

GRACE  
CHRISTIAN  
UNIVERSITY



2021-2022

# Graduate Online Academic Catalog Addendum

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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 re-entry 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 five years. After a period of five years or upon re-entry to the institution, a student will be expected to satisfy the degree requirements of the current catalog or the catalog in effect at the time of re-entry.

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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](http://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

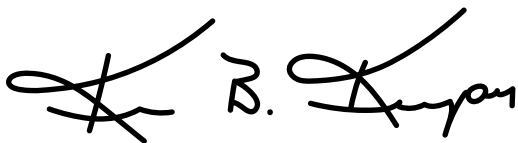
Grace Christian University (formerly Grace Bible College) is an incredible place. As president of Grace, I am excited to welcome you to experience a life-transforming education. The Grace Christian University faculty, staff, and students are committed to being a growing community. By that, we mean that each of us, starting with the president, realizes that we are still in process. We are not all that God designed and purposed us to be, nor are we content with our current condition. Through competent instructors committed to academic excellence, and staff and administration committed to serving and growing, we believe Grace Christian University can be used by God to change your life!

The prevalent mentality of the day is intent on tolerance and policing certain words and activities deemed inappropriate or incorrect according to their own vacillating set of values. Grace Christian University believes that the eternal truths and values of the Word of God, rightly divided, are principles that pervade all areas of life and education.

The Apostle Paul states, *“For in Him all things were created both in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. And He is before all things, and in Him all things hold together...so that He Himself might come to have first place in everything”* (Colossians 1:16-18).

I would conclude from the above Scripture that Jesus Christ is to be the center of life, speech, values, service, education, and social relationships. The world we live in and its present crises are evidence of what happens when education and life are no longer Christ-centered. There is no values-free education, it is all taught from a particular worldview. I believe it is vital for our students to be educated from a biblical worldview that prepares them for their careers, vocations, or further education with God’s values and purposes in view.

Grace Christian University is committed to preparing leaders to be all that God wants them to be, educationally, socially, physically, and spiritually. If that’s your heart’s desire, then Grace is the place for you!

A handwritten signature in black ink that reads "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 Godly Individuals Prepared to Serve Christ in Church and Society

# Accreditation

Grace Christian University is dually accredited by the Higher Learning Commission and by the Commission on Accreditation of the Association for Biblical Higher Education.

## **Higher Learning Commission**

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

800-621-7440

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

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 Licensing and Regulatory Affairs 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 Licensing and Regulatory Affairs 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 just west of US 131, near the intersection of 28th Street and Clyde Park Avenue. Grace's campus can be found in Wyoming, Michigan, a suburb of the greater Grand Rapids metropolitan area. The area is serviced 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. Grace now has 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). In 2022, Lord willing, Grace will open new student housing bringing room for an additional 116 students to campus. 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.

# 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; Psa. 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 items, a curriculum room, CDs, DVDs, and videos, internet access and an online catalog, as well as comfortable reading and 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 Kahawa Café, recreation room, and dining hall. The dining hall, kitchen, and recreation room portion of Huston Hall have undergone major renovations during 2019.

## **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, facilities for the expanded Worship Arts program, 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 Community Life offices, which include the campus counselor, campus pastor, and career services.

### **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**

Ten (10) houses adjacent to College property are available for upperclassmen housing.

### **Enslow and Klein Memorial Apartments**

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

### **26th Street Apartments**

The 2-6 houses 14 students in living units comprised of a kitchen, bathroom, and living areas with either one or two bedrooms. The apartments have a free laundry facility and wifi.

### **Houses**

Grace owns a number of houses which provide living quarters for dozens of students. The houses include a kitchen, bathroom, a living area, and three bedrooms. All houses have free laundry and wifi.

### **Student Commons**

The Student Commons renovation and addition was completed in 2011. The Commons provides students with a comfortable central gathering place.



# 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)** for every employee and student at Grace. CIQ consists of four capabilities: CIQ Drive, CIQ Knowledge, CIQ Strategy and CIQ Action.

Every employee and every student takes a CIQ assessment to understand their own levels of cultural intelligence compared to worldwide norms. Every employee receives CIQ training.

**The four CIQ capabilities have been integrated into the curriculum of every student using the following educational outcomes:**

- CIQ Drive: Is the student able to interact with a high level of interest, persistence, and confidence in multicultural situations?
- CIQ Knowledge: Is the student able to analyze how cultures are similar and different?
- CIQ Strategy: Is the student able to plan with awareness for multicultural interactions?
- CIQ 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.

# Graduate Online Programs

Welcome to Grace Christian University! You have made a great choice to pursue not only your educational goals but your spiritual edification as well. We desire for our students to graduate with a greater knowledge of both Jesus Christ and their chosen career path. Our mission at Grace Christian University is to Graduate Godly Individuals Prepared to Serve Christ in Church and Society!

## ABOUT GRADUATE ONLINE

### Graduate Studies Mission Statement

The mission of the graduate studies program at Grace Christian University is to provide an excellent context in which students can pursue advanced study in order to further their calling and enhance their effectiveness in their God-given vocations.

Grace Christian University developed its Graduate Online programs to meet the needs of busy adult learners. Graduate Online students are often employed part-time or full-time and are interested in completing their degree while continuing to work. Graduate Online provides students the opportunity to begin classes at different times of the year and attend class online on a year-round basis.

### Grace Graduate Online offers the following degrees:

- Master of Arts in Ministry
- Master of Arts in Organizational Leadership

## CORE VALUES

- 1. Academic Rigor.** The program will teach and develop graduate-level research, writing, critical thinking, and communication skills. The first-course students take, the Program Seminar, is designed to give students an orientation to graduate-level work and prepare them for the kind of reading, writing, and thinking skills they will need for the remainder of the program.
- 2. Student-Centered.** The application of constructivist learning theory puts the responsibility of learning in the hands of the students. Whenever possible, students will be given the opportunity to choose what they will learn, how they will learn, and how they will assess their own learning in terms of their own personal ministry and professional goals.
- 3. Best Practices.** As a fully online program, Graduate Studies at Grace Christian University adheres to the best practices of online education, including, but not limited to: online presence, creating a supportive online community, a variety of individual, small group, and large group learning experiences, and clear communication in the online environment.

- 4. Grace Experience.** As closely as possible, the Graduate Studies program will reproduce the experience of undergraduate students (On Campus and Online) in terms of an authentic Grace Christian University experience, expressing the ethos, core values, and historic mission of the University. This includes the University's commitment to being a Bible-centered institution, committed to our historic Grace theological position, which values transformative relationships and service to church and society.

## **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 Graduate Online programs will be able to:**

- Complete a Master of Arts degree in as little as 18 months
- 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 doctoral 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 Godly Individuals Prepared to Serve Christ in Church and Society*. In order for students to graduate ready to serve, they need a *commitment* to KNOW truth and wisdom, they need to BE people with *character*, they need *competence* in what they DO, and they need to SERVE others with *compassion*. Therefore, 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](http://hlcommission.org)
- Commission on Accreditation, Association for Biblical Higher Education: [abhe.org](http://abhe.org)
- Michigan Department of Licensing and Regulatory Affairs: [michigan.gov/lara](http://michigan.gov/lara)



# Cooperation & Support

## **ALUMNI ASSOCIATION**

The primary purpose of the association is to foster fellowship among graduates and former students. Homecoming at the University as well as regional banquets, breakfasts, and other meetings are exciting times. Members of the association encourage students to attend Grace and provide regular and special fund support of the University.

## **GRACE GOSPEL FELLOWSHIP**

Grace Christian University is an affiliated organization of Grace Gospel Fellowship (GGF) and is therefore recognized as the only college and theological training school of the Fellowship.

## **CHURCHES**

The University may receive financial support from caring churches.

## **PUBLICATIONS**

The University publishes The Journey magazine, which contains articles of educational thought, University news, and alumni activities. TRUTH is a subscription magazine, published quarterly by the Grace Gospel Fellowship. It contains Bible study articles and news sections from the University, GGF, and other affiliated organizations.

# Academic Calendar

## 2021-22 ONLINE AND GRADUATE ONLINE ACADEMIC CALENDAR

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

<b>July 6</b>	GRAD Term Start
<b>July 20</b>	OL Term Start
<b>August 17-23</b>	GRAD Break
<b>August 24</b>	OL and GRAD Term Start
<b>Aug. 31 – Sept. 6</b>	OL Break
<b>September 6</b>	ALL CAMPUS OFFICES CLOSED FOR LABOR DAY
<b>October 5</b>	OL Term Start
<b>October 5-11</b>	GRAD Break
<b>October 12</b>	GRAD Term Start
<b>November 9</b>	OL Term Start
<b>November 23-29</b>	GRAD Thanksgiving Break
<b>November 24-28</b>	ALL CAMPUS OFFICES CLOSED FOR THANKSGIVING BREAK
<b>November 30</b>	GRAD Term Start
<b>December 14</b>	OL Term Start
<b>Dec. 21 – Jan. 3</b>	OL and GRAD Christmas Break
<b>Dec. 24 – Jan. 2</b>	ALL CAMPUS OFFICES CLOSED FOR CHRISTMAS BREAK
<b>January 17</b>	ALL CAMPUS OFFICES CLOSED FOR MARTIN LUTHER KING JR. DAY
<b>January 25-31</b>	GRAD Break
<b>February 1</b>	OL and GRAD Term Start
<b>March 8</b>	OL Term Start
<b>March 15-21</b>	GRAD Break
<b>March 22</b>	GRAD Term Start
<b>April 12-18</b>	OL and GRAD Spring Break
<b>April 15</b>	ALL CAMPUS OFFICES CLOSED FOR GOOD FRIDAY
<b>April 19</b>	OL Term Start
<b>May 7</b>	2022 Annual Commencement, 10:30am
<b>May 10-16</b>	GRAD Break
<b>May 17</b>	GRAD Term Start
<b>May 24</b>	OL Term Start
<b>May 30</b>	ALL CAMPUS OFFICES CLOSED FOR MEMORIAL DAY
<b>June 28 – July 4</b>	OL and GRAD Summer Break
<b>July 4</b>	ALL CAMPUS OFFICES CLOSED FOR INDEPENDENCE DAY
<b>July 5</b>	OL and GRAD Term Start
<b>August 9</b>	OL Term Start
<b>August 16-22</b>	GRAD Break

# Board of Directors & Advisory Board

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Holland, MI  
Executive Director, GGF

**Jill Anderson**

Wyoming, MI  
Librarian, Kent District Library

**Pastor Caleb Befus**

Jenison, MI  
Pastor, Grace Bible Fellowship

**Dale Day**

Jenison, MI  
Owner, Hudsonville Trailer

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Grand Rapids, MI  
CEO, Wedgewood  
Christian Services

**Matthew Hall, J.D.**

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Pastor, Rush Creek Bible Church

**Brenda Tuttle**

Eastport, NY  
Family Life Director,  
Eastport Bible Church

**Rodney Velting**

Rockford, MI  
Pastoral Resident,  
Youth Ministry Calvary Church

**Dr. Sam Vinton**

Caledonia, MI  
Retired, GMI Adjunct Instructor,  
Grace Christian University

**Bryan Walker**

Hopkins, MI  
Superintendent, Calvary  
Schools of Holland

**Dr. James Webb**

Byron Center, MI  
General Surgeon /  
Short Term Mission Work

**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

# Leaders

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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.**

Dean of the School of Business

**David Greydanus, J.D.**

Chair of Criminal Justice Program

**Pamela Grissom, M.A., M.S., Ed.D.**

Graduate Program Champion - Organizational Leadership

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

Dean of the School of Biblical Studies

**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 Social Science and Human Services

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

Dean of the School of Arts and Sciences

**Mark Sooy, M.A.**

Director of Online Studies and Chair of Leadership and Ministry

**Paul Sweet, M.A., Ph.D.**

Associate Dean of Graduate Studies

**Jason Werkema, M.M., Ph.D.**

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Associate Vice President of Talent Management

**Zak Sorensen**

Associate Vice President of Enrollment and Marketing

## **ADVANCEMENT**

**Stephen Gowdy**

Vice President for Advancement, Chief Advancement Officer

## **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.

**Evelyne Beyer** (1963 – 1990)

**Dale S. De Witt** (1961 – 2003)

**Gunvor K. Olson** (1979 – 1995)

**Marlin L. Olson** (1977 – 1995)

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

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M.S. Nova Southeastern University

M.B.A. Nova Southeastern University

J.D. Nova Southeastern University

Ph.D. Capella University

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### **ANDREW ALEXSON**

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M.Div. Columbia International University

Ed.D. Liberty University

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Ph.D. Capella University

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M.T.S. Grand Rapids Theological Seminary

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M.A. Webster University  
Ed.D. Barry University

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M.A.R. Liberty University  
M.R.E. Liberty University  
S.T.M. Dallas Theological Seminary

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Ed.D. Trinity Theological Seminary

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Th.M. Calvin Theological Seminary

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**MARK WHYTE**

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M.A. Dallas Theological Seminary

M.A. Dallas Theological Seminary

**SHALIE WILLIAMS**

*Online Adjunct Faculty*

M.A. Liberty University

# Admission Requirements

## GRADUATE ONLINE ADMISSION REQUIREMENTS

- **Completed Admissions Application**
- **College/University Transcript(s):** An unofficial or official transcript showing a bachelor degree awarded or a transcript combined with a letter of intent to graduate will be considered for admission. An official transcript from the student's undergraduate institution where the bachelor degree was earned must be submitted by the end of the first course. If 12 or more credits at the graduate level have been earned, the student must submit an official transcript showing the bachelor degree earned and the official graduate transcript(s). Failure to provide an official transcript(s) by the end of the first course at Grace may result in withdrawal from the program.

## ADMISSION CRITERIA

### Full Acceptance

A student who has earned a cumulative GPA of 2.5 or higher at the undergraduate level will receive full acceptance into the graduate program.

### Provisional Acceptance

Any student who has earned a cumulative GPA of 2.00-2.49 at the undergraduate level will receive provisional acceptance into the graduate program. Students who are provisionally accepted must achieve a cumulative GPA of 2.50 in the first semester of graduate study, after which the normal policy for Satisfactory Academic Progress will apply. If the student does not receive a cumulative GPA of 2.50 in the first semester of graduate work, he or she may be suspended for a period of one semester. A suspended student will need to apply for re-entry in order to continue in the program.

### The following guidelines apply when determining acceptance:

- An earned bachelor degree from a regionally accredited institution is required. A bachelor degree from a nationally accredited institution will be reviewed by the Dean or Provost and accepted on a case-by-case basis. Official transcripts from the institution awarding the bachelor degree must be submitted. Additional official transcripts may be requested if the decision cannot be made from the degree issuing institution alone.
- If a student has over 12 earned graduate credits, the student must have earned a 3.0 or higher and provide proof of a prior bachelor degree earned.

## Denial

A student who does not meet provisional or full acceptance requirements may petition the admissions committee for reconsideration.

## TRANSFER APPLICANTS

A transfer applicant is someone who has attended another college or university at the graduate level. See the **Transfer Credit** section of the catalog for policies governing transfer work to Grace Christian University.

Graduate Online will accept a maximum of 25% of the credits required for a graduate degree earned through a combination of advanced standing and/or transfer credit for work completed prior to matriculation in the graduate program.

- Transfer credit may be granted for 500 level (or above) graduate courses equivalent to the courses offered in Grace's graduate programs, in which a grade of "B" (3.0) or higher was earned.
- Transfer students will receive an evaluation of transfer credit. This evaluation will detail how course work completed at other colleges or universities will transfer to Grace Christian University. First, courses that meet the specific requirements of the Grace degree the student expects to earn will be selected. Secondly, courses will be selected which may be used to complete the requirements for elective credits.
- Credits transferred are recorded on the student's academic record and will apply toward graduation requirements. 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 accepted.
- Transcripts from foreign institutions must be evaluated by an accredited educational evaluation service. The student will be responsible for following the procedures required by the evaluation service and having the results submitted to Grace.

## ADVANCED STANDING

Students who received a Bachelor of Theology (BTh) undergraduate degree from Grace Christian University may qualify to receive advanced standing in the Master of Arts programs. Students enrolled in the Ministry program may receive up to 9 credits. Students enrolled in the Organizational Leadership program may receive up to 3 credits.

Grace undergraduate students who enroll in the 4+1 program may earn advanced standing for the cross-listed courses completed with a grade of a B or higher. See the **4+1 Plan Option** section for more information.

# Readmission & Reentry

## READMISSION

A student who cancels his or her application for a previous term 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 will remain on file and do not need to be resent unless additional coursework has been completed at the institution. 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, 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.

## REENTRY

A student who has withdrawn from the University who desires to return to the institution may contact an Enrollment Advisor, Academic Advisor, or complete the Re-Entry Application to apply for re-entry into Grace Christian University. The Registrar's Office will review the application for re-entry 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 re-entry or the re-entry decision to the student. The Advisor will assist the student in the process of returning. Upon re-entry, the student will be provided access to their student email, student portal, Blackboard, and an updated education plan.

Military service members who cease attendance at Grace Christian University due to service requirements may request to be readmitted after they return from service. Grace Christian University will readmit 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: VP of Marketing and Enrollment
- Information Technology: Director of Information Technology
- Faculty: ADA Accessibility Coordinator

### **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. Online programs are not able to enroll non-US citizens residing in the United States on a student (F-1) Visa. 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 an online orientation prior to their first course. Students are encouraged to participate in this orientation to ease the transition into the online learning environment. The purpose of orientation is to allow 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 Your Writing Skills and APA Formatting
- General program expectations

# Transfer Credit

Grace Christian University offers traditional and non-traditional credit options for Undergraduate and Graduate 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 INVENTORY**

Courses listed in the online **transfer credit inventory** (TES) have been evaluated by Grace. Evaluated courses may have an equivalent online or On Campus course listed, or multiple. Courses not listed may still be transferable. A formal evaluation will be conducted and the student will be notified of the applied transfer work at the time of acceptance.

## **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 Registrar's Office.
- A pre-evaluation may be conducted by the Registrar's 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 Registrar's 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 Registrar's 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).
  - **Online Students:** 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 TES or the institution 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 Provost.
- Courses must be college-level courses; typically labeled as 100 level or higher. Remedial or vocational credits will not be accepted for transfer into college-level courses.
- 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. A grade of B or higher is required for the transfer of graduate-level coursework.
- Undergraduate students will receive a minimum of 60 credit hours for an earned Associate of Arts or Associate of Science degree from a regionally or ABHE accredited institution. The credits will be evaluated for Grace degree requirements by the Registrar's Office.
- The transfer credits earned as part of an Associate of Applied Science degree program will be evaluated for Grace degree applicability by the Registrar's Office on a course by course basis.
- Students completing the requirements of the Michigan Transfer Agreement (MTA) will receive a minimum of 60 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.
- 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 Provost.

### **Reassessment of Transfer Credits**

- Credits may be reassessed at any point at the request of the student by emailing the Registrar's 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. Credit will not be granted for two courses with significantly similar content.

### **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](http://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.

# 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](http://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 excellence 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.

## FEDERAL GRANTS

Graduate students are not eligible for Federal Pell Grant, Federal SEOG, or Subsidized loans. By filing the FAFSA, Graduate Online students may be eligible for Stafford Unsubsidized loans.

## 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](http://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.

## **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).

### **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, 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.ed.gov](https://fafsa.ed.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 in order 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 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 that our financial aid staff uses to determine how much financial aid you can receive. The EFC is calculated according to a formula established by law. 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 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**

Male students born after Dec. 31, 1959, are required to comply with Selective Service registration regulations. For more information, visit [sss.gov](http://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**)
- Conviction of Possession or Sale of Drugs

A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance, while receiving Title IV funds, is no longer eligible to receive any federal grant, loan, or work assistance according to the following table from the federal financial aid handbook:

**Financial Aid Ineligibility Period for Drug Conviction**

<b>Offenses</b>	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
1st Offense	1 year from the date of conviction	2 years from the date of conviction
2nd Offense	2 years from the date of conviction	Indefinite period
3rd Offense	Indefinite period	Indefinite period

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. The guidelines outlined below relate to a student's eligibility to receive federal financial aid. 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

Grace will evaluate the GPA requirement after 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 or for first-semester graduate students whose cumulative GPA is at or above 2.50.

Graduate Semester Credit Hours Attempted	Cumulative GPA Required	Completion Ratio
6-12	2.50	The required completion ratio for all graduate levels is 75%
13+	3.00	

## **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 Graduate students is 75%.

## **Determining Satisfactory Academic Progress**

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

- Earned semester hours include all grades (A, B, C, D, S, and P) including all +/- variations and applied transfer work.
- Attempted semester hours include the grades listed above, as well as E, F, U, W, and XF.
- For repeated courses, credits from each time a student is enrolled are applied to the attempted and earned credits. However, only the most recent 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

## GRADUATE ONLINE PROGRAM RATES

Course Level	Fall 2021 – Spring 2022
500+	\$450 per credit hour
*Military Discount	\$250 per credit hour

### Other Graduate Online Fees:

- Application Fee: \$0
- Technology Fee: \$25 (required, per course)
- Graduation Fee: \$150 (non-refundable)
- Official Transcript: \$5 (per transcript, paid in advance)
- Non-Sufficient Funds Check Charge: \$35
- Class-Specific Fees: Varies

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.**

\* 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. Students may also be eligible to receive education benefits through the Department of Veterans Affairs. Students who are currently serving on active duty, released from active duty, part of the Reserves or National Guard or a spouse or dependent of a veteran, may be eligible for these benefits. The military discount is available to all military service members, veterans, military spouses, and dependents 23 and under. Required documentation may include a certificate of release or discharge from the military (DD214), certificate of eligibility (COE), and/or a tuition voucher. The required documentation and an honorable discharge status must be submitted to receive the military discount.

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.

## **TECHNOLOGY FEE**

The Technology Fee covers all technology and associated costs required for Graduate Online students. If a student qualifies for financial aid, just like tuition, the technology fee will be paid with whatever financial aid has been awarded.

### **Learning Management System**

Grace Christian University uses Blackboard, a learning management system, as the virtual classroom for both online and on campus learners. Blackboard is used 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 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 and Graduate 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 and Graduate 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 and Graduate 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 Tree of Life (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 term 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.

We will not assess late fees due to delayed VA payments. We will not deny access to classes, libraries, or other institutional facilities. We will not require that a covered individual borrow additional funds. We will not 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 **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. Many times a withdrawal from school can 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:**

<b>Campus</b>	<b>Requirements</b>	<b>Funds’ Arrival</b>	<b>Disbursement Date</b>
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**

### **Graduate 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 your Last Date of Attendance (LDA) (See the Last Date of Attendance Policy).

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

- Week 1 or prior: 100% refund, no grade issued
- Week 2: 75% tuition / 50% technology fee refund with a withdrawal (W) grade issued
- Week 3: 50% tuition / 50% technology fee refund with a withdrawal (W) grade issued
- Week 4: No tuition or technology fee refund with a withdrawal (W) grade issued
- Week 5-6: 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 Registrar's Office ([onlineregistrar@gracechristian.edu](mailto:onlineregistrar@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

#### **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.

# 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 Registrar's 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

## Academic Calendar

Grace Christian University operates on a semester basis. A school year consists of two semesters, each of which for Graduate Programs consist of 24 weeks (four courses which are each six weeks long). The Graduate Studies Program schedule includes multiple breaks throughout the year. Consult the **Academic Calendar** for specific dates.

## Unit of Credit

The unit of credit is the semester hour. A semester credit represents 3,000 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 graduate three-credit courses (online only)	150 hours
All undergraduate three-credit courses (On Campus/hybrid/online)	112.5 hours
All undergraduate two credit courses (On Campus only)	75 hours
All undergraduate one-credit courses (On Campus only)	37.5 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. Courses numbered 500+ are graduate level courses.

## Course Overload

Graduate students are not permitted to take more than one six-week graduate level course at a time.

## **ACADEMIC ADVISING**

Academic advising is provided by an assigned faculty or staff member to allow an ongoing series of consultations between students and an advisor. Therefore, every student admitted to the University is assigned an academic advisor. Advisors are available to offer counsel to students regarding academic policies and procedures, in registering for courses each semester, in checking progress toward obtaining their degree and in matters relating to personal and spiritual growth.

While advisors and advisees share in the advising process, each student is responsible for meeting his/her educational goals and satisfying graduation requirements.

## **ATTENDANCE AND PARTICIPATION**

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

When a student drops or withdraws from a class, the last date of attendance (LDA) is to be reported as the last calendar date a student submitted academic work. Academic work could be a discussion board post or an assignment. If no academic work is submitted, the student's LDA is considered 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 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.

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 dealt with on a case by case basis at the approval of the faculty and/or administration.

## **DUE DATES AND LATE PENALTIES**

Because of the accelerated nature of graduate courses, it is important that coursework is submitted on time. The following policies outline due dates and penalties related to late submissions.

Discussion forums are designed to encourage active learning and communication on topics relevant to the module. It is important then that this discussion be timely.

- The initial post for each discussion forum must be posted by 3:00 am EST/EDT on Saturday. No late initial posts will be accepted.
- All response posts must be posted by 3:00 am EST/EDT on Tuesday. No late response posts will be accepted.

Other assignments (including essays, journals, and projects) must be submitted by 3:00 am EST/EDT on Tuesday to avoid any penalty. Exceptions to this policy may be granted in the case of extenuating circumstances and with prior approval from the instructor.

- 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 - Will receive a 20% late penalty of the final assignment grade.
- 3-7 Days Late - Will receive a 50% late penalty of the final assignment grade.
- Beyond 7 Days Late - Assignments submitted beyond 7 days past the due date are not accepted and will receive a zero.

# 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. One reason to avoid plagiarism is that plagiarism keeps the student from learning. Students can use a computer to copy text from a source and paste it into a paper without ever learning anything from the material. On the other hand, when a student does the hard mental work to create a good paraphrase and disciplines one's self 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 or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitutes a violation of the academic integrity policy. A violation of this policy will result in the actions and consequences specified within this policy. Instructors will determine violations of integrity for academic coursework and report the instance(s) using the **Graduate Academic Dishonesty Report Form**. Students have the right to appeal any findings and/or penalties based on the appeal process described later in this policy.

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

- Plagiarism (see definition below)
- 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 original, own work. If a source is used in writing a paper, the source must be cited in the text and listed on the References page.

There are many ways to plagiarize as explained below. Depending on the severity, all of them can result in penalties and disciplinary action by your instructors and the university.

### **Component Plagiarism**

If a source is used in writing a paper or assignment, the quoted, paraphrased or summarized source material must be cited in the paper 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.

Failure to either cite in the text or list the source on the References page is considered Component Plagiarism.

### **Self-Plagiarism**

Resubmitting a previously submitted assignment is self-plagiarism unless the instructor has given prior approval for the student to re-submit an assignment or portion thereof with the expectation that the student has improved upon the previously submitted work with further research or thought. These revisions should be properly cited. Re-submission of a chart or diagram that can't be revised for improvement is an exception, but only with the instructor's approval.

### **Mosaic (Patchwriting) Plagiarism**

Mosaic Plagiarism occurs when, without citation, a student borrows phrases from a source without using quotation marks or makes minor word changes but keeps the same general structure and meaning of the original. This type of plagiarism most frequently occurs when a student fails to paraphrase correctly.

Paraphrasing an idea into one's own words does not mean changing a word here and there from the original source, which is sometimes called patchwriting. Rather, the concept should be restated to fit into the wording and logic of the assignment. This involves reading the source, thinking about it, synthesizing with other reading, and then rewriting that concept in a completely different way to reflect one's own thinking. Refer to the APA Guide for further information about correct paraphrasing.

## **Outright Plagiarism**

Outright plagiarism occurs when a student copies the text of another author, word for word, without the use of quotation marks or citation, thus passing it as his or her own. Outright plagiarism can range in size from sentences to paragraphs to major sections or, in the most extreme cases, the complete assignment. Another example of outright plagiarism is attempting to use a paper or assignment written by another individual or online tool.

It should be noted that plagiarism can be intentional or unintentional. A finding of a plagiarism issue does not necessarily indicate intentionality. Nonetheless, the graduate student of Grace Christian University is responsible to ensure the academic integrity of one's work.

## **PLAGIARISM REVIEW PROCEDURE**

1. The instructor will determine the type of plagiarism (Component, Mosaic, Self, or Outright Plagiarism) based on the definitions found in the previous section.
2. The instructor will explain these findings of plagiarism and consequence 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. The instructor should clarify the following, where applicable and when appropriate with the student:
  - The nature of academic dishonesty that occurred;
  - The importance of academic integrity;
  - The consequences of the offense;
  - The expectation (if any) for any work to be resubmitted. (Note: In some instances, the student may not be granted an option to resubmit based upon the proximity to the end of the course.)
- a. **Component Plagiarism.** The instructor will work directly with the student within the course. When a component plagiarism is determined, the assignment shall be assessed a 10% to 30% deduction from the assignment grade depending on the number of components plagiarized in the assignment. Ongoing abuse of component plagiarism within the same course (repeated instances over several weeks) should be reported to the Program Champion using the **Graduate Academic Dishonesty Report Form**.

- b. **Self-Plagiarism.** The instructor will work directly with the student within the course. The instructor will determine 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 Program Champion using the **Graduate 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 instructor determines that the assignment would be appropriate to be resubmitted, he or she 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 instructor).
- c. **Mosaic and Outright Plagiarism.** The instructor will complete the **Graduate Academic Dishonesty Report Form**. The following are representative of possible levels of consequences for mosaic and 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 penalties will be imposed based on the severity or reoccurrence of the offense.
- The instructor will award the student a zero on the plagiarized assignment. The student is provided the opportunity to revise and resubmit the assignment based on feedback from the instructor within five (5) calendar days of the notification, provided the timing is before final grades are submitted. The revised assignment will be applied a 10% to 30% deduction off from the final grade as determined by the instructor.
  - The Program Champion can determine if further penalties should be assessed based on the severity of the offense and/or if the offense demonstrates a recurring pattern of behavior. These penalties may include:
    - The student fails the assignment and is not allowed resubmission.
    - The student fails the course. 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.
    - The student will be suspended or dismissed from Grace Christian University.
3. The following steps will also be taken in the event of a reported offense:
- a. When notification of the plagiarism report is received, the Program Champion will review the presented information, and access the assignment in Blackboard, as applicable.

- b. The Program Champion will respond to the reported violation within 2-3 business days with the plagiarism offense number and consequence. The Program Champion will email the student (and CC the instructor 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).
- c. The Program Champion will submit all documentation to the Associate Provost's Office and to the Academic Advising Office so that a permanent record can be retained.
- d. Academic Advising will contact the student for guidance, support, coaching, and the available resources for future improvement.

## **APPEAL PROCESS**

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.

**Note:** An original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued. Expelled or suspended students found on University premises may be considered trespassing. Such situations require the student to make appointments by phone or email during regular business hours when appropriate, with the appropriate University administrators.



# 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 CENTER FOR EXCELLENCE (A.C.E.) 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 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 and faculty. The Library is continuing to expand its resources to support the curriculum and promote student academic success. Library hours are posted on Grace's website. Grace provides access for its learners to electronic library resources, which gives students online access to multiple electronic materials such as articles in journals, magazines, and newspapers. Access to books and other materials available in the Library's collection is provided through the online catalog, which is accessible through a link on the university website. Renewals and requests for material can be made via the Internet. Students may supplement their Library needs through the use of local Libraries or through arrangements with Libraries located closer to the students. 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 Registrar's 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: [graduateadvising@gracechristian.edu](mailto:graduateadvising@gracechristian.edu)

Department Phone Number: (616) 261-8545

## **REGISTRAR'S OFFICE**

The Registrar's Office serves to provide a consistent, academically challenging, quality degree program for students attending Grace. The Registrar's Office is instrumental in facilitating admissions processing, registration, student records, and degree auditing. The Registrar's Office team also processes transcript evaluations, credit by exam, grades, academic exception requests, re-entry applications, academic standing, graduation-related processes, and provide support for the Online and Graduate Academic Advising Teams and On Campus Faculty Advisors.

### **Contact Information**

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

Department Phone: (616) 261-8586

# Academic Standing

## STUDENT STATUS

### Student Status by Enrolled Credit Hours per Semester

<b>Weeks Enrolled</b>	<b>Credit Hours per Semester</b> Students starting prior to 10/11/21	<b>Credit Hours per Semester</b> Students starting after 10/11/21
Full-time	12	9
3/4 time*	9	N/A
1/2 time*	6	6
Less than 1/2 time*	3	3
Non-Degree Seeking	Taking courses without the intention of pursuing a degree	Taking courses without the intention of pursuing a degree

\* Any enrollment less than full time is considered part time.

## ACADEMIC PROBATION

The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation.

### The following guidelines govern academic probation:

1. Any student who receives an 'F' or 'D' in any course, or who finishes a semester with a GPA below 3.0, will be placed on academic probation.
2. The Registrar will notify each student placed on academic probation at the close of the course. The letter will indicate the conditions that must be met and will outline an appropriate time frame in which to regain good academic standing in the graduate program.
3. A student will be released from academic probation upon achieving the prescribed semester GPA of 3.0.

## **ACADEMIC SUSPENSION**

### **The following guidelines govern academic suspension:**

1. Any student who fails to reach the required cumulative GPA of 3.0 for the second semester in a row, or fails to meet the minimum pace of 75% completion, to demonstrate satisfactory academic progress will be academically suspended for the next semester.
2. A student who is academically suspended will not be allowed to enroll in any courses offered by Grace Christian University during the next semester.
3. A student on academic suspension for the first time may be readmitted to Grace after sitting out one semester and by completing an Application for Readmission.
  - If this application is approved by the Admissions Committee, this student may re-enter Grace on academic probation.
  - Any student academically suspended for a second time must petition the Educational Policies Committee for re-admittance after sitting out one semester. This petition must include evidence that the difficulties previously encountered have been overcome and that completion of degree requirements can reasonably be expected. The decision of the Educational Policies Committee is final, with no right to appeal.
  - A student who becomes academically suspended because of extenuating circumstances may appeal this decision to the Educational Policies Committee. The appeal must be submitted within four weeks of receiving notification of the suspension.

# 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 semester. Students are encouraged to work with an Academic or Faculty Advisor when planning class schedules to assure that all degree requirements are completed in an efficient and timely manner.

It is also the student's responsibility to demonstrate achievement of special qualifications such as prerequisite courses, work experience, knowledge, or a particular grade point average as specified by the course requirements.

# 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 re-entry 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.

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

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.

# 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 Registrar's Office will officially change the degree.

Online Students: The student is responsible for any rush shipping fees acquired if the form is not received a minimum of three weeks prior to the start of the next term impacted by the degree change.

# 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 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 grade achieved by the repeated course supersedes the initial grade in relation to the cumulative GPA calculation, though the initial grade will remain on the permanent transcript record and marked with an “R” for repeated. 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.

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. For graduate students, a course must be repeated if the final grade is below a B-. If the student received a passing grade but that grade was below a B-, 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.



# 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.

The minimum grade to apply toward the graduate degree is B-. Courses with a final grade below B- must be retaken until successfully completed (B- or higher). Students must successfully complete GEN 501 or its equivalent before enrolling in other graduate courses.

Students may view their official grades after the end of each term 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
950-1000	A	4.0	Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
920-949	A-	3.7	
890-919	B+	3.3	
860-889	B	3.0	Implies sound thinking and performance in a course. B level work is clear, precise, and well-reasoned but does not have the depth of insight that A level work has.
830-859	B-	2.7	
800-829	C+	2.3	

<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>
770-799	C	2.0	Implies mixed thinking and performance in a course. C level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.
740-769	C-	1.7	
710-739	D+	1.3	
680-709	D	1.0	Implies poor thinking and performance in a course. D level work is inconsistently clear, precise, and well-reasoned. It does not display a depth of insight or consistent competence. Final Course Grades of D or F may indicate that the student has not submitted all of the required work for the course.
650-679	D-	0.7	
0-649	F	0	Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles. Final Course Grades of D or F may indicate that the student has not submitted all of the required work for the course.
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	P	Does not impact GPA	Credit granted based on a pass/fail basis. Credit earned is equivalent to a C or better.
Unsatisfactory	U	0	Credit granted based on a pass/fail 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.

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

The GPA is computed by dividing the total number of credits attempted 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 students who wish to receive a grade of an “I” for incomplete work in a course:

- All coursework is designed 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.
- It is the student’s responsibility to request the appropriate extensions during the modules per the Late Work policy. If it becomes apparent, however that some assignments will remain unfinished at the end of the course, the student may request an “I” (Incomplete) as a final grade from the instructor using the Graduate Incomplete Form. This request must be submitted before the final grades are due but no later than one week after the course ends.
- When an “I” (incomplete) is requested, the responsibility of the instructor is to determine if the conditions for an incomplete as noted above are met. The instructor should complete the student’s submitted Graduate Incomplete Form either approving or denying the student’s request, as well as indicating what the final grade should be if no further work is submitted. This completed form should be emailed to the student, Registrar’s Office, and Program Champion by the time the final grades are submitted.
- A student who receives an “I” (Incomplete) grade for any course should submit any completed work to the instructor who taught the course unless other arrangements have been approved by the Program Champion.
- The work must be completed within the parameters for an “I” (Incomplete) not to exceed two weeks following the end of the course. Therefore, it is important to complete the form and any appeal in a timely manner as this deadline cannot be extended.
- 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 determined accordingly.

## **AUDITING A COURSE**

Auditing a course means taking a course for no credit or grade. Students may audit courses. 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.

Once the application for graduation is received by the Registrar's Office, the student will be 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 records for degree completion. If there are outstanding requirements that have not been addressed, the Registrar will notify the Academic Advisor and the student. If all degree requirements are either met or pending completion, the student will be notified of the pending conferral date. As long as there is not an outstanding balance on the student's account, and it has no holds, 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. The student will be required to reapply to graduate for the next conferral date he/she is eligible for.

## **PARTICIPATION IN COMMENCEMENT**

Candidates for degrees may participate in the commencement service in the spring of each academic year. In order to be included in the annual commencement ceremony, the student must apply to graduate by February 15. If the deadline is not met, there is no guarantee that the student will be able to participate in the commencement ceremony.

It is expected that students will have successfully fulfilled all degree requirements prior to the commencement ceremony. If the student desires to walk 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.

Students who wish to participate in the commencement ceremony will order their graduation regalia from the university's third-party vendor, and will be responsible to pay the cost of the regalia directly to the vendor.

## **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 prior to the order. The request for a reprint of a diploma dated more than one year from the request will have an additional \$45 fee assessed to cover an additional fee from the supplier. Contact the Registrar's Office to request a replacement diploma:

[\*\*onlineregistrar@gracechristian.edu\*\*](mailto:onlineregistrar@gracechristian.edu).

# Graduation Requirements

**In order to graduate with a Master Degree from Grace Christian University, a student must accomplish the following:**

- Complete all degree requirements within five years of the first class
- Earn a minimum cumulative grade point average of 3.00, completing all degree courses with a grade of B- or higher
- Complete 75% of the credit hours toward the graduate degree program at Grace Christian University
- Complete the specified number of credits for the degree
- Complete all courses required for the specified 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 appropriate Registrar for processing. The Registrar 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 confer dates; not at the annual graduation ceremony. The intent is to honor the student and to celebrate his or her accomplishments in a meaningful way while avoiding an awkward public event. 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 EXPERIENCE

Grace Christian University is committed to biblical higher education. First and foremost, this involves seeking to engage the entire campus intentionally and pervasively in the study and application of the text of God's eternal Word, the Bible. As an institution of higher learning, Grace is also committed to the pursuit of knowledge, understanding, wisdom, and skills, not as an end entirely unto themselves, but as the means by which community members can become better equipped to more effectively meet the needs of the church and society, both now and in the future.

The mission of Grace Christian University is Graduating Godly Individuals Prepared to Serve Christ in Church and Society. As students work toward this end, it is expected that they will be people with **character** in who they are, **competence** in what they do, **compassion** as they relate to others and **commitment** to the gaining of knowledge and wisdom.

## RESPONSIBILITIES OF THE UNIVERSITY COMMUNITY

Grace Christian University is a community with a purpose. Members of the community include faculty, staff, and students. The broader Grace community includes alumni, constituents, churches, and the University Board. In order to fulfill the mission of the University, members of the community need to understand their responsibilities. If responsibilities are not met, the University will preserve the harmony of the community through redemptive discipline, in order to create an environment of warmth in which confrontation and discipline, done with empathy and forgiveness, can be an effective part of the growth process. In order to achieve institutional aims and objectives, Grace believes it necessary to ask faculty, staff, and student body members to observe limitations on conduct and to commit themselves firmly to these principles.

**With the guidance and enabling of the Holy Spirit, the Administration and Faculty are responsible to:**

1. Work toward the maximum attainment of institutional objectives, so as to make them steadily relevant to the lives of individual students.
2. Demonstrate in administration, instruction, and other activities Christian standards of competence, leadership, and encouragement for Christian maturity.
3. Demonstrate in their own personal lives a commitment to the Lord Jesus Christ.
4. Provide maximum educational opportunities for the student in keeping with the aims and objectives of the university.



**With the guidance of the Holy Spirit, each student is responsible to:**

1. Cooperate actively and constructively in the achievement of the aims and objectives of the university.
2. Practice Christian conduct based on biblical principles, extending the Lordship of Christ to every aspect of life.
3. Make full use of their God-given abilities so as to achieve maximum personal development by active participation in as many activities and learning experiences as is reasonable.
4. Respect with consideration the personal freedom, standards, and decisions of others.

The University recognizes that certain aspects of culture are offensive to the Christian conscience and has therefore developed the following standard of conduct for the University family: Practices known to be morally wrong by biblical teaching (i.e., drunkenness, stealing, occult practices, adultery, gossip, pride, lust, bitterness, etc.) are not acceptable for members of the Grace Christian University community.

By virtue of enrollment, the student agrees to accept the responsibilities outlined above. The student who is found to be out of harmony with the aims and objectives of the University may be asked to withdraw from the Community whenever the general welfare to the University demands it even though there may be no serious special breach of conduct.

**STUDENT CONDUCT**

Grace Christian University is committed to providing an educational environment that gives the student the opportunity to obtain their academic goals. Accordingly, the University expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values.

All students are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, the student will respect the rights of others and will treat fellow students, faculty, and staff with respect.

Each person has the right to study and learn in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. Grace Christian expects student awareness and concern for all aspects of classroom interactions and strives to promote a cohesive and equitable environment where cultural and ethnic differences are respected. Institutional expectations, regulations and policies and practices are established to reflect the values to which the University subscribes. These expectations, regulations, policies, and practices promote the mission of the University, opportunities that facilitate the interactions of persons of different cultures, backgrounds, and persuasions, and respect for the rights of others.

Enrollment at Grace is a privilege, and it is expected that students will conduct themselves in a manner that reflects the ideals, values, 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. Students will behave in such a way as to promote a positive learning environment. When a student's actions do not reflect these expectations, the University will take disciplinary measures, which may include disciplinary suspension or expulsion from the University and/or criminal prosecution.

Student instigation or participation in activities which develop to a degree that elicits panic, alarm, or disturbs the peace is prohibited. Students are expected to use language that promotes an educational environment in accordance with the University's mission. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion.

Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including the University administrators, faculty, staff, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion.

## **CODE OF ETHICS**

The University seeks to glorify God by fulfilling its mission: Graduating Godly Individuals Prepared to Serve Christ in Church and Society. Members of the community include faculty, staff, and students. The broader Grace Christian University community includes alumni, constituents, churches and the University Board. In order to fulfill the mission of the University, members of the community need to understand their responsibilities. If responsibilities are not met, the University will preserve the harmony of the community through redemptive discipline. We seek to create an environment of warmth in which confrontation and discipline, done with empathy and forgiveness, can be an effective part of the growth process. In order to achieve our institutional aims and objectives, we believe it necessary to ask faculty, staff, and student body members to observe limitations on conduct and to commit themselves firmly to these principles.

Students, faculty, and staff acknowledge that Grace Christian University is an educational institution that values equality of opportunity, academic freedom, academic excellence, diversity, lifelong learning, and Christian principles. Community members respect the mission and values of Grace Christian University, and recognize their obligations to fellow students, faculty, staff, the community, and God.

Students will treat peers and instructors with respect, honesty, and fairness, and uphold their rights to autonomy, privacy, and safety. They support the rights of others to express their views in the spirit of academic freedom and Christian principles, and will not ridicule, intimidate, or coerce students or instructors. They encourage academic and spiritual excellence and discourage academic misconduct. They are committed to learning, to their obligations as students, and to the highest standards of academic integrity and Christian principles.

Students, faculty, and staff read, understand, and comply with all Grace Christian University policies, rules, and regulations; treat all members of the Grace Christian community with respect, honesty, and fairness; and are devoted to safeguarding the resources of Grace Christian, and to using those resources for the benefit of the University, its surrounding communities, and to God's glory.

## **ACADEMIC DISHONESTY AND PLAGIARISM**

View the [Academic Integrity and Plagiarism](#) section of the catalog.

## **HARASSMENT AND ANTI BULLYING**

It is the policy of Grace Christian to provide a safe environment for its employees and students. This is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim. This may involve a gesture, or a written, verbal, social, graphic, or physical act.

Grace Christian University prohibits any form of harassment or bullying. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions which cause or threaten to cause, bodily harm, reasonable fear for personal safety or personal degradation. Bullying is not the same as teasing, but repeated, hurtful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates conditions that undermine the ability of individuals to achieve their full potential.

Instances of bullying or harassment should be reported immediately to the Associate Dean. An investigation of all complaints will be undertaken immediately. The investigation and results will remain confidential, to the extent possible. Any student found by the University to have bullied or harassed any employee or student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file, up to and including termination/expulsion.

The University recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all member of the University Community will continue to act in a responsible and professional manner towards a discrimination-free environment.

### **Retaliation**

Retaliation or discriminating against a student for notifying or complaining about a situation is prohibited. This includes, but is not limited to notification/complaints about bullying, harassment, grade disputes, or participating in an investigation.

## **ACADEMIC AND STUDENT CONCERNS OR COMPLAINTS PROCESS**

Grace Christian has established an appeal process for students who have concerns regarding grades and the consistent application of both class requirements and policies as it pertains to grades among other concerns. If a student believes that the final course grade is based on a clerical or calculation error, capriciousness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, the student may file an appeal and must offer evidence to support the claim.

To ensure prompt resolution of the student concern, the appeal process has a deadline for each stage. If the student does not initiate the appeal process (defined as beginning with Step 1) within 15 business days of the end of the course in which the concern occurred, the student forfeits the opportunity to appeal. Each deadline for the process must be met; otherwise, the appeal is no longer valid and the student has no further recourse. Communication regarding the appeal will be through written email communication using Grace Christian email accounts.

### **Step 1:**

Within 10 business days of the end of the course, the student will email the instructor his/her concern and desired outcome. The instructor will respond within five business days. The student will indicate if the resolution is agreed to within three business days. If an agreeable outcome is reached the matter will be considered closed.

### **Step 2:**

If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will email an Academic Advisor or designee. The Academic Advisor or designee will provide the student with an Academic Appeal Form.

Within five business days of the form being sent, the student will complete the Appeal Form and submit a document detailing the facts and evidence from the student's point of view to the Academic Advisor. The appeal form and supporting documentation must be received by the established deadline. If any supporting material is not received by the stated deadline, the appeal will go forward without the additional material. Upon receipt of the appeal, the Associate Provost or designee will send the appeal to the instructor.

The instructor will review the appeal and provide a written response to the student's concern. The instructor will return the response to the Associate Provost or designee within five business days of receipt of the appeal. The Associate Provost or designee will share the instructor's written response with the student. The student will indicate if the resolution is agreed to within three business days. If an agreeable outcome is reached the matter will be considered closed.

**Step 3:**

If the concern has still not been resolved, the Associate Provost or designee will send the appeal form and all written documents to the Provost. The Provost will have five business days to render a decision and return the appeal to the Associate Provost or designee. The Associate Provost or designee will inform the student of the decision. Upon the student's request, the Associate Provost/Provost may review the decision with the student. Within three business days of notification, the student will indicate, in writing (which will be recorded on the appeal form), his/her acceptance of the decision. If an agreeable outcome is reached, the matter will be considered closed.

**Step 4:**

If the concern is not resolved in step 3, and the student chooses to pursue the concern further, the will contact the Provost to convene the Academic Affairs Committee and will forward all documentation. The Academic Affairs Committee will be convened within 10 business days of receipt of the appeal to resolve the concern.

The Academic Affairs Committee will be formed of the department heads, the Director of Online Teaching Effectiveness, and a Provost (one not involved in Step 3). The Academic Affairs Committee will be chaired by the Provost (one not involved in step 3). The Committee will select one reporter. Both the student and the instructor may appear before the Committee although no new documentation may be presented at this time. A written report of the Committee's decision will be completed by the reporter and will be placed in the student's file. A copy of the report will be sent by the Reporter to the Associate Provost who will respond to the student, Academic Advisor, and the instructor within five business days.

The decision of the Academic Affairs Committee is final. The student and the instructor may respond in writing to the Committee's action, and these responses will be placed in the student's academic file. No further appeal will be permitted.

**Note:** All documentation of the student complaint, appeal process, and decisions will be kept on file with the University. The entire process may take 12 or more weeks.

# 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.

# 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 Registrar's 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 Registrar's Office in writing.

**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
- 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 Information

## CONTINUOUS REGISTRATION

A student's first term 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 Registrar's Office staff will register the student for subsequent semesters approximately 10-15 weeks before the semester begins. The student is not required to register him or herself each semester; however, any desired change in registration must be discussed with an academic advisor in a timely manner. Ultimately, the student will be enrolled each term for his or her entire program according to the student's education plan by completing the initial enrollment process. A student may cancel his or her registration at any time according to the policy and refund schedule below.

## REGISTRATION CHANGE

- A course dropped during the first week of the class will not be entered on a student's academic record.
- A course dropped after the first week of the class will be recorded on the student's academic record as W (withdrawn).
- Any student who discontinues attending a course for more than 8 days without officially withdrawing will be automatically withdrawn from the class with a W on their transcript.

## REFUND SCHEDULE

Students who withdraw from the University or from a particular course in which they are enrolled may be eligible to receive a refund. Students must notify the Registrar's Office of their intention to withdraw and process an official withdrawal form. Refunds will be based on the date of actual notification rather than course participation or attendance.

### **If courses are dropped, the following schedule of tuition refunds applies:**

- During the first week of the course - 100% refund on basis of registered hours;
- During the second week of the course - 75% refund;
- During the third week of the course - 50% refund;
- After the third week of the course - no refund;
- If for disciplinary reasons - no refund;

<b>Weeks Enrolled</b>	<b>Percentage of Tuition Refund</b>
1	100%
2	75%
3	50%
4-6	No Refund

### **WITHDRAWAL FROM THE UNIVERSITY**

When a student finds it necessary to withdraw from the University during or at the end of a semester, he/she should contact the Graduate Academic Advisor for assistance.

# 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, please download the **Transcript Request Form** and either fax the completed form to (616) 538-0599 or mail to Grace Christian University, 1011 Aldon St. SW, Grand Rapids, MI 49509. If the student has an outstanding balance or other hold on the account, the transcript will not be released until the hold has been resolved. Transcripts will be sent within three to five business days. Satisfactory financial status and a \$5 payment are required before 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 **Transcript Request Form** and checking the appropriate box.

If you have additional questions about requesting a transcript, please contact the Registrar's Office at (616) 261-8586 or email [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu).

## **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. Email correspondence shall be made 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**

<b>Component</b>	<b>Minimum Specifications</b>	<b>Recommended Specifications</b>
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 (copy [onlineregistrar@gracechristian.edu](mailto:onlineregistrar@gracechristian.edu)). Particularly egregious images or other media may be removed immediately.
  2. A member of the Registrar's 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 permission 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.

# 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 must formally apply to the graduate program after earning the bachelor degree.

\* Students may elect to enroll in one to four 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

# Academic Schools

## THE SCHOOL OF BIBLICAL STUDIES

The School of Biblical Studies exists to equip every Grace student with a thorough understanding of the Bible and a deeply held Christian worldview. Courses in Bible, Theology, Ministry, Philosophy, and Ethics are essential to the education students receive at Grace. The goal of the School of Biblical Studies is to provide for students' needs as they fulfill their commitment to God, the church, and society.

Disciplines in the School of Biblical Studies include Leadership and Ministry, Old Testament, New Testament, Systematic Theology, Church History, Philosophy, and Ethics. In the Graduate Online program, the Master of Arts in Ministry with courses in Bible, Theology, Ministry, and Leadership is offered, including a capstone or, in some instances, a ministry thesis or thesis project students can tailor to their own ministry calling and interests. See the [Master of Arts in Ministry](#) page for the list of program requirements.

## THE SCHOOL OF BUSINESS

The School of Business provides students with a foundation of business knowledge and the framework for a lifetime of continued learning. The School seeks to instill a Bible-centered focus with the concept of business as a mission and cultural intelligence into all programs both Online and On Campus. Undergraduate degrees include an Associate of Arts in Business, a Bachelor of Science in Business with Concentrations in Global Communications, Information Technology and Business Analysis, Management and Marketing. On Campus Undergraduate students may also pursue additional degrees and concentrations through Grace's partnership with Davenport University. The Graduate Online program offers a [Master of Arts in Organizational Leadership](#).

### Mission

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 provides students with an interdisciplinary look at the field of business. Students learn to utilize a variety of field experiences with businesses, real-world case studies, role-playing, and projects for developing business opportunities and ventures in society. The program is committed to leveraging the use of current technology in every discipline.

# Master of Arts in Higher Education Leadership

The Master of Arts in Higher Education Leadership is designed to equip leaders with the knowledge and skills necessary for effective, ethical and innovative leadership in colleges and universities. Students will study cultural intelligence, leadership theory, and trends in higher education from a biblical worldview while gaining practical knowledge and professional expertise in learning theory, teaching strategies, curriculum design and assessment methods. Graduates from this program will be prepared to serve Christ in leadership roles in a variety of higher education departments including academics, student affairs, enrollment and operations.

## **DEGREE OUTCOMES**

**Students who graduate with the Master of Arts in Higher Education Leadership at Grace should:**

1. Demonstrate biblically cultural intelligent leadership.
2. Evaluate historical and current trends in higher education.
3. Apply learning theory and teaching strategies to curriculum design and assessment.

## PROGRAM REQUIREMENTS

### Master of Arts in Higher Education Leadership - 33 credits, at least 27 credits in residence

Course	Course Name	Credit Hours
GEN 501L	Graduate Writing and Research	3
LEA 505	Organizational Ethics	3
BUS 515	Financial Stewardship	3
LEA 540	Organizational Behavior	3
LEA 545	Leading with Cultural Intelligence	3
EDL 565	Learning Theory and Teaching Strategies	3
EDL 570	Leadership in Educational Technology	3
EDL 575	Curriculum Development and Assessment	3
EDL 580	Contemporary Issues and Innovation in Higher Education	3
EDL 585	Student Support Services and Retention Strategies	3
CAP 595 or CAP 596 or CAP 597	Graduate Capstone Graduate Capstone Experience Graduate Capstone Thesis	3

# Master of Arts in Ministry

The Master of Arts in Ministry (MAMin) at Grace Christian University is a fully online, 36-credit graduate degree designed to refresh the student's biblical and theological outlook and hone the practical skills needed for ministry in 21st-century church and culture. It is designed to provide an excellent context in which students can pursue advanced study in order to further their calling and enhance their effectiveness in their God-given vocations.

## DEGREE OUTCOMES

The Degree Outcomes for the MA in Ministry answer the question, "What will students be able to do upon completion of the degree?" Students who graduate with the Master of Arts in Ministry at Grace should be characterized by:

- 1. Biblical Engagement** – Graduates will be able to evaluate, apply, and communicate effectively biblical and theological principles.
- 2. Cultural Engagement** – Graduates will be able to construct practical, biblically-based responses to contemporary trends in theology, church, and culture.
- 3. Ministry Engagement** – Graduates will be able to compassionately employ practices of ministry leadership that will promote the spiritual and emotional well-being of others.

**PROGRAM REQUIREMENTS****Master of Arts in Ministry - 36 credits, at least 27 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
GEN 501	Graduate Writing and Research	3
BIB 525	Galatians and Romans	3
BIB 540	Isaiah	3
THE 540	Contemporary Theology Perspectives	3
THE 560	Studies in Dispensational Theology	3
MIN 530	Transformational Leadership	3
MIN 515	Communicating for Transformation	3
MIN 520	Dynamics of Counseling	3
MIN 540	Ministry and Culture	3
MIN 545	Leading with Cultural Intelligence	3
MIN 550	Practical Application of Pauline Theology	3
CAP 595 or CAP 596 or CAP 597	Graduate Capstone Graduate Capstone Experience Graduate Capstone Thesis	3



# Master of Arts in Organizational Leadership

The Master of Arts in Organizational Leadership (MAOL) at Grace Christian University is a fully online, 30-credit graduate degree designed to expand the student's ability to serve and be effective in any organization, whether for-profit or nonprofit. The MAOL degree will help the student with career advancement, improving skills as a Christian leader, and learning to see his or her work and leadership through the lens of a biblical worldview while seeking to impact others and fulfilling one's personal calling.

## DEGREE OUTCOMES

### **Students who graduate with the Master of Arts in Organizational Leadership at Grace:**

1. Demonstrate biblically cultural intelligent leadership.
2. Demonstrate theory-based Christian leadership practice characterized by building personal leadership competency and organizational capacity.
3. Develop an innovative strategic plan focused on solving an identified organizational need.

## PROGRAM REQUIREMENTS

### Master of Arts in Organizational Leadership – 30 credits, at least 24 credits in residence

Course	Course Name	Credit Hours
GEN 501	Graduate Writing and Research	3
LEA 530	Foundations of Organizational Leadership	3
LEA 540	Organizational Behavior	3
LEA 505	Organizational Ethics	3
LEA 560	Leading Diverse Teams	3
LEA 545	Leading with Cultural Intelligence	3
BUS 515	Financial Stewardship	3
LEA 510	Coaching and Communication Strategies	3
LEA 550	Leveraging Innovation	3
CAP 595 or CAP 596 or CAP 597	Graduate Capstone Graduate Capstone Experience Graduate Capstone Thesis	3

# Master of Business Administration

The Master of Business Administration is designed to equip leaders with the knowledge and skills necessary for effective, ethical and innovative leadership in Organizations from any industry. Students will study cultural intelligence, leadership theory, and trends in business from a biblical worldview while gaining practical knowledge and professional expertise in leadership theory, marketplace evangelism strategies, financial stewardship and Strategic Direction. Graduates from this program will be prepared to serve Christ in leadership roles in a variety of business operations.

## **DEGREE OUTCOMES**

**Students who graduate with the Master of Business Administration at Grace should:**

1. Create unique, culturally intelligent, strategies to use business as a tool for sharing the gospel with stakeholders.
2. Demonstrate the ability to formulate a comprehensive, strategic plan for organizational change grounded in creativity, innovation, and critical thinking.
3. Construct multi-faceted, holistic, employee development initiatives using various leadership theories to motivate and develop the capacity and talent of employees within an organization.

**PROGRAM REQUIREMENTS****Master of Business Administration - 36 credits, at least 27 credits in residence**

<b>Course</b>	<b>Course Name</b>	<b>Credit Hours</b>
GEN 501L	Graduate Writing and Research	3
LEA 505	Organizational Ethics	3
BUS 515	Financial Stewardship	3
BUS 525	Global and Economic Theory	3
LEA 530	Foundations of Organizational Leadership	3
BUS 535	Social Entrepreneurship	3
LEA 540	Organizational Behavior	3
LEA 545	Leading with Cultural Intelligence	3
BUS 555	Financial Analysis for Managers	3
BUS 575	Business as a Calling	3
BUS 585	Marketing Management	3
CAP 595 or CAP 596 or CAP 597	Graduate Capstone Graduate Capstone Experience Graduate Capstone Thesis	3

# Course Descriptions

## **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.

## **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.

## **BUS 515 – Financial Stewardship**

### **Credit Hours: 3**

This course 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.

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

### **Credit Hours: 3**

This course 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.

## **BUS 535 - Social Entrepreneurship**

### **Credit Hours: 3**

This course 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.

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

### **Credit Hours: 3**

This course provides 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.

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

### **Credit Hours: 3**

This course 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.

## **BUS 585 - Marketing Management**

### **Credit Hours: 3**

This course provides students with 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.

## **Capstone**

The Graduate programs are intended to be practical professional degrees, developing, enhancing, and refining the skills of those who desire, or are currently serving in, some leadership capacity. All graduate programs at Grace Christian University culminate with a capstone experience. CAP 595, Graduate Capstone is the default course for all new students, but in conversation with the academic advisor, Graduate students may choose from the following Capstone options, depending on their specific interests:

- **CAP 595, Graduate Capstone**
- **CAP 596, Graduate Capstone Experience**
- **CAP 597, Graduate Capstone Thesis**

### **CAP 595 – Graduate Capstone**

#### **Credit Hours: 3**

The Graduate Capstone is a six-week course with assignments that include discussions and reflections on the scope of the student's discipline, reviews of recent literature on leadership, and the creation of a final essay of 20 pages in which students write about guiding principles such as life purpose, core values, goals, and vision, as well as identifying key principles of leadership gleaned throughout their courses of study they plan to apply in the future. Prerequisite: Completion of all degree requirements with a minimum cumulative GPA of 3.00.

### **CAP 596 Graduate Capstone Experience**

#### **Credit Hours: 3**

The Graduate Capstone Experience is a six-week course that is built on the foundation of a hands-on experience in the student's chosen discipline. The experience will reflect the scope of the degree studies, reviews of recent literature on the topic, and will demonstrate an area of the student's specific passion in the discipline. The experience will be described in a final essay of 20 pages in which the student describes the experience in detail and how the understanding gained through the experience will be applied in future work and ministry. Prerequisite: Completion of all degree requirements with a minimum cumulative GPA of 3.00 and approval of the Associate Dean of Graduate Studies.

**CAP 597 - Graduate Capstone Thesis****Credit Hours: 3**

The Capstone Thesis is a 12-week course that highlights the student's independent scholarship in investigating and developing a chosen topic, integrating a biblical worldview and theoretical base with a comprehensive literature review. Students will work directly with a faculty thesis advisor to produce a 40 - 80 page scholarly work. Prerequisite: Completion of all degree requirements with a minimum cumulative GPA of 3.00 and approval of the Associate Dean of Graduate Studies.

**EDL 565 - Learning Theory and Teaching Strategies****Credit Hours: 3**

This course will examine 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.

**EDL 570 - Leadership in Educational Technology****Credit Hours: 3**

This course will examine 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.

**EDL 575 - Curriculum Development and Assessment****Credit Hours: 3**

This course will explore 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.



## **EDL 580 - Contemporary Issues and Innovation in Higher Education**

### **Credit Hours: 3**

This course will examine 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.

## **EDL 585 - Student Support Services and Retention Strategies**

### **Credit Hours: 3**

This course will examine 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.

## **GEN 501L - Graduate Writing and Research**

### **Credit Hours: 3**

This course is 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. The successful completion of GEN 501 is considered a prerequisite for all other graduate courses.

## **GEN 501M - Graduate Writing and Research**

### **Credit Hours: 3**

This course is 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. The successful completion of GEN 501M is considered a prerequisite for all other graduate courses.

## **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.

## **LEA 510 - Coaching and Communication Strategies**

### **Credit Hours: 3**

This course teaches 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.

## **LEA 530 - Foundations of Organizational Leadership**

### **Credit Hours: 3**

The purpose of this course is to examine 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.

## **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.

## **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.

## **LEA 550 - Leveraging Innovation**

### **Credit Hours: 3**

This course 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.

## **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.

## **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.

## **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.

## **MIN 530 – Transformational Leadership**

### **Credit Hours: 3**

This course introduces students to 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.

## **MIN 540 – Ministry and Culture**

### **Credit Hours: 3**

This course provides students with 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.

## **MIN 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.

## **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.

## **THE 540 - Contemporary Theology Perspectives**

### **Credit Hours: 3**

This course is designed to equip 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.

## **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.