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General Catalog

Living University



“All the World Is Our Campus”

2008–2009

LIVING UNIVERSITY ADMITS STUDENTS OF ANY
RACE, COLOR, NATIONAL AND ETHNIC ORIGIN.

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LIVING UNIVERSITY

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2008 – 2009 Catalog

■ CONTENTS

ABOUT THE UNIVERSITY	6
Educational Philosophy, Mission, and Core Values, 6; Governance, 9; Licensure, 9; University History, 9; Location and Setting, 10; Learning and Study Opportunities, 11; Distance Learning, 12; Continuing Education, 12; Library Resources and Services, 13; University Bookstore, 13; Campus and Facilities, 13.	
FOUNDER'S STATEMENT	14
ADMISSIONS AND REGISTRATION	17
Admission Requirements, 16; Regular Admission, 18; Application Procedure, 20; Open Learning Program Admission, 23; Special Student Admission, 24; Other Admissions Information, 25; Orientation and Advisement, 27; Registration, 28; Transcripts and Records, 30. Transfer of Credit, 32.	
EXPENSES AND FINANCIAL ASSISTANCE.....	36
Tuition, 36; Fees, 36; Obligation for Payment, 38; Course Enrollment Cancellation and Refunds, 38; Financial Aid, 39; Awards, 40.	
DEGREES AND OTHER REQUIREMENTS	41
General Education, 41; General Education Requirements, 44; Degree Requirements, 46; Degree Programs, 49; Diploma and Certificate Programs, 55.	
ACADEMIC AND OTHER REGULATIONS	58
Classification of Students, 58; Identification Cards, 58; Course Substitution, 59; Inclement Weather, 59; Attendance, 59; Tardiness, 62; Academic Irregularities, 62; Grades, 63; Graduation, 64; Recognition of Academic Excellence, 65; Class Surveys, 65; Evaluation of Instruction, 66; Credit by Proficiency Examination, 66; Scholastic Requirements, 67; Academic Forgiveness, 68; Student Academic Appeal Procedure, 69; Enrolling in External Instruction, 69.	
COURSES OF INSTRUCTION.....	71
Anthropology, 72; Behavioral Studies, 72; Biology, 72; Business, 73; Computer Information Systems, 73; English, 73; Family Studies, 74; Geography, 76; Health Promotion, 76; History, 76; Mathematics, 77; Music, 78; Nutrition, 78; Speech Communication, 79; Theology, 81.	
BOARD AND ADMINISTRATION	88
Board of Regents, 88; Administration, 88.	
FACULTY AND STAFF.....	89
Faculty, 89; Staff, 90.	
ACADEMIC CALENDAR.....	91
INDEX	93

■ FROM THE PRESIDENT



At Living University we began our first year with a global, coeducational student body of over 150 students from 18 countries. Through its e-learning program the university served students in Africa, the Americas, Asia, Australia/Oceania and Europe. By doing so it made all the world its campus.

The University offers values-based higher education wherein “The Word of God Is the Foundation of Knowledge”. The University is a growing educational community where our collective quest is to recapture permanent values in an ever-changing world

and to apply them in laying the foundation for a better life.

For its second academic year the university plans offering the coursework necessary to earn a Certificate in New Testament Studies or a Diploma in Biblical Studies. By design, completion of the diploma also completes the first two years of the four-year part-time schedule for the Associate of Applied Arts in Theology degree program.

Our implementation plan calls for a simple progression of program offerings from certificate, to diploma, to associate of applied arts in theology degree, and then to the bachelor of arts degree with a major in theology, implemented over the first five years of the university’s operation. Moreover, we designed our academic programs to give our students flexibility in scheduling so they can pursue their studies according to their individual needs and circumstances.

We welcome transfer students from other colleges and universities. Students who transfer credit reduce the time they need to finish a degree at Living University. We expect most transfer coursework to be in the area of general studies and electives, however, students who have completed theology courses at Ambassador University may freely transfer those courses to meet parallel Living University theology requirements.

Our strategic plan, dependent on funding and need, also includes beginning an on-site program in Charlotte and offering courses in a traditional format. If you have questions about our program please contact me.

—Michael P. Germano, Ed.D., J.D.
President of the University

■ ABOUT THE UNIVERSITY

Living University is a nonprofit, coeducational institution of liberal arts committed to the development of the whole person by educating men and women in the skills, concepts, and values that lead to success in life, while helping them prepare for leadership and worthwhile service to God and humanity. The University seeks to provide an educational setting that furthers personality and character development by directing all aspects of student life toward a student's intellectual, physical, social, spiritual, and emotional development.

At the University, the precept that "The Word of God is the Foundation of Knowledge" forms the basis of its approach to learning, research, public service, and student growth and development. The Living Church of God, which is the principal sponsor of the University, maintains a continuing commitment to the advancement of the University and its efforts to achieve its institutional motto, "Recapture True Values."

EDUCATIONAL PHILOSOPHY, MISSION, AND CORE VALUES

STATEMENT OF EDUCATIONAL PHILOSOPHY

We believe that the mission of Living University, as a church-related liberal arts institution, sponsored by the Living Church of God, is that of a teaching institution concerned with facilitating the development of the whole person for leadership and service. To this end,

- We hold that it is the primary purpose of the University to provide programs of formal instruction, research, public service, and other learning opportunities, with sufficient diversity to be relevant to the changing needs of the individual, the Church, and society; and
- We hold that the University, as it endeavors to realize excellence in instruction and other learning opportunities, should seek to provide meritorious programs of research and public service adequate to support this underlying purpose.

We also believe that fundamental to the accomplishment of its mission the University must foster a profound dedication to the search for and dissemination of truth. To this end,

- We hold that the University should cultivate a learning environment that stimulates and fosters intellectual curiosity, supplies the tools to transform information into knowledge and understanding, arouses the social and moral conscience of its students, and cultivates in them a willingness to respond to the global needs of mankind;
- We hold that faculty members, staff, students, administrators, and regents should be committed to and supported in their pursuit of knowledge, evidence, and truth;

- We hold that the University, like numerous other church-related institutions of higher learning, should consider and forthrightly teach that the Bible presents the essence of spiritual truth;
- We assert, in harmony with the long-standing practice of church-related institutions of higher learning, that the University should carry on its educational work in terms of this belief in the validity of the biblical message; and
- We hold that these principles impose a special trust upon the faculty, individually and collectively, as educational officers of the University.

We further believe that Living University, as it endeavors to fulfill its underlying mission of instruction with efficiency and accountability, should seek to achieve the following ends:

- To pursue excellence in instruction and other learning opportunities in an environment of scholarship, innovation, culture, academic freedom, and devotion to true values;
- To enhance the individual development of character, personality, and true values by fostering and maintaining an academic community emphasizing moral, social, ethical, cultural, and spiritual standards;
- To provide undergraduate curricula in the arts and sciences, selected technical disciplines, and theology as the University has competency and resources;
- To make available academic advisement and counseling that will aid individuals, according to their personal needs and motivation, in identifying and achieving their educational goals;
- To extend equal educational and related opportunities to a diversity of qualified individuals, regardless of race, sex or ethnic background, from local, national, and international communities; and
- To provide ministerial education for those called for service as ordained or full-time ministers of the Living Church of God and relevant learning opportunities for all called to be spiritual pillars in the Church and community.

STATEMENT OF MISSION AND SCOPE

The foregoing philosophical rationale guides and delimits the mission and scope of Living University as expressed below in terms of its primary and support programs.

Primary Programs

The principal purpose of Living University is to provide programs of formal instruction, meritorious programs of research and public service adequate

to support this underlying mission of instruction, and other learning opportunities, of sufficient diversity to be relevant to the changing needs of the individual, the Church, and society. Specific objectives for these primary programs are:

1. The University shall provide instruction in undergraduate curricula in the liberal arts and sciences, selected business and professional disciplines, and theology within the capacity of the institution's resources;
2. The University shall encourage those forms of research which promote the University's commitment to excellence in instruction and which support the current needs of the students and faculty; and
3. The University shall engage in public service activities that makes accessible its resources and capabilities for the specific purpose of meeting the needs of the Church as well as responding to a local need or assisting in resolving a local challenge in a manner consistent with the mission and purpose of the institution and furthering the growth and development of its students.

Support Programs

The further purpose of Living University is to provide support programs which effectively and efficiently fulfill and promote the primary programs of the University. Specific objectives for these support programs are the following.

1. The University shall provide academic support through library materials and personnel, academic computing services, media services, graphics services, and ancillary services to assist faculty and students in instruction, research, and public service programs;
2. The University shall provide student development services to enhance individual development of true values in character, personality, and leadership by fostering and emphasizing moral, social, ethical, cultural, and spiritual standards within the academic community;
3. The University shall provide institutional support through executive management, fiscal operations, institutional research, administrative computer support, institutional advancement, and other services which coordinate to effectively promote and fulfill its mission;
4. The University shall provide a physical plant operations program related to maintaining existing grounds and facilities, providing for utility services, and planning and designing future plant expansion and modification;
5. The University shall provide funds for scholarships and grants-in-aid without discrimination to those students who demonstrate need, scholastic achievement, or meritorious achievement; and

6. The University shall provide auxiliary enterprises as needed.

CORE VALUES

In all we do, we challenge each other to fulfill our motto, "Recapture True Values," by demonstrating our core values of:

- Leadership
- Service
- Commitment
- Integrity
- Excellence
- Culture
- Innovation

GOVERNANCE

The University has a self-perpetuating Board of Regents, charged with setting the broad overall policy for the organization and operation of the institution, and a President, who serves as its chief administrative and executive officer. The University is incorporated as a non-profit corporation pursuant to the laws of the State of North Carolina and tax exempt under §501(c)(3) of the U.S. Internal Revenue Code as an educational and religious institution.

LICENSURE

Living University has been declared by the appropriate state authority exempt from the requirements for licensure under provisions of North Carolina General Statutes Section (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

UNIVERSITY HISTORY

The Living Church of God founded Living University on February 16, 2007, in response to its growing need for university-educated personnel and to further edify its world-wide membership and their families. On August 15, Living University opened its virtual doors enrolling more than 150 students from 18 countries. Its first commencement exercises were held on May 19, 2008, where the Certificate of New Testament Studies was conferred on its first six graduates.

Although the instructors and the University's computer equipment resided in the United States, its students were from Australia, Barbados, Bermuda, Brazil, Canada, El Salvador, Germany, Ghana, Malaysia, Mexico, Myan-

■ ABOUT THE UNIVERSITY

mar, New Zealand, the Philippines, South Africa, Trinidad & Tobago, the United Kingdom and Zambia, as well as the U.S.—all able to participate in the online distance learning program and interact with each other though they were thousands of miles apart. Though there are more than 50 Living Church of God elders, deacons and deaconesses enrolled in Living University courses, the majority of students are Church members with widely varying backgrounds—some with previous degrees, others with little or no previous exposure to college-level coursework. What they all share, of course, is their zeal to deepen their understanding of God’s Truth.

LOCATION AND SETTING

Located in south Charlotte, North Carolina, the University is within one day’s drive of 55% of the U.S. population. It is the largest city within the nation’s fifth-largest urban region, with a regional population of 7.6 million in 2002. Only the urban regions containing New York City, Chicago, Los Angeles and Miami had greater populations. Charlotte is home to some of the largest corporations in North America. It is the second-largest banking center in the nation, with over \$940 billion in financial assets, and serves as headquarters for Bank of America and Wachovia.

The U.S.A. National Whitewater Center, 10 minutes west of the city, is the official U.S. Olympic Training Site and the training center for the U.S.A. Canoe and Kayak teams. The city is the home of the NASCAR Hall of Fame. Professional sports in Charlotte include NFL Football (the Carolina Panthers), NBA Basketball (the Charlotte Hornets), minor league baseball (the Charlotte Knights), WNBA Basketball (the Charlotte Sting) and Stock Car Racing at Lowe’s Motor Speedway.

Moreover, the Charlotte-Mecklenburg cultural community is alive and thriving with arts, science and history. Cultural resources include the Afro-American Cultural Center, Billy Graham Library, Charlotte Museum of History and Hezekiah Alexander Homesite, Charlotte Trolley Museum, Historic Latta Plantation, Historic Rosedale Plantation, Levine Museum of the New South, Mint Museum of Art and Second Ward High School National Alumni Foundation. Six colleges, universities and schools located in the Charlotte area enrich the community’s arts environment by providing a diverse number of educational opportunities as well as outstanding performances in music, theater and dance.

LEARNING AND STUDY OPPORTUNITIES

The degrees and programs offered by the University are intended to meet a wide variety of individual needs. These are described below.

OPEN LEARNING PROGRAM

The Open Learning Program is for individuals who seek to enroll in one or more single courses, but who do not intend to pursue a certificate, diploma or degree. Students enroll online through the University website at www.livinguniv.com.

They may enroll as non-matriculated students in lower division courses (those numbered 100-299) and in selected upper division online courses offered by the University. They are permitted to accumulate twenty-four (24) semester hours before having to meet regular admissions requirements. A non-matriculated student can apply a maximum of twenty-four semester hours earned through the Open Learning Program to a baccalaureate degree, eighteen to an associate degree, and fifteen to a diploma or certificate. Grades earned through the Open Learning Program become part of a student's permanent academic record.

The purpose of the Open Learning Program is to make available theology and other coursework in a distance learning format to persons not seeking completion of a credential (a certificate, diploma, or degree). Enrollments are accepted on a non-credit basis or audit for those who are not interested in academic credit but who are studying for personal satisfaction.

DUAL ENROLLMENT PROGRAM

The University offers qualified high school students the opportunity to get a head start with their higher education by taking selected online university-level courses while still in high school through dual enrollment. This opportunity is available to students enrolled in public and nonpublic schools (including home schools). Through this program a high school student may complete the Certificate in New Testament Studies over a period of three years.

CERTIFICATE PROGRAM

The Certificate in New Testament Studies program of study provides a comprehensive overview of the New Testament, designed to be completed online in one or two years, preparing men and women for Christian leadership and service.

■ ABOUT THE UNIVERSITY

DIPLOMA PROGRAM

The Diploma in Biblical Studies program of study provides students with an in-depth study of the Bible and related topics. This two-year on-line program of God in greater depth to better is designed for part-time students who are interested in studying the Word or prepare them to be more effective as lay leaders in churches and schools. The program has a two-fold purpose: to provide lay persons the opportunity to grow in their understanding of the Scriptures and to enhance their ability to effectively teach the Scriptures to others.

DEGREE PROGRAMS

The University offers on-line degree programs of study leading to the Bachelor of Arts with a major in Theology and the Associate of Applied Arts in Theology. Baccalaureate degree minors are available in family studies and speech communication. Specific requirements are given under each discipline (see Courses of Instruction).

DISTANCE LEARNING

At Living University “all the world is our campus.” By means of delivery of online e-learning courses, the University offers its undergraduate degrees, diplomas, and certificates to a variety of individuals according to their motivation and educational goals. This provides an accessible alternative for students needing to complete courses and programs of study not conforming to traditional fixed academic schedules. It also provides a means for the University to serve students on a global basis.

Student response is by means of computer conferencing, electronic bulletin board, electronic mail (e-mail) via the Internet, fax and telephone. The University provides interaction with, and structured access to, faculty members. However, students must be comfortable working independently to complete their distance learning courses. They acquire information through viewing, listening, reading, thinking, and writing. Students demonstrate synthesis and application by completing a variety of assignments and projects.

CONTINUING EDUCATION

In addition to academic programs, continuing education courses may be organized at any time as needs arise. Course credit is not given for completion of continuing education courses; however, the University does award certificates of completion for some of the courses.

LIBRARY RESOURCES AND SERVICES

The library serves as the information resource center for the University's educational programs. Its primary objective is to help students reach their fullest educational potential as they acquire lifelong learning and critical thinking skills by learning to use information resources effectively. While the University maintains traditional library holdings of books, serials, and other resources on campus its primary thrust is to provide library materials and services on-line at www.livinguniv.com/library.

UNIVERSITY BOOKSTORE

The university bookstore carries required and recommended textbooks as well as supplemental materials for the courses offered by the University. Bookstore services are available online at www.livinguniv.com/bookstore.

CAMPUS AND FACILITIES

The University does not have a traditional campus. Its principal offices are within facilities provided by the Living Church of God at its Charlotte, North Carolina, headquarters at 2301 Crown Centre Drive.

■ FOUNDER'S STATEMENT

The founder of Living University, pictured at the right, is Dr. Roderick C. Meredith. The main presenter on Tomorrow's World television program, he serves as the presiding evangelist and President of the Living Church of God. Dr. Meredith is the chair of the Board of Regents of Living University and bears the designation Chancellor of the University. Below he shares his vision for the university and its students.

Over the last century, the colleges and universities of the Western world have become incredibly secular. With few exceptions, they have not retained God in their knowledge. Their focus is on expanding students' knowledge of the material world through application of the scientific method, and on preparing them to live and work in the pluralism of a global society. The faculty in these institutions infuse young men and women with in-depth secular understanding, goals and ideals. Students in these institutions may learn how to earn a living and to navigate the political realities of the world, but do not learn how to live in a godly sense.

Charles H. Malik, former president of the United Nations General Assembly, once said:

... one day a great university will arise somewhere... I hope in America... to which Christ will return in His full glory and power, a university which will, in promotion of scientific, intellectual, and artistic excellence, surpass by far even the best secular universities of the present, but which will at the same time enable Christ to bless it and act and feel perfectly at home in it. ["Education in Upheaval: The Christian's Responsibility," *Creative Help for Daily Living* 21 (September 1970): 10.]

In his distinctive style, Dr. Malik captures the heart of the *raison d'être* for Living University. His words yield a strategic vision for the future. They set a challenge for a new institution of higher learning that is uniquely Christ-centered.

At Living University, where "The Word of God Is the Foundation of Knowledge," we encourage our students to learn and apply in their lives the true, eternal values revealed by God in His written word. We seek to instill in our students a sense of purpose and to enable them to achieve a values-based education that meets their immediate and lifelong needs. This includes opportunity for personal and spiritual development, as well as formal preparation for career success.

Jesus Christ said, "Man shall not live by bread alone, but by every word that proceeds from the mouth of God" (Matthew 4:4; Luke 4:4; cf. Deuteronomy 8:3). At Living University we encourage all of



our students to do this. The Apostle Paul taught that the people of God would be “casting down arguments and every high thing that exalts itself against the knowledge of God, bringing every thought into captivity to the obedience of Christ...” (II Corinthians 10:5). Accordingly, we believe there is primarily one place to look to find the

answers for successful life—within the revealed word of God.

At Living University, in all we do, we challenge each other to fulfill our motto, “Recapture True Values,” by demonstrating our core values of leadership, service, commitment, integrity, excellence, culture and innovation. These values are embedded in God’s Way of life as detailed in the Bible. Now does this mean that we reject advances in knowledge, ignore the arts and humanities, isolate ourselves from society, hold our culture in contempt and eschew the sciences? Of course not.

We live and function in an interdependent world. Accordingly, we believe that a university education should include not only developing a personal understanding of the underlying purpose and meaning of human life, but a mastery of needed secular knowledge and development of critical thinking skills as well. The foundation to do so, however, necessitates internalizing the worthwhile values, wisdom and understanding embedded in the Bible—the missing dimension in education.

A higher education that enables students to live happily and successfully, and assists them in preparing for careers, does not ignore engineering, mathematics and the sciences. These are not mutually exclusive, irreconcilable quests. Realize, however, that the branch of human knowledge that we call science deals with physical phenomena and the natural world sustained by laws which God created.

Science is confined to a study of the material universe and can never arrive at absolute truth. Understanding the things of God is beyond the scope of scientific inquiry. Science does not distinguish moral from immoral, nor good from evil. Science cannot determine whether or not God exists. It cannot explain God’s nature or the purpose of human life. However, that vital information is revealed in God’s word—the Holy Bible.

This, then, accounts for the founding of Living University. The University exists to educate men and women in the skills, concepts, and values that lead to success in life, while helping them prepare for successful careers, leadership and worthwhile service to God and humanity. It is a university which, as Dr. Malik stated, seeks to “enable Christ to bless it and act and feel perfectly at home in it.”

—Roderick C. Meredith, Th.D.
Chair, Board of Regents

■ ADMISSIONS AND REGISTRATION

If you want to be a part of a growing educational community where our collective quest is to recapture permanent values in an ever-changing world, and apply them in laying the foundation for a better life, then we encourage you to become part of our Living University community. The University seeks students who aspire to make a difference in tomorrow's world and who are willing to commit to that effort today. Admission to the University is selective and based upon evidence of intellectual promise, strong personal qualifications, good moral and ethical character, marked by a desire to be an effective servant leader.

ADMISSION REQUIREMENTS

There are three ways of enrolling in courses at Living University: (1) through admission and registration as a regular student seeking a certificate, diploma or degree, (2) enrollment as a special student in courses offered in the Open Learning Program, or (3) admission as a special student. There are limitations on enrolling in courses offered in the Open Learning Program (see Open Learning Program on page 11) and those taken by students admitted as special students (see Special Student Admission on page 24). Individuals intending to complete a certificate, diploma, or degree at Living University should seek regular admission.

By applying for admission and subsequently registering for courses, applicants thereby agree to observe all rules and regulations of Living University pertaining to student conduct. Moreover, the University follows a selective admission procedure and it reserves the right to deny admission and enrollment to anyone.

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

Further information regarding admission to the University and all necessary forms may be obtained in person from the Registrar, or on the web at www.livinguniv.com/admissions, by calling (704) 844-1966 Extension 300, by an e-mail request to admissions@livinguniv.com, or by writing to the Admissions Office, Living University, 2301 Crown Centre Drive, Suite A, Charlotte, NC 28227-7705.

REGULAR ADMISSION

Prospective students, whether applying as regular (matriculated) students for part-time or full-time programs of study, must file a complete *Application for Admission*. Admission is determined by the appropriate selection committee which considers the applicant's secondary school record, including class rank, grades and course selection, any previous college or university study, data obtained from the application form, national tests, and personal recommendations. The University reserves the right to deny admission for other reasons. Admission to diploma, and degree programs requires a high school diploma or the equivalent, official transcripts from colleges and universities previously attended and completion of the University's placement test requirement. See Placement Tests.

Applicants over 18 years of age who have not graduated from high school are eligible to apply for special student admission (see Undergraduate Special Students) but may not be admitted to a diploma or degree program until General Educational Development (GED) test scores are submitted to establish high school graduation equivalency. General Educational Development test scores will be accepted in lieu of a high school transcript. College and university credit may not be used in lieu of a high school diploma or its equivalent.

Please note:

- If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.) then documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Admissions Office.
- Fax copies of transcripts are not official transcripts. Acceptance to Living University is provisional until receipt of official transcripts.

FIRST-YEAR STUDENTS

Applicants for admission as first-year students in a degree or diploma program must be high school graduates or the equivalent. Admission to an online certificate program does not require a high school diploma or the equivalent. Students that are home-schooled will be considered for admission on the same basis as public school students.

The faculty recommend that applicants from the U.S.A. seeking a degree complete the following courses in high school: four years of English, three years of college preparatory mathematics, three years of social science, three years of science (preferably laboratory science), and two years of a foreign language. Applicants are also advised to complete

courses which develop computer literacy and keyboarding efficiency. International applicants are advised to complete a university-preparatory secondary school curriculum and earn a completion certificate or diploma that leads to university admission in the country where they study and live. The curriculum should include the specific courses suggested for U.S. applicants.

TRANSFER STUDENTS

Students transferring from institutions of higher learning are admitted to such standing as is reasonable in terms of their past coursework. Transfer students seeking admission to diploma or degree programs must meet the university placement test requirement. A transfer applicant may not disregard previous college and university records and must have all transcripts submitted to the Admissions Office. For regulations on the acceptability of credit for transfer, see Transfer of Credit.

POSTBACCALAUREATE STUDENTS

Applicants for postbaccalaureate admission must meet the following requirements:

- have completed a four-year college or university course of study and hold an acceptable bachelor's degree from an institution accredited by a regional accrediting association, or have completed equivalent academic preparation as determined by the University;
- be in good academic standing at the last college or university attended;
- show evidence of the professional, personal, scholastic, and other qualities necessary for successful postbaccalaureate study;
- show evidence of sound moral character and support of the University's mission; and
- if an international applicant, demonstrate proficiency in the English language.

INACCURATE INFORMATION

All documentation submitted by applicants must be accurate to the best of their knowledge. Providing inaccurate and/or misleading information are grounds for denial of admission or dismissal from the University.

PLACEMENT TESTS

Applicants seeking admission to diploma or degree programs must meet the university placement test requirement. There is no placement test requirement for a certificate program. SAT or ACT scores are required from applicants seeking admission as regular (matriculated) students who have completed less than thirty semester hours of college or university level

coursework or seek a diploma or degree. Send us a copy of test scores from either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT) of the American College Testing Program. Applicants should take these tests early in the senior year or in the spring or summer of the junior year of high school. In order to have your scores sent directly to Living University, enter our code as 5384 for SAT tests, or 6528 for ACT tests.

A registration brochure, including an application form for the SAT and directions for requesting a Sunday test administration, may be obtained from the applicant's high school counselor or present college or university. If information cannot be secured from these sources, then write to the College Board, Box 592, Princeton, New Jersey 08540. Non-Saturday testing is available for the ACT for students who cannot test on Saturday because of religious convictions. Contact ACT Test Administration, P.O. Box 168, Iowa City, IA 52243-0168 for information about arranged testing.

Applicants who achieve scores less than 500 on the mathematics section and the critical reading section of the SAT or a composite score of less than 21 on the ACT, must also take the College Board's ACCUPLACER placement test unless they have satisfactory transfer of English/mathematics/algebra credits. The ACCUPLACER placement test consists of four sections and assesses a student's achievement level in sentence skills, reading comprehension, mathematics, and algebra. The ACCUPLACER test is not a timed test and it is administered by computer.

If ACCUPLACER scores place the student into developmental coursework, the student must complete developmental coursework before enrolling in college and university level English and/or math courses. The University does not offer developmental courses so these should be completed locally at a community college. Credit earned in developmental courses do not count toward the required number of semester hours for graduation.

APPLICATION PROCEDURE

Applicants to certificate, diploma, and degree programs shall complete the steps set forth below. International applicants should follow the procedure set forth under International Student Admission. Individuals intending only to enroll in one or more single courses but not a certificate, diploma, or degree should follow the application procedures set forth under Open Learning Program Admissions or Special Student Admissions.

1. Submit a completed *Application for Admission* form to Admissions or apply online (go to www.livinguniv.com/admissions and follow the

- directions).
2. Have an official high school transcript or a copy of GED scores mailed to the Admissions Office. Current high school seniors should have their school submit a transcript showing work through the first semester of the senior year. This transcript should be submitted as soon as possible after the semester has ended. A supplementary transcript must then be submitted upon high school graduation.
 3. Have official transcripts from any regionally accredited colleges and universities previously attended mailed to the Admissions Office.
 4. Complete the Living University placement test requirement which must be completed in one of the following ways:
 - a. Take the College Board's ACCUPLACER examination administered by the University. The ACCUPLACER examination is a computerized placement test; or
 - b. Achieve scores of 500 or higher on the mathematics section and the critical reading section of the SAT; or
 - c. Achieve a composite score of 21 or higher on the ACT; or
 - d. Submit official transcripts reflecting successful completion of college-level English and mathematics/algebra courses with a "C" or better.

HOME STUDY APPLICANTS

Individuals who are graduates of home study or non-recognized high schools are eligible for admission under the following criteria:

1. The diploma is recognized as a high school diploma by the state department of education in the applicant's home state. International applicants who have completed a secondary education by home study ("home-schooled") are considered for admission provided their home study is recognized by the appropriate governmental ministry or agency in their home country and the credential granted for program completion is at least equivalent to a high school diploma in the United States.
2. The applicant's equivalent public high school class has graduated.
3. They must participate in the American College Testing Program (ACT Plus Writing) including the Writing Test.
4. Demonstrate curricular proficiency.

In any case, applicants graduating from home study must provide documentation that the Home School is registered with the appropriate governmental agency. An official transcript must include the following criteria:

1. Name of the Home School and address.
2. Name of the principal or headmaster.
3. Name of the student.
4. Student's birth date.
5. Curriculum and courses taken each year with grades and a grade point average.
6. Cumulative grade point average for total progress.
7. Credential awarded, usually a diploma, with graduation date.
8. Notarized seal.

PROVISIONAL ADMISSION

An applicant applying too late to complete pre-entrance requirements may be permitted to enter the University on a provisional basis as a non-matriculated student. A student admitted provisionally must complete all admission requirements within the first semester of attendance.

READMISSION

Students who withdraw, fail to register, or are dropped from the University must apply for readmission through the Admissions Office. Former students seeking readmission, who may apply for spring, summer or fall admission, should complete and file a new *Application for Admission*. Former students may apply on-line (go to www.livinguniv.com/admissions and follow the directions). Students applying for readmission must also furnish any additional material required by the Admissions Office.

Readmitted students must complete the certificate, diploma, or degree requirements in effect at the time of their readmission. If a student attended another college or university during his or her absence, the student must submit an official copy of all academic work attempted during his or her absence from the University. No decision on the readmission will be made before such information is received.

Students placed on academic disqualification or excluded for disciplinary reasons must fulfill the terms of their academic disqualification or disciplinary sanction before being considered for readmission. Academically disqualified students are not eligible for readmission until at least two terms have elapsed (two consecutive semesters or the summer session and either the following or preceding regular semester) since the end of the term in which they were disqualified. If readmitted, the student will be placed on academic probation and be expected to satisfy the requirements for continuation at the University by the end of the semester. The

University reserves the right to deny readmission to any former student who has not complied with previous disciplinary requirements or who has unsettled financial obligations at the University. All of a student's debts to the University must be paid in full.

NOTIFICATION OF ADMISSIONS DECISION

The Admissions Committee reviews each completed application and reports its decision to the applicant. Application forms, transcripts and application fees are not returnable.

If you want to be a part of a growing educational community where our collective quest is to recapture permanent values in an ever-changing world, and apply them in laying the foundation for a better life, then we encourage you to become part of our Living University community. The University seeks students who aspire to make a difference in tomorrow's world and who are willing to commit to that effort today. Admission to the University is selective and based upon evidence of intellectual promise, strong personal qualifications, good moral and ethical character, marked by a desire to be an effective servant leader.

OPEN LEARNING PROGRAM ADMISSION

Through the Open Learning Program individuals may enroll as non-matriculated students in lower division online courses (numbered 100-299) and in selected upper division online courses offered by the University. They are permitted to accumulate twenty-four (24) semester hours before having to meet regular admissions requirements. A non-matriculated student can apply a maximum of twenty-four semester hours earned through the Open Learning Program to a baccalaureate degree, eighteen to an associate degree, and fifteen to a diploma or certificate. Grades earned through the Open Learning Program become part of a student's permanent academic record.

Upper division courses approved for the Open Learning Program enrollment are:

- THL 320 Introduction to Church History (3)
- THL 326 Christian Leadership (3)
- THL 332 The Biblical Text (3)
- THL 412 Epistles of Paul I (3)
- THL 413 Epistles of Paul II (3)
- THL 416 General Epistles (3)
- THL 419 Daniel and Revelation (3)
- THL 473 Archaeology of the Old Testament (3)
- THL 474 Archaeology of the New Testament (3)
- THL 475 Fieldwork in Biblical Archaeology (3)

The purpose of the Open Learning Program is to make available theology and other coursework in a distance learning format to persons not seeking completion of a credential (a certificate, diploma, or degree). Enrollments are accepted on a non-credit basis or audit for those who are not interested in academic credit but who are studying for personal satisfaction.

Those seeking to enroll in these courses may register online in a simple procedure with special (non-matriculated) student status. Registrations may be either for the first (autumn or fall) or second (spring) semesters. The Registrar assists individuals who have questions about registration in Open Learning Program courses.

Individuals who desire to enroll in Open Learning Program distance learning courses as non-matriculated (special) students may find additional information about the program and access the online Open Learning Enrollment Form on the www.livinguniv.com website. Enrollment as a non-matriculated student does not constitute regular enrollment at the University nor does it entitle students to privileges accorded matriculated (regular) students.

Courses in the Open University Program are taught at a college and university reading and writing level. Generally applicants should be graduates of a public or private high school or have completed the GED. We recognize exceptions.

SPECIAL STUDENT ADMISSION

Students who seek to enroll in one or more single courses but who do not desire to pursue a certificate, diploma, or degree are designated special (non-matriculated) students. Special students usually are permitted to accumulate up to twenty-four (24) semester hours before fulfilling the regular admission requirements. Any course which is open and does not require a prerequisite may be taken by special students. However, if a student plans to register for a course that requires a prerequisite course, then the student must submit evidence showing completion of this requirement with a grade of “C” or better prior to registering.

Enrollment as a special (non-matriculated) student does not constitute regular enrollment at the University nor does it entitle students to privileges accorded matriculated students such as participation in student activities.

To enroll as a special student, applicants must do the following:

1. Submit a completed Application for Admission indicating the desired

course number and title or apply on-line (go to www.livinguniv.com/admissions and follow the directions).

2. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the admissions requirements in one of the following ways:
 - a. Provide recorded SAT scores of 500 or higher on the appropriate section (verbal and math); or,
 - b. Provide a record of a composite ACT score of 21 or higher, or,
 - c. Take the ACCUPLACER exam administered by the University. Registration in ENGL 111 or above requires a raw score of 87 or above in Sentence Skills and a raw score of 80 or above in Reading Comprehension on the ACCUPLACER. Registration in MAT 162 or above requires a raw score in Elementary Algebra of 76 or above on the ACCUPLACER; or,
 - d. Submit an official transcript reflecting successful completion of college-level English and mathematics/algebra with a “C” or better; or,
 - e. Submit official college or university transcripts reflecting successful completion of at least thirty semester credit hours of college or university level coursework acceptable for transfer to a degree program at Living University.
3. Prior to registering for a course with a required prerequisite course, students must submit an official transcript or other evidence showing completion of this requirement with a grade of “C” or better.

Students seeking to change from special (non-matriculated) to regular (matriculated) status must complete a new Application for Admission and submit all necessary transcripts, placement test scores, recommendations, and the like.

OTHER ADMISSIONS INFORMATION

TRANSIENT STUDENT ADMISSION

Transient students who seek to enroll at Living University must meet the following requirements:

1. Complete an Application for Admission and submit it to the Admissions Office or apply on-line (go to www.livinguniv.com/admissions and follow the directions).

2. Submit official college and university transcript(s) showing appropriate prerequisite courses have been met.
3. Submit a Transient Study Request, granting approval to attend Living University, from the postsecondary you are currently attending. This form can be obtained from the Admissions Office or on-line at www.livinguniv.com/admissions.

INTERNATIONAL STUDENT ADMISSION

At this time the University does not admit international students for study in the United States. Nevertheless, qualified international students can take University online courses and complete certificate, diploma, and degree programs while residing internationally. Proficiency in the English language (as evidenced by satisfactory TOEFL scores), however, and satisfactory academic records are important factors in the admission decision for all applicants outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Specifics on each requirement are listed below:

1. Complete an online Application for Admission (including the International Applicant Information section) and submit it electronically to the Admissions Office. In addition you must submit all required documentation.
2. Certified official high school (including a secondary school that is equivalent to high schools in the United States), college, and university transcript(s) from all previous academic experiences are required of all degree and diploma seeking students. If the original copy of this record is written in a language other than English, then a certified copy of an English translation and evaluation is required. The official transcript must indicate the courses completed, the highest level completed, and the date coursework was completed. The University does not provide translation services for international transcripts; therefore, applicants may contact World Education Services (International Academic Credential Evaluation) at www.wes.org for translation information.
3. The Test of English as a Foreign Language (TOEFL) is required of all international applicants, except those from countries where English is the only official language, the applicant is a transfer from an accredited American Institution with English transfer credit, or the applicant is a graduate of an English-speaking school at the secondary level. See TOEFL. The minimum acceptable TOEFL score is

550 on the paper-based test or a 213 on the computer-based test. International applicants from countries where English is not the first language should contact the nearest American Consular Office for information about taking the Test of English as a Foreign Language (TOEFL). You can also contact the TOEFL website at www.toefl.org for information. TOEFL can be reached by telephone at 1-609-771-7100 in the U.S.A. Monday-Friday 8 a.m. - 9:00 p.m. (New York, U.S. Eastern time). The TOEFL is published and administered by the Educational Testing Service, P. O. Box 6151, Princeton, New Jersey 08541 U.S.A. These scores may be sent directly to Living University from the testing agency or included in the international admissions packet.

4. All international applicants must take the ACCUPLACER prior to registering for classes. If the applicant already lives in the United States, a minimum score of 51.1 on the reading and 52.1 on the sentence skills parts of the ACCUPLACER may be substituted for the TOEFL requirement. The test may not be required if the applicant has acceptable transfer credit in mathematics/algebra and English from a regionally accredited college or university.
5. Follow the additional procedures set forth above under Admissions Procedure.

ADMISSION OF HIGH SCHOOL STUDENTS

The University offers qualified high school students the opportunity to get a head start with their higher education by taking university-level courses while still in high school through dual enrollment. Through this program a high school student may complete the Certificate in New Testament Studies over a period of three years. This opportunity is available to students enrolled in public and nonpublic schools (including home schools). To enroll in this program a student must complete an online Application for Admission. Students may secure additional information about dual enrollment on the University website at www.livinguniv.com/admissions.

ORIENTATION AND ADVISEMENT

All students are highly encouraged to participate in an online orientation program. The program is designed to acquaint the student with the University environment, philosophy, purposes, policies, procedures, courses, staff roles and other student issues. Orientation is held at the beginning of each registration period.

Each student is assigned an adviser who assists the student in planning a schedule to meet their educational needs and advises them concerning any problem that may arise. Students are encouraged to contact their advisers periodically.

REGISTRATION

All students are required to officially register during the dates designated as such by the Academic Calendar. No course credit may be granted or attendance to class permitted for any course in which the student is not properly registered.

Registration procedures are as follows:

1. Contact the Admissions Office to complete admissions requirements.
2. Confer with a faculty adviser to select courses (this can be done online).
3. Submit schedule of classes for computer entry.
4. Pay fees with the Business Office.
5. Purchase or order required books and materials at the University Bookstore. This can be done online at www.livinguniv.com/bookstore.

All students must be officially registered by the date stated in the Academic Calendar. Exceptions to this policy will be considered only when the student provides documentation of emergency circumstances (such as written doctor's order, etc.) to the Dean of Academic and Student Affairs. In all cases, the University reserves the right to refuse registration to any student beyond the published registration dates. In addition, the University may withhold the privilege of registering for the following reasons: unpaid fees, overdue loans, overdue library books, or incomplete admissions records.

AUDITING COURSES

Auditing is understood as attending a course regularly, without participating in course work or receiving credit, and is permitted on a space-available basis. Nevertheless, attendance, class preparation and participation are at the discretion of the department head and/or the course faculty member. Except for Open Learning Program registration, students who seek to audit courses must have approval of the course faculty member.

A course taken as an audit cannot be changed to a course taken for credit.

Courses that are audited cannot be used toward certificate, diploma, or degree requirements. Students enrolled for credit will have priority over audit students for registration in a course. The tuition and fees for audit courses are the same as those taken for credit.

COURSE REPETITION

Students failing prerequisite courses must repeat and pass the prerequisite prior to undertaking the next course in the sequence. Courses with earned grades of “D” or “F” may be repeated in order to raise that grade. The new grade will be used in calculating the overall grade point average. When a course is repeated, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student’s grade point average; however, the previous grade is retained as part of the permanent record. Upon completion of the repeated course, the student must notify the Registrar. No additional credit toward hour requirements will be allowed for repeating courses in which the initial grade was D, except in the case of repeatable courses. In the Courses of Instruction section the maximum amount of credit is indicated for those courses which may be repeated.

ADDING AND DROPPING COURSES

Students may drop or add courses during published dates set forth in the Academic Calendar as published in this Catalog. Students should, however, confer with their faculty adviser before making any changes.

DURING THE LATE REGISTRATION PERIOD

Courses can be added during the Late Registration (Drop/Add) Period set forth in the Academic Calendar. Courses that are officially dropped through the refund period will not be shown on the academic transcript. Students must contact the Registrar’s Office to complete the necessary forms.

Drops are made up until the 10% point of the semester (the census date). The student’s actual registration status is changed from registered or added to dropped. This change in status does not appear on the student’s transcript. After the 10% point, a student must officially withdraw from courses. A “W” is assigned and will be recorded on the student’s transcript.

AFTER THE LATE REGISTRATION PERIOD

It is the responsibility of the student to drop a course(s) if he/she cannot meet the requirements of the course. Any student who stops attending classes without officially withdrawing from a course risks receiving a

punitive grade for that course.

Students who find it necessary to drop a course(s) after the Late Registration (Drop/Add) Period must file a Registration Change Notice form with the Registrar's Office. This form is available online at www.livinguniv.com/forms. Students must obtain the signature of the faculty member teaching the course and the last date of attendance in the course. If a student drops a course on or before the "Last day to withdraw from a course without a grade penalty," even if their work is not of a passing grade, then a "W" is recorded (see Academic Calendar in this catalog). If a course is dropped after that date, but before the last 21 calendar days of the semester, then the instructor determines the grade. Using a Registration Change Notice form, the faculty member will at this time record a grade of "W" if passing, (not computed in GPA) or "WF" if failing, (computed in GPA).

Students who drop an individual course(s), yet remain in one or more classes during the last 18 calendar days of the semester, will receive a grade of "WF." Students who completely withdraw from the University at any time during the semester may be given a grade of "W" on all courses.

If students do not initiate the withdrawal process, the instructor is required to initiate the administrative process and to record a grade of "W" or "WF" for the course depending on the date the faculty member drops the student from the course. Students who register for a course as an audit, but then withdraw will be assigned a grade of "W" for the course.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from the University (drop all courses) must do so in writing. Students must obtain the required signatures and return the withdrawal form to the Registrar's Office.

Students who officially withdraw from the University at any time during the semester may be given a grade of "W" on all courses. Quality points will not be computed nor credit given. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a friend or relative to contact the Registrar's Office.

TRANSCRIPTS AND RECORDS

ACADEMIC RECORDS

An official record of a student's courses, credit, and grades earned is kept in the Registrar's Office. Students should maintain records of their

courses, credits, and grades each term, and check from time to time to see that their records agree with those of the Registrar.

TRANSCRIPTS

Written authorization is necessary for release of academic transcripts. Transcripts will not be released if fines are outstanding. Transcripts cannot be released by e-mail, phone, or internet request. A student is entitled to one free transcript of his or her official academic record each time the record is amended by work completed at this institution and provided all financial obligations to the University are fulfilled.

CHANGE OF MAJOR

Students desiring to change their major from one curriculum to another should first contact their faculty adviser. Formal change must be cleared through the Registrar by completing a Change of Major form.

CHANGE OF NAME OR ADDRESS

Students must complete a Change of Data form if there is a name or address change while currently enrolled at the University. Completed forms must be submitted to the Registrar's Office. This form can be obtained from the Registrar's Office or on-line (go to www.livinguniv.com/registrar).

STUDENTS' RIGHTS IN REGARD TO OFFICIAL ACADEMIC RECORDS

Living University affirms the rights of students to access their official records, the rights of a hearing if a student challenges the contents of official records, and proper restrictions on release of personally identifiable data without student consent.

Directory information is defined as a student's name, address, telephone number, date of birth, major field of study, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Students who do not wish any or all of the above directory information released to outside agencies must notify the Registrar in writing within 10 days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the University or to any unauthorized persons or groups outside the University without the written consent of the student involved, except under legal compulsion.

The following persons or groups may have access without student consent:

1. Parents of dependent students.
2. School faculty and other school officials with legitimate educational interests.
3. Authorized representatives of federal or state government.
4. Authorized organizations conducting studies relating to testing, financial aid, or instruction.
5. Accrediting organizations.
6. In emergencies, appropriate persons if necessary to protect health or safety of the student or others.

Students may request permission to review their record(s) in the Registrar's Office. Students questioning the content of their record(s) shall first review the record(s) with the Registrar. Upon written request by the student, a committee appointed by the President shall review all unresolved questions. The final review shall rest with the President of the University. The University reserves the right to require appointments for examination of records should the need exist.

TRANSFER OF CREDIT

The amount of credit an individual student may transfer for a certificate, diploma, and degree is determined in each case by the Registrar in consultation with the faculty. The Registrar notifies transfer students of the credit hours and the specific coursework by means of a Transfer Credit Evaluation form. Every attempt will be made to evaluate transcripts for transfer credit prior to registration, however, evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study. The results of the transfer evaluation are included on a student's official LU transcript.

Normally, coursework may be considered for transfer if it has been completed at a regionally accredited, degree-granting institution or at an international institution of equivalent standards. Conditions governing the acceptance of credit from four-year higher educational institutions also apply to acceptance of credit from two-year institutions. Courses with a grade of "C" or higher may be accepted if they are applicable to the program selected at Living University and were earned at an accredited college, university, community college, or technical institute. Credit from nursing schools, business schools, trade schools, vocational schools and similar institutions, is usually not accepted. Credit for Grade XIII (OAC) courses in Canadian high schools is not transferable but may be used for advanced placement purposes.

Credit transferred to Living University from another institution will be recognized as hours toward the appropriate certificate, diploma, or degree. Transfer credit is not awarded for courses with a grade lower than C. The Living University website includes listing of courses that are acceptable in transfer from some institutions.

Time limits may restrict the transfer of some courses into the University if, in the opinion of Registrar in consultation with the designated faculty, the course content has changed to the point that the older courses did not furnish the student the knowledge required for current subsequent courses.

ADVANCED PLACEMENT

The University awards credit for courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement courses in high school and the respective examination and receives a score of three (3) or higher on the exam, he/she can receive university credit. The results of the Advanced Placement Examination should be sent to the Registrar's Office by the Advanced Placement Program. For example, a score of at least 3 on the biology AP exam would entitle the student to receive 8 semester hours credit for BIOL 111 and 112 (General Biology).

ARMED FORCES TRAINING

Credit may be granted for training received under any of the Armed Forces College Training Programs for specialized and technical training done under the auspices of the Armed Forces and courses taken through USAFI. The Registrar in consultation with the faculty determines applicable credit.

CLEP

The following is a list of Subject Examinations of the College Level Examination Program (CLEP) for which Living University may award academic credit. In order to receive credit for a CLEP subject exam, you must achieve the required raw score. LU does not grant credit for a CLEP exam if you've already attempted a college-level course closely aligned with that exam. For example, if you successfully completed English 111 or a comparable course on another campus, you are not permitted to receive CLEP credit in that subject as well. LU does not permit you to earn CLEP credit for a course that you failed.

Subject examinations that are repeated within less than one year from the date of previous testing will not be considered for credit. Credits earned through CLEP will be posted on a student's transcript. Grades are not recorded and a student's GPA will not be affected. Duplicate credit is not awarded in any case. CLEP credits earned at other institutions will be evaluated in the same manner as the equivalent courses at those institutions. The same policies and procedures used in evaluating the applicability of other advanced-standing and transfer credits toward a degree will be applied.

<i>Subject Examination</i>	<i>Raw Score Required</i>	<i>LU Equivalent</i>	<i>Sem. Hrs. Credit</i>
Business			
Accounting, Principles of	50	Elective	6
Business Law, Introductory	50	Elective	3
Information Systems and Computer Applications	50	CIS 110	3
Management, Principles of	50	Elective	3
Marketing, Principles of	50	Elective	3
Composition and Literature			
American Literature	50	Elective or may substitute for ENGL 251 and 252 Gen. Ed. Requirement	6
Analyzing and Interpreting Literature	50	Elective	6
English Composition (with or without Essay)	50	ENGL 111 and 112	6
English Literature	50	Elective or may substitute for ENGL 251 and 252 Gen. Ed. Requirement	6
Freshman College Composition	50	ENGL 111 and 112	6
Humanities	50	Elective	6
Foreign Languages			
French Language, Level 1 (2 semesters)	50	Elective	6
French Language, Level 2 (4 semesters)	62	Elective	12
German Language, Level 1 (2 semesters)	50	Elective	6
German Language, Level 2 (4 semesters)	63	Elective	12
Spanish Language, Level 1 (2 semesters)	50	Elective	6
Spanish Language, Level 2 (4 semesters)	66	Elective	12
History and Social Sciences			
American Government	50	Elective or substitute for ANTH 220 or PSYC 150 Gen. Ed. Requirement	3
Educational Psychology, Introduction to	50	Elective	
History of the United States I: Early Colonization to 1877	50	Elective or substitute for HIST 111 Gen. Ed. Requirement	3
History of the United States II: 1865 to Present	50	Elective or substitute for HIST 112 Gen. Ed.	

		Requirement	3
Human Growth and Development	50	Elective	3
Macroeconomics, Principles of	50	Elective or substitute for ANTH 220 or BEHS 150	
		Gen. Ed. Requirement	3
Microeconomics, Principles of	50	Elective or substitute for ANTH 220 or BEHS 150	
		Gen. Ed. Requirement	3
Psychology, Introductory	50	BEHS 150	3
Social Sciences and History	50	Elective	3
Sociology, Introductory	50	Elective or substitute for ANTH 220 or BEHS 150	
		Gen. Ed. Requirement	3
Western Civilization I: Ancient Near East to 1648	50	HIST 111	3
Western Civilization II: 1648 to Present	50	HIST 112	3
Science and Mathematics			
Biology	50	BIOL 111 and Elective	6
Calculus	50	Elective	3
Chemistry	50	Elective and may fulfill BIOL 111 Gen. Ed. Req.	6
College Algebra	50	MATH 172	3
College Mathematics	50	MATH 162 and 163	4
Natural Sciences	50	Elective	3
Precalculus	50	MATH 172	3

■ EXPENSES AND FINANCIAL AID

Tuition, fees and other charges constitute only part of the actual costs of a student's education. The University is supported chiefly by the Living Church of God, which underwrites most of the educational operating expenses and the original cost of the physical plant and equipment. Additional financial support is received by individual and corporate contribution.

TUITION

The rates printed in this catalog are those in effect as of June 1, 2008, and are subject to change without prior notice. The University reserves the right to assess revised tuition as it may determine. The University will publicize any such changes when and if they occur.

Tuition is charged for each of the fall and spring semesters on a flat fee basis for a registration of 15-18 semester hours and on a semester hour basis for a registration of less than 15 hours or for each additional hour above 18 hours. Noncredit course tuition is assessed according to their load value given in parentheses after actual hours. During the summer session, tuition is assessed on a flat fee basis for a registration of 8-12 hours. The same rates apply to credit and audit hours as follows:

Semester Tuition Charges

Flat fee basis (15-18 semester hours).....	\$2,100
Each hour up to a total registration of 15 hours.....	\$140
Each hour above a total registration of 18 hours.....	\$140

Summer Session Tuition Charges

Flat fee basis (8-12 semester hours).....	\$1,120
Each hour up to a total registration of 8 hours.....	\$140

FEES

The following fees are assessed when applicable. Audit students pay the same fees as students who enroll for credit. These fees are subject to change without prior notice. The University reserves the right to assess new fees or increase or decrease existing fees as it may determine. The University will publicize any such changes when and if they occur.

Graduation Fee \$25

Graduation fees are payable during the semester the student expects to graduate. Candidates for graduation should contact the Registrar to obtain an *Application for Graduation* and the current fee schedule.

Late Registration Fee \$15

Registration is not complete until tuition and other amounts have been

paid in full, or arrangements have been made for deferred payment. All students who complete registration for classes after the close of the regular registration period are assessed a late registration fee.

Application Fee \$25
 Applicants to the University are required to submit an application fee with their *Application for Admission*. No fee is required for application for readmission, reapplication within three years, or enrollment in the OpenLearning Program.

Matriculation Fee \$20
 Assessed to a student officially withdrawing from the University prior to the first class day.

Registration Change Fee
 During the first week of the semester N/C
 During the second week \$ 5
 After the second week 10
 Assessed for every change of registration issued at the request of the student after completion of registration. There is no charge for changes made for the convenience of the University.

Retest Fee \$35
 Assessed for missing a scheduled Measure of Academic Proficiency and Progress (MAPP) test date without approval of the Registrar.

Returned Check Collection Fee \$25
 If a check is returned from the bank unpaid for any reason, the student will be assessed a collection fee of \$25 for each check returned. The student must pay the full amount of the returned check plus the \$25 collection fee immediately in cash, cashier's check or money order. In the event of nonpayment of a returned check, one or more of the following actions may be taken: revocation of check-writing privileges, a bar against readmission of the student, withholding the student's grades and/or official transcripts, withholding a degree to which the student otherwise would be entitled, all other penalties and actions authorized by law.

Transcript Fee \$5
 A student is entitled to one free transcript of his or her permanent academic record each time the record is amended by work completed at this institution and provided all financial obligations to the University are fulfilled. A \$5 fee is assessed for each additional transcript after the free transcript have been received. A fee of \$0.10 per copy per page is charged for copies of other educational records. See

Transcripts and Records.

OBLIGATION FOR PAYMENT

Tuition and fees are payable in full on the date of registration. Tuition and fees may be paid by cash, check, money order, MasterCard or Visa. Checks and money orders should be made payable to Living University. A check given in payment of expenses which is returned by the bank results in indebtedness to the University and places the student's enrollment in jeopardy. Students who are receiving financial assistance such as scholarships, grants, etc., must have formal authorization filed in the Business Office prior to registration.

All amounts owed to the University, including any deferred charges, are an obligation of the student. Failure to meet any financial obligation when it becomes due, or to arrange for payment before due date is considered sufficient cause for cancellation of registration, postponement of graduation, or the holding of transcript requests.

Degrees, diplomas, or certificates will not be granted nor will transcripts be furnished until all financial obligations to the University have been paid. All previously incurred expenses at the University must be paid before a student may register at the beginning of any semester.

COURSE ENROLLMENT CANCELLATION AND REFUNDS

- A. A 100% refund of tuition and fees shall be made if the student officially withdraws (drops) prior to the first day of classes of the semester as noted in the Academic Calendar. A student officially withdrawing from the University through the first class day will be assessed a matriculation fee of \$20. However, a student is eligible for a 100% refund and with no matriculation fee if the University cancels the course in which the student is registered.
- B. A 90% refund of tuition only shall be made if the student officially withdraws from the course(es) prior to or on the official 10% census point of the semester.
- C. A 50% refund of tuition only shall be made if the student officially withdraws from the course(es) after more than 10% and through 25% point of the semester.
- D. Refunds are not made for withdrawals after the 25% point of the semester. See Academic Calendar for official dates.
- E. For courses beginning at times other than the first week of the semester refunds are prorated.

If a student, having paid the required tuition and fees for a semester, dies during that semester (prior to or on the last day of the semester the student

was attending) all tuition and fees for that semester may be refunded to the estate of the deceased.

Tuition refunds will be credited to their credit cards or mailed to students. Except as provided above student fees are nonrefundable. Cancelling course enrollment or withdrawing from a course requires full repayment of Regents Scholarship funds. The 90% and the 50% tuition refund is computed only on the net tuition charges made as if the withdrawal had not taken place. For example, if a course registration in a three semester hour course results in a tuition charge of \$420 and a 50% Regents Scholarship, then the net charge to the student is \$210. A withdrawal qualifying for the 90% refund would be \$189 and for the 50% refund \$105.

FINANCIAL AID

Even with relatively low tuition and other charges, the cost of a university education can be a financial burden. The primary purpose of financial aid is to provide financial assistance to Living University students who, without such aid, would be unable to attend the University. The primary responsibility for assuming the cost of a university education lies with the student and/or his family

SCHOLARSHIPS

Regents Scholarships. A Regents Scholarship, which applies to tuition but not fees, consists of a tuition reduction as set forth below. Verification of eligibility may be required. An individual qualifying for one or more of these benefits may choose the one which is most advantageous to him or her. Awards of not more than 50% of tuition charges can be made for audit registrations. Withdrawing from a course up to and including the 10% or 25% point of a semester or other term requires full repayment of Regents Scholarship funds.

Qualifying categories are:

- Individuals formally classified by the Living Church of God as Coworkers and Prospective Members, an award of 25% of tuition charges for courses taken for credit or as an audit.
- Living Church of God members, their spouses, and their dependent children under the age 22, an award of 50% of tuition charges for courses taken for credit or as an audit.
- Living Church of God elders, deacons and deaconesses, including their spouses and their dependent children under the age 22, an award of 75% of tuition charges for courses taken for credit.
- Living Church of God members currently contributing to the Living Church of God Assistance Fund, including their spouses and their

■ EXPENSES AND FINANCIAL AID

dependent children under the age 22, an award of 75% of tuition charges for courses taken for credit.

- Part-time employees of the Living Church of God and their spouses, an award of 100% of tuition charges for courses taken for credit.
- Full-time employees of the Living Church of God, their spouses, and their dependent children under the age 22, an award of 100% of tuition charges for courses taken for credit. In the case of the death of a full-time employee this includes the surviving spouse.

Questions concerning applicability, eligibility or other details about a Regent's Scholarship should be directed to the Registrar at registrar@livinguniv.com.

LOANS

Living University does not participate in student loan programs.

OUTSIDE AGENCIES AND RESOURCES

Students are encouraged to utilize the World Wide Web when investigating possible financial resources for attending college. Some financial aid web sites containing information about grants, loans, work programs and scholarships are listed below:

<http://www.finaid.org/>

<http://www.ncseaa.edu/>

<http://www.key.com/>

<http://www.ed.gov/studentaid/>

<http://www.fastweb.com/fastweb/>

<http://www.nasfaa.org/>

AWARDS

Academic Excellence Award. This cash award is presented to the two graduates, earning first bachelor's degrees, who have achieved the highest level of academic excellence at the University. The Academic Excellence Award acknowledges the self-discipline and great effort, as well as the dedication and zeal required to achieve the highest in academic excellence.

Herbert W. Armstrong Achievement Award. This award is given annually to the two outstanding students graduating with a baccalaureate degree who exemplify the pursuit of excellence. Herbert W. Armstrong was a man of quality, excellence, dedication and balance. He was equally at home with scholars, musicians, athletes, diplomats and royalty. His versatility gives meaning to this award—"in the pursuit of excellence."

■ DEGREE AND OTHER REQUIREMENTS

The requirements pertaining to degree, diploma, and certificate programs of study; academic advisement, transfer credit, and similar matters are set forth below. Students should plan to satisfy these requirements as early as possible to allow flexibility in completing program and upper division requirements. In order to graduate with a diploma, certificate, or degree, students must meet the following minimum requirements:

1. Complete the course requirements of a University approved certificate, diploma, or degree program of study with a minimum 2.00 grade point average for the courses within the prescribed curriculum;
2. Be recommended by the chairperson of the department offering certificate, diploma, or degree major;
3. Fulfill all financial obligations to the University;
4. Complete an *Application for Graduation* which must be on file by the mid-term point for graduation that semester; and
5. Complete a minimum of 25% of all semester credit hours of coursework in the approved certificate, diploma, or degree program at the University.

GENERAL EDUCATION

General education provides students opportunity to develop those values and competencies that mark an educated person and prepare him or her for leadership and service in today's complex world. General education is sometimes referred to as a core curriculum or general studies. Undergraduate degree and diploma programs of study require students to complete general education coursework. Certificate programs of study do not require general education courses. The educational objectives and corresponding competencies for general education are as follows:

Communication. Students shall demonstrate the ability to communicate clearly through the media of spoken and written English. Students meeting this objective should be able to:

- Do assigned readings and demonstrate an understanding of their written and/or quantitative content;
- Demonstrate the ability to summarize, paraphrase, and question using standard written English;
- Write a clear, well-organized paper, using standard English, that utilizes primary and secondary sources;
- Properly cite sources using Turabian style;
- Make clear, well-organized oral presentations; and
- Evaluate oral presentations according to established criteria.

Health and Wellness. Students shall demonstrate understanding of the theory and practice of life span wellness and fitness activities, and on the knowledge, attitudes, habits, and skills needed to live well. Students meeting this objective should be able to:

- Identify and evaluate risk factors and behaviors associated with health, disease, and optimal well-being;
- Identify, analyze, and evaluate the physical, social, emotional, intellectual, and spiritual factors that influence health behavior and well-being;
- Develop theory-based intervention strategies and techniques to effectively influence health behavior change;
- Identify various psychosocial factors (e.g., self-esteem, locus of control, self-efficacy, health beliefs, cultural values, etc.) that play a role in the behavior change process and utilize them in individual and group program planning;
- Identify and promote the use of self-management skills that lead to lifelong adherence to healthy lifestyles;
- Demonstrate the use of various motivational (incentive, compliance, and adherence) techniques in the design of individual and group program planning and delivery; and
- Identify, analyze, and utilize the socio-cultural forces that shape personal and group viewpoints regarding fitness, physical activity, health, and wellness; and
- Identify and analyze the impact of social determinants of physical activity, health and well-being in individual and group program planning and promotion.

Information Technology. Students shall demonstrate basic competency in the use of computers. Students meeting this objective should be able to:

- Perform the basic operations of personal computer use;
- Understand and use basic research techniques; and
- Locate, evaluate and synthesize information from a variety of sources.

Humanities and the Fine Arts. Students shall gain a perspective of the cultural heritage of western civilization. Students meeting this objective should be able to:

- Demonstrate knowledge of the range of values, beliefs and ideas embodied in the human experience;
- Demonstrate understanding and interpret basic concepts and theories of the humanities and arts;
- Demonstrate creative sensitivity and aesthetic understanding; and

- Demonstrate understanding of at least one principal form of artistic expression and the creative process inherent therein.

Natural Sciences and Mathematics. Students shall demonstrate a familiarity with the methods and applications of the natural sciences and mathematics and shall acquire basic knowledge and skills in these disciplines. Students meeting this objective should be able to:

- Demonstrate an understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis;
- Demonstrate application of scientific data, concepts, and models in one of the natural sciences;
- Demonstrate the ability to interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics;
- Demonstrate the ability to represent mathematical information symbolically, visually, numerically and verbally;
- Demonstrate the ability to employ quantitative methods such as, arithmetic, algebra, geometry, or statistics to solve problems;
- Demonstrate the ability to estimate and check mathematical results for reasonableness; and
- Demonstrate the ability to recognize the limits of mathematical and statistical methods.

Social and Behavioral Sciences. Students shall acquire a general comprehension of broad topics and issues in the social and behavioral sciences. Students meeting this objective should be able to:

- Demonstrate understanding of the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis;
- Demonstrate knowledge of major concepts, models and issues of at least one discipline in the social sciences;
- Demonstrate knowledge of the development of the distinctive features of the history, institutions, economy, society, culture, and the like, of Western civilization;
- Relate the development of Western civilization to that of other regions of the world; and
- Demonstrate knowledge of a broad outline of world history.

Theology. Students shall demonstrate basic academic knowledge of the Bible's content and doctrines, the skills necessary for its proper interpretation, and the ability to apply scriptural truth to their own lives and articulate

■ DEGREE AND OTHER REQUIREMENTS

it to others. Students meeting this objective should be able to:

- Demonstrate a general knowledge of the author, background, major themes, and contents of the Hebrew Scriptures;
- Explain the background, purpose, message, and themes of the Gospels and the significance of Jesus Christ in the first century and beyond;
- Show the message of Acts and each of each of the Pauline Epistles and their implication and application;
- Demonstrate skills for accurate scriptural interpretation;
- Identify fundamental biblical doctrines and demonstrate their implications for Christian belief and conduct; and
- Demonstrate the ability to apply the Bible and its doctrinal teachings to personal life situations, and articulate the biblical message to others.

Critical Thinking. Across all disciplines students shall demonstrate the ability to think critically and constructively. Students meeting this objective should be able to:

- Identify and summarize the problem or question at issue (and/or the source's position);
- Identify and present the student's own hypothesis, perspective and position as it is important to the analysis of the issue;
- Identify and consider other salient perspectives and positions that are important to the analysis;
- Identify and assess the key assumptions;
- Identify and assess the quality of supporting data/evidence and provides additional data/evidence related to the issue;
- Identify and consider the influence of the context on the issue; and
- Identify and assess conclusions, implications and consequences.

GENERAL EDUCATION REQUIREMENTS

Baccalaureate degree programs of study require 71 semester hours of coursework in general education as follows:

Communication (10 semester hours)

ENGL 111 Expository Writing (3)

ENGL 112 Argument-Based Research (3)

SPCM 150*ab* Oral Communication (2-2)

Health and Physical Education (3 semester hours)

HPRO 314 Fitness, Hygiene, and Wellness (3)

Information Technology (3 semester hours)

CIS 110 Introduction to Computers (3)

Humanities and Fine Arts (9 semester hours)

MUS 110 Music Appreciation (3)

(Transfer credit in an introductory course in art or drama may substitute for MUS 110.)

and both of the following:

ENGL 251 Literature of the Western World I (3)

ENGL 252 Literature of the Western World II (3)

(Transfer credit in a two semester sequence in American literature or British literature may substitute for the ENGL 251 and 252.)

Natural Sciences and Mathematics (16 semester hours)

Two of the following sequences in mathematics:

MATH 162 Finite Mathematics (3) and

MATH 163 Finite Mathematics Laboratory (1)

or

MATH 172 Precalculus Algebra (3) and

MATH 173 Precalculus Algebra Laboratory (1)

or

MATH 174 Precalculus Trigonometry (3) and

MATH 175 Precalculus Trigonometry Laboratory (1)

and the following sequence in natural sciences:

BIOL 111 General Biology I (4) and

BIOL 112 General Biology II (4)

(Transfer credit in a two semester sequence in a college laboratory science such as general chemistry, general physics, or geology, may substitute for general biology.)

Social and Behavioral Sciences (12 semester hours)

HIST 111 History of Western Civilization I (3)

HIST 112 History of Western Civilization II (3)

(Transfer credit in a two semester sequence in American history or British history may substitute for HIST 111 and 112.)

and two courses selected from the following in two disciplines:

ANTH 220 Sociocultural Anthropology (3)

ANTH 230 Biological Anthropology (3)

BEHS 150 Introduction to Human Behavior (3)

GEOG 111 World Regional Geography (3)

(Transfer credit in introductory economics, political science, and sociology courses may substitute for anthropology, behavioral studies, or geography.)

Theology (18 semester hours)

THL 135 Life, Ministry and Teachings of Jesus (3)

THL 136 Acts and the Writings of Paul (3)

■ DEGREE AND OTHER REQUIREMENTS

- THL 200 Principles of Christian Living (3)
- THL 211 Old Testament Survey I (3)
- THL 212 Old Testament Survey II (3)
- THL 250 Introduction to Biblical Doctrines (3)

The Applied Associate of Arts in Theology degree program of study requires successful completion of a minimum of 41 semester hours in general education as follows: ENGL 111; SPCM 150*ab*; HPRO 314; either MUS 110, ENGL 251, or ENGL 252; CIS 110; either BIOL 111, MATH 162 and 163, MATH 172 and 173, or MATH 174 and 175; either HIST 111, HIST 112, ANTH 220, ANTH 230, BEHS 150, or GEOG 111; and THL 135, 136, 200, 211, 212, and 250. Diploma programs require successful completion of ENGL 111 and SPCM 150*ab*. General education courses are not required in certificate programs.

DEGREE REQUIREMENTS

The Bachelor of Arts degree program of study requires successful completion of 128 semester hours which includes three basic components: general education, the major field, and supporting and/or elective courses. The Applied Associate of Arts in Theology degree program requires successful completion of at least 71 semester hours including a major and general education coursework. Only courses numbered 100 through 499 are applicable toward degree requirements.

MAJORS AND MINORS

The subject or field of emphasis is called a major. A major may be departmental (in a single subject or field), interdisciplinary (a group of related subjects), or diversified. A secondary emphasis in another subject or field is called a minor. A major, but not always a minor, must be completed for a degree. The specific requirements for majors and minors are given under the respective disciplines in the section "Courses of Instruction."

Major Requirements. The Bachelor of Arts degree requires a departmental, interdisciplinary, or diversified major consisting of at least 24 semester hours of upper-division coursework. At this time the University offers a departmental major in theology only. The Applied Associate of Arts degree requires a departmental major in theology.

Minor Requirements. A minor is only available in baccalaureate degree programs. All minors must consist of at least eighteen semester hours of approved coursework. Six hours of a minor must be upper division credit.

OTHER REQUIREMENTS

Residence Requirement. For the bachelor's degree at least 32 semester hours, including 8 hours of upper division course work in the major field, must be completed as a matriculated student at the University. At least 12 of the last 20 hours counted toward the degree must be completed at the University. Therefore, not more than 8 hours of the last 20 may be completed at another institution.

A student, who intends to complete the 8 or less semester hours of the last 20 through transfer credit, must file a *General Petition* at with the Registrar, while still matriculated (registered) at the University. All coursework under this provision must be completed within twenty-four months of the student's last date of attendance at the University.

Degree Candidacy. A student becomes a degree candidate when entering the semester during which it will be possible for him or her to complete all requirements for graduation.

Application for a Graduation. Only students currently matriculated in a specific degree program may apply for a degree. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

Students who apply for a degree will be provided a *Graduation Check* form prior to registration for their final term. An *Application for Graduation* may not be withdrawn if degree requirements are met by the end of the term for which the student filed the application. In the event a student does not complete degree requirements at the end of the specified term, he or she must file a *Application for Graduation* at a later date. An *Application for Graduation* is available from the Registrar.

Continuity of Enrollment. Individuals who break continuity of enrollment and are no longer matriculated at the University are not eligible to apply for a degree.

Exit Examination. All students graduating with an associate or bachelor's degree must take an exit examination during the semester of graduation. A student must be on the graduation list in order to take this exam. The Exit Examination currently used is the Measure of Academic Proficiency and Progress (MAPP), short form, designed by the Educational Testing Service (ETS). It is intended for use by colleges and universities in assessing the outcomes of their general education programs to improve the quality of instruction and learning. The test focuses on the academic skills developed through general education courses rather than on the knowledge acquired about the subjects taught in these courses. It does this by

testing college-level reading, writing, critical thinking, and mathematics in the context of humanities, social sciences, and natural sciences. The Measure of Academic Proficiency and Progress assumes that students have completed most or all of the general education, or core curriculum, requirements at their institution. The questions have a broad range of difficulty; some are quite easy, others are more difficult. It is an objective test using a multiple-choice format. The short form consists of 36 questions to be answered in 40 minutes.

Transcripts. Before a student will be allowed to graduate, official transcripts of all transfer credits must be on file with the Registrar.

Deferred Graduation. Students ordinarily graduate under the requirements of the Catalog of the year in which they enter the University. Students who are studying for a baccalaureate degree and fail to graduate within six calendar years (four years for an associate degree), must plan to conform to the current Catalog.

Commencement Exercises. Commencement is held annually in May. A student completing degree requirements since the previous commencement is eligible to participate in the ceremony. During commencement exercises, degrees are conferred on the candidates. Although each candidate receives a diploma cover during the program, the actual diploma is sent several months later. Within a few weeks after graduation, eligible candidates receive a letter of congratulations in the mail and the Registrar posts degrees to permanent University academic records.

REQUIREMENTS FOR ADDITIONAL BACHELOR'S DEGREE

To qualify for an additional bachelor's degree at the University, a student must:

1. Complete a major in a discipline other than that in which they earned a previous degree;
2. Complete a minimum of 30 semester hours at the University after fulfilling the requirements for the last degree with at least 12 of these semester hours in the subject of the current major;
3. Attain at least a 2.0 (C) grade point average for all residence course work at the University taken while pursuing the additional degree;
4. Comply with all graduation requirements of the University including general education requirements, approval by the faculty adviser and the department chair of the major;
5. File an *Application for Graduation*, available at the Registrar's Office, on file by the mid-term point for graduation that semester; and
6. Have the approval and recommendation of the faculty, signified by the written recommendation of the chair of the department of the

student's major, for graduation and the conferring of the additional bachelor's degree.

An undergraduate student working toward a bachelor's degree at the University may simultaneously complete credit hours toward an additional bachelor's degree provided the student files a *General Petition* with the Registrar to declare which courses are intended to apply to the additional degree.

To complete the additional degree, the student must enroll as a regular (matriculated) student in at least one semester after completion of the previous degree. Petitions under this provision require the approval of the faculty advisers concerned and the department chair of the degree program major, and must be filed with the Registrar prior to enrollment in the courses meeting credit requirements for the additional degree.

DEGREE PROGRAMS

BACHELOR OF ARTS—THEOLOGY

The Bachelor of Arts with a major in Theology degree program of study is a four-year, 128-semester-hour course of study designed to equip students with a sound theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer, bi-vocational, or career service. Specifically, it seeks to develop servant-leaders who:

- Can demonstrate the veracity and reliability of the Bible;
- Understand and can explain the New Testament and its implication and application;
- Demonstrate a working familiarity with the Hebrew Scriptures;
- Demonstrate and exemplify Christian leadership and values;
- Show understanding of the history and theology of the Church;
- Know and demonstrate understanding of biblical doctrines;
- Demonstrate knowledge of the world's major religions and how they differ from Christianity; and
- Demonstrate understanding of eschatological events and Bible prophecy.

This degree program of study requires successful completion of a minimum of 128 semester hours in general education, a departmental major in theology, and electives.

General Education

Complete 71 semester hours as set forth below.

Communication (10 semester hours)
ENGL 111 Expository Writing (3)

SUGGESTED SCHEDULE
Bachelor of Arts—Theology

FIRST YEAR

First Semester

15 semester hours

BIOL 111 General Biology I	4
ENGL 111 Expository Writing	3
HIST 111 History of Western Civ. to 1648	3
SPCM 150a Oral Communication I	2
THL 135 Life, Min. & Teach. of Jesus	3

Second Semester

15 semester hours

BIOL 112 General Biology II	4
ENGL 112 Argument-Based Research	3
HIST 112 History of Western Civ. Since 1648	3
SPCM 150b Oral Communication II	2
THL 136 Life, Times & Writings of Paul	3

SECOND YEAR

First Semester

16 semester hours

CIS 110 Introduction to Computers	3
ENGL 251 Literature of the Western World I	3
THL 200 Principles of Christian Living	3
THL 211 Old Testament Survey I	3
Mathematics	4

Second Semester

16 semester hours

ENGL 252 Lit. of the Western World II	3
MUS 110 Music Appreciation	3
THL 212 Old Testament Survey II	3
THL 250 Introduction to Biblical Doctrines	3
Mathematics	4

THIRD YEAR

First Semester

18 semester hours

HPRO 314 Fitness, Hygiene, and Wellness	3
THL 320 Introduction to Church History	3
THL 332 The Biblical Text	3
Social and Behavioral Sciences	3
Major Electives	3
Electives	3

Second Semester

18 semester hours

THL 326 Christian Leadership	3
THL 416 General Epistles	3
Social and Behavioral Sciences	3
Major Elective	3
Electives	6

FOURTH YEAR

First Semester

15 semester hours

THL 460 Comparative Religion	3
Major Elective	3
Electives	9

Second Semester

15 semester hours

THL 419 Daniel and Revelation	3
THL 450 Introduction to Biblical Theology	3
Major Elective	3
Electives	6

ENGL 112 Argument-Based Research (3)

SPCM 150ab Oral Communication (2-2)

Health and Physical Education (3 semester hours)

HPRO 314 Fitness, Hygiene, and Wellness (3)

Humanities and Fine Arts (9 semester hours)

MUS 110 Music Appreciation (3)

(Approved transfer credit in an introductory course in art or drama may substitute for MUS 110.)

and both of the following:

ENGL 251 Literature of the Western World I (3)

ENGL 252 Literature of the Western World II (3)

(Approved transfer credit in a two semester sequence in American literature or British literature may substitute for the ENGL 251 and 252.)

Information Technology (3 semester hours)

CIS 110 Introduction to Computers (3)

Natural Sciences and Mathematics (16 semester hours)

Two of the following sequences in mathematics:

MATH 162 Finite Mathematics (3) and

MATH 163 Finite Mathematics Laboratory (1)

or

MATH 172 Precalculus Algebra (3) and

MATH 173 Precalculus Algebra Laboratory (1)

or

MATH 174 Precalculus Trigonometry (3) and

MATH 175 Precalculus Trigonometry Laboratory (1)

and the following sequence in natural sciences:

BIOL 111 General Biology I (4) and

BIOL 112 General Biology II (4)

(Approved transfer credit in a two semester sequence in a college laboratory science such as general chemistry, general physics, or geology, may substitute for general biology.)

Social and Behavioral Sciences (12 semester hours)

HIST 111 History of Western Civilization I (3)

HIST 112 History of Western Civilization II (3)

(Approved transfer credit in a two semester sequence in American history or British history may substitute for HIST 111 and 112.)

and two courses selected from the following in two disciplines:

ANTH 220 Sociocultural Anthropology (3)

ANTH 230 Biological Anthropology (3)

BEHS 150 Introduction to Human Behavior (3)

GEOG 111 World Regional Geography (3)

(Approved transfer credit in introductory economics, geography, sociology, and political science courses may substitute for anthropology or behavioral studies.)

Theology (18 semester hours)

THL 135 Life, Ministry and Teachings of Jesus (3)

THL 136 Acts and the Writings of Paul (3)

THL 200 Principles of Christian Living (3)

THL 211 Old Testament Survey I (3)

THL 212 Old Testament Survey II (3)

THL 250 Introduction to Biblical Doctrines (3)

■ DEGREE AND OTHER REQUIREMENTS

Major

Complete 33 semester hours of upper division coursework in theology as set forth below.

THL 320 Introduction to Church History (3)
THL 326 Christian Leadership (3)
THL 332 The Biblical Text (3)
THL 416 General Epistles (3)
THL 419 Daniel and Revelation (3)
THL 450 Introduction to Biblical Theology (3)
THL 460 Comparative Religion (3)
and 12 semester hours of major electives selected from the following:

THL 399 Undergraduate Open Seminar (3)
THL 412 Epistles of Paul I (3)
THL 413 Epistles of Paul II (3)
THL 421 History of Christianity I (3)
THL 422 History of Christianity II (3)
THL 427 Ministry to Youth (3)
THL 428 Ministry to the Elderly (3)
THL 440 Introductory Homiletics (3)
THL 445 Advanced Homiletics (3)
THL 473 Archaeology of the Old Testament (3)
THL 474 Archaeology of the New Testament (3)
THL 480 Biblical Archaeology Fieldwork (3-6)
THL 490*abc* Professional Ministry Practicum (2-6)
THL 499 Independent Study (1-3)

Electives

Complete electives to present a minimum of 128 semester hours.

APPLIED ASSOCIATE OF ARTS—THEOLOGY

The Applied Associate of Arts in Theology degree program of study is a two-year, 71-semester hour course of study designed to equip students with a sound theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer or bi-vocational service. Specifically, it seeks to develop servant-leaders who:

- Can demonstrate the veracity and reliability of the Bible;
- Understand and can explain the New Testament and its implication and application;
- Demonstrate a working familiarity with the Hebrew Scriptures;
- Demonstrate and exemplify Christian leadership and values;

SUGGESTED SCHEDULE	
Applied Associate of Arts in Theology	
FIRST YEAR	
First Semester	Second Semester
18 semester hours	17 semester hours
ENGL 111 Expository Writing 3	ENGL 112 Argument-Based Research 3
SPCM 150a Oral Communication I 2	SPCM 150b Oral Communication II 2
THL 135 Life, Ministry and Teachings of Jesus. 3	THL 136 Acts and the Writings of Paul 3
THL 200 Principles of Christian Living..... 3	THL 250 Introduction to Biblical Doctrines..... 3
THL 332 The Biblical Text..... 3	THL 326 Christian Leadership 3
Mathematics 4	MUS 110 Music Appreciation or ENGL 252 Western World Literature II 3
SECOND YEAR	
First Semester	Second Semester
18 semester hours	18 semester hours
CIS 110 Introduction to Computers 3	THL 212 Old Testament Survey II 3
HPRO 314 Fitness, Hygiene, and Wellness 3	THL 416 General Epistles 3
THL 211 Old Testament Survey I 3	THL 419 Daniel and Revelation 3
THL 320 Introduction to Church History 3	Major Electives 6
Social and Behavioral Sciences 3	
Major Electives 3	

- Show understanding of the history and theology of the Church;
- Know and demonstrate understanding of biblical doctrines;
- Demonstrate knowledge of the world’s major religions and how they differ from Christianity; and
- Demonstrate understanding of eschatological events and Bible prophecy

This degree program requires successful completion of a minimum of 71 semester hours which includes coursework in general education and a departmental major in theology.

GENERAL EDUCATION

Complete a minimum of 41 semester hours in general education coursework as set forth below.

Communication (10 semester hours)

- ENGL 111 Expository Writing (3)
- ENGL 112 Argument-Based Research (3)
- SPCM 150ab Oral Communication (2-2)

Health and Physical Education (3 semester hours)

- HPRO 314 Fitness, Hygiene, and Wellness (3)

Humanities and Fine Arts (3 semester hours)

- One of the following:
- MUS 110 Music Appreciation (3)

Degree and Other Re-

■ DEGREE AND OTHER REQUIREMENTS

ENGL 251 Literature of the Western World I (3)

ENGL 252 Literature of the Western World II (3)

(Approved transfer credit in an introductory course in art, drama, American literature, or British literature may substitute for MUS 110, ENGL 251 or 252.)

Information Technology (3 semester hours)

CIS 110 Introduction to Computers (3)

Natural Sciences and Mathematics (4 semester hours)

MATH 162 Finite Mathematics (3) and

MATH 163 Finite Mathematics Laboratory (1)

or

MATH 172 Precalculus Algebra (3) and

MATH 173 Precalculus Algebra Laboratory (1)

or

MATH 174 Precalculus Trigonometry (3) and

MATH 175 Precalculus Trigonometry Laboratory (1)

or

BIOL 111 General Biology I (4)

Social and Behavioral Sciences (3 semester hours)

One of the following:

ANTH 220 Sociocultural Anthropology (3)

ANTH 230 Biological Anthropology (3)

BEHS 150 Introduction to Human Behavior (3)

GEOG 111 World Regional Geography (3)

HIST 111 History of Western Civilization I (3)

HIST 112 History of Western Civilization II (3)

Theology (15 semester hours)

THL 135 Life, Ministry and Teachings of Jesus (3)

THL 136 Acts and the Writings of Paul (3)

THL 200 Principles of Christian Living (3)

THL 211 Old Testament Survey I (3)

THL 212 Old Testament Survey II (3)

MAJOR

Complete 30 semester hours of upper division coursework in theology as set forth below.

THL 250 Introduction to Biblical Doctrines (3)

THL 320 Introduction to Church History (3)

THL 326 Christian Leadership (3)

THL 332 The Biblical Text (3)

THL 416 General Epistles (3)

SUGGESTED SCHEDULE	
Diploma in Biblical Studies	
FIRST YEAR	
First Semester	Second Semester
9 semester hours	9 semester hours
THL 135 Life, Min. & Teachings of Jesus 3	THL 136 Acts and the Writings of Paul 3
THL 200 Principles of Christian Living 3	THL 250 Introduction to Biblical Doctrines 3
THL 332 The Biblical Text 3	THL 326 Christian Leadership 3
SECOND YEAR	
First Semester	Second Semester
11 semester hours	11 semester hours
ENGL 111 Expository Writing 3	SPCM 150b Oral Communication II 2
SPCM 150a Oral Communication I 2	THL 212 Old Testament Survey II 3
THL 211 Old Testament Survey I 3	THL 416 General Epistles 3
THL 320 Introduction to Church History 3	THL 419 Daniel and Revelation 3

THL 419 Daniel and Revelation (3)

and 12 semester hours of major electives selected from the following:

- THL 399 Undergraduate Open Seminar (3)
- THL 427 Ministry to Youth (3)
- THL 428 Ministry to the Elderly (3)
- THL 412 Epistles of Paul I (3)
- THL 413 Epistles of Paul II (3)
- THL 440 Introductory Homiletics (3)
- THL 445 Advanced Homiletics (3)
- THL 473 Archaeology of the Old Testament (3)
- THL 474 Archaeology of the New Testament (3)
- THL 475 Biblical Archaeology Fieldwork (3-6)
- THL 490abc Professional Ministry Practicum (2-6)
- THL 499 Independent Study (1-3)

DIPLOMA AND CERTIFICATE PROGRAMS

DIPLOMA IN BIBLICAL STUDIES

The Diploma in Biblical Studies program of study provides students with an in-depth study of the Bible and related topics. This program, intended to better prepare students to become effective lay leaders in churches and schools, has a two-fold purpose: to provide lay persons the opportunity to grow in their understanding of the Scriptures and in their ability to effectively teach the Scriptures to others. The general education requirement in this diploma program is successful completion of ENGL 111 (Written Expression) and SPCH 150ab (Oral Communication).

■ DEGREE AND OTHER REQUIREMENTS

On successful completion of this program of study, students can:

- Demonstrate the veracity and reliability of the Bible;
- Understand and can explain the New Testament and its implication and application;
- Demonstrate and exemplify Christian leadership and values;
- Know and demonstrate understanding of biblical doctrines;
- Demonstrate a working familiarity with the Hebrew Scriptures;
- Show understanding of the history of the Church; and
- Demonstrate understanding of eschatological events and Bible prophecy.

A diploma in biblical studies requires successful completion of a minimum of 40 semester hours as follows:

- ENGL 111 Written Expression (3)
- SPCM 150^{ab} Oral Communication (2-2)
- THL 135 Life, Ministry, and Teachings of Jesus (3)
- THL 136 Acts and the Writings of Paul (3)
- THL 200 Principles of Christian Living (3)
- THL 211 Old Testament Survey I (3)
- THL 212 Old Testament Survey II (3)
- THL 250 Introduction to Biblical Doctrines (3)
- THL 320 Introduction to Church History (3)
- THL 326 Christian Leadership (3)
- THL 332 The Biblical Text (3)
- THL 416 General Epistles (3)
- THL 419 Daniel and Revelation (3)

The Diploma in Biblical Studies normally requires two years to complete on a part-time basis. Those who plan to complete the certificate over three or more years can take one or two courses a semester. For the conferring of the diploma students should apply for graduation in the semester they plan to graduate. Students may obtain an *Application for Graduation* from the Registrar. This application must be filed with the Registrar by October 15 for graduation in December, by March 15 for May graduation, and by June 15 for August graduation.

CERTIFICATE IN NEW TESTAMENT STUDIES

The Certificate in New Testament Studies program of study provides a comprehensive overview of the New Testament, designed to be completed online in one or two years, preparing men and women for Christian leadership and service. On successful completion of this program of study, students can:

- Can demonstrate the veracity and reliability of the Bible;

SUGGESTED SCHEDULE
Certificate in New Testament Studies

FIRST YEAR

First Semester

9 semester hours

THL 135 Life, Ministry & Teachings of Jesus..... 3
 THL 200 Principles of Christian Living..... 3
 THL 332 The Biblical Text..... 3

Second Semester

9 semester hours

THL 136 Acts and the Writings of Paul 3
 THL 250 Introduction to Biblical Doctrines..... 3
 THL 326 Christian Leadership 3

- Understand and can explain the New Testament and its implication and application;
- Demonstrate and exemplify Christian leadership and values; and
- Know and demonstrate understanding of biblical doctrines

A Certificate in New Testament Studies requires successful completion of a minimum of 18 semester hours as follows:

- THL 135 Life, Ministry and Teachings of Jesus (3)
- THL 136 Acts and the Writings of Paul (3)
- THL 200 Principles of Christian Living (3)
- THL 250 Introduction to Biblical Doctrines (3)
- THL 326 Christian Leadership (3)
- THL 332 The Biblical Text (3)

Students may complete the Certificate in New Testament Studies in one academic year by successfully completing THL 135, 200, and 332 in the First Semester and THL 136, 250, and 326 in the Second Semester. Those who plan to complete the certificate over two or more years can take one or two courses a semester. For the conferring of the certificate students should apply for graduation in the semester they plan to graduate. Students may obtain an *Application for Graduation* from the Registrar. This application must be filed with the Registrar by October 15 for graduation in December, by March 15 for May graduation, and by June 15 for August graduation.

■ ACADEMIC AND OTHER REGULATIONS

Students should familiarize themselves with academic and other regulations of the University. They are responsible for complying with these regulations and for fulfilling all requirements for their particular program.

CLASSIFICATION OF STUDENTS

Students are assigned a classification at the beginning of each semester based on the total number of semester hours accumulated, including transfer credits and degrees earned. This classification determines eligibility where course prerequisites so indicate.

A student who has been admitted to a certificate, diploma, or degree program is said to be a regular or a matriculated student. A student holding a baccalaureate or higher degree is classified as a postbaccalaureate student. All other students are classified as undergraduate students. A student who has not been admitted to a certificate, diploma, or degree program is said to be a special or non-matriculated student.

Student classifications and the basis for each are as follows:

<i>Classification</i>	<i>Criterion</i>
Undergraduate	Not holding a bachelor's (or higher) degree and admitted to a certificate, diploma, or degree program
Freshman	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours
Special	Not admitted to a certificate, diploma, or degree program
Postbaccalaureate	Holding a bachelor's (or higher) degree
Postbaccalaureate I	Admitted to an undergraduate certificate, diploma, or degree program
Postbaccalaureate II	Admitted to a graduate certificate or degree program
Special	Not admitted to a certificate, diploma, or degree program

IDENTIFICATION CARDS

All students receive identification cards at registration. These may be required for certain activities and events and may enable student discounts at some retail stores. Students should maintain them in their possession at all possible times. Identification cards are the property of the University and must be surrendered to university officials upon request.

COURSE SUBSTITUTION

Under extenuating circumstances, course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course(s) is available. Extenuating circumstances may include academic and/or physical limitations, unresolved scheduling conflicts, or if a course is no longer offered. Requests for course substitution must be approved by the department chair of the major. If a course substitution is granted, the Registrar is notified by means of a *Course Substitution Form*.

INCLEMENT WEATHER

With respect to on-site courses, when inclement weather occurs an official announcement stating that classes are on a delayed schedule or the University has closed will be made and posted on the home page of the University website at www.livinguniv.com. Commuters should exercise personal judgment concerning highway conditions regardless of University announcements, particularly those commuting from other counties or remote areas.

Delayed Schedule – Classes begin at 10 a.m.

If a course normally meets at or during the following time:

8:00 a.m. – 8:50 a.m.
 9:00 a.m. – 9:50 a.m.
 10:00 a.m. – 10:50 a.m.
 11:00 a.m. – 11:50 a.m.
 12:00 noon – 12:50 p.m.
 1:00 p.m. – 1:50 p.m.
 2:00 p.m. – 2:50 p.m.
 3:00 p.m. – 3:50 p.m.

Then on the delayed schedule it will meet at:

10:00 a.m. – 10:40 a.m.
 10:45 a.m. – 11:25 a.m.
 11:30 a.m. – 12:10 p.m.
 12:15 p.m. – 12:55 p.m.
 1:00 p.m. – 1:40 p.m.
 1:45 p.m. – 2:25 p.m.
 2:30 p.m. – 3:10 p.m.
 3:15 p.m. – 4:55 p.m.

ATTENDANCE

CANCELED AND DELAYED CLASSES

Faculty members shall reschedule classes cancelled for any reason including inclement weather and convocations or the instruction should be made-up by some other alternative. Acceptable alternatives may include extra class sessions, extended class sessions, additional assignments, individual conferences or other options authorized by a faculty member's department chair. All make-up time should be clearly documented in the faculty member's grade book to show that a good faith effort has been made to make-up any missed class time. Other make-up options should

be submitted to the appropriate department chair for approval.

CLASS ATTENDANCE

One of the most vital aspects of the college and university experience is attendance and punctuality in the learning environment. Regularity of attendance is necessary, whether in an online course or in an on-campus course, for students to derive maximum benefit from a course and to maintain a satisfactory academic record.

Students should confer with their instructors before anticipated absences or immediately after unavoidable absences. Assigned work must be made up at the discretion of the instructor. Students absent from classes due to participation in university-sponsored groups may make up tests, quizzes, and other missed assignments in a reasonable time without grade penalty.

Ultimately, each student bears the responsibility to be aware of, and to comply with, attendance and punctuality requirements. However, the recording and reporting of student attendance in a course offered in a traditional format, such as a course meeting in a classroom on campus, are not the same for an online course.

Attendance in an On-Site Course

Students registered in an on-site course are expected to be in regular attendance beginning with the first scheduled class session. Faculty members report to the Registrar students registered for a course but who do not attend any classes before the end of the Late Registration (Drop/Add) period, as “No Show” students. A faculty member may reinstate a student, reported as a “No Show” in his or her course, who attends class on or before the 10% census date.

Students who do not attend at least one class in a course on or before the 10% census date forfeit their registration in the course. They will have a grade of “NS” recorded for the course. Their reinstatement will be made only under the most unusual circumstances. Procedurally students must petition in writing, using the *General Petition* form available at the Registrar’s Office, for reinstatement. The petition shall include a detailed explanation for the nonattendance and provide evidence of illness or other valid reasons for the absences attached thereto. Reinstatement requires the recommendation of their instructor and consent of the department chair.

Students who miss twenty-five percent (25%) or more of the total possible time for a course, before the “Last day to withdraw from a course” as set forth in the Academic Calendar, will receive a grade of “W” for it. After that

date, the grade will be a “WF” and counted in a student’s GPA.

Faculty members are responsible for administering the attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. An instructor may drop a student from a course whenever the instructor concludes that a student’s class attendance or punctuality endangers the student’s success or places other students at risk.

Each instructional department may have an attendance policy for that department that allows for tardiness and fewer absences if the department faculty so determine. It is the responsibility of department faculty to ensure that students are made aware of the minimum attendance regulations for courses offered in that department. In any event, faculty members should state the specific attendance requirements for their course in their plan or syllabus and provide that information in writing to students at the beginning of the semester.

Attendance in an Online Course

Students registered in an online course must complete at least one assignment in the course before the end of the late registration period. To complete this assignment, students should go to www.livinguniv.com and select Student Login. Then enter their Logon name and Password and select the Log On button. When the Study Plan screen appears select the course and click on view. Then follow the instructions for the first lesson of the course.

Faculty members report to the Registrar students registered for a course but who do not complete this assignment before the end of the Late Registration (Drop/Add) period, as “No Show” students. A faculty member may reinstate a student, reported as a “No Show” in his or her course, who attends class on or before the 10% census date.

All students, however, must complete and submit to their instructor one written assignment as posted on the Distance Learning announcement page on or before the 10% census date for an online course. Students who fail to complete this assignment before the 10% census date forfeit their registration in the online course and they receive a grade of “NS” for it. As in the case of a traditional course, their reinstatement will be made only under the most unusual circumstances. Procedurally students must petition in writing, using the *General Petition* form, for reinstatement. The petition shall include a detailed explanation for the nonattendance and provide evidence of illness or other valid reasons for the absences attached thereto. Reinstatement requires the recommendation of their

instructor and consent of the department chair.

Students who fall behind in an online course and have not completed twenty-five percent (25%) or more of the total assignments and other required activities for a course, on or before “Last day to withdraw from a course” as set forth in the Academic Calendar, will receive a grade of “W” for it. After that date, the grade will be a “WF” and counted in a student’s GPA.

Attendance in Other Courses

Students enrolled in a telecourse, blended course (a combination of an online and a traditional course), practicum, internship, or any other curriculum course, are to regularly participate. Refer to the instructor of the course and the course syllabus for specific details. In any event, the “No Show” rules and the 10% census date rules apply for all courses offered by the College, although they have to be made to fit the circumstances of the specific course.

TARDINESS

Students are expected to attend all classes punctually. If late for class, a student is expected to give an explanation of the tardiness to the faculty member.

ACADEMIC IRREGULARITIES

Students have the responsibility for conducting themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. An academic irregularity not only includes cheating but also includes plagiarism (taking another’s ideas and/or words and presenting them as if they were your own) and the submitting of the same paper in separate courses without prior consent from the faculty members concerned.

In cases of suspected academic irregularity, faculty members are authorized to refuse to grade such papers, in whole or in part, or examinations and to record each of them as a failure.

If an academic irregularity is sufficiently serious, the faculty member shall notify the Dean of Academic and Student Affairs and submit any evidence of the irregularity. Upon reviewing the case the Dean may take one or more of, but not limited to, the following actions:

1. Drop the student from the course with a grade of F;
2. Place the student on academic probation; and/or

3. Dismiss the student from the University.

GRADES

REPORTING ON ACADEMIC WORK

At the end of each term, faculty members are responsible for reporting grades for each course to the Registrar’s Office. The report to students is made shortly thereafter.

GRADING SYSTEM

Grades are given with the following significance:

Grade	Significance	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor (lowest passing grade)	1
F	Failure	0
CR	Credit (not computed in GPA)	0
NC	No Credit (not computed in GPA)	0
NR	Not Reported by Instructor (not computed in GPA)	0
W	Withdrawal (not computed in GPA)	0
I	Incomplete (not computed in GPA, see section on Incomplete Grades)	0
WF	Withdrawal Failure	0
NS	No Show (not computed in GPA)	0
AU	Audit (not computed in GPA)	0

INCOMPLETE GRADES

At the discretion of the faculty member, a student may be given an incomplete grade for work not completed if the incomplete work is unavoidable and not caused by the student’s negligence. If a student receives an incomplete in a course, it is not necessary for the student to register for that course the following term in order to complete the requirements for the course. However, without an extension an incomplete that is not removed during the following semester will automatically be changed to an “F.”

Extensions beyond one semester require the written permission of the course faculty member and consent of the department chair. This written permission, using the *General Petition* form available from the Registrar, must be submitted to the Registrar before the end of the semester following receipt of the incomplete grade.

■ ACADEMIC AND OTHER REGULATIONS

It is the responsibility of the student to contact the faculty member of the course to make arrangements for the removal or extension of the incomplete grade. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

COMPUTING A GRADE POINT AVERAGE

The University reports grades in letter and grade point average. In order to compute a grade-point-average (GPA):

1. List courses and grades for the semester
2. List semester hours credit hours for each course and then total them.
3. List Quality Points for the semester.
4. Multiply letter grades' value by the number of credit hours in each course.
5. Total the quality points.
6. Divide total quality points by total number of credit hours to get the semester grade point average.

Grade point averages serve as criteria for continued enrollment at the University, academic honors, and graduation.

GRADE CORRECTIONS

Grades for completed work may not be changed after they have been reported to the Registrar's Office unless it is discovered that an error has been made. A faculty member must report the error immediately using a *Change of Grade Request* form.

GRADUATION

GRADUATION PROGRAM

Formal completion of all coursework, as certified by the major department, earns the student the right to have his or her name on the graduation program. Payment of the graduation fee entitles the student to receive his or her diploma either at the ceremony or at any such time the student contacts the Registrar after the ceremony.

Participation in the formal ceremony requires that the student first meet the above requirements, obtain academic regalia (available through the Living University Bookstore), and notify the Registrar of his or her plans to participate no less than six working days prior to graduation. Formal program format and procedure deemed necessary for conducting a suitable program will be up to the discretion of the University. A student's presence at graduation is not required.

GRADUATION PROCEDURE

Graduating students must:

1. Make application for graduation by obtaining a form from the Registrar's Office at the beginning of the semester of their expected graduation.
2. Pay the current fee for the diploma and any other graduation expenses at this same time. All candidates for graduation must be certified by their respective academic division as having satisfactorily completed all required coursework.
3. File the *Application for Graduation* at the Registrar's Office by October 15 for graduation in December, by March 15 for May graduation, and by June 15 for August graduation.

GRADUATION MARSHALS

Graduation marshals assist with the graduation ceremony and reception each spring. The selection criteria is primarily, but not limited to, grade point average.

RECOGNITION OF ACADEMIC EXCELLENCE

The University gives special recognition to outstanding scholarship through programs which confer honors upon students.

DEAN'S AND PRESIDENT'S LIST

The Dean's List recognizes undergraduates who have achieved a 3.40 or better semester grade point average. The President's List recognizes undergraduates who have attained a 3.60 or better cumulative grade point average for at least two semesters' full-time work at the University. To be considered for such recognition in any semester, an undergraduate student must qualify as a full-time regular (matriculated) student pursuing a credential, diploma, or degree.

GRADUATION WITH HONORS

The University designates students receiving a degree or diploma with a 3.400 and above cumulative grade point average as honor graduates as follows: "With Distinction," 3.400-3.599; "With High Distinction," 3.600-3.799; "With Highest Distinction," 3.800-4.000. Postbaccalaureate students are not eligible for undergraduate honors.

During their final semester, the Registrar will rank the candidates for diplomas and degrees according to their program cumulative grade point ratio for the previous semesters of work. Each cumulative GPA shall be rounded to three decimal places. Recognition of honor graduates is by a designation in the graduation program, a notation on the credential

conferred, by an announcement at the calling of their name during the ceremony, in the privilege of wearing a white cord signifying this tribute, and a notation on the student's permanent academic record.

CLASS SURVEYS

If a class or student desires to administer a survey outside the University, the department chair under whose jurisdiction the project falls shall submit to the Dean of Academic and Student Affairs at least one week prior to beginning the survey a copy of the survey, together with any pertinent information, including:

1. To whom the survey is to be given;
2. What is the purpose of the survey;
3. Name of the faculty member involved;
4. How the results are to be evaluated and used; and
5. The date survey is to be administered. If no response is given to the department chair by the Dean of Academic and Student Affairs prior to the date the survey is to begin, it may be assumed that approval has been gained.

EVALUATION OF INSTRUCTION

Students are asked to evaluate the instruction they receive on a course by course basis. Completed evaluation forms are sent to the Registrar's Office. Results of the evaluations serve as an invaluable aid in improving instruction. Students may sign their names to the evaluation form if they wish, but they are not required to do so.

CREDIT BY PROFICIENCY EXAMINATION

A student may petition by written application to their adviser for permission to seek course credit by proficiency examination in general education courses. The following rules apply:

1. Proficiency examinations may be taken only by students who are enrolled for courses. A student attending as an auditor only is not considered to be a student enrolled for courses;
2. A maximum of 18 credit hours may be earned through proficiency examination;
3. A proficiency examination may not be taken either to raise a grade or to earn credit in a course that has been failed;
4. Credit earned by a proficiency examination does not count toward satisfying the required minimum of 25% of all semester credit hours of coursework in the approved certificate, diploma, or degree program be completed at the University;

5. Credit earned by a proficiency examination does not count toward satisfying the last 20 hours of a baccalaureate degree; and
6. Proficiency examinations are not given in subjects covered in the CLEP subject examinations. CLEP examinations should be taken instead.

Students who pass a proficiency examination are given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the University and provided the credit is acceptable in their certificate, diploma, or degree program.

The grade in proficiency examinations is CR or F, but students are not given a grade of CR unless they have made at least a C- on the examination. No official record is made of failures in these examinations.

SCHOLASTIC REQUIREMENTS

ACADEMIC PROBATION AND SUSPENSION

Students placed on probation or suspension will be so notified by letter from the Registrar at the end of the semester.

ACADEMIC PROBATION

Any student who has a cumulative grade point average of less than 2.00 shall be placed on academic probation. Students on probation status must be aware that a 2.00 GPA in their academic program is necessary for graduation. It is the responsibility of the student to be aware of their academic status and to raise their active grade point in their current program to the required 2.00 GPA necessary for graduation.

The following conditions must be adhered to by students placed on academic probation:

1. Students will be required to develop, in cooperation with their academic adviser, a plan of corrective action. Both the student and the academic adviser must sign this plan.
2. Students must present a signed *Plan of Corrective Action* form to the Registrar when they register.

Students will be removed from academic probation and considered to be in good academic standing when their cumulative GPA reaches or exceeds 2.00.

ACADEMIC SUSPENSION AND DISQUALIFICATION

Students enrolled in any semester on academic probation will be required to earn a minimum GPA of 2.00 for the probation semester to avoid

academic suspension. Students who do not earn a 2.00 GPA or greater during their probation semester will be required to confer with the Dean of Academic and Student Affairs before registering for another semester. During this conference, the Dean and student, in consultation with the student's academic adviser and major department chair, will determine that one of the following actions is required:

1. Continue with normal academic load;
2. Reduce academic load;
3. Either "1" or "2" above and participate in academic assistance in the form of tutoring, repeating courses with deficient grades, or other appropriate resources;
4. Enroll in developmental or preparatory courses of study;
5. Transfer to another program of study; or
6. Academic suspension of one semester.

Subsequent suspensions could result in academic disqualification and the student may not continue enrollment. Disqualified students are not eligible for readmission until at least two terms have elapsed (two consecutive semesters or the summer session and either the following or preceding regular semester) since the end of the term in which they were disqualified. If readmitted, the student will be on academic probation and will be expected to satisfy the requirements for removal from probation by the end of the term.

RIGHT TO APPEAL PROBATION OR SUSPENSION

Students have the right to appeal a decision made regarding their academic status as a result of their being placed on academic probation or suspension.

ACADEMIC FORGIVENESS

Academic progress is an important part of any student's academic record. Academic forgiveness will ensure that a student is not penalized for coursework and grades earned in a different life stage.

A student who wishes to receive academic forgiveness must make the request in writing to the Registrar. The student must meet the following requirements:

1. Have been absent from the University for three years. The three years begins at ending date of last semester grades were recorded.
2. Be currently enrolled at the University
3. Have successfully completed 12 semester hours upon return.
4. Have a current GPA of 2.0 or higher.

The Registrar is responsible for reviewing the request and making ap-

appropriate changes to the academic transcript. All courses and grades are reflected on the transcript, but courses with grade of “D”, “F”, “WF” are excluded from the cumulative GPA. A student may request academic forgiveness only once.

STUDENT ACADEMIC APPEAL PROCEDURE

Students who feel that they have been treated unjustly by a faculty member in any matter pertaining to their academic work shall appeal first to the faculty member. If necessary, an appeal in writing then shall be addressed to the chair of the department in which the faculty member teaches.

If after appealing to the faculty member and department chair, a student remains dissatisfied or believes suitable action has not taken place, the student may appeal the decision in writing to the Dean of Academic and Student Affairs and then to the President of the University.

ENROLLING IN EXTERNAL INSTRUCTION

The University offers a number of courses defined as “external instruction” for regularly enrolled students to meet program requirements. “External instruction” is defined as instruction received at a site or sites to which a student is sent by the University to participate in instructional activities. Within the scope of “external instruction” are internships, field work, directed practice, and clinical practical. External instruction also includes distance learning opportunities whether delivered over television, through video or sound cassettes, or the Internet.

The purpose of external instruction is to provide students practical occupational experience as an integral part of their formal education and to provide students with alternative means of scheduling educational experience.

An affiliation agreement between the University and the supervisor of the “external instruction site” must provide for the following:

1. A planned work experience that is progressive and curriculum related.
2. Measurable educational outcomes for the student that contains opportunities for applications of the knowledge, skills, and competencies gained in the class/lab/shop clinic at the campus.
3. A supervisor directly responsible for the student while he/she is participating in the “external site instruction” and a process for documentation of contract.
4. A plan for evaluating student progress and the joint venture of the “external instruction” experience.

■ COURSES OF INSTRUCTION

The following list of courses is in alphabetical order by discipline or field of study, except as otherwise noted, and in numerical order under the discipline or field of study. Following the title of each course are numbers representing lecture, laboratory, clinical experience, and credit respectively, the requirements for admission to the course, if any, and a brief description of its content. Requirements for baccalaureate degree majors and minors are under their respective disciplines or fields of study.

NUMBERING OF COURSES

Courses numbered 100 through 299, referred to as lower-division courses, are usually introductory in nature and intended for undergraduates (primarily for but not limited to freshmen and sophomores). Courses numbered 300 through 399, often having prerequisites, are for advanced undergraduates (primarily for juniors and seniors). Courses numbered 400 through 499 are for advanced undergraduates and graduates (juniors, seniors, and postbaccalaureate students). Courses numbered 500 and above are open only to postbaccalaureate students. Lower division students may enroll in 300 and 400 level courses upon the consent of the chair of the department offering the course or if the course is approved for enrollment under the Open Learning Program.

Courses numbered below 100 are developmental courses which are not applicable to the hour requirement for a degree, diploma, or certificate. The lower case letters, *ab*, *abc*, etc., indicate the semesters of a course more than one semester in length. In such courses the *b* semester is a continuation of the *a* semester, etc.

PREREQUISITES AND COREQUISITES

Special requirements for admission to certain courses are introduced by the word “prerequisites” or “corequisites.” A prerequisite is a course taken prior to another course. A corequisite is a course taken at the same time as another course or prior to the course to be taken. Students who do not have credit in prerequisite courses but believe they have equivalent preparation should consult the chair of the department offering the course they desire to enter. Permission to enroll requires the written approval of the chair.

COURSE CREDIT

Credit is in semester hours. Each semester hour generally represents one hour per week in class and two hours preparation outside of class (with a corresponding equivalency in the summer term). Courses in-

volving laboratory, clinical experience, activity, or other application normally require additional hours of class attendance. In registering for a course with variable credit, students must indicate at registration the number of semester hours for which they intend to take the course.

THE ACADEMIC YEAR

The academic year includes two regular semesters, designated the First Semester (August-December) and the Second Semester (January-May) respectively. The College also has a Summer Session (May-July).

CURRENT OFFERINGS

Most, but not all, courses are offered at least once during the academic year. The *Schedule of Classes*, published each semester and summer session, details the scheduling of courses.

UNDERGRADUATE OPEN SEMINAR

The advanced undergraduate course, Undergraduate Open Seminar (399), is available in disciplines offering a major or minor. This is a special course for reading and conference or for experimentation, or a seminar on topics not treated by regularly scheduled courses. Requests for initiation of the course and suggestions of areas of study may be made by students, but normally the course may be initiated by a faculty member. The seminar may be offered with approval of the faculty member involved and the department chair. A maximum of three hours of credit may be earned toward the bachelor's degree in Undergraduate Open Seminar in a single discipline. Undergraduate Open Seminar may not substitute for an existing course.

INDEPENDENT STUDY COURSES

The advanced undergraduate course, Independent Study (499) is available in disciplines offering a major. Enrollment requires senior standing, permission of the department chair, and consent of a faculty member to act as sponsor. Admission is based upon evidence of ability to pursue independent study in depth and approval of a project submitted at the time of registration. Regular progress reports are required throughout the semester. A formal final report shall be made and placed on file with the department chair before granting of credit. A maximum of three hours of credit may be earned toward the bachelor's degree in Independent Study in a single discipline. Independent Study may not substitute for an existing course.

The University reserves the right to withdraw any course for which there is not sufficient enrollment to warrant its offering.

■ COURSES OF INSTRUCTION

Lec Lab Clin Credit

ANTHROPOLOGY

ANTH 220 Sociocultural Anthropology 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course introduces the nature of human culture. Emphasis is on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and the methodologies involved in the collection and analysis of cultural data.

ANTH 230 Biological Anthropology 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with man as a biological organism; human origins and early man; examination of origins perspectives; the primate paleontological record; human genetics and human variation and adaptation. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes impacting the human species.

BEHAVIORAL STUDIES

BEHS 150 Introduction to Human Behavior 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of human behavior.

BIOLOGY

BIOL 111 General Biology I 3 3 0 4

Prerequisites: None.

Corequisites: None.

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, change in the inherited traits of a population over time, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

COURSES OF INSTRUCTION ■

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
BIOL 112	General Biology II	3	3	0	4
Prerequisites: BIOL 111.					
Corequisites: None.					
This course is a continuation of BIOL 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.					
BUSINESS					
BUS 150	Personal and Family Finance	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with money management decisions in relation to personal and family finances. Emphasis is upon on developing useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.					
COMPUTER INFORMATION SYSTEMS					
CIS 110	Introduction to Computers	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.					
ENGLISH					
ENGL 111	Written Expression	3	0	0	3
Prerequisites: Satisfactory Placement Scores.					
Corequisites: None.					
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.					

■ COURSES OF INSTRUCTION

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
ENGL 112	Argument-Based Research	3	0	0	3
Prerequisites: ENGL 111.					
Corequisites: None.					
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style.					
ENGL 251	Literature of the Western World I	3	0	0	3
Prerequisites: ENGL 112.					
Corequisites: None.					
This course provides a survey of noteworthy and influential works to 1660, with emphasis upon literary excellence and upon the knowledge of people and culture gained through literature; includes classical Greek and Roman, Medieval and Renaissance authors through Milton. Upon completion, students should be able to interpret, analyze, and respond to selected works.					
ENGL 252	Literature of the Western World II	3	0	0	3
Prerequisites: ENGL 112.					
Corequisites: None.					
This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.					
FAMILY STUDIES					
<i>Minor.</i> A minor in family life education consists of at least 16 semester hours (including 4 upper division) of approved coursework in family life education.					
FAML 310	Life-Span Human Development	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course explores human development from conception through senescence. Emphasis is on varied theoretical perspectives and the central concepts related to parameters of human development, individual and social, which arise throughout the various stages of the lifespan. Upon completion, students should be able to demonstrate a broad base of					

knowledge of lifespan development in terms of physical, cognitive, social, and emotional development.

FAML 340 Marriage and the Family 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course explores the family as a social institution; its place and importance in the social structure and its internal dynamics. Topics include preparation for marriage, qualities for home and family life, the adolescent and young married adult, family management, contemporary problems in marriage and family life. Upon completion, students should be able to identify practical issues and decisions relating to marriage and family life.

FAML 360 Mother and Infant Care 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the needs of the expectant mother and the infant through pregnancy, prenatal development, birth, and the first year. Topics include cultural similarities and differences in relation to childbearing, labor and delivery, the postpartum period, infant care. Upon completion, students should be able to demonstrate culturally relevant knowledge about pregnancy, labor, delivery, the postpartum period, and infant care.

FAML 370 Parenting 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course explores parenting styles and the influence of family relationships on child development with emphasis on basic principles and skills for parent effectiveness to enable informed, judicious, child-rearing decisions. Topics include an overview of child development in relation to everyday issues, toys for instruction and play, effective discipline techniques, and parent-child communications. Upon completion, students should be able to understand and explain parenting within various family structures and family situations.

FAML 470 Family Resource Management 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course explores the principles and techniques for utilizing resources to meet personal and family goals. Emphasis on evaluating family financial goals and preparing a comprehensive financial plan. Upon completion, students should be able to demonstrate mastery of the concepts necessary to evaluate and recommend financial strategies for reaching family financial goals throughout the life cycle.

■ COURSES OF INSTRUCTION

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
FAML 399	Undergraduate Open Seminar	1-3	0	0	1-3

Prerequisites: Consent of Instructor.

Corequisites: None.

This is a special course for reading and conference or for experimentation, or a seminar on topics not treated by regularly scheduled classes. Upon completion, the student is able to demonstrate mastery of the content of the readings or topics of the seminar. A maximum of three hours of credit may be earned toward the bachelor's degree in Undergraduate Open Seminar in a single discipline.

GEOGRAPHY

GEOG 111	World Regional Geography	3	0	0	3
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Prerequisites: None.

Corequisites: None.

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

HEALTH PROMOTION

HPRO 314	Fitness, Hygiene, and Wellness	3	0	0	3
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Prerequisites: None.

Corequisites: None.

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

HISTORY

HIST 111	History of Western Civilization to 1648	3	0	0	3
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Prerequisites: None.

Corequisites: None.

This course deals with the ancient Near East, classical Greece and Rome, Middle Ages, the Papacy, Renaissance and Reformation, early nation states and the Thirty Years' War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
HIST 112	History of Western Civil. Since 1648	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with the growth of the nation state following the Peace of Westphalia, the industrial revolution, American and French Revolutions, liberalism and democracy, nationalism, imperialism, the World Wars and the post-World War II era. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.					

MATHEMATICS

MATH 162	Finite Mathematics	3	0	0	3
Prerequisites: Satisfactory Placement Score.					
Corequisites: None.					
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently.					

MATH 163	Finite Mathematics Laboratory	0	2	0	1
Prerequisites: None.					
Corequisites: MATH 162.					
This course is a laboratory for MAT 162. Emphasis on experiences that enhance the materials presented in the course. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					

MATH 172	Precalculus Algebra	3	0	0	3
Prerequisites: Satisfactory Placement Score.					
Corequisites: None.					
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions.					

MATH 173	Precalculus Algebra Laboratory	0	2	0	1
Prerequisites: None.					
Corequisites: MATH 172.					
This course is a laboratory for MAT 172. Emphasis is on experiences that enhance the materials presented in the course. Upon completion,					

■ COURSES OF INSTRUCTION

Lec Lab Clin Credit

students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MATH 174 Precalculus Trigonometry 3 0 0 3

Prerequisites: MATH 172.

Corequisites: None.

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

MATH 175 Precalculus Trigonometry Laboratory 0 2 0 1

Prerequisites: MATH 172.

Corequisites: MATH 174.

This course is a laboratory for MAT 174. Emphasis on experiences that enhance the materials presented in the course. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MUSIC

MUS 110 Music Appreciation 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course provides students an introduction to the discipline of music through listening, discussion, and analysis. Emphasis is on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

NUTRITION

NUTR 207 Introductory Nutrition 3 0 0 3

Prerequisites: None.

Corequisites: None.

This is a basic nutrition course with emphasis on nutrients and their relationship to the human body, including human nutritional requirements and nutritive values of various foods. Key issues include dietary standards for diet adequacy and healthy eating for prevention of chronic diseases. Upon completion, students should be able to identify the components of a healthy diet and evaluate his or her own diet.

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
NUTR 307 Nutrition of the Life Cycle	3	0	0	3
Prerequisites: NUTR 207. Corequisites: None.				
This course deals with human dietary needs and the development of diets as applied to the various stages of the human life cycle. Emphasis is on nutritional issues and chronic-disease prevention in adult life. Upon completion, students should be able to apply basic nutritional concepts specific for each step of the life cycle.				
SPEECH COMMUNICATION				
<i>Minor.</i> A minor in speech communication consists of at least 16 semester hours (including 4 upper division) of approved coursework in speech communication.				
SPCM 150ab Oral Communication	1-1	2-2	0	2-2
Prerequisites: None. Corequisites: None.				
This course provides a foundation for public speaking, including critical listening and methods of writing, organizing, delivering and critiquing speeches. Problems of effective oral communication through study and experience in analysis, synthesis and presentation of subject matter in oral communication. Upon completion, students should be able to make clear and convincing oral presentations to individuals or groups, clarify information as needed, and facilitate an open exchange of ideas.				
SPCM 260 Public Speaking	2	2	0	3
Prerequisites: SPCM 150ab. Corequisites: None.				
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.				
SPCM 265 Public Communication	2	3	0	3
Prerequisites: SPCM 260. Corequisites: None.				
This course provides a comprehensive theoretical background for the practice of speaking in public utilizing rhetorical principles applied in a series of speaking experiences. Emphasis is on informative and persuasive advanced speaking skills. Upon completion, students should be able to construct, present, and critique public communications that are complex, dynamic and purposeful.				

■ COURSES OF INSTRUCTION

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
SPCM 275 Interpersonal Communication	3	0	0	3
Prerequisites: None.				
Corequisites: None.				
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.				
SPCM 363 Analysis of Contemporary Speeches	2	0	0	2
Prerequisites: SPCM 260.				
Corequisites: None.				
Techniques for creating specific public speeches for selected audiences. Students speak in public before other classes, clubs and other groups on or off campus. Upon completion, students should be able to prepare and deliver effective public speeches before a variety of groups.				
SPCM 370 Argumentation	3	0	0	3
Prerequisites: SPCM 260.				
Corequisites: None.				
This course focuses on the development and presentation of well-reasoned written and oral arguments. Emphasis on the analysis and use of evidence and reasoning, development of logical beliefs, detection and rebuttal of fallacious arguments, and experiences in oral advocacy. Upon completion, students should be able to define argumentation, understand its structure and components, and be aware of its use in public controversy.				
SPCM 399 Undergraduate Open Seminar	1-3	0	0	1-3
Prerequisites: Consent of Instructor.				
Corequisites: None.				
This is a special course for reading and conference or for experimentation, or a seminar on topics not treated by regularly scheduled classes. Upon completion, the student is able to demonstrate mastery of the content of the readings or topics of the seminar. A maximum of three hours of credit may be earned toward the bachelor's degree in Undergraduate Open Seminar in a single discipline.				

Courses of Instruction

THEOLOGY

Major. A departmental major in theology for the Bachelor of Arts degree consists of a minimum of 33 semester hours of approved upper division courses in theology exclusive of courses used to meet general education requirements. The major program must include THL 320, 326, 332, 416, 419, 450, 460, and 12 semester hours of major electives selected from the following: THL 399, 412, 413, 421, 422, 427, 428, 440, 445, 473, 474, 480, 490*abc*, 499. A major in theology for the Applied Associate of Arts degree consists of a minimum of 30 semester hours of approved courses (including 27 upper division) in theology exclusive of courses used to meet general education requirements. The major program must include THL 250, 320, 326, 332, 416, 419, and 12 semester hours of major electives selected from the following: THL 399, 427, 428, 412, 413, 440, 445, 473, 474, 475, 490*abc*, 499. Not more than three semester hours in Undergraduate Open Seminar (399) nor more than three semester hours in Independent Study (499) may be included in either major program.

THL 135 Life, Ministry and Teachings of Jesus 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course covers the life, ministry, and teachings of Jesus Christ as presented in the four Gospels. Emphasis is on the analysis of the four Gospels in the context of the social, political, and religious conditions of the first century. Upon completion, students should be able to explain the background, purpose, message, and themes of the Gospels and the significance of Jesus Christ in the first century and beyond. The lecture core of this course is a series of recorded lectures presented by noted television evangelist, author, and pastor of pastors Dr. Roderick C. Meredith.

THL 136 Acts and the Writings of Paul 3 0 0 3

Prerequisites: None.

Corequisites: None.

Focused in the book of Acts of the Apostles this course deals with Paul's life, times, and writings including the background, purpose, message, and themes of the Pauline epistles; his personal life and character; his companions; and the chronology of the apostle's life. Emphasis is on the theology of his writings and the issues that Paul dealt with in the apostolic church. Upon completion, students should be able to show the message of Acts and each of each of the Pauline Epistles and their implication and application.

■ COURSES OF INSTRUCTION

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
THL 200	Principles of Christian Living	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course covers the purpose for human life; human nature; values, morality, and ethics; marriage and family, and career. Topics include values, beliefs, and mores; interpersonal communication, dating, courtship, marriage, and children. Upon completion, students should be able to explain and demonstrate a basic knowledge of practical Christian living. A set of contemporary lectures by Dr. Douglas Winnail dealing with the foundations of Christian living for successful life in today's world.					
THL 211	Old Testament Survey I	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with the Law and the Former Prophets focusing on background, content, structure, geography, teachings, and basic meaning of each book and outstanding people and events. Emphasis is on the Hebrew Scriptures as the background and foundation for understanding the New Testament. Upon completion, students should be able to demonstrate knowledge of the author, background, theme, and content of each book.					
THL 212	Old Testament Survey II	3	0	0	3
Prerequisites: THL 211.					
Corequisites: None.					
This course deals with the Latter Prophets and the Writings, focusing on the background, content, structure, geography, teachings, and basic meaning of each book and outstanding people and events. Emphasis is on the Hebrew Scriptures as the background and foundation for understanding the New Testament. Upon completion, students should be able to demonstrate knowledge of the author, background, theme, and content of each book.					
THL 250	Introduction to Biblical Doctrines	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with the basic doctrines of the New Testament. Topics include the Church, the Holy Bible, God, the Holy Spirit, the gospel, salvation, holydays and festivals, the law of God, the Sabbath, sin, being born again, church government, marriage, the second coming of Christ, the last judgment, and human potential. Upon completion, students should be able to demonstrate fundamental doctrinal understanding. Tomorrow's World television presenter Richard Ames presents a series of lectures on foundational biblical doctrines.					

		<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
THL 320	Introduction to Church History	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course traces the history of the Church of God from apostolic times to the present day. Topics include the development of the Church through each of its seven distinct eras. Upon completion, students should be able to analyze significant developments in the history of the Church and do a major research project on its origins, beliefs, and practices.					
THL 326	Christian Leadership	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with the principles of Christian leadership and service. Topics will include: foundations of leadership, leadership skills, challenges facing leaders and case studies of great leaders of the Bible and secular history. Upon completion, students should be able to demonstrate the qualities of a servant leader in a variety of settings.					
THL 332	The Biblical Text	3	0	0	3
Prerequisites: None.					
Corequisites: None.					
This course deals with the authority, inspiration, canonization, literary unity, and textual criticism of the biblical text. Emphasis is on Bible translations, versions, textual analysis, exegesis, and research. Upon completion, students should be able to demonstrate the fundamentals of interpretation and textual research.					
THL 399	Undergraduate Open Seminar	1-3	0	0	1-3
Prerequisites: Consent of Instructor.					
Corequisites: None.					
This is a special course for reading and conference or for experimentation, or a seminar on topics not treated by regularly scheduled classes. Upon completion, the student is able to demonstrate mastery of the content of the readings or topics of the seminar. A maximum of three hours of credit may be earned toward the bachelor's degree in Undergraduate Open Seminar in a single discipline.					
THL 412	Epistles of Paul I	3	0	0	3
Prerequisites: THL 136 or consent of instructor.					
Corequisites: None.					
This course focuses on the Apostle Paul's life and writings up to his Roman imprisonment including a study of the background, message, purposes and themes of Thessalonians, Galatians, Corinthians and Romans with special emphasis on the doctrine of justification. Upon completion,					

■ COURSES OF INSTRUCTION

Lec Lab Clin Credit

students should be able to use analysis tools to read, understand, explain, and expound these biblical writings.

THL 413 Epistles of Paul II 3 0 0 3

Prerequisites: THL 136 or consent of instructor.

Corequisites: None.

This course focuses on the Apostle Paul's life and writings from his first Roman imprisonment to his death including the Captivity Epistles, Hebrews and the Pastoral Epistles. Upon completion, students should be able to use analysis tools to read, understand, explain, and expound these biblical writings.

THL 416 General Epistles 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course introduces the historical setting, purpose, and central theme of the letters of James, Peter, John, and Jude. Emphasis is on the use of critical, historical, archeological, and cultural analysis. Upon completion, students should be able to use analysis tools to read, understand, explain, and expound these biblical writings.

THL 419 Daniel and Revelation 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the background, themes, and teachings of the prophetic books of Daniel and Revelation. Includes consideration of Old Testament and New Testament prophecies that blend into the book of Revelation. Upon completion, students should be able to demonstrate their understanding of biblical prophecy and eschatological events.

THL 421 History of Christianity I 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with church history from the first century to the sixteenth-century Protestant Reformation. Focuses on the growth and development of Christianity during the early centuries in the Mediterranean World as well as its expansion into Europe and the East. Upon completion, students should be able to demonstrate understanding of major events, movements, and theological trends.

THL 422 History of Christianity II 3 0 0 3

Prerequisites: THL 421.

Corequisites: None.

This course deals with the history of Christianity from the time of the Reformation to the present. Focuses on the Protestant Reformation,

Roman Catholic reform, Protestant liberalism and fundamentalism, the ecumenical movement, Christianity in developing countries, and the Christian decline of the industrialized West. Upon completion, students should be able to explain the modern history of Christianity as a global religion and to show the diversity of its beliefs and practices.

THL 427 Ministry to Youth 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with developing, organizing, and leading church youth programs. Emphasis is on the development of Christian values in youth and adolescents. Upon completion, students should be able organize and lead a youth program in a local congregation.

THL 428 Ministry to the Elderly 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with identifying the needs both physical and spiritual of the elderly. Emphasis is on learning and applying pastoral care skills to meet these needs and developing an awareness of available community resources. Upon completion, students should be sensitive to and proactive in dealing with the challenges and needs of an aging population, e.g., spiritual/religious, social, biological, physiological, and psychological.

THL 440 Introductory Homiletics 2 2 0 3

Prerequisites: SPCM 260 or consent of instructor.

Corequisites: None.

This course is an introduction to preaching. Emphasis is on preparation and delivery of sermonettes, the purpose and presentation of the song service, and place of sermonettes within the church service. Upon completion, students should be able to deliver sermonettes and lead the song service in a local congregation.

THL 445 Advanced Homiletics 2 2 0 3

Prerequisites: THL 440.

Corequisites: None.

This course prepares the student for the tasks and responsibilities of preaching including the application of the principles of hermeneutics. Emphasis is on sermon preparation and practice in preaching. Upon completion, students should be able to deliver sermons and plan a speaking schedule for a local congregation.

THL 450 Introduction to Biblical Theology 3 0 0 3

Prerequisites: THL 250 or consent of instructor.

Corequisites: None.

This course deals with the principal doctrines of the Christianity as seen

■ COURSES OF INSTRUCTION

Lec Lab Clin Credit

through various theological systems and interpretations. Topics include the nature of God; biblical and theological development of concepts regarding the Father, the Son, and the Holy Spirit; the creation and the purpose for mankind; and covenants, salvation, grace, law, faith and the Church. Upon completion, students should be able to demonstrate fundamental doctrinal understanding. This is the capstone course for the baccalaureate degree theology major.

THL 460 Comparative Religion 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course is an introduction to the major religious traditions of the world, particularly Hinduism, Buddhism, Judaism, and Islam; and consideration of neo-pagan and cultic phenomena in the contemporary world. Emphasis is on the historical development, key figures, as well as major doctrines and practices. Upon completion, students should be able to demonstrate a working knowledge of the similarities and differences between the world's religions and how they differ from Christianity.

THL 473 Archaeology and the Old Testament 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the archaeology of the bible lands from the fourth millennium B.C.E. through the Intertestamental Period. Topics addressed include patriarchal Palestine, Joseph and Moses in Egypt, the reigns of David and Solomon, the divided kingdom, the exile, and the intertestamental period. Upon completion, students should be able to explain how understanding of the social, political and religious background of the biblical world aids illumination of the Hebrew Scriptures.

THL 474 Archaeology and the New Testament 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the archaeology of Syro-Palestine from Herodian times through the Second Jewish Revolt (C.E. 132-135). Emphasis on orientation to the geography and archaeology of the biblical world and the application of archaeology in biblical research. Upon completion, students should be able to explain how understanding of the social, political and religious background of the biblical world aids illumination of the biblical text.

THL 475 Fieldwork in Biblical Archaeology 0 9-18 0 3-6

Prerequisites: THL 473, 474, or consent of instructor.

Corequisites: None.

This course consists of supervised excavation at an archaeological site in

the Levant. Experience in all facets of archaeological work including excavating, sifting, surveying, washing and reading pottery, and the process of computerized finds registration. Upon completion, students should be able to explain the major elements of archaeological method and analysis used on the site. This course may be repeated for a maximum of 6 hours [not graded; CR (credit) or NC (no credit) will appear on transcript].

THL 490^{abc} Practicum in Professional Ministry 0 18 0 6

Prerequisites: Consent of department chair.

Corequisites: None.

This practicum consists of supervised fieldwork in ministry. Emphasis is on developing and exercising the competencies and skills necessary for professional ministry and for intensive reflection on the experience. Upon completion, students should be able to demonstrate the planning, organization, and execution of ministry responsibilities.

THL 499 Independent Study 1-3 0 0 1-3

Prerequisites: Consent of Instructor.

Corequisites: None.

In this course a student selects a project in consultation with a faculty sponsor before registration and completes it over the course of a semester. Regular progress meetings via the internet are held regularly and the student must submit a formal final report. Upon completion, the student can demonstrate mastery in the content of the project orally and in writing.

■ BOARD AND ADMINISTRATION

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J. Davy Crockett III

Class of 2010

Richard F. Ames
Douglas S. Winnail, Ph.D.

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Roderick C. Meredith, Th.D.

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F. Thomas Turner II, Assistant Secretary

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Members of the Board of Regents of Living University serve three-year terms. New appointments begin in July of each year and at other times as needed. For a current listing, please contact the President of the University.

UNIVERSITY ADMINISTRATION

Michael P. Germano, Ed.D., J.D., *President of the University*
Suzanne Pyle, *Director of Human Resources*
D. Jerry Ruddlesden, *Controller*
Brenda E. Germano, *Registrar*
F. Thomas Turner II, *Director of Legal Affairs and Risk Management*

FACULTY

FULL-TIME

Michael P. Germano *President of the University*
 B.S. (1959), University of Illinois, Urbana-Champaign; B.A. (1961), Ambassador University; M.A. (2000), Texas A&M University–College Station; M.S. (1966), Ed.D. (1968), University of Southern California; J.D. (1980), University of La Verne.

PART-TIME

Richard F. Ames *Professor of Speech Communication and Theology*
 B.C.E. (1959), Rensselaer Polytechnic Institute; B.A. (1965), Ambassador University; M.A. (1977), Stephen F. Austin State University.

Janth B English *Adjunct Assistant Professor of Computer Information Systems*
 B.S. (1972), Tennessee State University–Nashville; M.S. (1996), Clark Atlanta University.

Brenda E. Germano *Registrar and Director of Admissions*
 B.S. (1977), Ambassador University; M.S. (1999), George Washington University.

David F. Maas *Adjunct Professor of English*
 B.A. (1966), M.A. (1967), Ed.S. (1972), Minnesota State University–Mankato; Ed.D. (1977), Texas A&M University–Commerce; B.A. (1993), Ambassador University.

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 B.A. (1952), M.A. (1958), Th.D. (1966), Ambassador University.

Sheldon Monson *Lecturer in Physical Education*
 B.A. (1985), Ambassador University; M.A. (1997), California State University–Los Angeles.

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 B.S. (1975), Ambassador University; M.S. (1989), Texas A&M University–Commerce.

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 B.Sc. (2006), Queen’s University; M.S. (2007), University of Minnesota.

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 B.A. (1964), Washington and Jefferson College; B.A. (1970), Ambassador University; M.P.H. (1980), Loma Linda University; M.S. (1967), Ph.D. (1968), University of Mississippi.

Board, Administration

■ FACULTY AND STAFF

STAFF

- Lehman Lyons** *Purchasing Manager*
A.S. (1979), University South Carolina.
- Suzanne Pyle** *Director of Human Resources*
B.S. (1972), Ambassador University.
- D. Jerry Ruddlesden** *Controller*
A.A. (1989), Ambassador University; B.A. (1987), Marshall University.
- F. Thomas Turner II** *Administrator of Legal
Affairs and Risk Management*
B.A. (1992) Ambassador University.

■ ACADEMIC CALENDER

FIRST SEMESTER 2008

First Semester academic advisement and early registration.....	Jun. 11–Aug. 10, Wed.–Sun.
Semester tuition and fee payment period.....	Jun. 11–Aug. 12, Wed.–Tues.
Registration and orientation.....	Aug. 11-12, Mon.–Tues.
Instruction begins	Aug. 13, Wed.
Late Registration (Drop/Add).....	Aug. 13-15, Wed.–Fri.
Last day to drop with a 90% tuition refund (Census Date).....	Aug. 22, Fri.
Labor Day (all-campus holiday).....	Sept. 1, Mon.
Last day to drop with a 50% tuition refund (refunds are not made after this point).....	Sept. 10, Wed.
Constitution and Citizenship Day.....	Sept. 17, Wed.
Church Holyday (all-campus holiday).....	Sept. 30, Tues.
Church Holyday (all-campus holiday).....	Oct. 9, Thurs.
Autumn Festival recess.....	Oct. 9-26, Thurs.–Sun.
Instruction resumes	Oct. 27, Mon., 7 a.m.
Midterm.....	Oct. 27, Mon.
Last day to apply for graduation in December.....	Oct. 27, Mon.
Second Semester academic advisement and early registration for new and continuing students.....	Oct. 29-Jan. 11, Wed.–Sun.
Second Semester tuition and fee payment period.....	Oct. 29-Jan. 13, Wed.–Tues.
Last day to drop a course without grade penalty if work is not of a passing grade	Nov. 24, Mon.
Thanksgiving recess (all-campus holidays)	Nov. 26 (at noon)–30, Wed.–Sun.
Thanksgiving Day (national holiday).....	Nov. 27, Thurs.
Instruction resumes	Dec. 1, Mon., 7 a.m.
Last day of classes.....	Dec. 19, Fri.
Final examinations.....	Dec. 22-24, Mon–Wed.
Instruction ends	Dec. 24, Wed.
National holiday.....	Dec. 26, Fri.
Final grades due.....	Dec. 28, Fri.
Winter Break.....	Dec. 27-Jan. 11, Sat.–Sun.

SECOND SEMESTER 2009

Registration and orientation.....	Jan. 12-13, Mon.–Tues.
Late registration (Drop/Add)	Jan. 14-16, Wed.–Fri.
Instruction begins	Jan. 14, Wed.
Martin Luther King, Jr. Day (all-campus holiday).....	Jan. 19, Mon.
Last day to drop with a 90% tuition refund (Census Date).....	Jan. 28, Wed.
Last day to drop with a 50% tuition refund (refunds are not made after this point).....	Feb. 11, Wed.
President’s Day (all-campus holiday)	Feb. 16, Mon.
Midterm.....	Mar. 12, Thurs.
Last day to apply for graduation in May.....	Mar. 12, Thurs.
Last day to apply for graduation in May.....	Mar. 19, Mon.
Summer Session academic advisement and early registration for new and continuing students.....	Mar. 18-May 31, Wed.–Sun.
Summer Session tuition and fee payment period.....	Mar. 18-June 1, Wed.–Mon.
Spring recess.....	Apr. 4-12, Sat.–Sun.
Instruction resumes	Apr. 13, Mon., 7 a.m.
All Campus Holiday	April 15, Wed.

■ ACADEMIC CALENDAR

Last day to drop a course without grade penalty if work is not of a passing grade	April 17, Fri.
Last day of classes	May 11, Mon.
Final examinations	May 12-15, Tues.-Fri.
Instruction ends	May 15, Fri.
Commencement Exercises	May 18, Mon., 11:00 a.m.

SUMMER SESSION 2009

Memorial Day (all campus holiday)	May 25, Mon.
Registration and Orientation	May 29-Jun. 1, Fri.-Mon.
Instruction begins	Jun. 2, Tues.
Late Registration (Drop/Add)	June 2-4, Tues.-Thurs.
Last day to drop for a 90% tuition refund (Census Date)	Jun. 5, Fri.
Last day to drop for a 50% tuition refund (refunds are not made after this point)	Jun. 15, Mon.
Midterm	Jun. 29, Mon.
Last day to apply for graduation in August	Jun. 29, Mon.
Independence Day Recess (all-campus holidays)	Jul. 3-5, Fri.-Sun.
Instruction resumes	Jul. 6, Mon., 7 a.m.
Fall semester academic advisement and early registration for new and continuing students	Jun. 15-Aug. 12, Mon.-Wed.
Fall semester tuition and fee payment period	Jun. 15-Aug. 16, Mon.-Sun.
Last day to drop a course without grade penalty if work is not of a passing grade	Jul. 14, Tues.
Last day of classes	Jul. 24, Fri.
Final examinations	Jul. 27-28, Mon.-Tues.
Instruction ends	Jul. 28, Tues.
Final grades due	Jul. 31, Fri.

■ INDEX

A

academic advisement 7
Academic Calendar 28
academic disqualification 22
Academic Excellence Award 40
Academic Forgiveness 68
Academic Irregularities 62
Academic Probation 67
Academic Records 30,31
academic support 8
academic year 71
ACCUPLACER 20,21
ACT tests 20
Adding and Dropping Courses 29
Additional Bachelor's Degree 48
admission requirements 17,27
Admissions Office 28
Advanced Placement 33
Advisement 27
adviser 27
Afro-American Cultural Center 10
Anthropology, Courses in 72
appeal procedure, academic 69
applicants, home-schooled 21
Application Fee 37
Application for Admission 20,22
Application for Graduation 41
Applied Associate of Arts 52
Armed Forces Training 33
Attendance 59
Attendance in an On-Site Course 60
Attendance in an Online Course 61
Auditing Courses 28
auxiliary enterprises 9

B

Bachelor of Arts 49
Bank of America 10
Billy Graham Library 10
Biology, courses in 72
Board of Regents 9,87

C

Campus and Facilities 13
campus and facilities 13
Canceled and Delayed Classes 59
Carolina Panthers 10
Certificate in New Testament Studies 56
Certificate Program 11
Change of Address 31
Change of Major 31
Change of Name 31
character 8
Charlotte-Mecklenburg 10
Charlotte Hornets 10
Charlotte Knights 10
Charlotte Museum of History 10
Charlotte Sting 10
Charlotte Trolley Museum 10
class attendance 60
CLASSIFICATION OF STUDENTS 58
Class Surveys 66
class surveys 66
CLEP 33
College Board 20
Commencement Exercises 48
Commitment 9
Computer Information Systems, courses in 73
computer support 8
Continuing Education 12
corequisites 70
core values 9
counseling 7
course credit 70
Course Repetition 29
courses, numbering of 70
Course Substitution 59
Credit by Proficiency Examination 66
Culture 9

D

- Dean's and President's List 65
- Deferred Graduation 48
- Degree Programs 12
- Degree Requirements 46
- Diploma in Biblical Studies 55
- Diploma Program 11
- Distance Learning 12
- Dual Enrollment Program 11

E

- English, courses in 73
- equal educational and related opportunities 7
- Evaluation of Instruction 66
- Excellence 9
- excellence in instruction 7
- Executive Committee of the Board 87
- Exit Examination 47
- external instruction 69

F

- Faculty 88
- Family Studies, courses in 74
- fees 36
- financial aid 39
- first-year students 18
- fiscal operations 8

G

- GED 18
- General Education 41
- General Educational Development 18
- General Education Requirements 44
- Governance 9
- grade point average 64
- grading system 63,67
- Graduation 64
- Graduation Fee 36
- Graduation Program 64

- graduation requirements 49
- Graduation with Honors 65
- grants-in-aid 8

H

- Health Promotion, courses in 76
- Herbert W. Armstrong Achievement Award 40
- Hezekiah Alexander Homesite 10
- Historic Latta Plantation 10
- Historic Rosedale Plantation 10
- history, university 9

I

- Identification Cards 58
- inaccurate information 19
- Inclement Weather 59
- incomplete grades 63
- independent study courses 71
- information, giving inaccurate 19
- innovation 9
- institutional advancement 8
- institutional research 8
- integrity 9
- International Student Admission 20,26

L

- Late Registration Fee 36
- leadership 8,9
- Learning and Study Opportunities 10
- Levine Museum of the New South 10
- liberal arts and sciences 8
- Library Resources and Services 12
- library resources and services 12
- Licensure 9
- Living Church of God 7,9,13,36
- loans 40
- Lowe's Motor Speedway 10

M

Majors and Minors 46
 Mathematics, courses in 76
 Matriculation Fee 37
 Mint Museum of Art 10
 motto 9
 Music, courses in 78

N

NASCAR Hall of Fame 10
 National Whitewater Center 10
 NBA Basketball 10
 non-profit corporation 9
 Notification of Admissions Decision 23
 Numbering of Courses 70
 Nutrition 78

O

Obligation for Payment 38
 Officers of the Board 87
 Open Learning Program 11,17
 Open Learning Program Admission 23
 opportunities for learning and study 11,12
 orientation 27

P

personality 8
 physical plant 36
 physical plant operations 8
 prerequisites 70
 Prerequisites and Corequisites 70
 primary programs 7
 probation or suspension, appeal of 68
 professional disciplines 8
 Proficiency Examination 66
 provisional admission 22
 public service activities 8

R

readmission 22
 Recapture True Values 9
 Recognition of Academic Excellence 65
 refunds 38
 Regents Scholarships 39
 Registration 28
 Registration Change Fee 37
 research 8
 Residence Requirement 46
 Retest Fee 37
 Returned Check Collection Fee 37

S

satisfactory academic progress 40
 SAT tests 20
 scholarships 8,39
 scholastic requirements 67
 Second Ward High School National Alumni Foundation 10
 Semester Tuition Charges 36
 Service 9
 service 9
 special student 24
 Speech Communication, courses in 78
 spiritual standards 7
 Staff 88
 Statement of Educational Philosophy 6
 Statement of Mission and Scope 7
 Stock Car Racing 10
 student development services 8
 student insurance 39
 Students' Rights 31
 Summer Session Tuition Charges 36
 support programs 8
 suspension 67

T

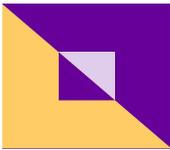
Tardiness 62
tax exemption 9
Theology, courses in 80
TOEFL 26
Transcript Fee 37
Transcripts 31
transcripts 18
Transcripts and Records 30
Transfer Credit Evaluation 32
Transfer of Credit 32
Transient Student Admission 25
true values 7
tuition 36

U

undergraduate open seminar 71
University Administration 87
University Bookstore 13

W

Wachovia 10
Withdrawal from the University 30
WNBA Basketball 10



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