-playing, and group projects for developing business opportunities and ventures in society. The program is committed to leveraging the use of current technology in every discipline.

### PROGRAM OUTCOMES

**Students who complete a Bachelor of Science in Business will achieve the following learning outcomes:**

1. Business as Mission – Demonstrate a firm understanding of the Christian call to business as a ministry based on references to scripture.
2. Business Analytics – Make data-driven business recommendations utilizing comprehensive research skills.
3. Creative Strategy Formulation – Apply critical thinking theory to create strategic initiatives for business growth and sustainability in various market segments.

**DEGREE REQUIREMENTS****Bachelor of Science in Business - 120 Credits total****Arts and Sciences Core - 30 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	
PHL 133	Philosophy and Worldview	3	Humanities
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Optional Lower Division Electives (may also be completed as part of the AA degree optional emphasis in Business) - 6 Credits**

Course	Course Name	Credit Hours
MKT 265	Social Media Marketing	3
BUS 260	International Business	3

**Bible and Theology Core – 30 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 42 credits, at least 18 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BUS 230	Introduction to Finance	3
BUS 245	Accounting I	3
BUS 246	Accounting II	3
BUS 255	Fundamentals of Business Law	3
BUS 301	Principles of Management	3
BUS 465	Finance and Budgeting for Managers	3
BUS 470	Personnel Development	3
BUS 475	Operations Management	3
BUS 485	Strategic Management	3
COM 330	Culture and Conflict Management	3
ECO 305	Introduction to Economics	3
MKT 265	Social Media Marketing	3
MKT 330	Principles of Marketing	3
CAP 498	Program Capstone	3

**Undesignated Electives/Elective Track – 12-18 Credits**

## **Bachelor of Science in Business – Degree Completion Transfer Program – minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

### **Composition and Research – 3 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 300	College Writing and Research	3

### **Bible and Theology Core – 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 42 credits, at least 18 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BUS 230	Introduction to Finance	3
BUS 245	Accounting I	3
BUS 246	Accounting II	3
BUS 255	Fundamentals of Business Law	3
BUS 301	Principles of Management	3
BUS 465	Finance and Budgeting for Managers	3
BUS 470	Personnel Development	3
BUS 475	Operations Management	3
BUS 485	Strategic Management	3
COM 330	Culture and Conflict Management	3
ECO 305	Introduction to Economics	3
MKT 265	Social Media Marketing	3
MKT 330	Principles of Marketing	3
CAP 498	Program Capstone	3

# Bachelor of Science in Communication

## OVERVIEW

With the advent of new communication technology, society has become increasingly more globalized. Leaders from all sectors of the marketplace need to know how to navigate complex global issues in this environment. Grace Christian University recognizes that communication is relational, collaborative, strategic, and adaptive. A comprehensive communication degree from Grace equips students to communicate effectively and “Christianly.” In this program, students gain an appreciation for the diversity of cultural communication from a Christian perspective so that they can critically evaluate and creatively engage messages and technology in a thoughtful way.

The degree exposes students to understanding culturally diverse communication processes, relational communication, communication strategy formulation, message implementation, and adaptability.

Communication is an ideal program for those interested in becoming Public Relations Specialists, Social Media Managers, Communication Directors, Business Leaders, Event Planners, Journalists, Public Servants, Cultural Advisors, or International Nonprofit Leaders.

## PROGRAM OUTCOMES

**Students who graduate with a BS in Communication degree from Grace Christian University will be able to:**

1. Articulate and apply a Christian perspective of communication
2. Create messages appropriate to the audience, purpose, and context
3. Critically analyze messages

**DEGREE REQUIREMENTS****Bachelor of Science in Communication – 120 Credits total****Arts and Sciences Core – 30 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	
PHL 133	Philosophy and Worldview	3	Humanities
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Bible and Theology Core – 30 Credits**

Course	Course Name	Credit Hours
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 33 credits, at least 15 credits in residence**

Course	Course Name	Credit Hours
COM 210	Foundations of Communication	3
COM 220	Intercultural Communication	3
COM 250	Interpersonal Communication	3
COM 330	Culture and Conflict Management	3
COM 350	Leadership and Group Communication	3
COM 370	Crisis Communication	3
COM 420	Public Relations	3
LEA 472	Mobilization of Volunteers	3
MKT 265	Social Media Marketing	3
PSY 383	Research Statistics	3
CAP 498	Program Capstone	3

**Undesignated Electives/Elective Track – 27 Credits****Bachelor of Science in Communication – Degree Completion Transfer Program – minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

**Composition and Research – 3 Credits**

Course	Course Name	Credit Hours
ENG 300	College Writing and Research	3



**Bible and Theology Core – 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 33 credits, at least 15 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
COM 210	Foundations of Communication	3
COM 220	Global Communication	3
COM 250	Interpersonal Communication	3
COM 330	Culture and Conflict Management	3
COM 350	Leadership and Group Communication	3
COM 370	Crisis Communication	3
COM 420	Public Relations	3
LEA 472	Mobilization of Volunteers	3
MKT 265	Social Media Marketing	3
PSY 383	Research Statistics	3
CAP 498	Program Capstone	3

# Bachelor of Science in Criminal Justice

## OVERVIEW

Grace Christian University's Criminal Justice degree gives a broad overview of the field and the unique challenges of law enforcement and the criminal justice system. The mission of the Criminal Justice degree is to provide a biblically-informed, interdisciplinary education in the human services field, having theoretical knowledge and application for real-world Christian service.

The Bachelor of Science in Criminal Justice has been constructed considering the need for a Christian bachelor degree program that dually meets the needs of preparing individuals to serve Christ and society within the context of the criminal justice system. The strategic vision of the degree provides multidisciplinary coursework (Bible, theology, psychology, sociology, criminal justice) as well as training in the Christian worldview and ethical decision-making. The criminal justice degree has been built upon this foundation based on core values and ideas shared through the advisory committee consisting of federal and local law enforcement, community leaders/ministers and academics from three institutions of higher learning.

Grace Christian University's Criminal Justice degree prepares students for a variety of job opportunities following graduation, as well as training professionals who understand and can respond to people from diverse walks of life. The Criminal Justice degree will equip law enforcement students for the postgraduate police academy and those seeking graduate school or other (non-sworn) criminal justice work such as probation will be prepared for graduate work in the areas of criminal justice, counseling or social work.

## PROGRAM OUTCOMES

**Students who graduate with a BS in Criminal Justice degree from Grace Christian University will be able to:**

1. Evaluate ethical factors in regard to issues of diversity and human rights in relation to the workings of the criminal justice system and criminology.
2. Interpret ways in which oppression, privilege, discrimination, and social and economic disadvantage contribute to inequalities and injustices within criminal justice systems.
3. Develop an ability to integrate information on society's response to crime, and the consequences of crime to our society, utilizing multiple perspectives.
4. Apply theoretical frameworks to understand the causes and prevention of crime, the processes of criminalization, and criminal enforcement.
5. Develop problem-solving methods to address criminal justice issues currently facing the community and/or society.

**DEGREE REQUIREMENTS****Bachelor of Science in Criminal Justice – 120 Credits total****Arts and Sciences Core – 30 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	
PHL 133	Philosophy and Worldview	3	Humanities
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Optional Lower Division Electives (may be completed as part of the AA degree with optional emphasis in Social Science) – 12 Credits**

Course	Course Name	Credit Hours
CJS 220	Introduction to Legal Studies	3
SOC 255	Introduction to Human Services	3
PSY 245	Lifespan Psychology	3
CAP 298	A.A. Capstone	3

**Bible and Theology Core – 30 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 42 credits, at least 18 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
CJS 251	Introduction to Criminal Justice	3
SOC 251	Principles of Sociology	3
COM 330	Culture and Conflict Management	3
CJS 350	Criminology and Social Deviance	3
CJS 310	Criminal Law	3
CJS 315	Criminal Procedure	3
CJS 330	Law Enforcement and Corrections	3
CJS 370	Juvenile Law and Delinquency	3
CJS 380	Current Issues in Security	3
CJS 440	Culture, Crime, Ethics and Justice	3
PSY 325	Social Psychology	3
PSY 456	Survival Psychology	3
PSY 383	Research Statistics	3
CAP 498	Program Capstone	3

**Undesignated Electives/Elective Track – 6-18 Credits**

## **Bachelor of Science in Criminal Justice – Degree Completion Transfer Program – minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

### **Composition and Research – 3 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 300	College Writing and Research	3

### **Bible and Theology Core – 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

### **Major Requirements – 33 credits, at least 15 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
CJS 350	Criminology and Social Deviance	3
CJS 310	Criminal Law	3
CJS 315	Criminal Procedure	3
CJS 330	Law Enforcement and Corrections	3
CJS 370	Juvenile Law and Delinquency	3
CJS 380	Current Issues in Security	3
CJS 440	Culture, Crime, Ethics and Justice	3
PSY 325	Social Psychology	3
PSY 456	Survival Psychology	3
PSY 383	Research Statistics	3
CAP 498	Program Capstone	3

## Bachelor of Science in Human Services

### OVERVIEW

One of the fastest growing professions relates to the service industry, especially in response to the human condition. No one is more prepared to meet this need than the Christian who is able to apply the principles of the Word of God and the knowledge and skills gained in a Human Services program. The mission of the Human Services program at Grace Christian University is to provide a comprehensive understanding of helping and healing relationships that enable graduates to serve individuals, families, and society. Its purpose is to develop practitioners who are biblically-informed, ethical thinkers who can practically apply their knowledge to serve others. The program seeks to prepare professionals who can meet the needs of diverse communities with integrity and sensitivity, and be prepared for advanced training, graduate school, and life-long learning.

### PROGRAM OUTCOMES

Students who graduate with a Human Services degree from Grace Christian University will be able to:

1. Develop a personal philosophy of human helping, emphasizing student strengths and potential growth areas.
2. Apply the principles and skills of ethical decision-making and respect for diversity.
3. Demonstrate interpersonal skills in helping relationships and group dynamics.
4. Recognize the social and psychological dimensions of human interactions in a variety of settings.

**DEGREE REQUIREMENTS****Bachelor of Science in Human Services – 120 Credits total****Arts and Sciences Core – 30 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	
PHL 133	Philosophy and Worldview	3	Humanities
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Optional Lower Division Electives (may also be completed as part of the AA degree with optional emphasis in Social Science) – 9 Credits**

Course	Course Name	Credit Hours
PSY 201	Introduction to Psychology	3
PSY 215	Psychology of Leadership	3
CAP 298	A.A. Capstone	3

**Bible and Theology Core – 30 Credits**

Course	Course Name	Credit Hours
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 42 credits, 18 credits upper division, at least 18 credits in residence**

Course	Course Name	Credit Hours
CJS 251*	Introduction to Criminal Justice	3
PSY 201*	Introduction to Psychology	3
PSY 245*	Lifespan Psychology	3
SOC 251*	Principles of Sociology	3
SOC 255*	Introduction to Human Services	3
SOC 243*	Introduction to Cultural Diversity	3
COM 330	Culture and Conflict Management	3
SOC 356	Marriage and Family	3
PSY 310	Abnormal Psychology	3
PSY 456	Survival Psychology	3
PSY 383*	Research Statistics	3
PSY 349	Theories and Foundations in Counseling	3
PSY/MIN 457	Counseling and Coaching Seminar	3
CAP 498*	Program Capstone	3

\* Required course for major. Other courses listed may be substituted with upper division electives in Criminal Justice, Psychology, Sociology or Business as approved by the academic advisor.

**Undesignated Electives/Elective Track – 12-21 Credits**



## **Bachelor of Science in Human Services – Degree Completion Transfer Program – minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

### **Composition and Research – 3 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 300	College Writing and Research	3

### **Bible and Theology Core – 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

### **Major Requirements – 27 credits, at least 12 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
SOC 243 or SOC 251**	Introduction to Cultural Diversity*, or Principles of Sociology	3
COM 330	Culture and Conflict Management	3
SOC 356	Marriage and Family	3
PSY 310	Abnormal Psychology	3
PSY 456	Survival Psychology	3
PSY 383*	Research Statistics	3
PSY 349	Theories and Foundations in Counseling	3
PSY/MIN 467	Counseling and Coaching Seminar	3
CAP 498**	Program Capstone	3

\* Students who complete SOC 243 as part of the Arts and Sciences Core should take SOC 251 in the Major.

\*\* Required course for major. Other courses listed may be substituted with upper division electives in Criminal Justice, Psychology, Sociology or Business as approved by the academic advisor.

# Bachelor of Science in Leadership & Ministry

## OVERVIEW

The Bachelor of Science in Leadership and Ministry degree is for adults involved in or preparing for ministry as a vocation. Students are challenged to think biblically about all aspects of life, develop spirituality in themselves and others, enhance their ministry skills and engage with the world. The curriculum mixes practical and theoretical knowledge through classroom work, research, and real-world experience.

## PROGRAM OUTCOMES

1. Construct a comprehensive personal philosophy for ministry that is consistent with Scripture and proven leadership principles.
2. Apply practical principles and strategies for effective ministry practice in a team environment.

## DEGREE REQUIREMENTS

### Bachelor of Science in Leadership and Ministry - 120 Credits total

#### Arts and Sciences Core - 30 Credits

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	Humanities
PHL 133	Philosophy and Worldview	3	
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Optional Lower Division Electives (may also be completed as part of the AA degree with optional emphasis in Leadership and Ministry) – 9 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
MIN 163	Sharing and Defending the Christian Faith	3
LEA 273	Issues in Christian Leadership	3
CAP 298	A.A. Capstone	3

**Bible and Theology Core – 30 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 39 credits, at least 18 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
LEA 171	Introduction to Leadership	3
THE 254	Introduction to Dispensational Theology	3
MIN 261	Discipling and Mentoring in the Christian Faith	3
MIN 263	Teaching the Christian Faith	3
COM 350	Leadership and Group Communication	3
MIN/PSY 457	Counseling and Coaching Seminar	3
BIB 342	Life of Christ	3
LEA 472	Mobilization of Volunteers	3
MIN 362	Marketplace Ministry	3
THE 452	Studies in Dispensationalism	3
SOC 356	Marriage and Family	3
THE 348	Biblical Perspectives on Wealth and Poverty	3
CAP 498	Program Capstone	3

**Undesignated Elective/Elective Track – 12-21 Credits**

## **Bachelor of Science in Leadership and Ministry - Degree Completion Transfer Program - minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

### **Composition and Research - 3 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 300	College Writing and Research	3

### **Bible and Theology Core - 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

### **Major Requirements - 27 credits, at least 12 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
COM 350	Leadership and Group Communication	3
MIN 457	Counseling and Coaching Seminar	3
BIB 342	Life of Christ	3
LEA 472	Mobilization of Volunteers	3
MIN 362	Marketplace Ministry	3
THE 452	Studies in Dispensationalism	3
SOC 356	Marriage and Family	3
THE 348	Biblical Perspectives on Wealth and Poverty	3
CAP 498	Program Capstone	3

## Bachelor of Science in Psychology

### OVERVIEW

The science of psychology goes beyond diagnosing and treating mental illness. Students majoring in the science of psychology learn how to ethically use research to improve people's lives with respect to the family, employment, and recreation. Psychology students embrace individuals holistically, taking a bio-psycho-social-spiritual perspective. Further, approaching psychology from a biblical worldview empowers students to support psychological findings in God's general revelation with His special revelation, the Bible. Psychology majors at Grace Christian University will be equipped to meet the challenges of serving people living together in a diverse and ever-changing world. Experiential learning prepares psychology majors to enter a variety of vocations or continue on to graduate degree programs.

### PROGRAM OUTCOMES

Students who graduate with a BS in Psychology degree from Grace Christian University will be able to:

1. Identify and apply psychological concepts, theories, and research to various behavior problems.
2. Interpret and illustrate skills in scientific inquiry and critical thinking.
3. Construct culturally appropriate, ethical behavior in response to an increasingly diverse world.
4. Demonstrate proficiency in writing, and in oral and interpersonal communication skills.

(Adapted from the American Psychological Association's Guidelines for the Undergraduate Psychology Major, Version 2.0, 2013)

**DEGREE REQUIREMENTS****Bachelor of Science in Psychology - 120 Credits total****Arts and Sciences Core - 30 Credits**

Course	Course Name	Credit Hours	Degree Requirement
GEN 111	Intro to Online Studies	3	Academic Success
ENG 105	Introduction to College Writing	3	Written and Oral Communication
COM 140	Life Communication	3	
COM 290	Professional Communication	3	
ENG 300	College Writing and Research	3	
HST 231	World Civilization	3	
PHL 133	Philosophy and Worldview	3	Humanities
SOC 243	Introduction to Cultural Diversity	3	Social Sciences
SCI 220	Environmental Science	3	Math or Science
ELECTIVE	Arts and Sciences Elective	3	Arts and Sciences

**Optional Lower Division Electives (may also be completed as part of the AA degree with optional emphasis in Social Science ) - 12 Credits**

Course	Course Name	Credit Hours
CJS 220 or SOC 251	Introduction to Legal Studies or Principles of Sociology	3
CJS 251	Introduction to Criminal Justice	3
SOC 255	Introduction to Human Services	3
CAP 298	A.A. Capstone	3



**Bible and Theology Core – 30 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 141	Old Testament	3
BIB 143	New Testament	3
THE 254	Introduction to Dispensational Theology	3
THE 256	Christian Theology I	3
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

**Major Requirements – 36 credits, at least 15 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
PSY 201 or SOC 251	Introduction to Psychology or Principles of Sociology	3
PSY 215	Psychology of Leadership	3
PSY 245	Lifespan Psychology	3
PSY 325	Social Psychology	3
PSY 461	Physiological Psychology	3
PSY 339	Health Psychology	3
PSY 310	Abnormal Psychology	3
PSY 456	Survival Psychology	3
PSY 383	Research Statistics	3
PSY 349	Theories and Foundations in Counseling	3
PSY/MIN 457	Counseling and Coaching Seminar	3
CAP 498	Program Capstone	3

**Undesignated Electives/Elective Track – 12-24 Credits**

## **Bachelor of Science in Psychology - Degree Completion Transfer Program - minimum of 120 Credits for Degree**

The Bible and Theology Core requirements for students who have earned at least 60 transferable semester credits from regionally or ABHE accredited institutions prior to initial matriculation at Grace Christian will be reduced to the 18 credits notated below. The student's transfer work will be evaluated for applicability to the Arts and Sciences Core, the Bible and Theology Core as well as the student's elected program of study.

### **Composition and Research - 3 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENG 300	College Writing and Research	3

### **Bible and Theology Core - 18 Credits**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
BIB 442	Letters of Paul	3
LEA 372	Organizational Leadership	3
MIN 370	Spiritual Formation	3
THE 454	Knowing God	3
THE 332	Christian Ethics	3
THE 453	Christian Theology II	3

### **Major Requirements - 27 credits, at least 12 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
PSY 325	Social Psychology	3
PSY 461	Physiological Psychology	3
PSY 339	Health Psychology	3
PSY 310	Abnormal Psychology	3
PSY 456	Survival Psychology	3
PSY 383	Research Statistics	3
PSY 349	Theories and Foundations in Counseling	3
PSY/MIN 457	Counseling and Coaching Seminar	3
CAP 498	Program Capstone	3

# Online Elective Track Options

An elective track is a group of four courses grouped based on a single topic. Students may select a single elective track or select four individual electives. The strategic choice of electives allows the student to tailor a selected degree to their personal or career pursuits or to explore topics of interest. The following elective tracks can be added to the Bachelor of Science in Human Services, Leadership and Ministry, and Psychology. The Bachelor of Science in Business and the Bachelor of Science in Criminal Justice do not require 12 elective credits. Elective Tracks do not appear on the diploma, nor are they documented on the student's official transcript.

**Business Track (choose 12 credits from the following):**

- BUS 255: Fundamentals of Business Law
- BUS 465: Finance and Budgeting for Managers
- BUS 470: Personnel Development
- BUS 475: Operations Management
- BUS 485: Strategic Management
- ECO 305: Introduction to Economics
- MKT 265: Social Media Marketing
- Elective course(s) chosen in consultation with the Academic Advisor

**Communication Track (choose 12 credits from the following):**

- COM 210: Foundations of Communication
- COM 220: Intercultural Communication
- COM 250: Interpersonal Communication
- COM 330: Culture and Conflict Communication
- COM 350: Leadership and Group Communication
- COM 370: Crisis Communication
- COM 420: Public Relations
- Elective course(s) chosen in consultation with the Academic Advisor

**Criminal Justice Track (choose 12 credits from the following):**

- CJS 310: Criminal Law
- CJS 315: Criminal Procedure
- CJS 330: Law Enforcement and Corrections
- CJS 350: Criminology and Social Deviance
- CJS 370: Juvenile Law and Delinquency
- CJS 440: Culture, Crime, Ethics and Justice
- PSY 325: Social Psychology
- PSY 456: Survival Psychology
- Elective course(s) chosen in consultation with the Academic Advisor

**Leadership and Ministry Track (choose 12 credits from the following):**

- BIB 342: Life of Christ
- LEA 273: Issues in Christian Leadership
- LEA 472: Mobilization of Volunteers
- MIN 362: Marketplace Ministry
- MIN 457: Counseling and Coaching Seminar
- THE 348: Biblical Perspectives on Wealth and Poverty
- Elective course(s) chosen in consultation with the Academic Advisor

**Social Sciences Track (choose 12 credits from the following):**

- CJS 440: Culture, Crime, Ethics and Justice
- COM 250: Interpersonal Communication
- COM 330: Culture and Conflict Management
- COM 400: Popular Culture and Communication
- PSY 310: Abnormal Psychology
- PSY 325: Social Psychology
- Any other SOC, PSY or CJS course(s) chosen in consultation with the Academic Advisor

# Course Descriptions

## **BIBLE**

### **BIB 141 – Old Testament Survey**

**Credit Hours: 3**

A survey of Old Testament literature in its historical setting. Attention is given to outstanding persons, events, and theological emphases.

### **BIB 143 – New Testament Survey**

**Credit Hours: 3**

A survey of New Testament literature including a study of its historical settings, literary type, and main theological themes. Attention will also be given to outstanding persons, events, and major teachings.

### **BIB 342 – Life of Christ**

**Credit Hours: 3**

An introduction to the life and ministry of Jesus. Students will explore the origins of each canonical gospel and their unique features and theological themes.

### **BIB 408 – Genesis**

**Credit Hours: 3**

Reviews the overall scope of Genesis as the foundational book in the Pentateuch. This includes authorship, content framework, and purpose.

## **BIB 442 – Letters of Paul**

### **Credit Hours: 3**

Examines the background and ministry of Paul, as well as the origin and purpose of each of the Pauline epistles in the context of the development of his ministry. The study will include an analysis and synthesis of major Pauline themes, including the Pauline concept of the church and its mission.

## **BIB 525 – Galatians and Romans**

### **Credit Hours: 3**

Explores Pauline theology by way of an in-depth study of the Apostle Paul's letters to the Galatians and Romans. Consideration will be given to theological questions generated by the New Perspective on Paul and relevant concerns of Dispensational Theology. (Available only to students in the 4+1 program).

## **BIB 540 – Isaiah**

### **Credit Hours: 3**

Explores the historical circumstances, literary features and theology of the book of Isaiah. Attention will be given to contemporary approaches to the book and use of the book in the New Testament. (Available only to students in the 4+1 program).

## **BUSINESS**

## **BUS 110 – Fundamentals of Business**

### **Credit Hours: 3**

An overview of the fundamental practices and issues involved in managing and operating a business in today's marketplace. Areas of business explored in this course include various management theories, economic concepts, management and organization, human resources, sales and marketing, and operations. The course also examines the challenges of operating in both domestic and global markets, business ethics and business strategy.

## **BUS 230 - Introduction to Finance**

### **Credit Hours: 3**

Basic finance principles linking financial markets, institutions and investors. An overview of the flow of capital will be explored from the corporate perspective, including topics such as interest rates, stocks, bonds, risk and return, the time value of money, and the cost of capital.

## **BUS 245 - Accounting I**

### **Credit Hours: 3**

An introduction to the field of accounting and the role that accounting plays in business. Students will be introduced to journals, ledgers, postings, and adjusting/closing of the books. The course emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

## **BUS 246 - Accounting II**

### **Credit Hours: 3**

Provides learners the opportunity to learn basic managerial accounting processes such as product and service costing, profit planning, capital investment analysis, flexible budgeting, and financial statement analysis. Special attention will be given to the use of computer applications to perform analysis and make decisions.

## **BUS 255 - Fundamentals of Business Law**

### **Credit Hours: 3**

An introduction to the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, and the working of the court systems. Students will explore ethical issues and laws to aid in business decision-making.

## **BUS 260 – International Business**

### **Credit Hours: 3**

Familiarizes students with important considerations in conducting business in an increasingly global economy. It will help prepare students for positions in organizations engaged in global business. Students will be exposed to some of the issues encountered in global business. Key topics will include cultural issues, ethical issues, and political and economic issues.

## **BUS 301 – Principles of Management**

### **Credit Hours: 3**

An introduction to the management function within an organization. Topics include basic styles of management, principles of planning, organizing, motivating, directing, supervising, staffing, controlling work, and work performance in a business. There is a major emphasis on business as a mission and how our faith fits into workforce management.

## **BUS 465 – Finance and Budgeting for Managers**

### **Credit Hours: 3**

Builds upon basic finance concepts involving financial markets. An in depth review of the function and use of financial statements in capital markets will be surveyed. Managerial planning and decision making roles will be explored in topics such as capital budgeting, capital structure, leverage, and cash flow analysis.

## **BUS 470 – Personnel Development**

### **Credit Hours: 3**

Prepares the student to integrate the various theories of learning, leadership, and motivation into a practical application of different methodologies, including needs assessment, development, and execution. Other important aspects covered include job design, coaching, mentoring, and performance management techniques.



## **BUS 475 – Operations Management**

### **Credit Hours: 3**

Provides an understanding of the foundations of the operations function from both manufacturing and services perspectives. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. Covers topics in the areas of process analysis, materials management, production scheduling, quality improvement, and product design.

## **BUS 485 – Strategic Management**

### **Credit Hours: 3**

Examines the art and science of formulating, implementing, and evaluating cross- functional decisions that enable an organization to achieve its objectives. The course focuses on integrating management, marketing, finance/accounting, production/operations, research and development, and information systems to accomplish organizational success in a rapidly changing global economy.

## **BUS 515 – Financial Stewardship**

### **Credit Hours: 3**

Introduces the principles of financial management. Students will review basic concepts of financial management, financial analysis and control, capital investment decisions, cost of capital, sources of long-term funds and cash management principles, accounting, review of basic organizational financial statements, ratio analysis, debt and equity securities, security valuation, and Time Value of Money. It is a study of the fundamentals of corporate finance as they relate to non-financial managers. (Available only to students in the 4+1 program).

## **BUS 525 - Global and Economic Theory**

### **Credit Hours: 3**

Provides students with an understanding of the current global economic environment. Students will discuss international trade theory and strategy, free markets and customer choice. Students will engage in discussions about capitalism, socialism, and communism. Students will evaluate the economic landscape of a foreign country and create a plan to use business as a tool for aiding in economic development. (Available only to students in the 4+1 program).

## **BUS 535 - Social Entrepreneurship**

### **Credit Hours: 3**

Introduces students to the complex relationship business, community development and faith. Students will explore the unique ways business can impact community development and human flourishing. Students will create a business plan that focuses on the quadruple bottom line: people, profit, planet, and progress. (Available only to students in the 4+1 program).

## **BUS 555 - Financial Analysis for Managers**

### **Credit Hours: 3**

An in-depth look at the creation of, and analysis of financial statements. Students will evaluate the financial information from businesses in various sectors of the economy. Financial concepts of stocks, bonds and the time value of money will be discussed from the role of a manager. Various software solutions will be discussed that are relevant to each industry. (Available only to students in the 4+1 program).

## **BUS 575 - Business as a Calling**

### **Credit Hours: 3**

Provides students with a framework for understanding the theology of work. Students will explore their natural giftings and motivations for business success. Students will create a comprehensive plan to understand the impact their business can have for introducing others to Jesus Christ. (Available only to students in the 4+1 program).

## **BUS 585 - Marketing Management**

### **Credit Hours: 3**

A hands-on approach to marketing. Students will engage in exposure to various marketing software solutions. There is a focus on marketing techniques across various digital media platforms. Students will create a comprehensive campaign for the business of their choosing exploring the various components that make up a complex marketing strategy. (Available only to students in the 4+1 program).

## **CAPSTONE**

### **CAP 298 – A.A. Capstone**

**Credit Hours: 3**

The AA Capstone course is an integrative learning experience bringing together all of the learning presented in the degree program. Each student will work individually, using his/her focus of study to respond to assignments. Assignments include broad questions/concerns which students can answer with the use of learning from his/her focus of study, utilizing texts, peer reviewed articles, etc. This will also provide the opportunity for students to demonstrate to one another their ability to communicate ideas related to their field of study. Above all, the assignments will incorporate a biblical perspective as the overlying factor in any of these foci.

### **CAP 498 – Program Capstone**

**Credit Hours: 3**

A capstone course for Grace Online BS degrees. The purpose is for students to synthesize their learning and focus their ideas on a practical application of their ideas in a local community in the context of their degree program.

## **COMMUNICATION**

### **COM 140 – Life Communication**

**Credit Hours: 3**

Life Communication prompts students to identify their passion and excitement to use the gift of speech for good. By working through the process of topic selection, research, and speech organization, students will build confidence in serving others with their communication. In Life Communication, students will be encouraged to know their story, challenged to live their story, and empowered to tell their story.

## **COM 210 – Foundations of Communication**

### **Credit Hours: 3**

Foundations of Communication is an overview of the present state and professional opportunities in the field of communication. By examining human communication elements through a biblical perspective, students will learn to serve others at the individual, small group, and public communication levels.

## **COM 220 – Intercultural Communication**

### **Credit Hours: 3**

Introduces students to global communication by exploring issues related to intercultural communication practices from a biblical perspective. It examines the important role of social, cultural, and historical context in human interactions.

## **COM 250 – Interpersonal Communication**

### **Credit Hours: 3**

Focuses on the importance of interpersonal communication and the common barriers that confound relationships such as culture, conflict, gender, and perception of differences. Students will evaluate current connections from a Christian perspective and from that foundation identify strategies for strengthening personal and professional influences for mission/vision-minded goals.

## **COM 290 – Professional Communication**

### **Credit Hours: 3**

By exploring the fundamental concepts, principles, and skills needed for effective communication, student are preparing for connections in a global world. Emphasis will be given to communication concepts, skillful writing, professional interviewing, organized informational presentations, and cultural intelligence in the workplace. Prerequisites: COM 140, ENG 105

## **COM 330 – Culture and Conflict Management**

### **Credit Hours: 3**

Provides a basic overview of conflict resolution. The history, methods, and theory of conflict resolution will be explored. In addition, strategies in competitive versus collaborative negotiation will be examined in the context of culture and a Christian perspective.

## **COM 350 – Leadership and Group Communication**

### **Credit Hours: 3**

An introduction to the principles of small group communication, Leadership and Group Communication provides a foundation for understanding teams and groups. Activities will allow students to experience the challenge of learning how to improve their group communication skills through participation. Exploring biblical characteristics of leadership and teamwork will provide students with a framework for communicating and effectively leading in a diverse world.

## **COM 370 – Crisis Communication**

### **Credit Hours: 3**

Introduces students to the field of crisis communication. The course will explore through the use of case studies both internal and external as well as reactive and proactive models to crisis communication

## **COM 420 – Public Relations**

### **Credit Hours: 3**

An introduction to public relations and its role in American society. Basic principles and theories are reviewed and the communications planning process is examined. Students will explore current issues and trends and analyze the ethical issues from both a legal and biblical perspective. Case studies will be utilized and discussed. In addition, the student will learn public relations writing skills and prepare a public relations plan. The course will serve as a foundation for those interested in a career in public relations as well as provide a helpful overview of the practice for those planning careers in other fields.

## **CRIMINAL JUSTICE**

### **CJS 220 – Introduction to Legal Studies**

**Credit Hours: 3**

Introduction to Legal Studies provides a broad understanding of the American legal system and how the law impacts our society. The course reviews the court systems, and how laws are made, enforced, interpreted, and applied. Students will be exposed to an overview of the fundamentals of law in several areas including ethics and professional responsibility, civil litigation, tort law, contract law, administrative law, family law, constitutional law, criminal law, criminal procedure, property law, evidence and other legal matters. This course also provides a hands-on application of legal research, legal writing, and case briefing.

### **CJS 251 – Introduction to Criminal Justice**

**Credit Hours: 3**

Introduction to Criminal Justice focuses on the various processing stages, practices, and personnel in the criminal justice system. This course examines the problem of crime in American society. Both historical and contemporary components of the system, including the police, the courts, and correctional agencies are explored. This course is designed to provide the student with a foundational, broad-based understanding of both the effects of crime upon communities, as well the criminal justice system response to crime in our contemporary society through the lens of a Christian Worldview.

### **CJS 310 – Criminal Law**

**Credit Hours: 3**

Reviews criminal law and specific offenses and applies constitutional restrictions on government's power. The course emphasizes basic criminal law, inchoate crimes, crimes against persons and property, contraband and regulatory offenses, public order crimes, operating while intoxicated, court functions and civil law and process. This course will also explore Biblical expressions of law and applications to modern laws and sanctions.

**CJS 315 – Criminal Procedure****Credit Hours: 3**

Focuses on the substantive criminal procedure and on the constitutional restrictions on government's power to search, seize and question. The course emphasizes basic police criminal procedure, laws of arrest, search and seizure, laws on suspect identification, admissions and confessions, use of force, and other related topics. This course will include an analysis from the Christian worldview of justice and on the topics studied.

**CJS 330 – Law Enforcement and Corrections****Credit Hours: 3**

Reviews contemporary institutional and community-based correctional systems including jails, prisons, probation, parole, and alternative sanctioning. The course examines how punishment justifications impact the policy and procedures in juvenile and adult correctional systems. Specific attention is given to identification of evidence-based practices and programs in all aspects of the corrections system.

**CJS 350 – Criminology and Social Deviance****Credit Hours: 3**

Examines why and how certain attributes and behaviors are considered to be deviant in the United States. We will explore major types of deviant behavior and discuss how norms, values, and rules are made and enforced. This course includes sociological theories to explain deviant behaviors and is divided into the five areas of defining and explaining the deviant, creating deviance, maintaining deviance, controlling deviance, and justifying deviance.

**CJS 370 – Juvenile Law and Delinquency****Credit Hours: 3**

Juvenile Law and Delinquency focuses on the unique challenges of working with youth within the criminal justice system. Theories that seek to explain juvenile delinquency, including the nature and extent of illegal behavior will be explored, while also considering the significant role of media violence. The justice process for juveniles will be critiqued, highlighting the structure and function of juvenile justice, probation, detention, parole, diversion for child offenders and the roles of family and social institutions in addressing illegal juvenile behavior. A biblical worldview will be promoted in responding to juvenile delinquency.

**CJS 380 – Current Issues in Security****Credit Hours: 3**

Current Issues in Security discusses topics related to personal, building and corporate security. Security knowledge in the workforce is extremely valuable and this course will help students understand the foundations of security. Furthermore, it will teach how to defend and react against potential threats. The course will review legal issues, identifying suspicious behavior, technology in security, personal and structural security. Similarly, internal and external threats, and other related topics will be discussed.

**CJS 440 – Culture, Crime, Ethics and Justice****Credit Hours: 3**

An exploration of the relationships between culture, crime and social justice, with a special emphasis on ethical considerations in light of a Biblical worldview. The course seeks to develop learner's cultural intelligence and foster compassion and greater understanding of diverse groups who are affected by the criminal justice system.

**ECONOMICS****ECO 305 – Introduction to Economics****Credit Hours: 3**

An introduction to the study of economics and its impact upon society. Key historical economic theories are introduced along with fundamental economic concepts. Key microeconomic topics covered include the concept of scarcity, supply and demand function, production, monopoly, oligopoly, monopolistic competition, and perfect competition market structures. Macroeconomic topics include classical macroeconomic theories, basic fiscal and monetary policy and the instruments used to implement them, the economic cycle, inflation, and unemployment.



**EDUCATION LEADERSHIP****EDL 565 – Learning Theory and Teaching Strategies****Credit Hours: 3**

Examines scholarly research on learning theories including cognitive, behaviorism, constructivism, humanism, and connectivism. Topics will include pedagogy and andragogy, multiple intelligences, differentiated instruction, learner-centeredness and teacher-centeredness. A variety of teaching methodologies will be explored. (Available only to students in the 4+1 program).

**EDL 570 – Leadership in Educational Technology****Credit Hours: 3**

Examines the roles of leadership in community, leadership in administration and leadership in institutions from a Christian worldview. This course will provide educators with both the theoretical and the practical considerations for evaluating, planning and implementing technology. This course will form a foundation from which educators will provide leadership and become agents for realizing the powerful potential of technology in their institutions. (Available only to students in the 4+1 program).

**EDL 575 – Curriculum Development and Assessment****Credit Hours: 3**

Explores curriculum development approaches for online, face-to-face, and hybrid learning modalities. Topics will include writing measurable learning outcomes, developing formative and summative assessments, data-based decision making, closing the loop, and reporting assessment data in meaningful and useful formats. (Available only to students in the 4+1 program).

**EDL 580 – Contemporary Issues and Innovation in Higher Education****Credit Hours: 3**

Examines current trends in higher education. Topics will include accreditation, policy, financial aid, decreasing enrollment, limited resources, diversity and equity, accessibility, and social and political changes impacting higher education. Students will apply innovative strategies to address contemporary higher education issues faced by students, faculty, staff, and administration. (Available only to students in the 4+1 program).

## **EDL 585 – Student Support Services and Retention Strategies**

### **Credit Hours: 3**

Examines strategies to optimize student outcomes to meet students' academic, social, emotional, physical and spiritual needs. Topics include motivation, academic support, student retention, campus life, academic advising, and career counseling. (Available only to students in the 4+1 program).

## **ENGLISH**

## **ENG 105 – Introduction to College Writing**

### **Credit Hours: 3**

Writing is an important skill for academic, ministry, and vocational success. This course focuses on developing writing skills, providing students opportunities to break down the writing process. Students will learn how to create strong thesis statements to drive an academic paper. They will learn how to craft introductory and concluding paragraphs, build the body of a paper, consider their audience, and improve writing skills to communicate more effectively. They will develop basic skills in APA formatting and citations. Students will also work on refreshing grammar skills. Must be completed with a grade of C- or higher.

## **ENG 300 – College Writing and Research**

### **Credit Hours: 3**

Students will learn the importance of using credible sources and building strong arguments. Students will develop thesis statements, introductions and conclusions, consider audience and purpose, and integrate credible and scholarly sources using APA formatting. They will develop writing skills to help in academic courses, business pursuits, ministry, as well as other career positions.

## **GENERAL STUDIES**

### **GEN 111 – Introduction to Online Studies**

**Credit Hours: 3**

Focuses on the foundational knowledge, skills, and character development required to succeed in the digital classroom and as a follower of Jesus Christ. The digital age of online learning has transformed higher education. The pervasive reach of the Internet has expanded the boundaries of the traditional classroom and created new opportunities for students to realize their goal of attaining a college degree. In addition to the practical skills and knowledge required to succeed in the online learning environment, the need for graduates who live out the values consistent with a Christlike character, in their homes, workplaces, and society has never been more necessary than today.

### **GEN 501L – Graduate Research and Writing**

**Credit Hours: 3**

Designed to give students the skills they need to complete successful written projects and research in graduate-level courses within the context of a biblical worldview. Students who pass this course will demonstrate proficiency in critical thinking, expressed through solid research and clear writing, which serves as the foundation for further studies in the University's graduate programs. Includes research tools and methods for scholarly research. (Available only to students in the 4+1 program. The successful completion of GEN 501L is considered a prerequisite for all other graduate courses).

### **GEN 501M – Graduate Research and Writing**

**Credit Hours: 3**

Designed to give students the skills they need to complete successful written projects and research in graduate-level courses within the context of a biblical worldview. Students who pass this course will demonstrate proficiency in critical thinking, expressed through solid research and clear writing, which serves as the foundation for further studies in the University's graduate programs. Includes research tools and methods for biblical and theological research. (Available only to students in the 4+1 program. The successful completion of GEN 501M is considered a prerequisite for all other graduate courses).

## **HISTORY**

### **HST 231 – World Civilizations**

**Credit Hours: 3**

Provides students with skills in historical research and analysis, a chronological understanding and factual knowledge spanning from the dawn of civilization to 1700. Emphasis is placed on the origins and achievements of the core civilizations of Asia, Africa, America, and Greco- Roman civilizations. In addition, Christian, Islamic and Byzantine cultures will be studied. The ultimate focus will be to provide students with a historical, factual, cultural, and geographical knowledge of ancient history and its relationship to the Bible. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments up to the early modern world civilizations within the interrelations of societies and cultures.

## **LEADERSHIP**

### **LEA 171 – Introduction to Leadership**

**Credit Hours: 3**

A study of the principles of effective leadership and administration for ministries within the local church. It integrates biblical principles for church leadership with principles of current organizational theory and practice.

### **LEA 273 – Issues in Christian Leadership**

**Credit Hours: 3**

Addresses the seminal issues in Christian leadership in both the church and para-church settings, including the foundational issues of each of the five following areas: integrity, communication, leadership development, conflict management and self-care.

### **LEA 372 – Organizational Leadership**

**Credit Hours: 3**

Provides an overview of organizational leadership from a biblical, theoretical and practical point of view. Includes study of intrapersonal and interpersonal relationships within organizations, organizational structure and processes, and organizational culture.

**LEA 472 – Mobilization of Volunteers****Credit Hours: 3**

Articulates the value of volunteers and their relationship within an organization. The topics examined will include: types of recruitment methods, importance of background checks, communicating organizational mission statements, goals and values, training, retention, volunteer tasks and expectations, motivation, reward systems and performance improvement for both volunteers and staff.

**LEA 505 – Organizational Ethics****Credit Hours: 3**

An analysis of the foundation of ethical behavior in business, including an introduction to social graces and the importance of professional image. Emphasis is placed on a comparison between Judeo-Christian and secular ethical paradigms, as well as the social responsibility of organizations to contribute to the common good. (Available only to students in the 4+1 program).

**LEA 510 – Coaching and Communication Strategies****Credit Hours: 3**

Equips students with the practical skills of personal and professional coaching necessary for moving organizations forward to achieve strategic goals and objectives. Students will practice fundamental coaching skills in the context of direct coaching relationships, with applications to team leadership, conflict management, and strategic planning. (Available only for students in the 4+1 program).

**LEA 530 – Foundations of Organizational Leadership****Credit Hours: 3**

An examination of leadership theories in order to develop an effective foundation for leading self, and organizations. Theories to be studied include: Trait Approach, Skills Approach, Behavioral Approach, Situational Approach, and Leader-Member Exchange Theory. Other theories such as, Transformational Leadership, Authentic Leadership, Servant Leadership, Adaptive Leadership, and Followership, will be included. Organizational learning concepts and case studies will be analyzed; And lastly, students will have the opportunity to participate in leadership questionnaires, to explore their personal leadership style, and to develop a personal, and organizational, leadership philosophy. (Available only to students in the 4+1 program).

**LEA 540 – Organizational Behavior****Credit Hours: 3**

Organizational Behavior is the study of the behavior of individuals, teams, and organizations, within for profit and nonprofit arenas, which is based on current management and leadership theory. Emphasis is given to understanding, predicting, motivating, and changing work-related behaviors in organizations, as well as encouraging effective behaviors that help the individual, team, and the organization to flourish. Key topics include: managerial and leadership careers related to students' work and calling, decision making, organizational change, leading and mentoring teams, conflict and negotiation, and cultural intelligence. (Available only to students in the 4+1 program).

**LEA 545 – Leading with Cultural Intelligence****Credit Hours: 3**

Cultural Intelligence (CQ) is the capability to function effectively in a variety of cultural contexts. Students will examine literature and perspectives from the fields of anthropology, sociology, and organizational leadership as well as study cultural engagement in light of the biblical narrative. (Available only to students in the 4+1 program).

**LEA 550 – Leveraging Innovation****Credit Hours: 3**

Introduces students to the topic of Innovation and Innovation Management. Innovation, by its very nature, requires an acceptance and regard for the new, the different, and the creative. Without an innovative mindset in an organization (which includes its levels of leadership, teams, and individuals), the organization can become stagnant, settle for the status quo, and not flourish as it once did. In this course, students will study strategies related to innovation, and consider concepts, models, or tools applicable to managing or leading innovation, which may positively impact the organization's future and growth. (Available only to students in the 4+1 program).

**LEA 560 – Leading Diverse Teams****Credit Hours: 3**

The study of teams within for-profit and nonprofit organizations based on current management theory. The emphasis in this study will be on horizontal structures and creating, managing, and leading agile teams. Key topics include Complicated and Complex Theory, leadership and delegation, relationships, organizational silos, Gardening Theory, Natural Church Development Theory, and shared consciousness. (Available only to students in the 4+1 program).

## **MARKETING**

### **MKT 265 – Social Media Marketing**

**Credit Hours: 3**

Uses a biblical framework to determine and guide the identification and use of this rapidly changes media. Students will develop engagement strategies using social media to advance the mission and vision of the organization by creating customer profiles in social media marketing. In addition to the identification of alternative social media platforms, this class will explore various engagement options to ensure cultural awareness in advancing a marketing strategy.

### **MKT 310 – Information Technology for Marketers**

**Credit Hours: 3**

Explores how marketers use PC to enterprise-level computer systems to develop marketing plans to create sound marketing solutions in the eCommerce environment. Focus on the rapidly changing business climate will, from a biblical perspective, evaluate best practices that IT systems proved to the life cycle of the system application. The course will explore career and mission opportunities with various information systems.

### **MKT 315 – Advertising and Promotions**

**Credit Hours: 3**

By focusing on using major marketing communication tools, students will explore advertising, direct marketing, the Internet, interactive media, sales promotion, public relations, personal selling, and social and consumer-driven media. After researching and evaluating a company's marketing and promotional plan, a communication plan will be developed.

### **MKT 330 – Principles of Marketing**

**Credit Hours: 3**

Covers the role of marketing research, analysis of marketing opportunities, selection of target markets, development of marketing mix variables, management of the marketing effort, and development of the market plan. The specific topics that will be covered include marketing planning, understanding customer's decision making environment, measurement of market performance, product and branding decisions, advertising and promotions, pricing, and distribution.

## **MINISTRY**

### **MIN 163 – Sharing and Defending the Faith**

**Credit Hours: 3**

Defines and explores ways of sharing the gospel. Students will consider the various hindrances to the effective communication of the gospel, as well as develop strategies for answering objections to the gospel in a way that points individuals to Jesus Christ.

### **MIN 261 – Discipling and Mentoring in the Christian Faith**

**Credit Hours: 3**

A study in discipleship and mentoring focusing on effective discipleship models from the life of Christ and the First Century Church. Those principles will be applied into an effective design for Twenty-First Century disciple-making, with special attention given to the foundations of Christian discipleship and mentoring. This foundation includes modeling Christ-like character and leadership and building healthy relationships for personal accountability paradigms.

### **MIN 263 – Teaching the Christian Faith**

**Credit Hours: 3**

Equips Christian leaders with an understanding of the principles and practices of teaching the Word of God. The course will include biblical perspectives on teaching, as well as practical methods for teaching effectively. The focus will be on teaching the Christian faith, yet learned skills will apply to other fields as well.

### **MIN 362 – Marketplace Ministry**

**Credit Hours: 3**

An overview of the foundational tenets of biblical Christianity in the marketplace of life: at home, at work, and in the school; in short, in the public arena. Attention will be given to the lifestyle of the believer as a statement to the non-Christian, relationship building, lifestyle evangelism, spiritual conversation with the non-Christian, and the biblical elements of conversion.



## **MIN 370 – Spiritual Formation**

### **Credit Hours: 3**

Emphasizes the practical outworking of the Holy Spirit in the life of the believer. Special consideration will be given to how the Holy Spirit equips God's people for service, a development of a plan for lifelong spiritual growth, and appreciation for the historic spiritual disciplines.

## **MIN/PSY 457 – Counseling and Coaching Seminar**

### **Credit Hours: 3**

An integrated approach to counseling and coaching techniques in a variety of contexts. Provides an overview of basic skills, and develops a model for integration of skills with a faith-based approach to helping others. Students will practice skills and techniques within and outside of the classroom context.

## **MIN 515 – Communicating for Transformation**

### **Credit Hours: 3**

An analysis of the skills, resources, methods, and spiritual dynamics of communication. The course will equip leaders with an understanding of various ways to communicate more effectively and persuasively, in order to facilitate life transformation. (Available only to students in the 4+1 program).

## **MIN 520 – Dynamics of Counseling**

### **Credit Hours: 3**

Offers theological, psychological, and practical perspectives on the care of others. It includes analysis and application of principles related to beginning counseling skills, as well as an exploration of the strengths and challenges the student brings to the counseling process. (Available only to students in the 4+1 program).

## **MIN 530 – Transformational Leadership**

### **Credit Hours: 3**

Introduces the biblical foundations, principles, and practices of effective leadership. Students will further develop personal leadership skills, as well as create a working model of how to inspire change within a variety of ministry settings. (Available only to students in the 4+1 program).

**MIN 540 – Ministry and Culture****Credit Hours: 3**

Provides a theoretical and practical background for engaging culture. It examines a number of historic models of Christian cultural engagement and explores the validity of traditional and emerging models for ministry and mission. (Available only to students in the 4+1 program).

**MIN 550 – Practical Application of Pauline Theology****Credit Hours: 3**

A study of Pauline theology with an emphasis on practical theology for spiritual formation, church practice, evangelism, and the mission of the church. Attention will be given to current trends in Pauline theology, as well as the importance of Paul's letters for dispensational theology. (Available only to students in the 4+1 program).

**PHILOSOPHY****PHL 133 – Philosophy and Worldview****Credit Hours: 3**

Addresses the fact that our culture is confronted with a vast assortment of differing philosophies and worldviews; each claiming to be true. Focus is provided to understand and evaluate these various belief systems in an increasingly pluralistic society. Main ideas of eight different worldviews will be explored while the student develops and expresses a personal worldview. Topics will center around the nature of God, reality, nature of man, death, truth, morality, and the meaning of life. The primary purpose of this course is to challenge students to examine the timeless truths of Christianity.

**PRIOR LEARNING ASSESSMENT****PLA 200 – Prior Learning Theory and Practicum****Credit Hours: 3**

Enables students to understand the concept of Prior Learning Assessment (PLA), to determine what they have learned that is comparable to college coursework, then to describe the prior knowledge in detailed biographical and occupational essays, and substantiate the learning that has been achieved through appropriate documentation. In the process, students will also increase self-understanding and personal motivation, plus establish their educational goals.

**PSYCHOLOGY****PSY 201 – Introduction to Psychology****Credit Hours: 3**

A general survey of the discipline of psychology. Topics covered will include thinking critically, neuroscience, life span development, sensation and perception, learning, memory, thinking/language/intelligence, personality, psychological disorders, and social psychology. Attention will be given to the relationship between Psychology and Christianity with selected application for life and ministry.

**PSY 215 – Psychology of Leadership****Credit Hours: 3**

Reviews the psychological and social processes that characterize effective leaders. Students will learn about leadership in relationship to psychological exchanges between leaders and followers, and situations/behaviors that make some people more effective leaders than others. Some key factors that will be studied include psychological theories related to leadership, importance of teamwork, role of power, motivation, role of emotional intelligence, expectations of leaders, and various factors affecting future leadership in the 21st century. All of this will be studied from a Christian perspective of servant leadership.

**PSY 245 – LifeSpan Psychology****Credit Hours: 3**

Explores human development from conception through death, looking at human development using the bio-psycho-social model from a Christian worldview. It will be explored how we as humans share developmental similarities, yet are unique due to various factors such as temperament, personality, etc. Most importantly, new information will be learned on what students already know, confirming how we are “fearfully and wonderfully made” as image bearers of God.

**PSY 310 – Abnormal Psychology****Credit Hours: 3**

Abnormal Psychology is designed to introduce students to models of thinking concerning mental health, mental disorders, and classification of mental disorders. The general goals are to expose students to the range of thinking within the field of mental health and to help students understand the complexities of modern day classification of various mental disorders. The students will be challenged to define what is considered “normal” and “abnormal.” They will become familiar with the bio-psycho-social-spiritual model of abnormal psychology, including the various theories developed and used to explain causes and treatments for mental disorders. Emphasis in this undergraduate class will focus on symptoms and causes, although treatment will certainly be included. All information will be compared and contrasted with a Christian worldview of the various theories and concepts of Abnormal Psychology.

**PSY 325 – Social Psychology****Credit Hours: 3**

Examines individual behaviors within the context of one’s society. It is a study of how people think, influence, and relate to one another. Components of the behaviors studied in this course include attitudes, beliefs, prejudices, aggression, leadership, altruism, conformity, attraction, persuasion, and stereotypes.

**PSY 339 – Health Psychology****Credit Hours: 3**

Examines psychological influences on health, well-being and longevity. This course evaluates the interplay between emotions, cognitions and behavioral factors that affect the onset, duration, recovery and prevention of chronic illness and disease over the life span. Topics will include depression and illness, traumatic injuries, neuromuscular diseases, cancer and chronic pain. Psychological treatment involving wellness behaviors, smoking cessation, substance abuse, proper nutrition and exercise are studied from the biopsychosocial model.

**PSY 349 – Theories and Foundations in Counseling****Credit Hours: 3**

Includes analysis of several psychological theories regarding personality, simulated theory application, and personal application of theoretical concepts to their own lives. In this way, students should begin to develop a solid foundation for his/her own counseling skills and increase their self-understanding. Integrated with the understanding of theories will be compatibility of scriptural teaching.

**PSY 383 – Research Statistics****Credit Hours: 3**

An introduction to fundamental constructs of statistics as they are applied to research. Learners are introduced to core concepts, including: sampling, reliability and validity, descriptive and inferred statistics, hypothesis formulation, statistical significance, confidence intervals, interpretation of research, common statistical tests, and ANOVA computations. Learners will also become familiar with software for statistical computing and graphics.

**PSY 456 – Survival Psychology****Credit Hours: 3**

Focuses on the traits responsible for surviving in high-stress environments, including responding directly to high-threat encounters. Pro-survival behaviors are presented, including “the gift of fear” and balancing independence and leadership versus the need for teamwork collaboration in responding to stressful events. Organizational and professional psychological traits present in law enforcement, paramilitary organizations and high stress organizations are explored, as well as healthy lifestyle factors that lead to career effectiveness and avoiding burnout, such as managing vicarious trauma and promoting self-care.

**PSY/MIN 457 – Counseling and Coaching Seminar****Credit Hours: 3**

An integrated approach to counseling and coaching techniques in a variety of contexts. Provides an overview of basic skills, and develops a model for integration of skills with a faith-based approach to helping others. Students will practice skills and techniques within and outside of the classroom context.

**PSY 461 – Physiological Psychology****Credit Hours: 3**

An introduction to physiological psychology in which students explore basic principles of brain structure and functional mechanisms, including the role of neurons and neurochemistry. The interrelationship between observable physiological function and psychological behavior will be explored, including the behavioral consequences of damage to the physiological systems of the nervous system.

**SCIENCE****SCI 220 – Environmental Science****Credit Hours: 3**

Provides a general understanding of environmental science, while exploring the natural world and the resources it provides. The study of environmental science is approached with an understanding of the responsibilities of human beings to practice wise stewardship of God's creation. Topics include, but are not limited to, exploration of environmental issues, the relations between living and nonliving things, human responsibility for the environment and the earth's resources now and in the future.

**SOCIOLOGY****SOC 243 – Introduction to Cultural Diversity****Credit Hours: 3**

This course is an exploration of cultural diversity and multiculturalism from a Christian faith perspective. This course provides a process to understand and practice cultural diversity competence. It is designed to initiate and provide ongoing preparation for effective interaction with everyone in our culturally diverse world. Growth in these skills equips individuals with the social graces needed to form bonds of mutual trust that will bridge the differences that ordinarily divide people.

**SOC 251 – Principles of Sociology****Credit Hours: 3**

A study of contemporary Western society. The emphasis is on culture, socialization, group life, social processes and social change.

**SOC 255 - Introduction to Human Services****Credit Hours: 3**

Explores the historical context and the current structure of the Human Services field. Students will be exposed to case management and group facilitation as well as the primary intervention strategies used in human services. The arenas involving special populations served in the Human Services profession will be examined, such as addictions, mental health, the developmentally disabled, and the homeless. Topics include values and ethical dilemmas, the social welfare system, diversity, program planning, organizing and changing systems, legal issues and the need to stay current as a human services professional.

**SOC 356 - Marriage and Family****Credit Hours: 3**

Designed to lay foundational principles for an understanding of biblical manhood, biblical womanhood, biblical marriage, and the nurture of children. Along with this will be a review of the stages of life involved within marriage and family.

**THEOLOGY****THE 254 - Introduction to Dispensational Theology****Credit Hours: 3**

Provides an overview of the basic tenets of Dispensational Theology. Included is a study of foundational passages in the Bible, a review of the historical development, as well as how a dispensational perspective shapes the study of Scripture. Special consideration will be given to the mid-Acts dispensational views of Grace Christian University.

**THE 256 - Christian Theology I****Credit Hours: 3**

A survey of foundational doctrines of systematic theology including Bibliology, Theology Proper (God), Christology (Christ) and Pneumatology (Holy Spirit). It will include an overview of the mid-Acts dispensational perspective of theology held by the institution. The course also encourages the practical integration of these doctrines in the life and service of the Christian.

## **THE 332 – Christian Ethics**

### **Credit Hours: 3**

Lays the foundation for a Christian response to ethical issues arising in 21st Century Western culture. Attention is given to the biblical foundation of Christian personal and social ethics, the history of ethics, ethical decision-making, and personal character development. Application of these topics will be made to a range of contemporary issues.

## **THE 348 – Biblical Perspectives on Wealth and Poverty**

### **Credit Hours: 3**

Explores the biblical foundation for understanding wealth and poverty in the modern world. These issues impact ministry at a local level and beyond, including the support of international missions efforts. In addition, students will examine appropriate responses for Christians and churches as they seek to care for the “least, the last, and the lost.”

## **THE 452 – Studies in Dispensationalism**

### **Credit Hours: 3**

Emphasizes the essential elements of Dispensational theology, as well as a survey of dispensational problems, the literature of modern and contemporary Dispensational theology, and its historical roots. Topics include the significance of Dispensational theology in developing a biblical worldview and practice.

## **THE 453 – Christian Theology II**

### **Credit Hours: 3**

An in-depth study of the doctrines of systematic theology, including Anthropology (Man), Hamartiology (Sin), Soteriology (Salvation and the Atonement), Angelology (Angels), Ecclesiology (Church) and Eschatology (End Times). These doctrines will be considered from the mid-Acts dispensational view of theology held by Grace Christian University. The course also encourages the practical integration of these doctrines in the life and service of the Christian.



## **THE 454 - Knowing God**

### **Credit Hours: 3**

Provides an in-depth study of Theology Proper, the study of God the Father. Included with this will be understanding the Trinity doctrine, with an emphasis on biblical, historical and theological dimensions of knowing God as the Father, Son and Holy Spirit.

## **THE 540 - Contemporary Theology Perspectives**

### **Credit Hours: 3**

Equips the student to respond biblically to a range of theological issues facing the 21st-century church. Issues include (but are not limited to): soteriology, biblical interpretation and authority, and the emergent/missional church, as well as differing theological perspectives that are influential in culture today. (Available only to students in the 4+1 program).

## **THE 560 - Studies in Dispensational Theology**

### **Credit Hours: 3**

Presents the student with an intensive summary of the historic theological position of Grace Christian University, including critical examination and evaluation of the biblical, theological, and practical interests of dispensational theology. (Available only to students in the 4+1 program).