GRACE CHRISTIAN UNIVERSITY

2026-2027

Graduate Online Academic Catalog

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GRACECHRISTIAN.EDU

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

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

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 readmission to the institution, a student will be expected to satisfy the degree requirements in effect at the time of readmission.

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Acknowledgment of Receipt

All students are provided with notification of and access to the current academic catalog. Enrollment in any Grace Christian University course indicates the student's acknowledgment of the policies and procedures outlined in the respective division's academic catalog. The student acknowledges that he/she has read and understood the Grace Christian University Academic Catalog pertaining to his/her academic division, which is located on the University website (**gracechristian.edu**). 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

These days, there is significant confusion and an increasing reliance on humanistic solutions to address the challenges of our day. We are bombarded with false and misleading narratives, yet the enduring Truth of God's Word continues to provide a solid foundation for all aspects of life. The submission of our opinions and behaviors to the authority of the Scriptures is a counter-cultural idea, but it is precisely this commitment that sets Grace Christian University apart from other religious schools.

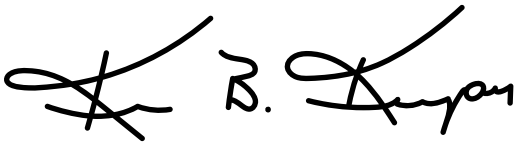
At Grace Christian University....

- The **Word of God** is celebrated, highly valued, and taught with careful scholarship
- **Objective Truth** is upheld for personal and corporate belief, and it sets the standard for the behavior of all students and employees
- Every person is regarded as a precious **image bearer of God**, regardless of age, gender, ethnicity, or background
- All people are understood as flawed from birth and in need of Christ's redemptive death on the cross to enable **godly living**
- Personal relationships flourish within a **redemptive learning community**
- **Serving others**, both inside and outside the family of God, is the norm and is done with joy and purpose.

Our mission is: **"Graduating Courageous Ambassadors for Christ Who Make an Eternal Impact Wherever They Go."**

Ambassadors for Christ will always be noticed and become difference-makers in our world. Imagine the impact of these principles in contrast to the chaos and pluralism of today. We invite you to courageously learn, grow, and serve in this way for a world that is watching and in need of people who give glory to God and transform lives. The academics at Grace Christian University are designed to be challenging and push you to excel, with credentialed and competent professors serving as loving guides to help you succeed.

For His Glory,



Dr. Ken B. Kemper, President

Accreditation

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

Higher Learning Commission
hlcommission.org
800-621-7440

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

Association for Biblical Higher Education
Commission on Accreditation
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
Ph: (407) 207-0808
Fax: (407) 207-0840
abhe.org

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

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

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

Location

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

History

Beginnings

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

Leadership

Humanly speaking, Grace Christian University would not have come into existence without the visionary leadership of its first president, Reverend Charles F. Baker. The Institution was founded under his leadership, grew to a College and navigated the challenges of moving the campus from Milwaukee to Grand Rapids, MI. The Institution continued to grow as Dr. Jack T. Dean became president in 1967. Facilities and degree programs were expanded and the Institution was granted accreditation with the Association of Biblical Higher Education. 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 to the present, 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. Grace achieved accreditation with the Association for Biblical Higher Education in 1967. Additional 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. Additional graduate degrees soon followed.

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 or are actively pursuing terminal degrees. As of 2024, Grace employs 14 full-time faculty, six of whom hold doctorates or other terminal degrees.

Facilities

Four buildings original to the 1961 campus continue to serve the University today. Additional buildings to the campus include: Bultema Library and Learning Center (1971, expanded in 2004), Enslow and Klein Apartments, Baker Chapel (1980), the Aldrich Athletic Center (1977), the Jack T. Dean Academic Center (2006), the Student Commons (2010) as well as the Dining Room and Kitchen renovation and expansion (2019). The most recent addition to the campus is the Grace Townhomes. This three story building with 29 apartments opened in Fall 2022, providing safe and comfortable housing for students.

Co-Curricular

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

History in a Name

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

Mission

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

Graduating Courageous Ambassadors for Christ Who Make an Eternal Impact Wherever They Go

Vision 2030

A Biblically Faithful and Fiscally Resilient University in which Every Student is Transformed by Learning Experiences and Relationships, Resulting in 230 Graduates Who Serve Christ Globally

Core Values

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

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

Statement of Faith

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

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

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

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

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

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

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

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

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

Named for the late Pastor Harry Bultema of Muskegon, MI, the library was expanded and renovated in 2003. The Library houses over 40,000 print items, and provides remote access to an extensive digital collection of eBooks, journal articles, and media. There is also a technologically equipped classroom/ multipurpose room, as well as comfortable study areas for individuals and groups. In 2026, the building was renamed and rededicated the Bultema Library and Learning Center to reflect the expansion of its services to students.

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 University. The building contains the Student Commons, Kahawa Café, and dining hall. The dining hall and kitchen underwent major renovations in 2019, including the addition of the President's Dining Room. The Student Commons is a hub for the campus and serves as a comfortable gathering place for students to meet, study, and socialize.

Jack T. Dean Academic Center

This academic hub was named after the University's second president. It includes classrooms, information technology, faculty and administrative offices, student lounge, computer lab, and recording studio.

Baker Chapel

Charles F. Baker was the founder and first president of the University. The chapel, named in his honor, was constructed in 1980 to accommodate chapel services, music recitals and concerts, as well as dramatic productions. In 2019, the chapel was upgraded with new technology equipment to live stream and 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 upper level houses the fitness center and the Student Affairs offices.

Grace Townhomes

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

Aletheia Hall and Preston Hall

Separate residence halls for women and men students are designed to build community within the student body. Both residences have laundry facilities. Student lounges are adjacent to each hall.

Campus Houses

Four houses adjacent to University property are available for married student and staff housing.

Enslow and Klein Memorial Apartments

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

Graduate Online Programs

It is Grace Christian University's goal for students to graduate with a greater knowledge of both Jesus Christ and their chosen career path. The mission of Grace Christian University is to Graduate courageous ambassadors for Christ who make an eternal difference wherever they go.

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 desire to complete 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 Higher Education Leadership
- Master of Arts in Ministry
- Master of Arts in Organizational Leadership
- Master of Business Administration

CORE VALUES

1. **Academic Rigor.** The program will teach and develop graduate-level research, writing, critical thinking, and communication skills. The first-course in the program, GEN 501, Graduate Writing and Research, 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, and depending on their personal and professional goals, students will be given the opportunity to make choices that impact their education. For example, students may choose what topics they will learn, how they will demonstrate their learning, and the application to their specific ministry or organizational context.

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, 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 the historic Grace theological position, which values transformative relationships and service to church and society.

ONLINE COURSES

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 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 allows 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 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 effectiveness in their current roles and proactively prepare for future career and ministry opportunities
- Study 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 the pursuit of doctoral studies
- Participate in small classes, often with the same students, developing teamwork skills and mutual support
- Receive individualized instruction and specific attention
- Achieve the satisfaction by of 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.

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 courageous ambassadors for Christ who are ready to serve in their chosen career fields.

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 relationships includes awareness of and commitment to cultural intelligence, diversity, and support of underrepresented and under-served communities of students.

A Philosophy of Biblical Integration

Biblical integration is the intentional, holistic blending of biblical truths—rooted in Scripture's narrative of creation, fall, and redemption—with insights from the natural and social sciences, where Scripture serves as the **authoritative lens** for evaluating and critiquing knowledge and culture. Affirming that "all truth is God's truth," this approach gives a **privileged place to the Bible** as God's normative authority while guiding a dynamic dialogue with human reason and experience in the learning process. Beyond merely rational understanding, it seeks to develop biblical imagination in students by involving their emotions, senses, and creativity so that Scripture informs how they think, act, and respond to the world as courageous ambassadors for Christ. Students are encouraged to develop a framework for personal and professional decision making that correlates with the truth of God's Word.

Grace strives for biblical integration in all of its curriculum. Every syllabus contains a "biblical integration statement" detailing how the Bible figures in that course's learning outcomes, readings, assignments, and classroom teaching.

Institutional Learning Outcomes

Grace Christian University's mission is *"Graduating Courageous Ambassadors for Christ Who Make an Eternal Impact Wherever They Go."* To prepare students to make that impact, each course has learning outcomes that align with program outcomes to achieve the Institutional Learning Outcomes.

LEARN

Cultivate Bible-centered wisdom in every area of academic learning and professional skill.

GROW

Reflect the love of God and Christian character through transformational relationships.

SERVE

Engage in Christ-centered service in church, career, and community.

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**

Grievance Procedure

ACADEMIC POLICY GRIEVANCE

If a dispute involving an academic issue occurs, the student is encouraged to try to resolve the differences through a private conference. Should such efforts fail, the student may initiate an academic appeal for issues relating to academic policies, grading, graduation requirements or academic suspension by submitting an **Academic Appeal form**. (See the Academic Appeal section of this catalog for more information.) Should a further appeal be desired, the student may submit an appeal to the Faculty Senate.

In cases where the decision of the Faculty Senate is not satisfactory, the student may submit an Academic Grievance Form. Once this form is completed, a meeting with the Academic Grievance Committee will be called. The Academic Grievance Committee is composed of the Provost, the Associate Provost and a full faculty member from the Division offering the student's major program. If desired, the student may request the participation of a specific faculty advocate.

STUDENT LIFE POLICY GRIEVANCE

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 Student Life 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**
- Commission on Accreditation, Association for Biblical Higher Education: **abhe.org**
- Michigan Department of Labor and Economic Activity: **michigan.gov/leo/bureaus-agencies/wd/pss**

Academic Calendar

2026-27 ONLINE AND GRADUATE ONLINE ACADEMIC CALENDAR

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

FALL 2026

June 30	OL Session L1 begins
	GRAD Session GR1 begins
August 4	OL Session L2 begins
August 11	GRAD Session GR2 begins
September 7	**ALL CAMPUS OFFICES CLOSED FOR LABOR DAY - No Classes Scheduled**
September 8	OL Session L3 begins
September 24-26	**Homecoming Weekend**
September 29	GRAD Session GR3 begins
October 13	OL Session L4 begins
November 10	GRAD Session GR4 begins
November 17	OL Session L5 begins
November 26-27	**ALL CAMPUS OFFICES CLOSED FOR THANKSGIVING BREAK**
Dec. 24 – Jan. 1	**ALL CAMPUS OFFICES CLOSED FOR CHRISTMAS BREAK**

SPRING 2027

January 5	OL Session L1 begins
	GRAD Session GR1 begins
January 18	**ALL CAMPUS OFFICES CLOSED FOR MLK DAY - No Classes Scheduled**
February 9	OL Session L2 begins
February 16	GRAD Session GR2 begins
March 16	OL Session L3 begins
March 26	**ALL CAMPUS OFFICES CLOSED - GOOD FRIDAY - No Classes Scheduled**
April 6	GRAD Session GR3 begins
April 20	OL Session L4 begins
May 1	**2027 Annual Commencement, 10:30am**
May 14	**2027 Annual Virtual Commencement**
May 18	GRAD Session GR4 begins
May 25	OL Session L5 begins

SUMMER 2027

May 31	**ALL CAMPUS OFFICES CLOSED FOR MEMORIAL DAY**
July 5	**ALL CAMPUS OFFICES CLOSED FOR INDEPENDENCE DAY**

Board of Directors & Advisory Board

Jill Anderson
Wyoming, MI
Librarian,
Kent District Library

Pastor Caleb Befus
Jenison, MI
Pastor,
Grace Bible Fellowship

Dr. Daniel Gowdy
Grand Rapids, MI
CEO,
Wedgewood Christian Services

Matthew Hall, J.D.
Kentwood, MI
Asst. Public Defender,
Ottawa County

Dr. Kizombo Kalumbula
Grand Rapids, MI
Pastor,
Tabernacle Community Church

Dr. Mulonge Kalumbula
Grand Rapids, MI
Principal,
Grand Rapids Public Schools

Keith Kemper, J.D.
Edmonds, WA
Partner,
Ellis, Li & McKinstry, PLLC

Dr. Ken Bruce Kemper
Hudsonville, MI
President,
Grace Christian University

Russell Kopp – Board Chair
Jenison, MI
Vice President of Operations,
Wesco

Bill Krombeen – Advisory
Byron Center, MI
Retired, Dickinson Press

Alex Lebron
Brighton, MI
Investment Advisor,
Bridge Wealth Management

Kymberly McFadden
Glendale, AZ
Adjunct Professor,
Grace Christian University

James Moore – Vice Chair
Hudsonville, MI
Realtor, Independence Realty
Senior Advisor, Moja Market

Scott Myers – Advisory
Enumclaw, WA
Pastor,
Northwest Bible Church

Rebekah Shyne – Secretary
Muskegon, MI
Teacher,
Muskegon Public Schools

Pastor Cameron Townley
Jenison, MI
Pastor,
Rush Creek Bible Church

Dr. Sam Vinton – Advisory
Caledonia, MI
Retired,
Grace Christian University

Dr. Bryan Walker
Hopkins, MI
President,
Grace Gospel Fellowship

Shocka Williams
Wyoming, MI
Senior Application Developer,
National Heritage Academies

Randy Zandbergen – Treasurer
Wyoming, MI
CFO, Pioneer Construction

Michael Zuverink
Scotts, MI
Financial Planner,
Zuverink and Associates

Leaders

Kenneth Kemper, M.Div., Ph.D.
President

Brian Sherstad, M.S.
Executive Vice President

ACADEMICS

Matthew Loverin, M.T.S., Ph.D.
Provost and Chief Academic Officer

Scott Shaw, M.A., M.T.S., M.A., M.S.W., Ed.S., D.Min., Ph.D., Ed.D.
Associate Provost, Chair of Psychology Program

Victoria Cumings, M.C.M.
University Registrar

Erinn Huebner, M.L.I.S.
Dean of Library Services

Matthew Sykes, M.A.
Director of Academic Operations

BUSINESS AND FINANCE

Jeff Van Dyke
Vice President of Finance and Business Services

ENROLLMENT

Alicia McCullar M.Ed., Ph.D.
Vice President for Online Strategy and Enrollment

STUDENT AFFAIRS

Kyle Bohl, M.A.
Vice President of the Student Experience

Faculty

FACULTY, ADJUNCT FACULTY, INSTRUCTORS

This list includes all faculty who are approved to teach Grace Christian University courses on any of its three campuses (Undergraduate On-Campus, Undergraduate Online, or Graduate Online). Faculty are approved to teach in specific discipline(s) and degree level(s) based on their academic credentials and experience.

GEORGE ACKERMAN
Online Adjunct Faculty
M.S. Nova Southeastern University
M.B.A. Nova Southeastern University
J.D. Nova Southeastern University
Ph.D. Capella University

KEN ADAIR
Online Adjunct Faculty
M.S University of Oregon

THOMAS ALDRICH
Online Adjunct Faculty
M.Ed. Grand Valley State University

MARK AMERMAN
Online Adjunct Faculty
M.S. Capella University
Ph.D. Capella University

SIXTA MARIA POPO AMU
Online Adjunct Faculty
M.S. La Sabana University
M.A. University of Alcala

DANA ARLEDGE
Online Adjunct Faculty
M.A. Liberty University
M.T.S. Grand Rapids Theological Seminary

DEBRA BALDWIN
Online Adjunct Faculty
M.A. Webster University
Ed.D. Barry University

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

EUNICE BENAVIDEZ
Online Adjunct Faculty
M.S.W. Grand Valley State University

THOMAS BIGNALL
Online Adjunct Faculty, Senior Enrollment Specialist
M.S. University of Tennessee at Chattanooga
M.Ed. Grand Valley State University
Ed.D. Liberty University

KYLE BOHL
On-Campus Adjunct Faculty, Vice President of the Student Experience
M.A. Cornerstone University

AMELIA BOSTON
Online Adjunct Faculty
M.Ed. Spring Arbor University

JOHN BROWN
Online Adjunct Faculty
M.A. Northern Arizona University
Ph.D. Leiden University

SCOTT CHEATHAM
Online Adjunct Faculty
M.R.E. Liberty University

KURT CLASSEN
On-Campus Adjunct Faculty, Dual Enrollment Coordinator,
Chair of Sports Communication and Management Program
M.A. Walden University

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

ETHAN COLE
Online Adjunct Faculty
M.A. Grand Rapids Theological Seminary
D.Min. Southern Baptist Theological Seminary

MARTIN COVEY
Online Adjunct Faculty
M.A. Michigan State University
Ph.D. Michigan State University

AILENE CRUM
Online Adjunct Faculty
M.Ed. Maranatha Baptist University
M.A. Wayland Baptist University

VICTORIA CUMINGS
Adjunct Faculty, University Registrar
M.C.M., Western Seminary

MATTHEW DEYOUNG
Faculty, Professor and Chair of Graduate Business Program
M.B.A. Cornerstone University
Ph.D. Capella University

STEVEN DOBO
Online Adjunct Faculty
M.A. Malone University

CARRIE DOTSON-BERMUDEZ
Online Adjunct Faculty
M.A. Grand Canyon University

BETHANIE DUCHEMIN
Adjunct Faculty
M.A. Western Michigan University

DEAN DYKSTRA
Faculty, Assistant Professor of History and Education, Chair of General Education Program
M.Ed. Grand Valley State University

JIMMIE FLORES
Online Adjunct Faculty
M.A. Fielding Graduate University
M.S. Regis University
M.S. DeVry University
M.B.A. The University of St. Thomas
M.Ed. Regis University
D.M. University of Phoenix
Ph.D. Fielding Graduate University

GARY FORTNEY
Online Adjunct Faculty
M.A. Wheaton College

ERIC FREEMAN
Online Adjunct Faculty
M.B.A. The University of Portland

PAUL FURFARO
Online Adjunct Faculty
M.A. California State University, Long Beach

JAMES GAMBLE
On-Campus Adjunct Faculty, Dean of Students
M.A. Grace College and Seminary

DAVID GREYDANUS
Adjunct Faculty
J.D. The University of Toledo

ERIC GRIMM
Online Adjunct Faculty
M.S. Michigan State University

NATHAN GRUBE
Adjunct Faculty
M.S.S. United States Sports Academy

CHASTITY HARPER
Online Adjunct Faculty
M.S. North Carolina Central University

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

KEITH HAWES
Online Adjunct Faculty
M.A. Colorado State University
Ph.D. Liberty University

CASSIDY HAWF
Online Adjunct Faculty
M.S. Capella University
M.S. Kaplan University

KIUAN HEARNS
Online Adjunct Faculty
M.A. Western Michigan University

JEREMY HERR
Online Adjunct Faculty
M.A. Liberty University

EBONI HILL-MATHIS
Online Adjunct Faculty
M.A. Siena Heights University
M.S. Central Michigan University
D.M. University of Maryland University College

JOHN HOOGEVEEN
Online Adjunct Faculty
M.A. Liberty University

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

ERINN HUEBNER
Adjunct Faculty, Dean of Library Services
M.L.I.S. Wayne State University

HEIDI JAECKLE
Special Appointment On-Campus Faculty
M.S. State University of New York, Albany
Ed.D. University of Arkansas

CORY JAMIESON
On-Campus Adjunct Faculty, Athletic Director
M.A. Western Michigan University

MATTHEW JEWETT
Adjunct Faculty
M.A. Aquinas College

MICHAEL KAGER, JR.
Online Adjunct Faculty
M.A. Malone University

KIZOMBO KALUMBULA, JR.
On-Campus Adjunct Faculty
M.A. Liberty University
Ph.D. Northcentral University

KENNETH KEMPER
Adjunct Faculty, President
M.Div. Grand Rapids Theological Seminary
Ph.D. Lancaster Bible College

AKAYA KITCHEN
Online Adjunct Faculty
M.A. University of Arkansas at Little Rock

SARAH KOOIENGA
Faculty, Assistant Professor of English, Chair of A.A. Program
M.A. Grand Valley State University

JOHN LINGELBACH
Online Adjunct Faculty
M.A. Liberty University
M.Div. Liberty University
M.S. Joint Military Intelligence College
Ph.D. Liberty University

JEREMIAH LOFTHUS
Online Adjunct Faculty
M.A. Liberty University

PHILLIP LONG
Faculty, Professor and Chair of Biblical Studies Program
M.A. Talbot Theological Seminary
M.A. Talbot Theological Seminary
Ph.D. Andrews University

MATTHEW LOVERIN
Provost and Chief Academic Officer
M.T.S. University of Notre Dame
Ph.D. University of Notre Dame

TESS MARTINUS
Online and Graduate Adjunct Faculty
M.A. Liberty University
Ph.D. Indiana University of Pennsylvania

KATIE MCCRAY
Online Adjunct Faculty
M.A. Liberty University

PATRICK MCGILLICUDDY
Faculty, Professor of Biblical Studies, Chair of Leadership and Ministry Program
M.A. Fuller Theological Seminary
Ph.D. Lancaster Bible College and Seminary

SARAH MCGILLICUDDY
Adjunct Faculty
M.A. Southern New Hampshire University

MICHAEL MCGORMAN
Online Adjunct Faculty
M.Div. Tennessee Temple University

FALLON MCMURRAY
Faculty, Assistant Professor and Chair of Undergraduate Business Program
M.B.A. Cornerstone University

YOLANDA MENDEZ
Online Adjunct Faculty
M.A. Grace Christian University

NAT MERCER
Online Adjunct Faculty, Assistant Director of Academic Operations
M.A. Grace Christian University
Ed.D. Bradley University

CONNIE MITCHELL
Online Adjunct Faculty
M.B.A. Liberty University
Ph.D. Tennessee Temple University

CHARLES MONROE
Online Adjunct Faculty
M.A. Spring Arbor University

MELISSA MORAN
Adjunct Faculty, Director of Student Success
M.A. Grace Christian University

KEVIN MULDER
Online Adjunct Faculty
M.Ed. Grand Valley State University

SCOTT MYERS
Online Adjunct Faculty
M.B.A. Corban University M.Div. Liberty University

OLIVIA NOLAND
Online Adjunct Faculty
M.A. Trinity International University

KAREN ORTIZ
Online Adjunct Faculty
M.Ed. Universidad del Turabo

MIGUEL ORTIZ
Adjunct Faculty
M.A. Liberty University

KARLOS PALACIOS
Online Adjunct Faculty
M.A. University of Central Florida

JOSHUA PATRICK
Online Adjunct Faculty
M.A. American Public University
Ph.D. Faulkner University

KIMBERLY PILIECI
Professor and Chair of Graduate Education and Leadership Programs
M.A. State University of New York
Ph.D. Western Michigan University

RICK PILIECI
On-Campus and Online Adjunct Faculty
M.A. Grace Christian University

EMILEE PRINS
Assistant Professor and Chair of Human Services Program
M.A. Grace Christian University
M.S.W. Grand Valley State University

ROBERT RENBERG, JR.
Online and Graduate Adjunct Faculty
M.A. Trinity Theological Seminary
Ph.D. Trinity Theological Seminary

DAWN RODGERS-DEFOUW
Online Adjunct Faculty
M.A. Liberty University

JACOB RODGERS
Faculty, Assistant Professor of Biblical Studies, Chair of Bible and Theology Core Program
M.A. Fuller Theological Seminary

MARGARITA RUIZ
Online Adjunct Faculty
M.S.W. Arizona State University

TIMOTHY RUMLEY
Faculty, Assistant Professor and Chair of Graduate Ministry Programs
M.A. Bob Jones University
M.Ed. Covenant College
Ph.D. Trinity International University

EMILY SALTARELLI
Adjunct Faculty
M.A. University of Michigan

JANICE SCHREGARDUS
Adjunct Faculty
M.A. Michigan State University
Ph.D. Walden University

TOM SCHWARTZ
Online Adjunct Faculty
M.A. Grace Christian University

BARRI SEIF
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M.B.A. Amberton University
Ph.D. Trinity Theological Seminary

SCOTT SHAW
Associate Provost, Faculty, Chair of Psychology Program
M.A. Cornerstone University
M.T.S. Grand Rapids Theological Seminary
M.A. Arizona State University
M.S.W. Grand Valley State University
Ed.S. University of Michigan
D.Min. Trinity Theological Seminary
Ph.D. Northcentral University
Ed.D. University of Michigan

JAMES SHEMARIA, JR.
On-Campus Adjunct Faculty
M.A. Grace Christian University

JAMES SHEMARIA, SR.
Online Adjunct Faculty
M.C.M. Seattle Pacific University

PAMELA SHERSTAD
Adjunct Faculty
M.A. Western Michigan University
Ph.D. Regent University

CYNTHIA SHYNE
Adjunct On-Campus Faculty
M.A. Grand Valley State University
Ed.D. Walden University

AMABEL SOTO
Online Adjunct Faculty
M.A. Caribbean University

JANICE SPANGENBURG
Online Adjunct Faculty
M.S. Troy State University

LISA SPANGLER
Adjunct Faculty
M.Mus. Capital University

ROBERT STAUFFER
Online and Graduate Adjunct Faculty
M.A. University of Maryland
D.B.A. University of Phoenix

DENVER STONECHECK
Adjunct Faculty
M.S. Life University

JOYCE STORMS
Online Adjunct Faculty
M.A. Grace Christian University

ANJI STRAAYER
Adjunct Faculty
M.A. Bowling Green State University

ELIZABETH STRAAYER
Adjunct Faculty
M.Ed. Grand Valley State University

JAMES STOKES
Adjunct Faculty
M.A. Grand Rapids Theological Seminary
Ed.D. Cornerstone University

PAUL SWEET
Graduate Adjunct Faculty
M.A. Moody Graduate School
Ph.D. Columbia International University

MATTHEW SYKES
Online Adjunct Faculty, Director of Academic Operations
M.A. University of North Carolina at Charlotte

MARIELY VALENTIN-LLOPIS
Online Adjunct Faculty
M.S. Florida International University
Ph.D. Regent University

NICHOLAS VAN LOO
Adjunct Faculty
M.B.S. Grand Valley State University

KEVIN VAN WYNSBERG
Online Adjunct Faculty
M.A. Liberty University

JULIO VARELA
Adjunct Online Faculty
M.A. Calvary Bible
Ph.D. Piedmont International

KYLE VEGH
Faculty, Assistant Professor of Biblical Studies, Chair of Christian Studies Program
M.A. Grand Rapids Theological Seminary

CHARLES VERGARA
Online Adjunct Faculty
M.A. Grace Christian University

MARK WASHBURN
Adjunct Faculty
M.B.A. Cornerstone University

SHALIE WILLIAMS
Online Adjunct Faculty
M.A. Liberty University

COLTON WOLFE
Adjunct Faculty, Assistant Athletic Director
M.S. Cairn University

Admission Requirements

GRADUATE ONLINE ADMISSION REQUIREMENTS

- **Completed Admissions Application**
- **College/University Transcript(s):** A college transcript showing an awarded bachelor degree. Students who are still in process in their bachelor program at the time of application should provide a college transcript and a letter verifying pending eligibility to graduate from the institution's registrar. An official transcript from the undergraduate institution where the bachelor degree was earned must be submitted by the end of the first course. 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

The following guidelines apply when determining acceptance:

- An earned bachelor degree from a regionally or nationally accredited institution (as recognized by CHEA) is required. A bachelor degree from an unaccredited Christian institution will be reviewed by the Dean or Provost for acceptance on a case-by-case basis.
- Official transcripts from the degree-issuing institution and/or previous graduate studies must be submitted. Additional transcripts may be requested if the decision cannot be made from the degree issuing institution alone.

Full Acceptance in Good Standing

- A student whose official transcripts reflect a cumulative GPA of 2.5 or higher at the undergraduate level earned at an accredited college or university will receive full acceptance into the graduate program.
- A student whose official transcripts reflect at least 12 credits completed in a graduate program with a minimum cumulative GPA of 3.0 will be admitted in good standing to the graduate program. Students who have earned fewer than 12 graduate credits, will be admitted based on their cumulative undergraduate GPA. Graduate credits are reviewed for transferability to the student's Grace program on a course by course basis.

Conditional Acceptance

- A student whose official transcripts reflect a cumulative GPA of 2.00-2.49 at the undergraduate level may receive conditional acceptance into the graduate program, and will be required to complete an academic success plan with the Coach prior to admission.

- A student whose official transcripts reflect the completion of a bachelor degree from an unaccredited college may receive conditional acceptance into the graduate program (see guidelines below).
- A transfer student who has earned a cumulative GPA of 2.00-2.99 GPA at the graduate level may receive conditional acceptance into the graduate program. Conditionally accepted students will be required to complete an academic success plan with the Coach prior to admission.

Students who are conditionally accepted must achieve a cumulative GPA of 3.00 in the first semester of graduate study at Grace Christian University, after which the normal policy for Satisfactory Academic Progress will apply. If the student does not receive a cumulative GPA of 3.00 in the first semester of graduate work, he or she may be academically suspended. After a period of one semester (approximately six months), the suspended student may apply for readmission to the program.

Provisional Acceptance

- A student may be provisionally accepted upon receipt of unofficial transcripts demonstrating the student's eligibility for full or conditional acceptance, or transcripts showing work in progress at the time of submission.
- Official final transcripts must be submitted to the Records/Registration Office by the end of the first class. Students without official transcripts on file by the end of the first course may be withdrawn from the Graduate program.

Non-Degree Seeking (NDS) Acceptance

A student who wishes to take graduate courses without pursuing a Grace master degree may request to do so. The applicant must complete an Application for Admission and submit an official transcript of all college work completed to date, demonstrating the ability to benefit from graduate-level study. The student is responsible for communicating his/her non-degree seeking desires to the Enrollment Specialist/OSS Coach a minimum of three weeks prior to the first date of the session in order to ensure readiness to start the course. NDS students are not eligible for state or federal financial aid (including loans), and must arrange a payment plan with the Business Office prior to enrollment. NDS students must complete courses with a grade of B- or higher to be eligible to continue taking graduate courses.

Should the NDS student wish to apply as a degree-seeking student at a future date, all graduate courses completed with a grade of B- or higher will be considered for application to the student's selected degree.

Acceptance Denied

A student who does not meet conditional or acceptance in good standing requirements will be denied admission to Grace. Students may petition the Admissions Committee for reconsideration. The decision of the Committee is final.

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 required 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. Courses that meet the specific requirements of the Grace degree the student expects to earn will be selected.
- 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 graduate programs. Students enrolled in the M.A. in Ministry program may receive up to 9 credits. Students enrolled in the other graduate programs may receive up to 3 credits.

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

PRIOR LEARNING ASSESSMENT

Prior learning refers to a number of different sources including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. Grace Christian University does not award graduate credit based on Prior Learning Assessment.

Readmission

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

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

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

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

Students who desire to return to earn a second master degree in a different discipline at Grace will complete the Readmission Application. The student's transcript(s) of the first master degree program will be reviewed by the registrar to determine the courses needed to fulfill the second master degree requirements. See the Second Graduate Degree section for more information.

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

- Students must notify the Graduate Office as soon as possible when they need to stop attending classes due to service requirements.
- Students must notify the Graduate Enrollment Team 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. Grace's 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 ScreenPal 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 ScreenPal 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
   - DuoLingo English Test minimum score of 105
   - 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.

Online Orientation

The purpose of the Graduate Steps for Success online orientation is to allow the student to become familiar with the expectations of the Graduate Online program and Grace Christian University, to provide an opportunity for students to ask questions, and to allow the student to become familiar with the online environment, writing expectations, and resources.

Topics Covered:

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

All new graduate students are required to successfully complete the Graduate Steps to Success prior to their first course. Failure to complete all the exercises may delay the start of the student's course of study. 4+1 students and alumni of the Grace undergraduate Online program are required to complete an abbreviated form of the Graduate Steps to Success prior to their first course.

Transfer Credit

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.

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 Specialist upon acceptance by the Records/Registration Office.
- A pre-evaluation may be conducted by the Records/Registration Office prior to the completion of the application process as requested by an Enrollment Specialist.
- An evaluation is not considered official until official transcripts have been received and processed by the Records/Registration Office.
    - An official transcript is defined as one that has been received by Grace directly from a secure, authenticated party or the issuing institution. Grace does not accept any electronic documentation directly from the student as official. Transcripts that do not meet these requirements will be considered unofficial. Official electronic transcripts should be sent to **onlineregistrar@gracechristian.edu**. Hard-copy transcripts can be sent to the Records/Registration Office at Grace Christian University, 1011 Aldon St SW, Grand Rapids, MI 49509.
- The student may be required to provide a course description or course syllabus for transfer credit determination if the information is not available through the institution website.
- Transfer credits must be from a 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.
- Graduate students must complete 75% of the program requirements in residence at Grace.

Reassessment of Transfer Credits

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

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**), 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 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/financial-aid**.

FINANCIAL AID DEFINED

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

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

The Financial Aid Award Package may include the following:

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

GRANTS

Federal Pell Grants

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

Federal Supplemental Educational Opportunity Grant (SEOG)

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

MILITARY BENEFITS

Grace Christian University accepts educational benefits through the military. These benefits may include GI Bill® and Federal Tuition Assistance. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at **benefits.va.gov/gibill**. 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 Grace Academic Coach to proceed with any other applicable processes. For more information, visit **gracechristian.edu/military-assistance**.

LOANS

Federal Direct Loans

Federal Direct 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 Federal Direct Loans, but first time borrowers are also required to complete Loan Entrance Counseling and a Master Promissory Note at **studentaid.gov**. Due to changes to 2026-27 Federal Student Loans (One Big Beautiful Bill Act), if a student becomes enrolled less than full time, the school will be required to reduce the student's annual loan limits.

Federal Parent PLUS Loan

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

Private Loans

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

How to Apply for Financial Aid

All students who wish to apply for financial aid (grants, scholarships, or loans) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at **fafsa.gov**. For assistance with this application process, students may contact the Federal Student Aid Information Center at 1-800-433-3243. The FAFSA must have Grace Christian University's school code (002265) entered for the results to be received by the Grace Financial Aid Office. The FAFSA must be renewed prior to each academic year. Students with additional financial aid questions may contact the Grace Christian University Financial Aid Office at **financialaid@gracechristian.edu**, 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 to log into their Financial Aid Student Portal to accept, decline or reduce their awards. Students who accept a Direct Loan must also go to **studentaid.gov** to complete the required Loan Entrance Counseling and Loan Master Promissory Note.

STUDENT AID INDEX

The information on the FAFSA is used to calculate the student's Student Aid Index (SAI). The SAI is generated by the FAFSA to determine how much financial aid the student can receive. The SAI is calculated according to a formula established by the Department of Education. The family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) can all be considered in the formula. For more detailed information about how the Student Aid Index (SAI) is calculated, visit **studentaid.gov/complete-aid-process/how-calculated**.

Financial Aid Rights & Responsibilities

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

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

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

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

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

REQUIREMENTS TO RECEIVE FINANCIAL AID

- A student must be enrolled as a degree-seeking student.
- A student must not be in default on any federal loan or must have made satisfactory arrangements to repay any defaulted federal loan.
- A student must not have borrowed in excess of the federal loan limit at any institution and must not owe money on a federal student grant.

Selective service registration

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

High School diploma/GED

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

CAUSE FOR LOSS OF FINANCIAL AID ELIGIBILITY

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

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**) for information about maintaining eligibility for federal and state aid. The determination as to whether or not a student is meeting the SAP requirements is made at the end of each academic year based on three factors mandated by federal policy. 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 the spring 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-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 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, two options are available:

1. The student may attempt to regain financial aid eligibility 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. The student may attempt to regain financial aid eligibility 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 2026 – Spring 2027
500+	$520 per credit hour
Military Discount	$250 per credit hour

Other Graduate Online Fees:

- Application Fee: $0
- Resource Fee: $150 (required, per course)
- Official Transcript: $10 (per transcript, paid in advance)
- Non-Sufficient Funds Check Charge: $35
- Class-Specific Fees (as needed): 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.

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

MILITARY DISCOUNT POLICY

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

- "All military service members" means those currently serving in one of the military branches, Reserve, or National Guard
- "Veterans" refers to those defined as veterans by the VA.
  - DD214 required with the Character of Service field stating either "Honorable" or "General (under honorable conditions)" only; all other entries do not qualify.

  - Former members of the Guard and Reserve must meet the VA definition of "veteran" which is at least 6 months of active duty call up during their service or 20 years of service in the Guard or Reserve.
- "Military spouses and dependents 23 and under" is defined as current dependents or widows/orphans of service members or veterans as described above.

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

RESOURCE FEE

The Resource Fee covers access to Perlego, the Blackboard learning management system, access to the Microsoft 360 productivity suite, and the Grace Bultema Library and Learning Center. If a student qualifies for financial aid, just like tuition, the resource fee will be paid with whatever financial aid has been awarded.

Textbooks

Students may purchase books through any vendor. Library resources include access to Perlego, which provides many textbooks in a digital format.

Learning Management System

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

Microsoft Office

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

Online Resources

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

SCHOLARSHIPS, GRANTS, AND LOANS

Visit **gracechristian.edu/financial-aid** for information on the available scholarships, grants and loans for Grace Christian University Online students.

Tuition Payment Options, Payment Deadlines & Past Due Balances

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

Option 1: Payment in Full by Start of First Course

Tuition payment should be completed two days prior to the first class to avoid delays or being withdrawn from class. First-course payment must be made in full before the first week starts in online courses. Payment must be made by check (made out to Grace Christian University), or by paying online by logging into the Student Portal and paying via credit card (fees apply) or E-Check.

Option 2: Online Payment Plan

Student must have an established payment plan before the start of the semester. Students may establish a 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** and choose "Graduate 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.

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.

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

PAST DUE BALANCE

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

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

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

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

MILITARY FUNDING

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

Grace will not assess late fees due to delayed VA payments. We will not deny access to classes, libraries, or other institutional facilities. Nor will Grace require that a covered individual borrow additional funds. Grace 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 Federal Direct Loan
- Subsidized Federal Direct 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. Mail the entire credit balance to the student

Students' federal aid will arrive at the school according to the following table:

Campus	Requirements	Funds' Arrival	Disbursement Date
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 the 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 within 14 days 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 Records/ Registration Office (**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 (by approval)

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

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

Student Responsibility

The Application for Tuition and Fees Refund Form must be completed electronically within three months of the last day of the course being appealed.

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 for students with disabilities. Grace does not intend for academic standards to be altered, nor that the essential elements of programs or courses be 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**.

Academic accommodations will be granted based on 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. Additional documentation may be requested.

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 **studentsuccess@gracechristian.edu**.

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.

If 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 Director of Student Success. If a disagreement arises surrounding eligibility for services or the manner in which specific accommodation is being implemented, the student has the right to informal and formal grievance procedures.

Academic Information

Academic Calendar

Grace Christian University operates on a semester basis. The academic year is comprised of two semesters, which for Graduate Programs consist of up to four courses, also known as "sessions", each of which are six weeks long. Graduate students must carry nine credits per semester (three courses) to be considered fulltime. 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

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

Graduate students are advised by the Graduate OSS Coach. The Graduate Coach is available to offer counsel to students regarding academic policies and procedures, registering for courses each semester, checking progress toward obtaining their degree and matters relating to personal and spiritual growth.

While the Graduate Coach shares in the advising process, each student is responsible for meeting his/her educational goals and satisfying graduation requirements.

The Graduate Coach also serves as an advisor by maintaining ongoing communication with students through text, talk, email and advising appointments to provide the assistance needed to be successful. Assistance may include prayer, building rapport, encouragement, and help with overcoming challenges, all with the goal of creating an excellent experience for each student.

Department E-mail address: **oss@gracechristian.edu**
Department Phone Number: (616) 261-8545

ATTENDANCE AND PARTICIPATION

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

When a student drops or withdraws from a class, the last date of attendance (LDA) is to be reported as the Monday of the last week during which the student submitted academic work. Academic work is any graded discussion board post or assignment. If no graded 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 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 according to the Graduate Online Refund Guidelines.

In the event of a personal emergency, the student should contact their instructor and coach 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. Plagiarism, including the unsanctioned use of generative Artificial Intelligence (AI) or AI tools, impedes the student's learning. When a student identifies a credible source of information, then creates a good paraphrase and exercises the discipline to keep track of and cite where the paraphrase comes from, the student both learns the material cited and learns about the source. Good, appropriate use of sources promotes learning.

Plagiarism includes any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute a violation of the academic integrity policy. The use of generative AI tools such as Chat-GPT or AI-powered tools such as Grammarly in any way that violates a faculty member's stated policy constitutes a violation of Grace's Academic Integrity and Plagiarism policy. The use of technology assistance/ AI must be approved by the instructor prior to submission of the assignment, unless expressly allowed by the faculty member's policy. Utilizing AI includes, but is not limited to, the use of any type of device, software (online or device/network), automated effort to assist or direct the research, writing, and/or provision of answers to any type of course assignment, communication, and/or expectation, online and/or in person. A violation of this policy will result in the actions and consequences specified within this policy.

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

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

- Plagiarism (see definition below)
- Utilizing artificial intelligence (AI) in a way that has not been approved by the instructor
- Cheating on tests, quizzes, or any assignments
  - Including purchasing or obtaining and submitting pre-written assignments, homework, or examinations of any sort as your own work (or selling or providing such items to others)
  - Use of any paper generator tool
  - Copying another student's homework, written assignments, examination answers, electronic media, or other data or items
  - Submitting work created for another course without the instructor's approval (unless the student did not complete the other course successfully)

- Aiding and abetting dishonesty
- Falsification of records and official documents
- Misrepresenting oneself or one's circumstances to gain an unfair advantage

Students are responsible for understanding and following:

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

PLAGIARISM DEFINITION

It is expected that all work submitted by the student will be that student's own, original work. If a source is used in writing a paper, and neither cited in the text nor listed on the References page, this is **outright** plagiarism. Outright plagiarism can range in size from a few words to paragraphs. Attempting to use a paper or assignment written by another individual or online tool is an extreme example of outright plagiarism.

- Failure to *either* cite in the text or list on the References page is a **component** of plagiarism.
  - If a source is used in writing a paper and quoted verbatim, the source material must be in quotes, cited in the text, and listed on the References page.
  - If a source is used in writing a paper and paraphrased or summarized, the paraphrased or summarized source material must be cited in the text, and listed on the References page.
  - Whatever is cited in the paper, must be listed on the References page.
  - Whatever is listed on the References page, must be cited in the paper.
  - If a faculty member permits the use of AI tools, the student should cite the tool in the paper and in the reference page, in accordance with the course policy.
- Resubmitting an assignment that was submitted in a previous course that was not successfully completed is allowed; in that case, the student should inform the instructor to avoid assumption that the assignment is **self-plagiarism**. However, submitting an assignment for a different class than the one for which credit was originally granted is self-plagiarism. Although rare, limited quotation of personal work submitted for another course may be appropriate in some cases (requires proper citation).

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

ACADEMIC DISHONESTY AND PLAGIARISM REVIEW PROCEDURE

1. The faculty member will determine if the academic dishonesty is a violation of **Grace's AI policy**, a **component** of plagiarism, **outright** plagiarism, or **self-plagiarism** based on the section above.

2. The faculty member will explain the consequence of the violation to the student in the assignment feedback and via email. This notification must take place within the 7-day faculty grading period as much as possible and before final course grades are submitted. In some instances, the student may not be granted an option to resubmit based upon the proximity to the end of the course. ***Faculty should clarify the following***, where applicable and when appropriate with the student:
   - The nature of academic dishonesty that occurred;
   - Expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.;
   - Any specific style/format requirements for assignments.

3. Follow the appropriate steps below, depending on the type of academic dishonesty:

   a. For a violation of **Grace's AI Policy** the faculty member should work directly with the student within the course. When there is a suspicion of a violation, the instructor should make every effort to communicate with the student in person (if possible), via video chat, or, as a last resort, via email to have a conversation with the student about their suspected use of AI. Once it has been determined that a violation occurred (or if the student does not respond within three days), a 50% to 100% deduction shall be assessed from the assignment grade based on the **severity of the violation**. Abuse of the use of **Grace's AI policy** should be documented by the faculty within the Feedback section of the assignment. Ongoing abuse of the AI policy within the same course (repeated instances over several weeks) should be reported to Academic Operations on the **Reporting Academic Dishonesty Form**.

   b. For a ***component*** of plagiarism the faculty member should work directly with the student within the course. When a **component** of plagiarism is discovered, the assignment shall be assessed a 10% to 30% deduction from the assignment grade based on the number of **components** in the assignment. Abuse of the use of **components** of plagiarism should be documented by the faculty within the Feedback section of the assignment. Ongoing abuse of **component** plagiarism within the same course (repeated instances over several weeks) should be reported to Academic Operations on the **Reporting Academic Dishonesty Form**.

   c. For ***outright*** plagiarism, the faculty member will complete the **Reporting Academic Dishonesty Form**. The following are representative of possible levels of consequences for **outright** plagiarism and/or academic dishonesty. The University reserves the right to assess the appropriate level of consequence based on the severity of the violation. The following will be imposed in order unless otherwise directed by the Director of Academic Operations based on the severity of the offense. At any level, the student will be directed to contact the **Grace Writing Center Online** to schedule an appointment OR other remediation as advised by Academic Operations.

- The student will receive a zero on the plagiarized assignment. The student has the ability to revise and resubmit the assignment based on feedback from the faculty within five (5) calendar days of the notification, provided the timing is before the end of the course. The revised assignment will be applied a 10-25% penalty off of the final grade as determined by the faculty.
- The student will fail the assignment and is not allowed resubmission.
- The student will fail the class. A grade of XF will be given to indicate failure due to academic dishonesty. A student may appeal the grade of XF to be replaced with an F after one year.
- The student may be suspended or dismissed from Grace Christian University by the Director of Academic Operations, in consultation with the Associate Provost.

d. For ***self-plagiarism*** he faculty member will first confirm if the student is reusing work from the same course taken previously, or using work from a different course with similar requirements. 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. Ongoing abuse of **self-plagiarism** within the same course (repeated instances over several weeks) should be reported to the Director of Academic Operations on the **Reporting Academic Dishonesty Form**.

4. The Director of Academic Operations will receive notification of the plagiarism report, review the presented information, and access the assignment in Blackboard, as applicable.

5. Academic Operations will respond to the reported violation within three business days with the plagiarism offense number and consequence. The Director will email the student (and CC: the faculty member and the Coach) 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).

6. Permanent records of academic dishonesty violations will be maintained by the Academic Office in the student files.

7. The Coach will contact the student for guidance, support, coaching, and resources for future improvement.

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

Academic Resources

MICROSOFT OFFICE

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

Helpdesk@gracechristian.edu
(616) 261-8587

CHAPEL RECORDINGS AND LIVE STREAMING

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

LIBRARY AND LEARNING CENTER

The Library and Learning Center (LLC) of Grace Christian University builds an irresistible research and learning community through information and academic resources, services, and spaces dedicated to graduating discerning ambassadors for Christ. The **Library** is continually evaluating and honing its resources to support the curriculum and promote student academic success. Library hours, access to its e-Resources, including journal articles, eBooks and media, and resources like tutoring and The Writing Center are available through its website: **gracechristian.edu/library**.

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

Circulation Desk Phone: (616) 410-7545

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

RECORDS AND REGISTRATION TEAM

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

Contact Information

Department Email: **onlineregistrar@gracechristian.edu**
Department Phone: (616) 261-8586

Academic Standing

STUDENT STATUS

Student Enrollment Status by Registered Credit Hours per Semester

Status	Credit Hours per Semester
Full-time	9
3/4 time*	N/A
1/2 time*	6
Less than 1/2 time*	3
Non-Degree Seeking	Taking courses without the intention of pursuing a degree

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

ACADEMIC STANDING

Graduate students are expected to maintain a cumulative GPA of 3.00 to be considered in good standing. A student will be considered in violation if he or she does not maintain the required GPA or fails to successfully complete graduate courses as described below. Students who receive financial aid must also meet the Satisfactory Academic Progress (SAP) requirements as described in the Financial Aid section of the catalog.

Conditional Acceptance

Students who are conditionally accepted must achieve a cumulative GPA of 3.00 in the first semester of graduate study at Grace Christian University, after which the normal policy for Satisfactory Academic Progress will apply. If the student does not receive a cumulative GPA of 3.00 in the first semester of graduate work, he or she may be suspended for a period of one semester.

Semester Progress

A student who ends a semester with a semester or cumulative GPA below 3.00 will be placed on academic probation. Any student who fails to reach the required semester or cumulative GPA of 3.00 for the second semester in a row may be academically suspended for a period of one semester (approximately six months).

ACADEMIC PROBATION

The purpose of Academic Probation is to demonstrate to the student that he/she is not progressing at a satisfactory rate toward graduation. When a student is placed on Academic Probation, a Coach may contact the student to discuss opportunities for improvement and develop or revise an Academic Success Plan. A student will be released from academic probation upon achieving a semester GPA of 3.0 or higher.

ACADEMIC SUSPENSION

The following guidelines govern academic suspension:

1. A student who is academically suspended will not be allowed to enroll in any courses offered by Grace Christian University during the next semester.
2. A student on academic suspension for the first time may be re-entered into the desired program after sitting out one semester and by completing an Application for Re-Entry. If this application is approved by the Provost or designee or Admissions Committee, the student may be return on Academic Probation.
3. Any student academically suspended for a second time must petition the Educational Policies Committee for re-entry after one semester of absence. 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.
4. A student who becomes academically suspended because of extenuating circumstances may appeal this decision to the Academic Appeal Committee. A student's participation in completing and following the Academic Success Plan will be considered when making this determination. The appeal must be submitted within four weeks of receiving notification of the suspension.

Academic Appeal Process

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

ACADEMIC POLICY APPEAL

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

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

Students who wish to appeal further, may submit a written appeal to the Faculty Senate. The Faculty Senate members will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. In cases where the Faculty Senate decision is not satisfactory, the student may file an Academic Grievance Form. See the **Grievance Procedure** section of this catalog for more information.

GRADING APPEAL

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

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

- Students who wish to appeal further, may submit a written appeal to the Faculty Senate. The Faculty Senate members will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed.
- In cases where the Faculty Senate decision is not satisfactory, the student may file an Academic Grievance Form. See the **Grievance Procedure** section of this catalog for more information.

GRADUATION / COMMENCEMENT APPEAL

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

Students who wish to appeal further, may submit a written appeal to the Faculty Senate. The Faculty Senate members will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. In cases where the Faculty Senate decision is not satisfactory, the student may file an Academic Grievance Form. See the **Grievance Procedure** section of this catalog for more information.

ACADEMIC SUSPENSION APPEAL

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

Students who wish to appeal further, may submit a written appeal to the Faculty Senate. The Faculty Senate members will review all documentation pertaining to the situation (including the previously-rendered decision), and will make a determination if/how the decision should be changed. In cases where the Faculty Senate decision is not satisfactory, the student may file an Academic Grievance Form. See the **Grievance Procedure** section of this catalog for more information.

Availability of Classes & Programs

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

Catalog Year Policy

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

While all students must follow academic programs as listed in the catalog in effect at the time of entrance or 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 completion date may be delayed when a new degree program is selected.
- The student may lose applicable transfer credits when a new degree program is selected.
- The student may be required to take additional credits at Grace when a new degree is selected; also, some previously taken credits may not be applicable to the new degree.
- When a new education plan is created, the student must approve the plan before the Records/ Registration Office will officially change the degree.

Course 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 higher of the two grades earned in the course will be included in the cumulative GPA calculation, though the lower grade will remain on the permanent transcript record. 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 the Coach 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 before enrolling in other graduate courses.

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

GRADES

Grading Scale and Grade Explanation

Percentage or Description	Letter Grade	Quality 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	Superior
920-949	A-	3.7	
890-919	B+	3.3	
860-889	B	3.0	Above Average
830-859	B-	2.7	
800-829	C+	2.3	
770-799	C	2.0	Average
740-769	C-	1.7	

Percentage or Description	Letter Grade	Quality 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
710-739	D+	1.3	
680-709	D	1.0	Inferior but Passing
650-679	D-	0.7	
0-649	F	0	Failing
Incomplete	I	0	Incomplete. See the Incomplete Grade Policy below.
Withdrawal	W	Does not impact GPA	A W grade indicates the student has withdrawn (or been administratively withdrawn) from the course. A W grade does not impact the grade point average but is considered an attempted course.
Audit	AU	Does not impact GPA	Audit. No credit is earned. This grade is not used in computing the student's GPA.
Satisfactory	P	Does not impact GPA	Credit granted based on a satisfactory/unsatisfactory basis. Credit earned is equivalent to a C or better.
Unsatisfactory	U	Does not impact GPA	Credit granted based on a satisfactory/unsatisfactory basis. No credit earned.
Academic Integrity Violation	XF	0	The grade of XF is given for plagiarizing, cheating on a test or assignment, or otherwise violating the academic integrity policy.
Repeat	R		The course has been repeated. Only the highest earned grade counts toward GPA calculation.

Grade Point Average (GPA)

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

Incomplete Grade (I)

All coursework is intended to be completed within the official date parameters set for the registered course. An Incomplete grade may be granted when a student is prevented from finishing coursework on time by extenuating circumstances brought about by a specific event. The student must have been earning a minimum grade of B- in the class prior to the event precipitating the request; students who are inactive and uncommunicative in the class are not eligible to request an Incomplete grade.

- It is the student's responsibility to request an "I" grade on or before the last scheduled date of the class and the professor's to determine whether the circumstances merit an Incomplete grade.
- The faculty member will instruct the student to submit a **Request for Incomplete Grade request form**, which will be forwarded to the instructor for approval before the Incomplete grade is processed.
- A student who receives an Incomplete grade for any course will be dropped from their next scheduled course in order to focus on the successful completion of the Incomplete course.
- The student is required to turn in the completed work to the professor who taught the course unless other arrangements have been approved by the Provost or designee.
- The student may earn Discussion Post points by writing a reflection paper of at least 750 words that addresses the weekly topic. The student may read and include comments about other students' posts in the reflection, if desired.
- Incomplete coursework for Graduate courses must be submitted within six weeks from the last day of the original term. Students will receive the grade they earned based on work submitted by the end of the Incomplete extension.

AUDITING A COURSE

Auditing a course means taking a course for no credit or grade. Students are permitted to attend an audited course but may not submit assignments or take examinations. Audited courses do not earn quality 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 expected to submit their **Graduation Application Form** at least six months prior to the anticipated completion date.

The Registrar will audit the candidate's record for degree completion. The student's Degree Audit will ensure that the student and the Coach/Academic Advisor have current documentation of the student's progress toward degree completion. As long as there are no holds on the student's account, the diploma will be mailed to the address on the application for graduation unless requested otherwise by the graduate. If a student has not met the degree requirements at the final degree audit, the Registrar will notify the student and the advisor. Diplomas are distributed three times a year: late February, late June, and late October.

PARTICIPATION IN COMMENCEMENT

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

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

It is expected that candidates will have successfully fulfilled all degree requirements prior to the In- Person commencement ceremony date. In addition, candidates who are in their last semester of study to complete their degree may participate in the Annual Commencement ceremony if they meet the following requirements:

1. They have no more than two outstanding courses to complete their Grace degree requirements (including courses currently in process).
2. They are registered for the remaining courses at Grace in the current semester.
3. They are in good academic standing.
4. There is a reasonable expectation that they will successfully complete their final degree requirements as scheduled (to be determined by the University Registrar).

Students who do not meet these requirements may submit an academic appeal to be allowed to participate in Commencement. The appeal should include specific rationale for the request to walk early, and a detailed description of the remaining degree requirements and how/when they will be completed.

Candidates who wish to participate in a commencement ceremony will order their cap and gown regalia from the university's third-party vendor, paying the vendor directly for the cost. Honor cords will be provided to candidates participating in one of the Commencement ceremonies who have met the requirements for the honors or high honors designation.

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 $25, which must be paid when the order is submitted. Contact the Records/Registration Office to request a replacement diploma: **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
- 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 with a grade of B- or higher

SECOND GRADUATE DEGREE

Students who have earned a master degree at Grace Christian University or another accredited institution may wish to earn a second master degree in a different discipline at Grace. The student's transcript(s) of the first master degree program will be reviewed by the registrar to determine the courses needed to fulfill the second master degree requirements. Based on that evaluation, a second master degree may be awarded to a student under the following conditions:

- The first degree must have been completed with a minimum cumulative GPA of 3.0.
- Students must earn a minimum of 12 graduate credits after the completion of their first graduate degree.
- Students must complete a minimum of 50% of the required credits for the second degree in residence at Grace.
- Students earning a second Grace graduate degree must take a different capstone course than was completed in their first graduate degree (i.e. if CAP 595 was completed as part of the first degree, the student must select CAP 596, Capstone Experience or CAP 597, Capstone Thesis for the second graduate degree).
- Complete all other degree requirements as published in the Grace Christian University Graduate catalog in effect when starting the second graduate 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 University 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 conferral dates, not at the annual commencement ceremony. The intent is to honor the student and to celebrate his or her accomplishments in a meaningful way for the family. If a student was in his or her last semester, the family may submit, in writing, a request to have one family member accept the posthumous degree during commencement as part of the normal proceedings. The reading of the name will include "awarded posthumously" in the announcement and in the printed program.

Personal & Professional Conduct

THE GRACE CHRISTIAN UNIVERSITY EXPERIENCE & RESPONSIBILITY TO STUDENTS

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

STUDENT RESPONSIBILITIES & CONDUCT

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

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

Specific behavioral requirements include, but are not limited to:

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

APPEAL

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

Personal Information Changes

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

NAME CHANGE

A formal name change requires legal documentation. After submitting the name change request (**Information Change Form**), please submit a copy of an approved document to **onlineregistrar@gracechristian.edu** or mail to Records/Registration, Grace Christian University, 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

DIRECTORY INFORMATION

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

Examples include:

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

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

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

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

- Student's name
- Hometown
- Grace Email address
- Dates of attendance
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of athletic team members (as appropriate)
- Earned degrees and dates
- 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 identifying 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, the Registrar 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 semester of registration is completed through the initial enrollment process. The Enrollment Specialist 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). After the successful completion of the Steps for Success orientation, the Records/Registration Office staff will register the student for the upcoming semester. Any desired change in registration must be discussed with the Coach in a timely manner. Ultimately, the student will be enrolled each semester throughout 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 two weeks without officially withdrawing may 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 Graduate Office of their intention to withdraw and process an official withdrawal form. Refunds will be based on the student's last date of participation or attendance.

If courses are dropped or withdrawn, the following schedule of tuition refunds applies:

- Dropped before or during the first week of the course – 100% refund
- Withdrawn during the second week of the course – 75% refund
- Withdrawn during the third week of the course – 50% refund
- Withdrawn during the fourth week of the course – no refund
- After the fourth week of the course – no withdrawal or refund
- If for disciplinary reasons – no refund

Weeks Enrolled	Percentage of Tuition Refund
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 Coach 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

Students are encouraged to resolve all obligations to Grace prior to requesting an official Grace transcript. To request an official transcript, students should visit the **Transcript Request page** on the Grace website. Transcripts will be sent electronically, by mail, or will be available for pickup (as requested by the student) within three business days. A $10 payment is required before an official transcript will be released.

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

TRANSFERABILITY OF CREDITS

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

Student Technology Policy

E-MAIL CORRESPONDENCE

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

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

STUDENT TECHNOLOGY SPECIFICATIONS

In order to pursue education at Grace Christian University effectively, it is required that students have a computer with access to the internet. This may include a Google Chromebook, PC, or Apple computer. While effective for some tasks, phones and tablets are not sufficient tools for a robust academic experience.

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

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

Minimum and Recommended Computer Specifications

Component	Minimum Specifications	Recommended Specifications
Processor	Intel Core i3	Intel Core i5 or i7
Operating System	Windows 11 or Mac OS 10.12	Windows 11 or Mac OS 10.12
Memory	4GB	8GB – 16GB
Network and Wireless	Wireless 802.11g/n	Wireless 802.11a/c/n, Integrated Gigabit Ethernet
Display/Graphics	Largely personal preference depending upon your needs, but for those who use Apple computers, Retina displays are highly recommended	

ACCEPTABLE USE POLICY

Purpose

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

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

Scope

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

Policy Statement

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

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

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

Here are some guidelines:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following are unacceptable uses of email:

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

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 degree 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 the Coach to discuss any questions about the program.

Other Benefits Include:

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

Graduate Degrees Available:

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

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

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

ELIGIBILITY

An On-Campus 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 60 credits
- Needs the 4+1 course credits to reach 120 credits

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

- Is in good academic standing
- Has earned at least a 3.0 GPA in undergraduate coursework at Grace
- Has accumulated at least 75 credits
- Needs the 4+1 course credits to reach 120 credits

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 501	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

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 effectively communicate 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

Course	Course Name	Credit Hours
GEN 501	Graduate Writing and Research	3
BIB 525	Galatians and Romans	3
BIB 540	Isaiah	3
LEA 545	Leading with Cultural Intelligence	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 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 will demonstrate:

1. **Effective Christian Leadership**: Analyze, evaluate, and demonstrate leadership competency and capacity in themselves and others grounded in a Biblical worldview.
2. **Organizational Competency**: Explain, apply, and demonstrate the principles of organizational behavior in various contexts grounded in Biblical principles.
3. **Strategic Planning**: Articulate, design, and demonstrate informed strategic plans, implementation models, and time frames.

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

Course	Course Name	Credit Hours
GEN 501	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

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

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

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

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

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

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 Coach, Graduate students may choose from the following Capstone options, depending on their specific interests. Students earning a second graduate degree at Grace must select a different Capstone option than was completed in the original program:

- **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 10 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 will focus on the student's chosen discipline and area of specific passion within the discipline. The student will work with a graduate faculty member to design an individualized experience or practical project in which they systematically identify a problem and propose solutions. The experience will be described in a final essay of 20 pages in which the student describes the process 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 Provost or designee.

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 Provost or designee.

EDL 565 - Learning Theory and Teaching Strategies

Credit Hours: 3

Examines scholarly research on learning theories including cognitive, behaviorism, constructivism, humanism, and connectivism. Topics will include pedagogy and andragogy, multiple intelligences, differentiated instruction, learner-centeredness and teacher-centeredness. A variety of teaching methodologies will be explored.

EDL 570 - Leadership in Educational Technology

Credit Hours: 3

Examines the roles of leadership in community, leadership in administration and leadership in institutions from a Christian worldview. This course will provide educators with both the theoretical and the practical considerations for evaluating, planning and implementing technology. This course will form a foundation from which educators will provide leadership and become agents for realizing the powerful potential of technology in their institutions.

EDL 575 - Curriculum Development and Assessment

Credit Hours: 3

Examines 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

Examines current and emerging trends in higher education, including policy, accreditation, enrollment, diversity and equity, accessibility, technology, and socio-political influences. Students analyze these issues through the lens of ethical, biblical, and culturally intelligent leadership. Emphasis is placed on applying innovative, evidence-based strategies to address challenges faced by students, faculty, staff, and administrators. Through project-based learning, strategic problem-solving, and practical application, students develop the skills to lead change, foster inclusive campus communities, and enhance institutional effectiveness.

EDL 585 - Student Support Services and Retention Strategies

Credit Hours: 3

Examines strategies to optimize student outcomes to meet students' academic, social, emotional, physical and spiritual needs. Topics include motivation, academic support, student retention, campus life, academic advising, and career counseling.

GEN 501 – Graduate Writing and Research

Credit Hours: 3

An introduction to graduate-level writing and research within the context of a biblical worldview. Students 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 relevant to their program discipline. The successful completion of GEN 501 is considered a prerequisite for all other graduate courses.

LEA 505 – Organizational Ethics

Credit Hours: 3

Examines ethical perspectives, elements of the leader's character, systematic ethical decision making, and the impact of logic, emotions, biases and cultural influences on individual and organizational ethics. Methods will include research, case studies, self-assessment, and application of a biblical worldview.

LEA 510 – Coaching and Communication Strategies

Credit Hours: 3

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

An examination of leadership theories in order to develop an effective foundation for leading self, and organizations. Theories to be studied include: Trait Approach, Skills Approach, Behavioral Approach, Situational Approach, and Leader-Member Exchange Theory. Other theories such as, Transformational Leadership, Authentic Leadership, Servant Leadership, Adaptive Leadership, and Followership, will be included. Organizational learning concepts and case studies will be analyzed; And lastly, students will have the opportunity to participate in leadership questionnaires, to explore their personal leadership style, and to develop a personal, and organizational, leadership philosophy.

LEA 540 – Organizational Behavior

Credit Hours: 3

The study of the behavior of individuals and teams within for-profit and nonprofit organizations based on current leadership theory. Key topics include decision making, leading organizational change, managing conflict and negotiation, and cultivating a positive organizational culture.

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

Introduces students to the topics 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, including its levels of leadership, teams, and individuals who comprise the organization, the organization can become stagnant, begin to settle for the status quo, and not flourish as it once did. In addition, the organization can begin to lose its competitive advantage. Students will study strategies related to innovation (via the course text, related articles, case studies, or videos), and will consider any concepts, models, or tools applicable to managing or leading innovation, which may in turn positively impact students' organizations, and 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

Covers 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

Introduces the biblical foundations, principles, and practices of effective leadership by integrating both theory and practical application, with an emphasis on spiritual formation to champion transformation in ministries and organizations as a godly servant leader.

MIN 540 – Ministry and Culture

Credit Hours: 3

Provides a theoretical and practical background for engaging culture. It examines a number of historic models of Christian cultural engagement and explores the validity of traditional and emerging models for ministry and mission.

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

Equips the student to respond biblically to a range of theological issues facing the 21st-century church. Issues include (but are not limited to): soteriology, biblical interpretation and authority, and the emergent/missional church, as well as differing theological perspectives that are influential in culture today.

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.