

[www.livinguniv.com](http://www.livinguniv.com)

# General Catalog

Living University



**“All the World Is Our Campus”**

**2013–2014**



# LIVING UNIVERSITY

---

2301 Crown Centre Drive, Suite A

Charlotte, North Carolina 28227-7705

(704) 844-1966

[www.livinguniv.com](http://www.livinguniv.com)



2013 – 2014 Catalog

## **INSTITUTIONAL MEMBERSHIPS**

### **MEMBERSHIPS**

American Library Association (ALA)  
Association of College and Research Libraries (ACRL)  
LYRASIS

### **AFFILIATE MEMBERSHIPS**

American Association of College Registrars and Admissions Officers  
(AACRAO)  
American Theological Library Association (ATLA)

## **HOURS OF OPERATION**

### **BUSINESS HOURS**

University business hours are 8:30 a.m. to 5:30 p.m. (Eastern Standard Time), Monday through Thursday, and 8:30 a.m. to 3:00 p.m. Friday. Offices are closed on Saturday and Sunday.

### **HOLIDAY SCHEDULE**

The University closes for "all-campus holidays" as set forth in the Academic Calendar (see pages 149-150 in this publication).

### **FACULTY AVAILABILITY**

Full-time faculty members are normally available during University business hours. Part-time faculty members do not have regular office hours and students should contact them by email through the Populi system.

### **ONLINE COURSE ACCESS AVAILABILITY**

The University operates on the semester system and services students in many time zones necessitating that its online courses are accessible at all times (24/7) during a semester including legal and "all campus holidays."

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

*This publication is not a contract or offer to contract. The Board, University officers and their agents reserve the right to change information herein without notice when circumstances warrant such action.*

*This publication, which covers the period July 1, 2013 - June 30, 2014, supersedes and replaces any prior editions or versions.*

LIVING UNIVERSITY BULLETIN. Vol. 7 Nos. 1-2 (January 1, 2013). Published by Living University; 2301 Crown Centre Drive, Suite A; Charlotte, North Carolina 28227-7705. Online Edition. Copyright © 2013 Living University. All Rights Reserved. Cover photograph: Living Church of God International Headquarters building.

---

# ■ CONTENTS

ABOUT THE UNIVERSITY.....	7
Philosophy, Mission and Core Values, 7; Governance and Disclosures, 10; Licensure and Accreditation, 12; University History, 13; Location and Setting, 15; Learning and Study Opportunities, 16; Academic Programs, 18; Distance Learning, 20; Library Resources and Services, 21; Campus and Facilities, 24; Campus Tours, 24.	
FOUNDER’S STATEMENT .....	25
ADMISSIONS, REGISTRATION AND RECORDS.....	29
Admission Requirements, 29; Regular Admission, 30; Inaccurate Information, 32; Placement Tests, 32; Application Procedure, 33 Open Learning Program Admission, 38; Special Student Admission, 40; Other Admissions Information, 41; Orientation and Advisement, 43; Registration, 43; Transcripts and Records, 48; Transfer of Credit, 50; Privacy Policy, 55.	
STUDENT LIFE .....	61
Institutional Milieu, 61; Housing, 62; Food Services, 62; Advisement and Counseling, 62; Associated Student Body, 63; Convocations, 63; Health Services, 63; University Bookstore, 64.	
EXPENSES AND FINANCIAL ASSISTANCE.....	65
Tuition, 65; Fees, 66; Estimated Program Costs, 68; Estimated Expenses, 69; Obligation for Payment, 69; Enrollment Agreement, 70; Tuition Guaranty Bond, 71; Course Enrollment Cancellation and Refunds, 72; Financial Aid, 73; Awards, 77.	
PROGRAMS OF STUDY .....	79
Graduation Requirements, 79; Degree and Diploma Requirements, 79; Degree Programs, 86; Diploma Programs, 92; Certificate Programs, 95.	
ACADEMIC AND OTHER REGULATIONS .....	105
Classification of Students, 105; Identification Cards, 105; Census Date, 106; Course Substitution, 106; Inclement Weather, 106; Attendance, 107; Tardiness, 109; Grades, 109; Graduation, 111; Recognition of Academic Excellence, 112; Class Surveys, 113; Assessment and Exams, 114; Scholastic Requirements, 115; Enrolling in External Instruction, 118; Firearms and Weapons, 119; Drug-Free Campus, 119; Student Conduct and Discipline, 119; Student Complaints and Grievances, 123.	
COURSES OF INSTRUCTION.....	127
Course Information, 127; Course Offerings, 129.	
BOARD AND ADMINISTRATION .....	143
Board of Regents, 143; University Administration, 144.	
FACULTY AND STAFF.....	145
Faculty, 145; Staff, 147.	

■ CONTENTS

---

ACADEMIC CALENDAR.....149  
INDEX .....151

---

## ■ FROM THE PRESIDENT



As a Christian institution, Living University offers a values-based higher education wherein “The Word of God Is the Foundation of Knowledge.” The University is a growing coeducational community where our collective quest is restoring true values in an ever-changing world and applying them in laying the foundation for a better life.

By means of its online distance learning programs, the University provides its undergraduate degrees, diplomas and certificates to a variety of individuals according to their motivation and educational goals. Our online programs enable the University to serve students around the world. While the University continues to develop an on campus undergraduate program in Charlotte it is further expanding its educational services to a rapidly growing online global student body.

The University offers eight undergraduate certificate options— Biblical Archaeology, Biblical Christianity, Biblical Studies, Christian Leadership, Christian Family Studies, Church History, New Testament Studies, and Old Testament Studies. Students may also pursue the Diploma in Biblical Studies, the Diploma in Christian Family Studies, the Associate of Theology degree, and the Bachelor of Theology degree.

Online course delivery provides an accessible alternative for students needing to complete courses and programs of study not conforming to traditional fixed academic schedules. The design of LU academic programs provides traditional and working adult students with the flexibility they need in balancing family, job, and study. Our students can plan and pursue their studies according to their individual needs and circumstances.

The University provides interaction with, and structured access to, faculty members by means of Web conferencing, forums, email, fax and telephone. However, students must be comfortable working independently to complete their distance learning courses.

If you have questions or seek additional information about the University please contact us.

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



---

## ■ ABOUT THE UNIVERSITY

Living University is a nonprofit, coeducational institution 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."

The University utilizes the Internet as the primary means of instructional delivery. While a limited number of traditional and blended courses are available to on-campus students the focus is upon the delivery of online courses.

## PHILOSOPHY, MISSION AND CORE VALUES

### EDUCATIONAL PHILOSOPHY

We believe that the mission of Living University, as a church-related institution, sponsored by the Living Church of God, is that of a teaching institution concerned with facilitating the development of the whole person for Christian 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 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.

## MISSION AND SCOPE

### MISSION STATEMENT

The purpose of Living University is to provide programs of formal instruction and other learning opportunities, as well as meritorious programs of research and public service adequate to support an underlying mission of instruction, of sufficient diversity to be relevant to the changing needs of the individual, the Church and society.

### SCOPE

Living University seeks to provide primary and support programs which effectively and efficiently fulfill and promote the fulfillment of its mission.

#### Primary Programs

Specific goals for institutional primary programs are:

1. The University shall provide instruction in undergraduate curricula within the capacity of the institution's resources;
2. The University shall extend opportunity for course work in a distance learning format to the growing worldwide population of nontraditional learners;
3. 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
4. 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

Specific goals for institutional support programs are:

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 library services to help meet the information needs of its students, faculty and staff by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research

## ■ ABOUT THE UNIVERSITY

---

in the subject areas of the curriculum;

3. 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;
4. 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;
5. 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;
6. 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
7. 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
- Creativity

## **GOVERNANCE AND DISCLOSURES**

Living 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. The the principal office of the corporation is located at 2301 Crown Centre Drive, Suite A; Charlotte, North Carolina 28227-7705.

Telephone: (704) 844-1966. Email: [info@livinguniv.com](mailto:info@livinguniv.com). Website: <http://www.livinguniv.com>.

## BOARD OF REGENTS

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. Members of the Board of Regents serve three-year terms upon ratification of their appointment by the Board of Directors of the Living Church of God. New appointments begin in July of each year and at other times as needed (for a list of members and officers see Board of Regents on Page 143).

## PUBLIC DISCLOSURES

The University recognizes that good governance and accountability practices provide safeguards to help ensure that the funds our donors have entrusted to us will be used consistently in accordance with our mission, our tax-exempt purpose and donor intent. Accordingly, the University makes its governing documents, conflict of interest policy and audited financial statements available to the public. Our independent auditor is Cherry, Bekaert & Holland, L.L.P. (Certified Public Accounts).

Moreover, just like individuals and for-profit businesses, the University must file an annual return with the Internal Revenue Service. In our case the return is I.R.S. Form 990 which covers each fiscal year (July 1–June 30). The Internal Revenue Code requires organizations exempt from federal income tax to make its Form 1023 exemption application and annual Form 990 available for public inspection.

All of these documents are available for review by interested parties. One can view audited financial statements and Form 990 online at the University website ([www.livinguniv.com](http://www.livinguniv.com) at About Us) or review hard copies of all of these documents, including Form 1023, at the following office:

F. Thomas Turner II  
 Director of Legal Affairs and Risk Management  
 2301 Crown Centre Drive, Suite A  
 Charlotte, North Carolina 28227-7705  
 Telephone: (704) 844-1966 Option 6.

Please contact this office if you would like to access and view them during normal business hours.

## LICENSURE AND ACCREDITATION

Degree program(s) of study offered by Living University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes Section (G.S.) 116-15(d) with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards. Students seeking to transfer degrees or credits should consult with receiving institutions (see Transfer of Credit From the University on Page 54).

Federal regulations issued by the US Department of Education pursuant Title IV of the Higher Education Act of 1965, and amendments thereto, require institutions participating in Title IV programs and offering distance education at the post-secondary level to conform with state regulations pertaining to degree programs. Although Living University does not participate in Title IV programs this does not lessen the University's responsibility to adhere to applicable state laws and regulations dealing with delivery of distance education to the residents of any state. Upon review of state laws and regulations, the University understands that it is free to operate in 46 states without further effort under the individual state's religious education exemption clause or under its no-physical presence definition.

The states of Arkansas, Alabama, Nevada and Wyoming have laws and regulations in place that would require the University to meet specific licensure requirements. Therefore, at this time degrees cannot be awarded to any student living in Arkansas, Alabama, Wyoming, or Nevada. The University continues its policy of offering religious education courses to students irrespective of the place of their residency. The limitation pertains to granting of degrees only. Students from Arkansas, Alabama, Wyoming, and Nevada therefor are limited to the certificate and diploma programs.

Generally state licensure deals with consumer protection and ensuring that institutions meet minimum standards of educational quality and have a formal complaint procedure in place. Refer to Student Complaints and Grievances at Page 123 for University complaint procedures and for more information.

The University is not accredited by any agency recognized by the U.S. Department of Education. The University Strategic Long-Range Plan calls for the University to achieve licensure and accreditation as institutional resources permit, however, the University makes no assurances or guarantees that it will be successful in achieving accreditation.

In the fall 2011 the University begin its fifth year of operation, with about 200 online students registered, while it continued the process of estab-

lishing the infrastructure necessary for licensure and accreditation. The current edition of the Strategic Long-Range Plan can be viewed at <http://www.livinguniv.com/Documents/Long-Range.pdf>.

## UNIVERSITY HISTORY

The Living Church of God founded Living University on February 27, 2007, in response to the Church's 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. In the fall 2008 the University added undergraduate certificate programs in Biblical Archaeology, Old Testament Studies, Church History and Christian Leadership; and a postbaccalaureate Advanced Certificate of Ministry to its offerings.

On June 18, 2009 the B.Th. and A.Th. degree programs were declared exempt from the requirements for licensure pursuant to North Carolina General Statutes Section (G.S.) 116-15(d) for exemption from licensure with respect to religious education. In August the University admitted its first on-campus class of three full-time students. On May 17, 2010, the University conferred its first associate and baccalaureate degrees.

The University opened its new library in the fall 2010 and as of March 15, 2012 the collection was over 5,000 book volumes supported by an online catalog (OPAC), several external databases and the University's online Archive and Special Collections Repository. In the fall 2010 the University expanded its services for senior citizens by allowing them to audit one course per semester with a 100% tuition waiver provided that there is space available in the course (see Tuition on Page 65).

In its first four years the University conferred twenty-three credentials (two Bachelor of Theology degrees, three Associate of Theology degrees, three Diplomas in Biblical Studies and fourteen Certificates in New Testament Studies and one Certificate in Old Testament Studies). In its fourth year of operation the University achieved a student retention rate of 91.5% yielding an attrition rate of 8.5%.

With its fifth year the University offered a Certificate in Biblical Studies and an academic version of the *Tomorrow's World Bible Study Course* and announced a new program in Christian Family Studies in which students can complete a certificate or a diploma.

During its first five years of operation, the University served students from



*Charlotte is the largest city in North Carolina and the seat of Mecklenburg County. Known as “Queen City”, Charlotte is a dynamic community that combines splendid amenities with warm Southern hospitality. Photo by PatrickSchneiderPhoto.com.*

Australia, Barbados, Bermuda, Brazil, Canada, El Salvador, Germany, Ghana, Indonesia, Malaysia, Mexico, Myanmar (Burma), New Zealand, Philippines, Puerto Rico, 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.

Although many Living Church of God elders, deacons and deaconesses enroll in Living University courses, the majority of students are Church lay 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 Charlotte, North Carolina, one of the capitals of the New South, the University is within one day's drive of 55% of the U.S. population. By automobile Charlotte is just a few hours from the beach to the east and the Blue Ridge Mountains to the west.

The city took its name from Queen Charlotte, wife of King George III. The county in which Charlotte lies took its name from the queen's German principality. The discovery of gold in the late eighteenth century made Charlotte the center of U.S. gold production until the California gold rush. The federal government opened the first branch of the U.S. Mint, now the Mint Museum of Art, in Charlotte.

Charlotte is the largest city within the nation's sixth-largest urban region offering convenient access to major national and international markets and is the largest city in the nation's sixth largest urban region and the center of the nation's fourth largest manufacturing region. Because it services a regional population of over 7.1 million within a 100-mile radius, Charlotte has emerged as a financial, manufacturing, distribution, transportation and cultural hub of the southeast.

While Charlotte is known for its strong entrepreneurial spirit it 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.

Eight Fortune 500 companies are headquartered in Mecklenburg County [Bank of America (banking), Duke Energy (utilities), Lowe's (retail), Nucor (metals), Family Dollar (retail), Goodrich Corp. (aerospace and defense), Sonic Automotive (automotive retailing) and SPX (electronics)]. This

## ■ ABOUT THE UNIVERSITY

---

ranks Charlotte eighth nationally in number of Fortune 500 companies headquartered within the county. Of the top 20 industrialized states, North Carolina ranks as the fourth most productive.

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 new zMAX Dragway and 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.

The culinary arts thrive in Charlotte. *Restaurant News Magazine* named Charlotte one of the "Top 50 Cities that Sizzle". 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, the North Carolina Blumenthal Performing Arts Center, 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.

In Waxhaw, about thirteen miles south of Charlotte, is The Museum of the Alphabet. Exhibits trace the development of the world's languages and origins of writing from Arabic to Visigoth.

Within the Charlotte Region, 17 public and private institutions offer baccalaureate degrees. Ten schools offer graduate degrees, including master's and doctoral programs, in a variety of disciplines. Charlotte is home to the state's largest community college, and the Charlotte campus of The University of North Carolina. Institutions of higher education located in the Charlotte area enrich the community by providing a diverse number of educational opportunities.

## 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 continues to serve individuals who seek to enroll in one or more single courses, but who do not intend to pursue a certificate, diploma or degree (see Open Learning Program Admission on Page 38). Students enroll online through the University website at

www.livinguniv.com.

They may enroll as non-matriculated students in online courses numbered 100-399 and in selected 400 level online courses. 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 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.

### SENIOR CITIZEN AUDITING

People who are 65 or older or who will become 65 years old during the calendar year are eligible to **enroll as an auditor** in one Open Learning Program course per semester and/or summer term with a 100% tuition waiver (100% tuition discount) provided:

1. There is space available in the course;
2. For-credit students enrolling constitute the minimum number required for offering the course; and
3. Senior Citizen auditors must meet published course pre-requisites, purchase their own textbooks and other class materials and supplies, and pay any fees such as the Information Technology Fee (see Page 66) and any special course fees. The tuition waiver (100% discount) applies only to the tuition charge.

### 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). Written parental or legal guardian permission is required to participate. Through this program a high school student may complete the Certificate in Biblical Christianity over a period of three years (see Admission of High School Students on Page 43).

## ACADEMIC PROGRAMS

### DEGREE PROGRAMS

The University offers programs leading to baccalaureate and associate degrees as follows:

- The Bachelor of Theology (B.Th.) program provides the theological base for leadership, teaching and ministry within a local church, particularly related to volunteer, bi-vocational, or career service.
- The Associate of Theology (A.Th.) program provides the theological base for leadership, teaching and ministry within a local church, particularly related to volunteer or bi-vocational service.

### DIPLOMA PROGRAMS

The two diploma programs offered by the University are as follows:

- The Diploma in Biblical Studies Program provides students with an in-depth study of the Bible and related topics. This two-year on-line program is designed for part-time students who are interested in studying the Word of God in greater depth to better prepare them to be more effective as lay leaders in churches and schools. The program provides lay persons the opportunity to grow in their understanding of the Scriptures and to enhance their ability to effectively teach the Scriptures to others.
- The Diploma in Christian Family Studies provides students with relevant, effective education and support encouraging an optimal environment for successful Christian marriage, parenting and family life. This program has a two-fold purpose: to equip students for successful Christian family life and to enable them to help others attain successful Christian marriage, parenting and family life.

### CERTIFICATE PROGRAMS

The University offers a series of certificate programs to prepare students for volunteer or bi-vocational leadership in the Church and for the continuing education of the career ministry of the Living Church of God and a dual enrollment certificate program designed for high school students as follows:

- The Certificate in Biblical Archaeology, designed to be completed online in one or two years, provides students with opportunity to gain a fuller perception of the events and the lifeways of the peoples described in the Bible, to reconstruct the lifeways of biblical peoples



*The library at LU utilizing provides a place for study and recreational reading. When complete the library will house well over 10,000 volumes of books and 5,000 electronic documents to serve the University community.*

and to learn of the cultural change in their civilizations.

- The Certificate in Biblical Christianity is a dual enrollment program for high school students challenging Christian youth to think critically about their faith.
- The Certificate in Biblical Studies provides a comprehensive overview of the Bible, designed to be completed online in one or two years.
- The Certificate in Christian Family Studies provides men and women with relevant, effective education and support encouraging an optimal environment for successful Christian marriage, parenting and family life, designed to be completed online in one or two years.
- The Certificate in Christian Leadership prepares men and women for Christian leadership and service to be completed online in one or two years.
- The Certificate in New Testament Studies provides a comprehensive overview of the New Testament, designed to be completed online in one or two years.

## ■ ABOUT THE UNIVERSITY

---

- The Certificate in Old Testament Studies provides a comprehensive overview of the Old Testament, designed to be completed online in one or two years.
- The Certificate in Church History provides a comprehensive overview of the growth and development of the Church to be completed online in one or two years.

## DISTANCE LEARNING

At Living University “all the world is our campus” for distance learning as our course delivery system permits students residing all over the world to participate in classes and be part of a global Christian community. By means of online e-learning courses using Populi web-based college management software, the University can offer 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 at a distance on a global basis.

Student response is by means of computer conferencing, discussion forums, e-mail, 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.

Every course in our online programs of study is defined by a formal syllabus which outlines the objectives for that course, the methodology for attaining those objectives, the outline for the course, the books, materials, videos and references which are required to achieve the objectives, the requirements for student involvement in the course and the examination, evaluation and grading process which will be employed in that course. In addition, each syllabus establishes the basis for interaction between the instructor of the course and the students enrolled in that course, as well as interaction among the students.

Students may normally view a public copy of a course syllabus (called a prospectus) on the University website (see Course Descriptions at [www.livinguniv.com](http://www.livinguniv.com)). Official course syllabi are posted for registered students on the official course website for each course at the beginning of that



*Study carrels provide private space for student and faculty library research. The University library provides both electronic and traditional resources and wireless Internet access to its patrons.*

course and maintained on that website for the duration of the course. The syllabus is the guiding policy for the conduct and completion of the course, and no other document, writing, or instruction will take precedence.

## **LIBRARY RESOURCES AND SERVICES**

The on-campus library at Charlotte 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.

Living University operates its academic library to provide library services to help meet the information needs of its students, faculty and staff by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research in the subject areas of the curriculum. To fulfill its mission



*This view of a section of the library is just inside the entry. Two OPAC stations at the right and the circulation desk serve patrons.*

the library endeavors:

- To provide the facilities, services and support enabling faculty and student access to adequate library collections as well as to other learning/information resources consistent with its educational, research and public service endeavors;
- To serve the Living Church of God by preserving its textual tradition both in print and in electronic forms, for the current educational needs of faculty and students and for the future;
- To address the library support needs of the Living Church of God international headquarters staff;
- To maintain a professional and/or paraprofessional staff sufficient to render point-of use assistance, bibliographic instruction and personal reference services;
- To support curricula and the disciplines in which a major is offered with sufficient library materials according to accepted standards of the Association of College and Research Libraries; and
- To provide its patrons with a contemporary theology reference col-

lection and services.

The foregoing requires the library:

- To acquire and maintain adequate and appropriate print, non-print and electronic resources that support the university's general education and specialized content courses leading to its certificate, diploma and degree programs;
- To provide a comprehensive system of services designed to facilitate effective student study, research and scholastic achievement;
- To support teaching and instruction, strengthen faculty access to relevant materials in their fields of specialization and meet the information needs of the LCG headquarters staff;
- To develop a special collection of the literature of the Living Church of God and its antecedent fellowships; and
- To provide an aesthetically pleasing learning environment conducive to study and research, and which enables the university to fulfill its obligations to students, faculty and staff relative to the overall institutional mission and purpose.

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](http://www.livinguniv.com/library). The current goal is to bring library holdings to about 10,000 books in theology and related disciplines and about 5,000 archival documents in the Living University Archive and Special Collections Repository.

The Library's Periodicals Collection covers as wide a range of subject areas as possible, with appropriate materials that support curriculum needs. In addition to scholarly journals, the Library seeks to maintain a collection of general interest titles. Depending upon the availability of funds, the Library considers titles to support individual faculty research.

The library uses the Library of Congress Classification System. An online public access catalog (OPAC) is available to the University community and the public through the Internet. OPAC includes the collections of member libraries. These are libraries maintained by the regional offices of the Living Church of God. The library at Adelaide, South Australia, utilizes the Dewey Decimal System. The University issues photo ID cards to faculty, staff and students to assist patrons and library personnel in the electronic checking out and return of library materials.

Library collections are composed of materials for a variety of audiences. Living University faculty and students are primary recipients, while other

## ■ ABOUT THE UNIVERSITY

---

members of the university family are secondary users. The curriculum is the single most important influence on the nature of library resources. Collection management and selection of print and non-print resources and supporting materials are the responsibility of the librarians.

A faculty Learning Resources Committee is a standing faculty committee providing advice and support to the library. It is through this committee that the faculty has formal involvement in the determination of library policy, in acquisition procedures and ways of improving library services as well as to serve as the main channel of formal communications between the library and the user community.

Like other college and university libraries, the Living University Library is not self-sufficient. Therefore, resource sharing known as Interlibrary Loan (ILL) comes into play. Should a book or journal article be identified at another library and brought to a reference librarian by an authorized user, a formal request is prepared and sent to the owning library. The borrowing library (in this case, Living University Library) complies with American Library Association (ALA) 108(g)(2) Guidelines if the item is loaned. The borrowing library (Living University Library) monitors the item's use and returns it at the appropriate time to the owning library. Although libraries communicate quickly with each other regarding items to be borrowed and loaned, the actual sending of materials back and forth still depends on the United States Postal Service.

## **CAMPUS AND FACILITIES**

University administrative offices, library and other on-campus resources. Including a contemporary television studio set for videotaping of lectures, are located within facilities leased from or otherwise provided by the Living Church of God at its Charlotte, North Carolina, headquarters complex at Crown Point in south Charlotte. The University's principal office is at 2301 Crown Centre Drive, Suite A; Charlotte, NC 28227-7705.

## **CAMPUS TOURS**

During business hours visitors may arrange for guided campus tours including the facilities of the Living Church of God through the Reception and Information Center in the first floor lobby of the LCG Headquarters building. Telephone: (704) 844-1970.

---

## ■ FOUNDER'S STATEMENT

The founder of Living University 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.



*Dr. Roderick C. Meredith is the founder of Living University. Dr. Meredith is the main presenter on Tomorrow's World television program and he serves as the Presiding Evangelist and President of the Living Church of God.*

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 creativity. 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, REGISTRATION AND RECORDS

If you want to be a part of a growing learning 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 Living University. 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. The University seeks those who aspire to make a difference in tomorrow's world and who are willing to commit to that effort today.

### ADMISSION REQUIREMENTS

There are three ways of enrolling in courses at Living University:

- (1) through admission and registration as a regular (matriculated) student seeking a certificate, diploma or degree either through online study or on-campus study,
- (2) enrollment as a special (non-matriculated) student in courses offered in the Open Learning Program, or
- (3) admission as a special (non-matriculated) student.

While the University is primarily an online institution it does have an on-campus program in Charlotte. Because of limited classroom space, individuals admitted to the University for online study as regular students (that is they are officially enrolled in a certificate, diploma or degree program) may enroll in on-campus courses on a space available basis after on-campus students have registered. Open Learning and other special (matriculated) students may register in on-campus courses only with the written permission of the Vice President of Academic and Student Affairs.

There are limitations on enrolling in courses offered in the Open Learning Program (see Open Learning Program on Page 16) and those taken by students admitted as special students (see Special Student Admission on Page 40). Individuals intending to complete a certificate, diploma, or degree at Living University should seek admission as regular students.

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 admissions procedure and it reserves the right to deny admission and enrollment to anyone.

Living University admits students of any race, color, national and ethnic ori-

gin 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](http://www.livinguniv.com/admissions), by calling (704) 844-1966 Option 2, by an e-mail request to [admissions@livinguniv.com](mailto: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 on Page 32).

An applicant over 18 years of age who has not graduated from high school is eligible to apply for special (matriculated) student admission (see Undergraduate Special Students) but may not be admitted to a diploma or degree program until he or she provides the Admissions Office with General Educational Development (GED) test scores or the U.S. military DD Form 214 indicating that the applicant has completed high school.

A high school transcript is not required if an applicant has twelve (12) earned semester credit hours from a regionally accredited college or university in subjects applicable to the intended degree. Also, with the twelve (12) college-level semester credit hours, the student must have attained a "C" or higher for each course. For applicants using twelve (12) college-level semester credits to satisfy the admission requirements, an official transcript must be on file to document the earned credits.

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. The equivalent means General Educational Development (GED) tests or the U.S. military DD Form 214 indicating that applicant has completed high school. 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 (4) years of English,
- Three (3) years of college preparatory mathematics,
- Three (3) years of social science,
- Three (3) years of science (preferably laboratory science) and
- Two (2) 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 on Page 50).

## 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 regionally accredited or a DETC (Distance Education and Training Council) accredited, degree-granting institution or at an international institution of equivalent standards;
- 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. 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.

## **STUDENT IDENTITY VERIFICATION**

The University complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning. The University has established and will periodically review its policy and procedure for verification of an applicant's identity.

## **APPLYING FOR ONLINE STUDY**

All applicants seeking admission for online study should complete the steps set forth below.

1. Submit a completed online *Application for Admission* form (go to [www.livinguniv.com/admissions](http://www.livinguniv.com/admissions) and follow the directions) and pay the application fee.
2. All applicants to diploma or degree programs or as post-baccalaureate students must have official transcripts from any regionally accredited or DETC (Distance Education and Training Council) accredited colleges and universities previously attended mailed to the Admissions Office (see Transfer of Credit Into the University on Page 50). Transcripts are not required for the certificate program.
4. All applicants to certificate, diploma and degree programs or as post-baccalaureate students must submit an Autobiographical Essay of 3-5 (not more than 10) double spaced, typed pages in length.
5. All applicants to a certificate, diploma, or degree program or as post-baccalaureate student must have two recommendations from non-relatives, one from a church official and one general reference, sent to the Admissions Office. We suggest you provide these individuals an envelope addressed to the Admissions Office with postage prepaid. You may download the recommendation forms. There is no recommendation requirement for high school students applying for the Dual Enrollment Program.
6. If seeking admission to a diploma or degree program have an official high school transcript or a copy of G.E.D scores mailed to the Admissions Office. Admission to an online certificate program does not require a high school diploma or the equivalent. Current high school seniors should have their high 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. A high school transcript is generally not required if an applicant has twelve (12) earned college semester credit hours from a regionally accredited college or university, or a DETC (Distance Education and Training Council) accredited, degree-granting institution, an international institution of equivalent standards.
7. 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 not required from applicants seeking admission as regular (matriculated) students who have completed thirty (30) semester credit hours of college or university level coursework at a regionally accredited degree-granting institution, a DETC (Distance Education

and Training Council) accredited degree-granting institution, or an international institution of equivalent standards (see Placement Tests on Page 32).

## APPLYING FOR ON-CAMPUS STUDY

While online distance education is the primary method of study for students, the University admits a small number of students for on-campus study at Charlotte. All applicants seeking admission for on-campus study at Charlotte should complete the steps set forth below. For financial information see Tuition and Fees, Estimated Expenses and Financial Aid. Admission 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. The admissions committee may require an interview with applicants.

1. Submit a completed online *Application for Admission* form (go to [www.livinguniv.com](http://www.livinguniv.com), select Admissions on the menu sidebar and follow the directions) and pay the application fee. For a fall admission the application deadline is February 15. Preference is given to complete applications meeting the deadline; however, we will accept applications as long as space is available. April 1 is the University deadline for notification to students who completed the application process by February 15.
2. Complete and submit the Enrollment Agreement.
3. Have official transcripts from any regionally accredited or DETC (Distance Education and Training Council) accredited colleges and universities previously attended mailed to the Admissions Office (see Transfer of Credit Into the University on Page 50). Transcripts are not required for the certificate program.
4. Submit an Autobiographical Essay of 3-5 (not more than 10) double spaced, typed pages in length.
5. Provide a recent photograph of yourself at least 3 x 5 in size.
6. Provide three recommendations from non-relatives, one from a church official, one from your high school guidance counselor or academic adviser and one general reference, sent to the Admissions Office. Home school students are required to submit a second General Recommendation Form in lieu of the Counselor Recommendation required of other first year applicants. We suggest you provide these individuals an envelope addressed to the Admissions Office with postage prepaid. You may download the recommendation forms

(go to [www.livinguniv.com/](http://www.livinguniv.com/) and select Forms on the menu sidebar).

7. Have an official high school transcript, a copy of G.E.D. scores, or the U.S. military DD Form 214 mailed to the Admissions Office. Current high school seniors should have their high 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.
8. A high school transcript is not required if an applicant has twelve (12) earned semester credit hours from a regionally accredited college or university in subjects applicable to the intended degree. Also, with the twelve (12) college-level semester credit hours, the student must have attained a “C” or higher for each course. For applicants using twelve (12) college-level semester credits to satisfy the admission requirements, an official transcript must be on file to document the earned credits.
8. Provide either SAT or ACT scores as follows:
  - a. Reflect scores of 500 or higher on each section (verbal and math) of the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Applicants who achieve scores less than 500 on the mathematics section and the critical reading section of the SAT must also take the College Board’s ACCUPLACER placement test. When requesting release of your SAT scores to Living University be sure to use college code number which is 5384.
  - b. Reflect a composite score of 21 or higher on the American College Test (ACT) of the American College Testing Program. Applicants who achieve a composite score of less than 21 on the ACT, must also take the College Board’s ACCUPLACER placement test. When requesting release of your ACT scores to Living University be sure to use college code number which is 6528.

## 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. A student admitted provisionally must complete all admission requirements within the first semester of attendance. While students may be admitted on a provisional basis pending receipt of an official college or high school transcript, in no case may they continue in a diploma or degree program beyond one enrollment period (not to exceed 12 semester credits) without filing an official transcript of high school completion or earned postsecondary with the Admissions Office.

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

## **OPEN LEARNING PROGRAM ADMISSION**

The purpose of the Open Learning Program is to make available coursework in a distance learning format to persons not seeking completion of a credential (a certificate, diploma, or degree). Courses in the Open University Program are taught at a college and university reading and writing level. 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.

## **REQUIRED IDENTITY VERIFICATION**

Those seeking to enroll in the Open Learning Program must submit a good photocopy of a government-issued photo identification document such as a driver's license, passport, or national identity card. This needs

to be done once to establish a permanent record and to verify the identity of the applicant.

### **OPEN LEARNING COURSES**

Through the Open Learning Program individuals may enroll as non-matriculated students in online courses numbered 100-399 and in selected 400 level online courses. Courses numbered 400-499 approved for Open Learning Program enrollment are:

- THL 412 Epistles of Paul I (3)
- THL 413 Epistles of Paul II (3)
- THL 416 General Epistles and Revelation (3)
- THL 421 History of Christianity I (3)
- THL 422 History of Christianity II (3)
- THL 467 Historical Geography of the Bible Lands (3)
- THL 473 Archaeology of the Old Testament (3)
- THL 474 Archaeology of the New Testament (3)
- THL 475 Ancient Egypt and the Biblical World (3)
- THL 476 Archaeology of Jerusalem (3)
- THL 478 Lands of the Bible (3)
- THL 479 Fieldwork in Biblical Archaeology (3)

Open Learning students may accumulate twenty-four semester hours before having to meet regular admissions requirements. A non-matriculated student can apply a maximum of twenty-four semester credit 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.

### **OPEN LEARNING COURSE REGISTRATION**

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 special (non-matriculated) students may find additional information about the program and access the online Open Learning Enrollment Form on the [www.livinguniv.com](http://www.livinguniv.com) website.

## 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 (matriculated) students usually are permitted to accumulate up to twenty-four (24) semester credit 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](http://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:
  - Provide recorded SAT scores of 500 or higher on the appropriate section (verbal and math); or,
  - Provide a record of a composite ACT score of 21 or higher, or,
  - 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,
  - Submit an official transcript reflecting successful completion of college-level English and mathematics/algebra with a “C” or better; or,
  - 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 the online *Application for Admission* (go to [www.livinguniv.com](http://www.livinguniv.com) and on the menu sidebar select Admissions, then select Making Application and follow the directions) and pay the application fee.
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 institution you are currently attending. This form can be obtained on-line (go to [www.livinguniv.com](http://www.livinguniv.com) and select Forms on the menu sidebar).

### INTERNATIONAL STUDENT ADMISSION

At this time the University does not admit international students for on-campus 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) 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 (go to [www.livinguniv.com](http://www.livinguniv.com) and on the menu sidebar select Admissions, then select Making Application and follow the directions). In addition you must submit all required documentation and pay the application fee.

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](http://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](http://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 Biblical Christianity 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* and pay the application fee. Students may secure additional information about dual enrollment on the University website at [www.livinguniv.com/admissions](http://www.livinguniv.com/admissions).

## ORIENTATION AND ADVISEMENT

All students are highly encouraged to participate in the 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.

On-campus students will experience additional orientation activities and events held at the beginning of the Fall Semester. See “Academic Calendar” for dates.

Each regular (matriculated) 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.

## VERIFICATION OF IDENTITY

The University requires that a student seeking registration in an online course be the same student that participates in, completes, and receives credit for the course. Students seeking registration in online courses must provide appropriate identification to establish their identity. A secure student user name and password are required for coursework submitted online. Individual students are provided with basic online course login information (online course username and password) only upon verifica-

tion of that student's identity (through the student's provision of address, phone number, Student ID number, or birthday that matches University admissions records).

### FOR ON-CAMPUS STUDY

On-campus students normally pre-register for their courses through the Internet before arriving on-campus for formal Registration and Orientation activities. On-campus they are given a schedule of orientation activities and events including instructions for completing registration.

### FOR ONLINE STUDY

Online students should register for classes as follows:

1. Go to the University website at <http://www.livinguniv.com>.
2. Select the E-Learning Login from the menu bar above the title Living University.
3. Type in User name and Password to login.
4. Click on My Profile tab.
5. Click on My Registration tab.
6. Find the course of your interest among the list of Available Courses.
7. Click on the green plus symbol (+) under the Enroll column to register for credit or under the Audit column to register for audit.
8. The selected course will appear under the My Courses bar above the Available courses.
9. Click on SAVE to lock in your selection.
10. Once registered be sure to buy your textbooks. You will find the list at the University Bookstore. We advise international students to order their books early due to shipping delays.
11. Tuition and fees are payable in full on or before classes begin. We prefer you pay online by credit card to facilitate processing. All unpaid registrations are canceled at 12:00 p.m. (midnight, Eastern Standard Time) at the end of the first day of classes. Re-registration will then be on a "space available" basis only.
12. To begin your studies, simply login with the login name and the password you selected and click on your course title.
13. To maintain your registration in a course you must complete an assignment before the close of the Census Date. Most instructors will have you meet this requirement by asking you complete an Icebreaker Assignment by posting a short autobiography and comments on other student's' posts on the course Discussion Forum open to all registered in the course. Students not com-

pleting the “icebreaker” assignment forfeit their registration as no-shows (see No-Shows on Page 45).

14. If you decide to withdraw from a course(s), tuition refunds are made according to the published university refund policy.

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.

## No Shows

To officially begin an on-campus course a student must attend twice. Online course students must complete at least one online assignment in the course on or before the Census Date. For most online courses this is done by completing an Icebreaker Assignment by which students introduce themselves to their classmates by posting a short autobiography on the course Discussion Forum. The nature of the required assignment, however, is at the option of the instructor who may require no more than an e-mail enrollment confirmation from a student. These requirements do not apply to students registered for audit.

Students who do not attend twice in an on-campus course or fail to complete at least one assignment in an online course on or before the Census Date forfeit their registration in the course and receive a tuition refund (see Course Enrollment Cancellation and Refunds on Page 72).

Reinstatement will be made only under the most unusual circumstances. Students must petition in writing, using the *General Petition* form, for reinstatement. The petition shall include a detailed explanation for not completing the assignment 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.

## 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 but the No Show rules do not apply.

The instructional delivery system utilized by the University does not permit auditors to take tests and examinations or file written assignments.

## **COURSE LOAD**

Full-time students normally carry an academic load of 15 to 18 semester credit hours. A student must be enrolled in at least 12 semester hours of courses for credit during a semester or at least 9 semester credit hours in the summer session in order to maintain full-time status. A graduating senior in the final semester may enroll in less than 12 semester hours and still be considered full-time, provided all graduation requirements are being met.

To enroll in more than 19 hours of courses for credit (which requires at least a 3.2 cumulative grade point average), a student must obtain the written authorization of the Vice President of Academic and Student Affairs. Any action to add courses after registration which will cause a student to be enrolled in more than 19 hours requires approval of the Vice President of Academic and Student Affairs.

## **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. We suggest students 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. Since some courses will have closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. See the section “After the Late Registration Period” below.*

Students may drop courses on or before 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 Census Date, a student must officially withdraw from courses.

### AFTER THE LATE REGISTRATION PERIOD

#### ADDING A COURSE

Adding a course after the Late Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Vice President of Academic and Student Affairs. For information on Census date and deadlines for adding courses, students should refer to the Academic Calendar.

#### DROPPING A COURSE

It is the responsibility of the student to drop a course(s) if he/she cannot meet the requirements of the course. For tuition refund information see Course Enrollment Cancellation and Refunds on Page 72. In any case, withdrawal requests may be conveyed in any manner to the course professor, the Registrar, or the Vice President of Academic Affairs. This action is sufficient for ensuring any refund owed you

Any student who simply stops attending classes without 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 should notify the Registrar’s Office in writing.

- 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 on Pages 145-146).
- If a course is dropped after that date, but before the last 21 calendar days of the semester, then the instructor determines the grade. 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 eighteen (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. See “Withdrawal from the University” below.

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) should do so in writing. 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 by 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.

## **CHANGE OF NAME OR ADDRESS**

Students must notify the Registrar's Office if they have a name, email, or mailing address change while currently enrolled at the University.

## **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**

Directory Information is defined as the student's name, age, birth date, sex, ethnicity, nationality, local address, permanent address, e-mail address, telephone number, digitized photo (as it appears on student's Living University ID or as uploaded by student on Populi), parent's names, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by the student, dates of field experience, and other similar information. 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.

### **ACCESS NOTIFICATION**

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

1. Parents of dependent students.
2. Living University faculty and other Living University 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.

### **DISPOSITION OF RECORDS**

In the event that Living University discontinues operations, the Registrar will convey all student records to the North Carolina State Archives, Academic Records Division, Raleigh, North Carolina, for permanent storage and disposition.

### **TRANSFER OF CREDIT**

This section provides information about the transfer of academic credit toward Living University programs and out of the University to other institutions.

### **ARTICULATION AGREEMENTS**

There are currently no articulation agreements between Living University and other institutions. Nevertheless, the University of North Carolina and the North Carolina Community College System have developed a Comprehensive Articulation Agreement to guide the transfer of students from associate programs to upper-division university programs. Substantial additional requirements must be met for students to qualify for transfer under the Articulation Agreement. For example, the Articulation Agreement requires 44 semester hours of general education for both the Associate in Arts and the Associate in Science. Many private and independent colleges in North Carolina have accepted the Articulation Agreement to govern transfer to their institutions. Students may learn more about the Comprehensive Articulation Agreement on the Internet at [http://www.northcarolina.edu/content.php/assessment/reports/student\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm).

### **TRANSFER OF CREDIT INTO THE UNIVERSITY**

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 Living University transcript.

Normally, coursework may be considered for transfer if it has been completed at a regionally accredited or a DETC (Distance Education and Training Council) 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 (2.00). The Living University website includes a 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.

### **EQUIVALENT EXPERIENCE**

Living University does not offer credit for equivalent experience or for life experiences. Academic credit can only be earned through transfer as described in this Catalog or through the Advanced Placement Program, Armed Forces College Training Programs (described below), the College Level Examination Program (CLEP), Credit by Proficiency Examination, or by completing coursework, as described in this Catalog.

## **ACHIEVEMENT TESTING**

Living University will accept credit for evidence of satisfactory performance through the College Level through the Advanced Placement Program, Armed Forces College Training Programs, the College Level Examination Program (CLEP) and Credit by Proficiency Examination as these are described below.

### **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</i>	<i>LU Required Equivalent</i>	<i>SCH</i>
<b>Business</b>			
Accounting, Principles of	50	Elective	6
Business Law, Introductory	50	Elective	3
Information Systems and Computer Applications	50	Elective	3
Management, Principles of	50	Elective	3
Marketing, Principles of	50	Elective	3
Composition and Literature			
American Literature	50	Elective	6
Analyzing and Interpreting Literature	50	Elective	6
English Composition (with or without Essay)	50	ENGL 111 and 112	6
English Literature	50	Elective	6
Freshman College Composition	50	ENGL 111 and 112	6
Humanities	50	Elective	6
<b>Foreign Languages</b>			
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
<b>History and Social Sciences</b>			
American Government	50	Elective	3
Educational Psychology, Introduction to	50	Elective	3
History of the United States I:	50	Elective	3
History of the United States II:	50	Elective	3
Human Growth and Development	50	Elective	3
Macroeconomics, Principles of	50	Elective	3
Microeconomics, Principles of	50	Elective	3
Psychology, Introductory	50	Elective	3
Social Sciences and History	50	Elective	3
Sociology, Introductory	50	Elective	3
Western Civilization I: Ancient Near East to 1648	50	Elective	3
Western Civilization II: 1648 to Present	50	Elective	3
<b>Science and Mathematics</b>			
Biology	50	Elective	6
Calculus	50	Elective	3
Chemistry	50	Elective	6
College Algebra	50	Elective	3
College Mathematics	50	Elective	3
Natural Sciences	50	Elective	3
Precalculus	50	Elective	3

## CREDIT BY PROFICIENCY EXAMINATION

A student may petition by written application to their adviser for permission to seek course credit by proficiency examination. 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 P (pass) or F (failure), but students are not given a grade of P unless they have made at least a C- on the examination. No official record is made of failures in these examinations.

## TRANSFER OF CREDIT FROM THE UNIVERSITY

Each school, community college, college or university establishes its own standards and policies to govern transfer credit. Consequently, a student must check with the specific institution to determine whether it will accept transfer credit from Living University. Such transfer normally requires a course to be substantially identical to courses offered at the receiving institution. It is our expectation that most colleges and universities will not accept transfer credit from Living University. This is likely to be particularly true for colleges and universities that are regionally accredited. Most regionally accredited institutions accept transfer credit only from an accredited institution and Living University is not yet accredited.

## PRIVACY POLICY

The University respects individual privacy and the laws governing it and remains committed to protecting and safeguarding the Personal Information of our students, faculty and staff, alumni, donors and others who access its products and services. This policy statement affirms the University's commitment to maintaining that privacy and to inform interested parties of University policies and practices followed in protecting such Personal Information. This privacy commitment includes ensuring the accuracy, confidentiality and security of Personal Information and allowing individuals to request access to, and correction of, their Personal Information. This policy applies to all University officers, employees, contractors, agents and others who provide services to or on behalf of Living University in connection with the delivery of products, services and information.

## PERSONAL INFORMATION

Personal Information means information about an identifiable individual, such as name, age, date of birth, home address and phone number, marital status, financial information and details of one's involvement with the University. Personal Information does not include Contact Information. The University may collect information provided in writing (including via electronic media) or verbally about its students, faculty, alumni, donors and others who access its products and services and does so for the following purposes, depending upon the specific circumstances:

- Fulfillment of requests for literature;
- To respond to requests for information, counselling and guidance;
- To provide instruction, mentoring, counselling and follow up activities for students;
- Communicating with and understanding the needs of students, faculty, staff, alumni and their families;
- To deliver requested products and services;
- Maintaining a record of one's involvement with the University;
- Fund-raising and institutional advancement activities;
- Recording and processing donations and gifts;
- To provide receipts for income tax purposes ;
- Managing the University's relationship with students, faculty, staff, alumni and donors;
- Meeting any legal, licensure, accreditation or regulatory requirements;

- Analysis for management purposes; and
- Other purposes consistent with the foregoing in order to fulfill the University's mission.

## CONSENT

The University obtains the consent of its students, faculty, alumni and others accessing its products and services to collect, use or disclose Personal Information (except where, as noted below, the University is authorized to do so without consent). Consent can be provided orally, in writing, electronically or through an authorized representative, or it can be implied where the purpose for collecting, using or disclosing the Personal Information would be considered obvious and the individual voluntarily provides Personal Information for that purpose. Consent may be implied where the individual concerned is given notice and a reasonable opportunity to opt out of his or her Personal Information being used for mail outs or fund-raising and the individual does not opt out.

Subject to certain exceptions (e.g., the Personal Information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), individuals can withhold or withdraw their consent for the University to use their Personal Information in certain ways. An individual's decision to withhold or withdraw consent to certain uses of Personal Information may restrict the University's ability to provide particular services or products. If so, the University should explain the situation to assist the individual in making the decision.

The University may collect, use or disclose Personal Information without an individual's knowledge or consent when permitted by law including, by way of example:

- When the collection, use or disclosure is required or authorized by law (e.g., Directory Information permitted by FERPA; see Page 49 Students' Rights in Regard to Official Academic Records for definition of Directory Information);
- In an emergency that threatens an individual's life, health or personal security;
- When the Personal Information is available from a public source (e.g., a telephone directory); and
- When the University seeks or otherwise requires legal advice from an attorney.

## USE OF PERSONAL INFORMATION

The University limits its collection, use and disclosure of Personal Information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of providing services, products or information to students, faculty, staff, supporters and others who access its products and services. The University uses only fair and lawful methods to collect Personal Information. The University's use of Personal Information is limited to the purposes described in this policy. The University does not use or disclose an individual's Personal Information for any additional purpose without consent.

## DISCLOSURE OF PERSONAL INFORMATION

As a general rule, all information concerning students, faculty, alumni, donors and others who access University products and services is held in strict confidence and, except in limited circumstances, not revealed to anyone else unless expressly or implicitly authorized by such individuals. Where the University is obliged or permitted to disclose Personal Information without consent, the University does not disclose more information than necessary.

Personal Information collected by the University is collected for its own requirements and the University does not sell, loan or share such Personal Information with outside entities; however, the University may publish or otherwise release certain Personal information as Directory Information as authorized pursuant to the Family Educational Rights and Privacy Act (FERPA) and various University policies, rules and procedures related thereto. Moreover, there are a few exceptions including but not limited to the following:

- The University may, with consent, provide Personal Information to another entity affiliated with it if it has no local presence where the person is located or if the entity's activities are more closely matched to his or her needs and requirements.
- The University may provide Personal Information to third party agencies or ministries (e.g., a Living Church of God entity worldwide) with which we have a joint venture or affiliation.
- The University may provide Personal Information to outside suppliers or contractors from whom it obtains services.
- The University may disclose Personal Information to meet regulatory requirements or otherwise without consent, as required or permitted by law in fulfillment of its mission.

## **RETENTION OF PERSONAL INFORMATION**

When the University uses an individual's Personal Information to make a decision that directly affects the individual, it retains that Personal Information for at least one year so that the individual has a reasonable opportunity to request access to it. Subject to the foregoing, the University normally retains Personal Information only as long as necessary to fulfill the identified purpose or a legal or business purpose. In that the University endeavours to maintain a life long relationship with its students, faculty, alumni, donors and others, it therefore may retain any Personal Information provided until a period of seven years from the last contact with said person, unless otherwise instructed and/or subject to legal requirements. When a person's Personal Information is no longer required by Living University for business, legal, accreditation, licensure, archival, or other normal business purposes, the University maintains procedures to destroy, delete, erase or convert it into anonymous form. Currently, the principal place in which the University holds Personal Information is Charlotte, North Carolina, U.S.A. Such information may also reside in such other University locations as its business operations may require.

## **ENSURING ACCURACY OF PERSONAL INFORMATION**

The University endeavours to ensure that any Personal Information provided by its students, faculty, staff, alumni and others and in its possession, is as accurate, current and complete as necessary for the purposes for which it uses that information. The University makes reasonable efforts to ensure such Personal Information is accurate and complete where it may be used to make a decision about the individual or disclosed to another entity. Individuals may request correction to their Personal Information in order to ensure its accuracy and completeness. A request to correct Personal Information should be made in writing and provide sufficient detail to identify the Personal Information and the correction being sought. If Personal Information is demonstrated to be inaccurate or incomplete, the University normally corrects the information as required and sends the corrected information to any organization to which it disclosed the Personal Information in the previous year or if it is otherwise reasonable to do so. If the correction is not made, the University notes the correction request in the appropriate file.

## **PROTECTION OF PERSONAL INFORMATION**

The University is committed to ensuring the security of Personal Information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risk. The University

endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities so as to ensure that Personal Information is appropriately protected. This also applies to the disposal or destruction of Personal Information. The University further protects Personal Information by restricting access to it to those University workers that the management of the University has determined a need to know that information in order that the University may provide its products and services. If a University worker misuses Personal Information, this will be considered as a serious offence for which disciplinary action may be taken, up to and including termination with cause. If any individual or organization misuses Personal Information provided to them for the purpose of providing services to or for the University, this will be considered a serious issue for which action may be taken up to and including termination of any agreement between the University and that individual or organization. The University reviews its procedures and security measures from time to time to ensure that they remain effective and appropriate.

### **ACCESS TO PERSONAL INFORMATION**

Students, faculty, staff, alumni, donors and others who access University literature and services have a right to access their Personal Information, subject to certain exceptions. In certain exceptional situations, the University may not be able to provide access to certain Personal Information that it holds about an individual. For example, the information may be protected by a solicitor client (or “attorney-client”) privilege. By way of further example, Living University may not provide access to Personal Information if doing so would reveal Personal Information about another individual. If access cannot be provided, the University notifies the individual of the reasons for refusal. A request to access one’s own Personal Information must be made in writing and provide sufficient detail to identify the Personal Information being sought. A request to access Personal Information should be forwarded to the Registrar, who serves as the University’s Privacy Officer. Upon request, the University may advise as to how an individual’s Personal Information has been used and is being used and to whom it has been disclosed, if applicable.

### **ONLINE PRIVACY**

Privacy on the Internet is extremely important. As online users provide the University with personal information, they are provided with the terms and conditions surrounding the nature of and what the university does with that information. The Online Privacy Statement is set forth on the

University Website and may be viewed from a link on the home page ([www.livinguniv.com](http://www.livinguniv.com)).

---

## ■ STUDENT LIFE

The University provides various services and activities to support student life. Numerous opportunities are available for students to participate in cultural, recreational and other cocurricular activities. Students should carefully select the activities, which best fulfill their needs, and set their priorities accordingly. Students are invited and encouraged to take advantage of these activities and resources.

### INSTITUTIONAL MILIEU

The University, whose programs of study are primarily devoted to online religious education, has a coeducational online and on-campus student body. About 200 students annually enroll in online study and the majority are working adults who are members of the Living Church of God. While the institution is open to the public, on-campus students are primarily drawn from families associated with the Living Church of God.

Irrespective of other factors the thrust of the overall academic program is preparation for vocational or avocational Christian ministry and related occupations and Christian servant-leader activities. The University closes on the biblical weekly and annual Sabbaths and therefore is closed Friday evenings, Saturdays, and on the seven biblical holy days (High or Annual



University administrative offices, library and other on-campus resources, including a contemporary television studio set for videotaping of lectures, are located within Living Church of God facilities at its Charlotte, North Carolina, headquarters complex at Crown Point in south Charlotte.

Sabbaths). The institution is on recess during the spring (Passover) and fall (Tabernacles) festivals. See Academic Calendar on Pages 149-150 or specific dates.

## HOUSING SERVICES

In order to make sure on campus students reside in safe and affordable situations, housing may take one of a couple of forms. The University is procuring housing that it will manage and in which it will place some students. These facilities should be available in the fall 2013. Students will share accommodations with other students and through this experience build lasting friendships while keeping expenses to a minimum.

Some students may have the opportunity to share accommodations with local church member families in the Charlotte area.

The Vice President of Academic and Student affairs works directly with future on campus students to locate the ideal living situation for each student. On-campus students may contact the Office of the Vice President of Academic and Student Affairs for assistance with finding suitable housing in the local community.

## FOOD SERVICES

The University does not provide food services at this time.

## ADVISEMENT AND COUNSELING

The University provides a variety of counseling services to assist students. Students are encouraged to seek counselling aid whether they primarily want information or require assistance with a situation of immediate concern. Specific offices have been created to respond to student needs.

The Office of the Vice President of Academic and Student Affairs is responsible for student government, student council, student activities and student clubs and organizations. Student counseling is encouraged. Students who wish to discuss personal matters in confidence may do so with their privacy respected.

The Vice President of Academic and Student Affairs, faculty advisers and other faculty members are available to advise students on university requirements and programs of study.

The Registrar and Admissions Offices provide general information about the University including procedures for registration, tuition and fees, identification cards, student transcripts, academic records and admissions counseling.

## ASSOCIATED STUDENT BODY

The Associated Student Body, through the Student Council, is the official agency designated to represent undergraduate students in matters pertaining to student welfare, student activities, student participation in university affairs, student participation in university planning and administration, and student opinion. The Associated Student Body is comprised of all full-time undergraduate students of the University who are matriculated students.

Governance of the Associated Body is vested in a Student Body President, a Student Body Vice-President, a Student Body Secretary and a Student Body Treasurer, as executive officers and a Student Council. The Associated Student Body operates within the administrative structure of the University.

A Student Activity Fee of \$75 is assessed each full-time matriculated undergraduate student each semester for student welfare and activity funds including the operating expenses of the Associated Student Body. Part-time matriculated students may join the Associated Student Body by paying the \$75 fee.

## CONVOCATIONS

A weekly on-campus student assembly, held at 11:00-11:50 a.m. each Tuesday when the University is in session, provides an opportunity for faculty and student interaction as well as personal and academic growth. Regular attendance at Convocation is essential for maintaining a Christian academic environment. Convocation topics and programs promote communication, unity, and fellowship within the university community. Attendance of on-campus undergraduate students is mandatory.

Selected programs are made available online to all students on the Living University Assembly Archive at <http://m1.livinguniv.com/assemblies.html>.

## HEALTH SERVICES

The University does not assume responsibility for the comprehensive medical care of its students except within the limits imposed by the size and professional status of its staff, by legal obligations and by available facilities. Accident and health/medical insurance is required.

Students will be referred to their family physician, to a local community physician or to a local hospital for services.

The University assumes no responsibility for injuries sustained through the use of any of its facilities, laboratories, athletic fields or gymnasiums,



*Students participate in a variety of recreational activities and events in the Charlotte area. The ASB seeks to provide a balanced set of social events and activities for students.*

nor for injuries sustained in classes, nor in intercollegiate or intramural athletics. Information about Student Accident and Student Health/Medical Insurance may be obtained from the Vice President of Academic and Student Affairs.

## UNIVERSITY BOOKSTORE

The University has contracted with christianbooks.com for the provision of bookstore services to our University community. The online bookstore carries required and recommended textbooks as well as supplemental materials for the courses offered by the University. Bookstore services are available online at <http://livinguniv.christianbook.com/>. At the University Bookstore students will see links to various Bible Helps and Books. Here you will find listed various resources that students might want to consider as they build their own library collections. Textbooks and other books and materials available through this bookstore service are commercial publications representing the views and ideas of their authors, editors, and publishers, and the University does not recommend or endorse any of these commercial publications nor vouches for their accuracy. We advise international students to acquire their textbooks early due to shipping delays.

---

## ■ 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 July 1, 2013, 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).....	\$1,650
Each hour up to a total registration of 15 hours.....	\$110
Each hour above a total registration of 18 hours.....	\$110

#### Summer Session Tuition Charges

Flat fee basis (8-12 semester hours).....	\$880
Each hour up to a total registration of 8 hours.....	\$110

#### Dual Enrollment Tuition Waiver

High school students enrolled in the Certificate of Biblical Christianity Program receive a tuition discount of \$100 per semester hour credit for program courses (THL 135, 136, 200, 211, 212, and 226. Students who elect this Dual Enrollment Tuition Waiver are not eligible to also receive a Regent's Scholarship award for the same courses. This waiver does not apply to any other courses.

#### Senior Citizen Tuition Waiver

People who are 65 or older or who will become 65 years old during the calendar year are eligible to **enroll as an auditor** in one Open Learning Program course per semester and/or summer term without a tuition charge provided that there is space available in the course; for-credit students enrolling constitute the minimum number required; they pay any special course fees and the information technology fee; meet published course

pre-requisites; and are responsible for purchasing their own textbooks and other class materials and supplies.

**Tomorrow’s World Bible Study Course Tuition Waiver**

The University offers an online academic edition of the Tomorrow’s World Bible Study Course as THL 110a Tomorrow’s World Bible Study Course I (2 SCH) and THL 110b Tomorrow’s World Bible Study Course II (2 SCH) with a 100% tuition discount. People who successfully complete THL 110ab or Lessons 1-24 in the non-credit editions of the Tomorrow’s World Bible Study Course are eligible to enroll in an online section of THL 135 Life, Ministry, and Teachings of Jesus for either credit or audit through the LU Open Learning Program with a 100% tuition discount.

Those completing the Tomorrow’s World Bible Study Course are sent a letter of completion entitling the recipient to receive the 100% tuition discount for THL 135 which is valid for three years (36 months from its date of issuance). This offer is nontransferable and requires the recipient to register in an online section of THL 135 in the LU Open Learning Program. Students are responsible for paying the information technology fee and purchasing their own textbooks and other class materials and supplies.

**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.

Alumni Association Membership Fee

- Annual Individual Membership ..... \$25
- Annual Married Couple Membership ..... \$35

Application for Admission Fee ..... \$50

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 Open Learning Program.

Graduation Fee ..... \$75

Graduation fees are payable during the semester the student expects to graduate. Applicants for graduation can download an *Application for Graduation* from the University website at <http://www.livinguniv.com/Forms/index.htm>.

Information Technology Fee ..... \$35

A mandatory fee assessed each student **each semester** to support

and enhance information technology resources for students and faculty.

Identification Card Replacement .....\$10

An annual student identification card is issued at registration to on campus students free of charge. Students may purchase a replacement card. See Identification Cards.

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.

Student Activity Fee .....\$75

A mandatory fee assessed each full-time, on campus matriculated student **each semester** for student welfare and activity funds including the operating expenses of the Associated Student Body. No fee shall be assessed during the summer session.

Student Health Insurance (per semester) ..\$varies by semester

Living University requires on campus students enrolled in (9) nine or more semester credit hours to have health insurance coverage while enrolled at LU. The Living University Student Health Insurance Plan, underwritten by ACE American Insurance Company, is designed to provide coverage in the event of an Injury or Sickness. If a student is covered under another major medical plan, that student can opt to waive out of the university supported plan if proof of comparable coverage is furnished before August 1, 2012. Students that do not elect to waive the mandatory plan will be automatically enrolled and the premium charge will be added to the student's university account.

Transcript Fee .....\$5

This is a charge assessed for each official transcript of a student's permanent academic record. Current students may print an unofficial transcript through their access to the E-Learning system (Populi) at no charge. A fee of \$0.10 per copy per page is charged for copies of other educational records. See Transcripts.

## ESTIMATED PROGRAM COSTS

The estimated program costs provided below are based on current tuition rates for education at a distance (online courses) and retail costs of textbooks. For theology courses students must have a Bible in addition to their textbooks. The theology faculty recommends a New King James edition of the Bible (NKJ).

There are many editions available, but for student use we suggest the NKJV Study Bible: Second Edition. It is available in Bonded Black leather (ISBN 0718020804) through the University Bookstore for about \$45 plus sales tax and shipping charges (the normal retail cost is about \$70).

The costs of the Certificate in Biblical Studies, Certificate in New Testament Studies, Diploma in Biblical Studies, Associate in Theology and Bachelor of Theology assume students enroll in THL 110ab and THL 135 at the 100% discount rate offered by LU.

Program	Semes- ter Credit Hours Required in Program	Estimated Tuition & Infor- mation Technol- ogy Fee Charges	Esti- mated Retail Textbook Costs
Certificate in Biblical Christianity	18	\$ 390 - \$ 1,840	\$ 175
Certificate in Biblical Studies	19	\$ 1,510	\$ 175
Certificate in Old Testament Studies	18	\$ 2,170	\$ 300
Certificate in New Testament Studies	18	\$ 1,840	\$ 300
Certificate in Church History	18	\$ 2,170	\$ 300
Certificate in Christian Family Studies	18	\$ 2,170	\$ 300
Certificate in Christian Leadership	18	\$ 2,170	\$ 300
Certificate in Biblical Archaeology	18	\$ 2,170	\$ 300
Diploma in Biblical Studies	39	\$ 4,340	\$ 650
Diploma in Christian Family Studies	39	\$ 4,670	\$ 700
Associate of Theology	66	\$ 7,690	\$ 1,000
Bachelor of Theology	128	\$ 14,020	\$ 1,500

## ESTIMATED EXPENSES

Student expenses depend upon a great many factors which should be considered in planning a budget. Estimated reasonable expenses for on-site unmarried undergraduates pursuing a full program of study (15-18 semester hours) and living in rented housing in the Charlotte area are provided in the following budget covering an academic year of two semesters (approximately nine months):

Tuition.....	\$3,300
Room & Board.....	\$3,600-4,950
Books and Supplies.....	\$300-450
Fees.....	\$150-250
Insurance.....	\$250
Entertainment and miscellaneous.....	\$300
Reserve.....	\$400
Total for two semesters.....	\$7,700-9,500

The typical student's Expected Family Contribution for expenses is about \$4,400 per academic year if a student is employed in the Institutional Work-Study Program. Students employed in the Institutional Work-Study Program can expect to net about \$4,500 if they complete 700 hours of student work.

## 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.

## ENROLLMENT AGREEMENT

An Enrollment Agreement between an applicant or returning student and the University defines the obligations of the student and the University. The Agreement exists during the enrollment period provided Living University admits the applicant as a Living University student. When an applicant signs the Agreement it becomes binding on him or her and the University. While the University reserves the right to modify the terms of the Enrollment Agreement, the terms of the current agreement are as follows:

1. A 100% refund of tuition and fees shall be made if the student officially drops prior to the first day of classes of the semester as noted in the current Academic Calendar. A student officially withdrawing from Living 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 Living University cancels the course in which the student is registered.
2. A 90% refund of tuition only shall be made if the student officially drops from the course(s) prior to or on the official 10% census point of the semester as set forth in the current Academic Calendar.
3. A 50% refund of tuition only shall be made if the student officially drops from the course(s) after more than 10% and through 25% point of the semester.
4. Refunds are not made for withdrawals after the 25% point of the semester as set forth in the current Academic Calendar.
5. For courses beginning at times other than the first week of the semester refunds shall be prorated.
6. A definition of the enrollment period at Living University is that each semester or session is a separate enrollment/contract for the student and the total of all the enrollment agreements/ contracts equal the total courses and units necessary to meet the certificate, diploma or degree requirements that the student needs if the student follows his/her prescribed study plan.
7. Living University is not bound by any oral agreement or representation other than those specified herein.
8. The student agrees to indemnify and hold the Living University harmless from any liability as a result of his or her failure to successfully complete the course or courses from injuries sustained while in class or on the way to or from the site of the course.
9. Living University has the right to substitute any study or field work in connection with its courses when changing conditions in the field of study, if the Living University 's judgment indicate same.
10. Living University shall have the right to discontinue instruction and cancel this Agreement at any time for violation of the rules or

disruptive conduct during class, or if the student should refuse to take the instruction when scheduled.

11. The student agrees to abide by Living University rules and regulations, including the Code of Honor, as a condition to his or her enrollment in courses.
12. Student gives consent to Living University to use photographs and video of student in its courses and publications that promote the Living University and its programs.
13. The student certifies that the information furnished in the student's Application for Admission is complete and correct.
14. Living University may verify any of the information submitted pursuant to the admissions and enrollment process.
15. The parties do not intend that this Agreement set forth all of the various duties and obligations of the parties hereto, but rather make it subject to the laws of the State of North Carolina, as amended, and the various policies, rules, regulations and procedures of the Board of Regents and the President of the University whether now or hereafter in force.
16. The student agrees to take any and all actions necessary to become and to remain fully aware at all times of the policies, rules, regulations, and procedures of Living University, regardless of whether such policies, rules, regulations, and procedures appear in a student handbook, a University catalog, or other University publication or stated in other form.
17. If any provision in the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

## TUITION GUARANTY BOND

The University maintains a guaranty bond to cover the full amount of pre-paid tuition for all students. The bond is available for review by interested parties at the following office:

F. Thomas Turner II  
 Director of Legal Affairs and Risk Management,  
 2301 Crown Centre Drive, Suite A  
 Charlotte, North Carolina 28227-7705  
 Telephone: (704) 844-1966.

Please contact this office if you would like to access and view the bond during normal business hours. The bond is a guarantee of the refund of tuition to students in the event that the University ceases to operate. Any

student of the University at the time of such an event will be entitled to a full refund from the insurance company.

The bond is a minimum of \$10,000. The amount of the bond at any point in time is equal to the highest level of pre-paid tuition which occurred during the most recent fiscal year. The bond is filed with the Clerk of the Superior Court in Mecklenburg County, North Carolina.

## ENROLLMENT CANCELLATION AND REFUNDS

Refunds are made as set forth below. See Academic Calendar for official dates.

1. A 100% refund of tuition shall be made if the student officially withdraws (drops) the course(s) prior to the first day of classes of the semester, during the Late Registration (Add/Drop) Period as noted in the Academic Calendar or if the University cancels the course(s) in which the student is registered, or if the student is a no-show (see No-Shows on Page 45).
2. A 90% refund of tuition shall be made if the student officially withdraws (drops) from the course(s) after the Add/Drop Period but on or before the official Census Date (the 10% point of the semester).
3. A 75% refund of tuition shall be made if the student officially withdraws from the course(s) after the Census Date (10% point of the semester) through the 25% point of the semester (the end of the fourth week of classes) as noted in the Academic Calendar.
4. A 50% refund of tuition shall be made if the student officially withdraws from the course(s) after the 25% point of the semester (the end of the fourth week of classes) through the 50% point of the semester (Mid-Term).
5. Tuition refunds are not made for withdrawals after the 50% point of the semester (Mid-Term).
6. For courses beginning at times other than the first week of the semester refunds shall be prorated.
7. Withdrawal requests may be conveyed in any manner to the course professor, Registrar, or Vice President of Academic Affairs. This action is sufficient for ensuring any refund owed you.
8. A 100% refund of the Information Technology Fee and for on-campus students the Student Activity Fee and any Student Health Insurance fee shall be made if a student officially withdraws (drops) from enrollment at the University prior to the first day of classes of the semester or during the Late Registration (Add/Drop) Period

as noted in the Academic Calendar. Such fee refunds shall not be made for withdrawals after the Late Registration Period.

If a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of the semester the student was enrolled) all tuition for that semester will be refunded to the estate of the deceased.

Tuition refunds will be made within thirty days of requests and mailed to students or credited to their credit cards.

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 credit hour course results in a tuition charge of \$300 and a 50% Regents Scholarship, then the net charge to the student is \$150. A withdrawal qualifying for the 90% refund would be \$135, for a 75% refund \$112.50, and for a 50% refund \$100.

## 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.

## FEDERAL AND STATE STUDENT AID PROGRAMS

The University does not at this time participate in federal and state student financial and programs.

## SCHOLARSHIPS

*Dibar Apartian Scholarship.* This scholarship is made annually to a junior full-time on-campus student who displays an unselfish attitude of Christian service above self by seeing needs and fulfilling them while not always receiving due credit in memory of evangelist Dibar Apartian. God used Mr. Apartian to raise up the Work of God in the French language and to oversee and guide that Work for many decades. Through his ministry in the French language, through his sermons and articles in English, and through his well-known kindness, personal love and graciousness, Mr. Apartian had a wonderful impact on the lives of many thousands of people around the world. His warmth, his loving personality and his enthusiasm for building the French Work—and for serving all of God's people. He

traveled all over the Western Hemisphere, throughout much of Europe and elsewhere—especially in the service of God. His dedication to teaching and practicing the way of God became a hallmark of his life. His life was one of Christian service above self.

*Regents Scholarships.* A Regents Scholarship, which applies to tuition but not fees, consists of a tuition scholarship or tuition reduction as set forth below. Eligibility requires verification. An individual qualifying for one or more of these benefits may choose the one which is most advantageous to him or her. 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. Living University employees are not eligible for a Regents Scholarship but rather qualify for a tuition reduction (see University Employee Tuition Reductions below). High school students electing the Dual Enrollment Tuition Waiver for a course may not receive a Regent's Scholarship for that course.

#### QUALIFYING CATEGORIES

- Living Church of God elders, deacons and deaconesses, including their spouses and their dependent children under the age 22, an award of 50% of tuition charges for courses taken for credit or audit. Eligibility must be certified in advance of the granting of the scholarship.
- Living Church of God members contributing to the Living Church of God Assistance Fund as of the close of late registration for the term in which registering, including their spouses and their dependent children under the age 22, an award of 50% of tuition charges for courses taken for credit or audit. Eligibility must be certified in advance of the granting of the scholarship.
- Full-time regular 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 or audit. In the case of the death of a regular full-time employee this includes the surviving spouse. Temporary employees, such as on-site student workers at the offices in Charlotte, North Carolina (or any other temporary employees of the Church anywhere in the world), do not qualify for this benefit; this applies even though the on-campus students may work full-time for the Church in Charlotte during the summer or during University recess or vacation periods.
- Part-time employees of the Living Church of God, eligible for employee benefits and their spouses, an award of 100% of tuition charges for courses taken for credit or audit. Part-time employees without benefits



*On-campus work study opportunities, particularly secretarial/administrative assistant jobs, help students meet their education expenses while providing experience in Living Church of God headquarters operations.*

and temporary employees, such as student workers, do not qualify for this benefit. Eligibility must be certified in advance of the granting of the scholarship.

### **CERTIFICATION**

The awarding of Regents Scholarships requires establishing the eligibility of the recipients as follows:

1. Eligibility of Living Church of God elders, deacons and deaconesses, including their spouses and their dependent children under the age 22, requires written verification by the Ministerial Services unit of the Living Church of God.
2. Eligibility of Living Church of God employees and their qualifying dependents requires written verification by the person who directs human resources management for the Living Church of God entity by which they are employed.
3. Eligibility based on verification of contributions to the Living Church of God Assistance Fund is obtained directly by the University from the Living Church of God.

### **TAX CONSEQUENCES**

Regents Scholarships provided to full-time or part-time employees of the Living Church of God, their spouses or dependents, or Living Church of God elders, deacons or deaconesses, their spouses or dependents, are normally taxable compensation and must be reported as income on federal, state and city tax returns. Living Church of God members receiving a Regents Scholarship by virtue of a contribution to the Living Church of God Assistance Fund should reduce any income tax deduction for the charitable contribution by the amount of the Regents Scholarship.

### **UNIVERSITY EMPLOYEE TUITION REDUCTIONS**

The University maintains a Qualified Tuition Reduction Plan for its employees. Employees seeking to use this tax-free benefit should refer to the procedures set forth in the faculty or staff handbooks. Student workers are normally not eligible for a tuition reduction.

### **INSTITUTIONAL WORK STUDY**

Through this program the University and its principal sponsor the Living Church of God offer a limited number of part-time student work study positions to help undergraduate students to pay for a portion of their room, board and tuition charges by working on-site.

An eligible applicant must be a full-time, matriculated, undergraduate on-site student. These work study positions require a commitment of 20 hours per week as well as a minimum cumulative GPA of 2.5. The hourly wage for most beginning work study positions is the “minimum wage” rate for the state of North Carolina. Work study supervisors will work with student class schedules. There is no total earnings ceiling per academic year, however, the norm is 20 work hours per week except for vacation and recess periods. There may be, however, only limited student employment opportunities in the summer.

Positions are open regardless of financial need to those who meet the University’s student employment eligibility requirements. Funding for these positions comes directly from the University or the Church budgets and positions are limited in number. This means some students may need to offset their educational expenses using alternate methods.

Students not eligible for Institutional Work Study include those seeking a credential, diploma or degree online; those registered in the Open University Program; those seeking an additional baccalaureate degree at the University; and those extending their baccalaureate degree programs beyond the traditional four years.

## OFF-CAMPUS EMPLOYMENT

Charlotte is North Carolina's Crown City and the population center of the state. Part-time employment opportunities do exist in the local area. Students should carefully weigh the pros and cons of working off campus (i.e. transportation, work hours, flexibility). The university's Student Affairs Office coordinates information concerning these opportunities and acts as a liaison with local employers.

## 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

*John H. Ogwyn Academic Achievement Award.* This annual cash award, made in memory of John H. Ogwyn, is presented to the two graduates, earning first baccalaureate degrees, who have achieved the highest level of academic distinction at the University. Mr. Ogwyn was one of the leaders in the Living Church of God; evangelist, prolific writer, telecast presenter, member of the Board of Directors of the Living Church of God (International), Inc., member of the Council of Elders, regional pastor, and much more—and he carried out all of his responsibilities with the utmost effectiveness, commitment and zeal. He represented excellence in all his work and dedicated service to the people of God and God used him in a very powerful way. The Academic Achievement Award acknowledges the self-discipline and great effort, as well as the dedication and zeal required for a student to achieve the highest in academic excellence.

*Herbert W. Armstrong Excellence Award.* This is the highest award recognition by the University upon an undergraduate student. The Herbert W. Armstrong Excellence Award is conferred annually at Commencement Exercises in May to the two outstanding baccalaureate degree candidates exemplifying “the pursuit of excellence.” Herbert W. Armstrong was a man

## ■ EXPENSES AND FINANCIAL AID

---

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.”

---

## ■ PROGRAMS OF STUDY

The University offers undergraduate programs of study at the baccalaureate, diploma and certificate levels. The requirements pertaining to these programs of study, academic advisement, 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.

### GRADUATION REQUIREMENTS

In order to graduate with a degree, diploma or certificate students must meet the following minimum requirements:

1. Be formally admitted to the University as a matriculated student;
2. Complete the formal requirements of a University approved degree, diploma, or certificate program of study with a minimum 2.00 grade point average for the courses within the prescribed curriculum (matriculated students may view their progress in Populi by accessing the Degree Audit tab);
3. Complete a minimum of 25% of all semester credit hours of coursework in the approved certificate, diploma, or degree program at the University;
4. Be recommended by the chairperson of the department offering certificate, diploma, or degree major;
5. Fulfill all financial obligations to the University;
6. For a degree program take the ETS Proficiency Profile (a general education core outcomes assessment);
7. Complete the appropriate certificate, diploma or degree exit exam; and
8. Complete an *Application for Graduation* which must be on file by the mid-term point for graduation that semester.

### DEGREE AND DIPLOMA REQUIREMENTS

Degree programs of study include four basic components (called general degree requirements in Populi): general education core requirements, biblical foundations core requirements, a major and supporting and/or elective courses. Diploma programs must contain a minimum of 6 semester hours of general education core courses and coursework equivalent to a minor in a single discipline. There are no general education core requirements in certificate programs but coursework must focus on some aspect of a discipline or field of study.

## GENERAL EDUCATION CORE REQUIREMENTS

General education core courses prepare students for lifelong learning by providing them with the understanding, appreciation and skills that will assist them in living more useful, happy and productive lives; facilitating a values-based foundation for Christian living, leadership and service; and fostering competence in evaluating information and constructing knowledge in multiple ways. Fundamental to all these skill sets is the ability to think critically.

See Degree Programs and Diploma Programs for specific general education core requirements for a degree or diploma.

Baccalaureate degree programs require a minimum of 48 semester hours in general education core courses consisting of 9 semester hours in communications (ENGL 111, 112 and SPCM 150), 6 semester hours in humanities/fine arts (ENGL 261 and 262), 6 semester hours in social /behavioral sciences (ANTH 220 and HIST 111), 6 semester hours in natural sciences/mathematics (ANTH 230 and MATH 162), 3 semester hours in information technology (CIS 110), and 3 semester hours in health promotion (HPRO 114).

Associate degree programs require a minimum of 36 semester hours in general education coursework consisting of 9 semester hours in communications (ENGL 111, 112 and SPCM 150), 3 semester hours in humanities/fine arts (ENGL 261 or 262), 3 semester hours in social /behavioral sciences (ANTH 220 or HIST 111), 3 semester hours in natural sciences/mathematics (ANTH 230 or MATH 162), and 3 semester hours in health promotion (HPRO 114).

Diploma programs require include 12 semester hours of general education core courses consisting of 9 semester hours in communications (ENGL 111, 112 and SPCM 150) and 3 semester hours in health promotion (HPRO 114).

## GENERAL EDUCATION OBJECTIVES AND COMPETENCIES

The educational objectives and corresponding competencies for general education core purposes at Living University 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 using standard English, clear, well-organized argumentative essays and research papers, that utilize primary and secondary sources;
- Properly cite sources using MLA or APA 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, and the like, 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 sociocultural 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 proficiency 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.

- 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.

*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.

## **BIBLICAL FOUNDATIONS CORE REQUIREMENTS**

Degree programs require a minimum of 15 semester hours in biblical foundations core courses (THL 135, 136, 200, 211 and 212). There are no biblical foundations core requirements for certificates and diploma programs.

The objective of the biblical foundations core requirement is to enable students to 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 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 and demonstrate a basic knowledge of practical Christian living;
- 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.

## DEGREE MAJORS AND MINORS

A baccalaureate degree program requires successful completion of at least 128 semester hours which includes four basic components: general education core courses, biblical foundations core courses, a degree major, and supporting and/or elective courses which may include one or more degree minors. An associate degree program requires successful completion of at least 65 semester hours credit which includes the general education core, biblical foundations core and the major.

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. At this time the University only offers a departmental major in theology.

*Major Requirements.* The Bachelor of Theology degree requires a departmental major consisting of at least 30 semester hours of upper-division coursework in Theology. The Associate of Theology degree requires a departmental major of at least 24 semester hours of upper-division coursework in Theology. See Bachelor of Theology or Associate of Theology below for specific requirements of the major for those degrees.

*Minor Requirements.* A minor is only available in a baccalaureate degree program. 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 of Theology degree at least 32 semester hours, including 8 hours of upper division course work in the major field, must be completed as a regular (matriculated) online or on-campus 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 written request with the Registrar's Office, 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.

*Applicable Coursework.* Only courses numbered 100 through 499 are applicable toward undergraduate degree requirements.

*Grade Point Average.* A student must have a Cumulative GPA of at least

2.00 and a grade of C (2.00) or better in both THL 111 and THL 112 to be eligible to graduate.

*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.

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.

*Program Exit Exam.* All students graduating with an associate or baccalaureate degree must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the biblical foundations core and the degree program major. A student must be on the graduation list in order to take this exam.

*Proficiency Profile.* All students graduating with an associate or baccalaureate degree must take a general education core exit exam called the Proficiency Profile, standard 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 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 online standard form consists of 108 questions to be answered in two hours. A student must be on the graduation list in order to take this exam.

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

*Progression to Upper Division Standing.* Students who complete the associate degree without further action progress to upper division standing at the University.

*Deferred Graduation.* A student who maintains a continuity of enrollment normally may graduate under the requirements of the *University Catalog* in effect when he or she entered the university as a matriculated student or the Catalog in effect during the term in which graduating. 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 congratulation in the mail and the Registrar posts degrees to permanent University academic records. On-campus students are required to attend Commencement Exercises.

## DEGREE PROGRAMS

### BACHELOR OF THEOLOGY

The Bachelor of Theology degree program 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 on successful completion of this program should be able to:

- Demonstrate mastery of the general education competencies for this degree program;
- 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;
- Identify and demonstrate a basic knowledge of practical Christian living;
- 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

## SUGGESTED SCHEDULE

### Bachelor of Theology

#### FIRST YEAR

##### *First Semester*

###### 15 semester hours

CIS 110 Introduction to Computers .....	3
ENGL 111 Written Expression .....	3
HPRO 114 Health and Wellness .....	3
THL 135 Life, Min. & Teach. of Jesus .....	3
THL 200 Principles of Christian Living.....	3

##### *Second Semester*

###### 15 semester hours

ENGL 112 Argument-Based Literary Res .....	3
SPCM 150 Oral Communication.....	3
THL 136 Acts and the Writings of Paul. ....	3
THL 226 Principles of Christian Leadership ....	3
MATH 162 Finite Mathematics.....	3

#### SECOND YEAR

##### *First Semester*

###### 15 semester hours

ANTH 220 Sociocultural Anthropology .....	3
ENGL 261 World Literature I .....	3
HIST 111 History of Western Civilization I .....	3
THL 211 Old Testament Survey I.....	3
Elective .....	3

##### *Second Semester*

###### 15 semester hours

ANTH 230 Biological Anthropology.....	3
ENGL 262 World Literature II.....	3
THL 250 Introduction to Biblical Doctrines.....	3
THL 212 Old Testament Survey II.....	3
Elective .....	3

#### THIRD YEAR

##### *First Semester*

###### 18 semester hours

THL 320 Introduction to Church History .....	3
THL 332 The Biblical Text.....	3
THL 412 Epistles of Paul I .....	3
Electives.....	9

##### *Second Semester*

###### 18 semester hours

THL 413 Epistles of Paul II .....	3
THL 416 General Epistles and Revelation.....	3
THL 467 Hist. Geog. of the Bible Lands .....	3
Electives .....	9

#### FOURTH YEAR

##### *First Semester*

###### 15 semester hours

THL 421 History of Christianity I.....	3
THL 460 Contemporary World Religions.....	3
Electives.....	9

##### *Second Semester*

###### 15-17 semester hours

THL 422 History of Christianity II .....	3
THL 450 Introduction to Biblical Theology .....	3
Electives .....	9-11

- 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 core courses, biblical foundations core courses, a major in theology, and electives selected with the advice of the student's adviser.

#### GENERAL EDUCATION CORE REQUIREMENT

Complete 33 semester hours credit in general education core courses as follows:

##### *Communication*

ENGL 111 Written Expression (3 SCH)

ENGL 112 Argument-Based Literary Research (3 SCH)

SPCM 150 Oral Communication (3 SCH)

(An approved transfer course in public speaking may substitute SPCM 150.)

##### *Health and Physical Education*

HPRO 114 Health and Wellness (3 SCH)

(Approved transfer credit of four semester hours in physical education activity courses will meet this requirement.)

*Humanities and Fine Arts*

ENGL 261 World Literature I (3 SCH)

ENGL 262 World Literature II (3 SCH)

(Approved transfer credit in a two semester sequence in American literature, British literature or literature of the western world may substitute for ENGL 261 and 262.)

*Information Technology*

CIS 110 Introduction to Computers (3 SCH)

*Natural and Mathematical Sciences*

ANTH 230 Biological Anthropology (3 SCH)

MATH 162 Finite Mathematics (3 SCH)

(Approved transfer credit in a college laboratory science such as general chemistry, physics, or geology, may substitute for ANTH 230. Approved transfer credit in precalculus algebra, precalculus trigonometry or more advanced mathematics may substitute for MATH 162.)

*Social and Behavioral Sciences*

ANTH 220 Sociocultural Anthropology (3 SCH)

HIST 111 History of Western Civilization (3 SCH)

(Approved transfer credit in introductory behavioral studies, economics, geography, psychology, political science, or sociology may substitute for ANTH 220. An approved transfer course in United States history or British history may substitute for HIST 111.)

**BIBLICAL FOUNDATIONS CORE REQUIREMENT**

Complete 15 semester hours credit in biblical foundations core courses as follows:

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

THL 136 Acts and the Writings of Paul (3 SCH)

THL 200 Principles of Christian Living (3 SCH)

THL 211 Old Testament Survey I (3 SCH)

THL 212 Old Testament Survey II (3 SCH)

**THEOLOGY MAJOR REQUIREMENT**

Complete 36 semester hours in theology (including 30 semester hours in upper division courses) as set forth below.

THL 226 Principles of Christian Leadership (3 SCH)

THL 250 Introduction to Biblical Doctrines (3 SCH)

THL 320 Introduction to Church History (3 SCH)

THL 332 The Biblical Text (3 SCH)

THL 412 Epistles of Paul I (3 SCH)

**SUGGESTED SCHEDULE**  
Associate of Theology

**FIRST YEAR**

**First Semester**

**15 semester hours**

ENGL 111 Written Expression .....	3
HPRO 114 Health and Wellness. ....	3
THL 135 Life, Min. & Teach. of Jesus.....	3
THL 200 Principles of Christian Living.....	3
THL 211 Old Testament Survey I.....	3

**Second Semester**

**15 semester hours**

ENGL 112 Argument-Based Literary Res. ....	3
SPCM 150 Oral Communication.....	3
THL 136 Acts and the Writings of Paul .....	3
THL 212 Old Testament Survey II.....	3
THL 226 Principles of Christian Leadership .....	3

**SECOND YEAR**

**First Semester**

**18 semester hours**

ANTH 220 Sociocultural Anthropology .....	3
or HIST 111 Hist. of Western Civ. to 1648 .....	3
ENGL 261 World Literature I .....	3
THL 320 Introduction to Church History .....	3
THL 332 The Biblical Text.....	3
THL 412 Epistles of Paul I.....	3
THL 421 History of Christianity I.....	3

**Second Semester**

**18 semester hours**

ANTH 230 Biological Anthropology.....	3
or MATH 162 Finite Mathematics .....	3
THL 250 Introduction to Biblical Doctrines.....	3
THL 413 Epistles of Paul II .....	3
THL 416 General Epistles and Revelation.....	3
THL 422 History of Christianity II.....	3
THL 467 History Geog. of the Bible Lands .....	3

- THL 413 Epistles of Paul II (3 SCH)
- THL 416 General Epistles and Revelation (3 SCH)
- THL 467 Historical Geography of the Bible Lands (3 SCH)
- THL 421 History of Christianity I (3 SCH)
- THL 422 History of Christianity II (3 SCH)
- THL 450 Introduction to Biblical Theology (3 SCH)
- THL 460 Contemporary World Religions (3 SCH)

**ELECTIVES**

Complete electives to present a minimum of 128 semester hours credit.

**ASSOCIATE OF THEOLOGY**

The Associate of Theology degree program of study is a two-year, 66-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 on successful completion of this program should be able to:

- Demonstrate mastery of the general education competencies applicable to this degree program;
- 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;
- Identify and demonstrate a basic knowledge of practical Christian

living;

- Show understanding of the history and theology of the Church;
- Know and demonstrate understanding of biblical doctrines; and
- Demonstrate understanding of eschatological events and Bible prophecy.

This degree program requires successful completion of a minimum of 66 semester hours including general education core courses, biblical foundations core courses, a major in theology, and electives selected with the advice of the student's adviser.

### **GENERAL EDUCATION CORE REQUIREMENT**

Complete 21 semester hours credit in general education core courses as follows:

#### *Communication*

ENGL 111 Written Expression (3 SCH)

ENGL 112 Argument-Based Literary Research (3 SCH)

SPCM 150 Oral Communication (3 SCH)

#### *Health and Physical Education*

HPRO 114 Health and Wellness (3 SCH)

(Approved transfer credit of four semester hours in physical education activity courses will meet this requirement.)

#### *Humanities and Fine Arts*

ENGL 261 World Literature I (3 SCH)

or ENGL 262 World Literature II (3 SCH)

(Approved transfer credit in American literature, British literature or literature of the western world may substitute for ENGL 261.)

#### *Natural and Mathematical Sciences*

ANTH 230 Biological Anthropology (3 SCH)

or MATH 162 Finite Mathematics (3 SCH)

(Approved transfer credit in a college laboratory science such as general chemistry, physics, or geology, may substitute for ANTH 230. Approved transfer credit in precalculus algebra, precalculus trigonometry or more advanced mathematics may substitute for MATH 162.)

#### *Social and Behavioral Sciences*

ANTH 220 Sociocultural Anthropology

or HIST 111 History of Western Civilization to 1648 (3 SCH)

(Approved transfer credit in introductory behavioral studies, economics, geography, psychology, political science, or sociology may substitute for ANTH 220. An approved transfer course in United States history or British history may substitute for HIST 111.)

## SUGGESTED SCHEDULE

### Diploma in Biblical Studies

#### FIRST YEAR

##### *First Semester*

9 semester hours

THL 135 Life, Min. & Teach. 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 226 Principles of Christian Leadership ....	3

#### SECOND YEAR

##### *First Semester*

12 semester hours

ENGL 111 Written Expression .....	3
HPRO 114 Health and Wellness. ....	3
THL 211 Old Testament Survey I.....	3
THL 320 Introduction to Church History .....	3

##### *Second Semester*

9 semester hours

ENGL 112 Argument-Based Literary Res. ....	3
SPCM 150 Oral Communication.....	3
THL 212 Old Testament Survey II.....	3

#### BIBLICAL FOUNDATIONS CORE REQUIREMENT

Complete 15 semester hours credit in biblical foundations core courses as follows:

- THL 135 Life, Ministry, and Teachings of Jesus (3 SCH)
- THL 136 Acts and the Writings of Paul (3 SCH)
- THL 200 Principles of Christian Living (3 SCH)
- THL 211 Old Testament Survey I (3 SCH)
- THL 212 Old Testament Survey II (3 SCH)

#### THEOLOGY MAJOR REQUIREMENT

Complete 30 semester hours in theology (including 24 semester hours in upper division courses in theology) as set forth below.

- THL 226 Principles of Christian Leadership (3 SCH)
- THL 250 Introduction to Biblical Doctrines (3 SCH)
- THL 320 Introduction to Church History (3 SCH)
- THL 332 The Biblical Text (3 SCH)
- THL 412 Epistles of Paul I (3 SCH)
- THL 413 Epistles of Paul II (3 SCH)
- THL 416 General Epistles and Revelation (3 SCH)
- THL 467 Historical Geography of the Bible Lands (3 SCH)
- THL 421 History of Christianity I (3 SCH)
- THL 422 History of Christianity II (3 SCH)

## DIPLOMA PROGRAMS

### DIPLOMA IN BIBLICAL STUDIES

The Diploma in Biblical Studies program provides students with an in-depth study of the Bible and related topics. This program, intended to better prepare students to become effective servant leaders in churches and schools, has a two-fold purpose: to provide students the opportunity to grow in their understanding of the Scriptures and in their ability to effectively communicate the Scriptures to others.

On successful completion of this program of study, students should be able to:

- Demonstrate mastery of the general education core competencies applicable to this diploma program;
- 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;
- Identify and demonstrate a basic knowledge of practical Christian living;
- Know and demonstrate understanding of biblical doctrines;
- Demonstrate a working familiarity with the Hebrew Scriptures; and
- Show understanding of the history of the Church.

A diploma in biblical studies requires successful completion of a minimum of 39 semester hours as follows:

- ENGL 111 Written Expression (3 SCH)
- ENGL 112 Argument-Based Literary Research (3 SCH)
- HPRO 114 Health and Wellness (3 SCH)
- SPCM 150 Oral Communication (3 SCH)
- THL 135 Life, Ministry, and Teachings of Jesus (3 SCH)
- THL 136 Acts and the Writings of Paul (3 SCH)
- THL 200 Principles of Christian Living (3 SCH)
- THL 211 Old Testament Survey I (3 SCH)
- THL 212 Old Testament Survey II (3 SCH)
- THL 226 Principles of Christian Leadership (3 SCH)
- THL 250 Introduction to Biblical Doctrines (3 SCH)
- THL 320 Introduction to Church History (3 SCH)
- THL 332 The Biblical Text (3 SCH)

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. A student must

## SUGGESTED SCHEDULE

### Diploma in Christian Family Studies

#### FIRST YEAR

##### *First Semester*

9 semester hours

ENGL 111 Written Expression .....	3	ENGL 112 Argument-Based Literary Res. ....	3
THL 346 Teaching in the Christian Home* .....	3	SPCM 150 Oral Communication.....	3
THL 350 Princ. of Counsel. and Confl. Res.* .....	3	THL 344 Christian Women**.....	3

##### *Second Semester*

9 semester hours

ENGL 111 Written Expression .....	3	ENGL 112 Argument-Based Literary Res. ....	3
THL 346 Teaching in the Christian Home* .....	3	SPCM 150 Oral Communication.....	3
THL 350 Princ. of Counsel. and Confl. Res.* .....	3	THL 344 Christian Women**.....	3

#### SECOND YEAR

##### *First Semester*

12 semester hours

HPRO 114 Health and Wellness. ....	3	NUTR 207 Introductory Nutrition* .....	3
THL 200 Principles of Christian Living.....	3	EDUC 345 Early Childhd. Educ. in the Church* .....	3
THL 342 Christian Marriage and Family* .....	3	THL 426 Working with Elderly in the Church*..	3
PE 327 Christian Youth Programs** .....	3		

\*Course offered in even numbered years (2012, 2014, etc.)

\*\*Course offered in odd numbered years (2013, 2015, etc.)

##### *Second Semester*

9 semester hours

HPRO 114 Health and Wellness. ....	3	NUTR 207 Introductory Nutrition* .....	3
THL 200 Principles of Christian Living.....	3	EDUC 345 Early Childhd. Educ. in the Church* .....	3
THL 342 Christian Marriage and Family* .....	3	THL 426 Working with Elderly in the Church*..	3
PE 327 Christian Youth Programs** .....	3		

\*Course offered in even numbered years (2012, 2014, etc.)

\*\*Course offered in odd numbered years (2013, 2015, etc.)

have a Cumulative GPA of 2.00 ) to be eligible to graduate.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

## DIPLOMA IN CHRISTIAN FAMILY STUDIES

The Diploma in Christian Family Studies program seeks to provide students with relevant, effective education and support encouraging an optimal environment for successful Christian marriage, parenting and family life. This program has a two-fold purpose: to equip students for successful Christian family life and to enable them to help others attain successful Christian marriage, parenting and family life.

On successful completion of this program of study, students should be able to:

- Demonstrate mastery of the general education core competencies applicable to this diploma program;
- Demonstrate a cursory understanding of and basic skill set related to healthy decision-making, consumer health education, healthy weight management, and other skills which will enable them to make health-enhancing choices and engage in health-enhancing activities to improve their quality of life;

- Identify the components of a healthy diet and evaluate his or her own diet;
- Identify and demonstrate a basic knowledge of practical Christian living;
- Explain examined theories related to marriage and family, summarize factors involved in mate selection and readiness for marriage, and articulate principles of establishing and maintaining healthy family relationships;
- Identify and demonstrate knowledge of major areas of child growth and development and effective Christian parenting;
- Discuss multiple issues applicable to counseling and demonstrate the basic techniques of biblical counseling;
- Explain and demonstrate a basic knowledge of the issues and challenges in home schooling;
- Organize and coordinate a youth program in a local congregation of the Church;
- 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.

A diploma in Christian Family Studies requires successful completion of a minimum of 39 semester hours including 12 in general education as follows:

- EDUC 345 Early Childhood Education in the Church (3 SHC)
- EDUC 346 Teaching in the Christian Home (3 SHC)
- ENGL 111 Written Expression (3 SHC)
- ENGL 112 Argument-Based Literary Research (3 SHC)
- HPRO 114 Health and Wellness (3 SHC)
- NUTR 207 Introductory Nutrition (3 SHC)
- PE 327 Working with Christian Youth (3 SHC)
- SPCM 150 Oral Communication (3 SHC)
- THL 200 Principles of Christian Living (3 SHC)
- THL 342 Christian Marriage and Family (3 SHC)
- THL 344 Christian Women (3 SHC)
- THL 350 Principles of Counseling and Conflict Resolution (3 SHC)
- THL 428 Working with Elderly in the Church (3 SHC).

The Diploma in Christian Family 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. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

## CERTIFICATE PROGRAMS

The University offers eight undergraduate certificate programs.

### CERTIFICATE IN BIBLICAL CHRISTIANITY

The Certificate in Biblical Christianity is an online three-year program designed to provide an overview of the Bible from a Christian perspective and to challenge students to think critically about their faith. This certificate program is open to high school students through dual enrollment.

On successful completion of this program of study, students should be able to:

- Explain the main themes of the Bible and the implications for Christian life and individual belief and conduct;
- 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 knowledge of the author, background, theme, and content of each book in the Hebrew Scriptures;
- Demonstrate an understanding of the Old Testament and its implication and application;
- Identify and demonstrate a basic knowledge of practical Christian living; and
- Demonstrate the qualities of a servant leader in a variety of settings.

A Certificate in Biblical Studies requires successful completion of a minimum of 19 semester hours credit as follows:

- THL 135 Life, Ministry and Teachings of Jesus (3 SCH)
- THL 136 Acts and the Writings of Paul (3 SCH)
- THL 200 Principles of Christian Living (3 SCH)
- THL 211 Old Testament Survey I (3 SCH)
- THL 212 Old Testament Survey II (3 SCH)
- THL 226 Principles of Christian Leadership (3 SCH)

Students normally complete the Certificate in Biblical Christianity in three academic years by successfully completing THL 211 and 212 in the first year, THL 135 and 136 in the second year, and THL 200 and 226 in the third year. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

## **CERTIFICATE IN BIBLICAL STUDIES**

The Certificate in Biblical Studies program of study provides a comprehensive overview of the Bible, designed to be completed online in two years, to raise one's the biblical understanding in his or her preparation for Christian leadership and service.

On successful completion of this program of study, students should be able to:

- Explain the main themes of the Bible and the implications for Christian life and individual belief and conduct;
- 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 knowledge of the author, background, theme, and content of each book in the Hebrew Scriptures;
- Demonstrate an understanding of the Old Testament and its implication and application; and
- Know and demonstrate understanding of biblical doctrines.

A Certificate in Biblical Studies requires successful completion of a minimum of 19 semester hours credit as follows:

- THL 110*ab* Tomorrow's World Bible Study Course (4 SCH)
- THL 135 Life, Ministry and Teachings of Jesus (3 SCH)
- THL 136 Acts and the Writings of Paul (3 SCH)
- THL 211 Old Testament Survey I (3 SCH)

THL 212 Old Testament Survey II (3 SCH)

THL 250 Introduction to Biblical Doctrines (3 SCH)

Students normally complete the Certificate in Biblical Studies in two academic years by successfully completing THL 110*ab* in the first year, and in the second year THL 135 and 211 in the First Semester and THL 136, 212, and 250 in the Second Semester. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

## **CERTIFICATE IN CHRISTIAN FAMILY STUDIES**

The purpose of this certificate program is to provide relevant, effective education and support encouraging an optimal environment for successful Christian marriage, parenting and family life. This certificate normally requires one academic year (two semesters) to complete on a part-time basis. Those who plan to complete the certificate over two or more years can take one or two courses a semester.

On successful completion of this program, students should be able to:

- Demonstrate a cursory understanding of and basic skill set related to: healthy decision-making, consumer health education, healthy weight management, and other skills which will enable them to make health-enhancing choices and engage in health-enhancing activities to improve their quality of life;
- Identify the components of a healthy diet and evaluate his or her own diet;
- Explain examined theories related to marriage and family, summarize factors involved in mate selection and readiness for marriage, and articulate principles of establishing and maintaining healthy family relationships;
- Identify and demonstrate knowledge of major areas of child growth and development and effective Christian parenting;
- Explain and demonstrate a basic knowledge of the issues and challenges in home schooling; and

- Organize and coordinate a youth program in a local congregation.

A Certificate in Christian Family Studies requires successful completion of a minimum of 18 semester hours credit as follows:

EDUC 345 Early Childhood Education in the Church (3 SHC)

EDUC 346 Teaching in the Christian Home (3 SHC)

HPRO 114 Health and Wellness (3 SHC)

NUTR 207 Introductory Nutrition (3 SHC)

PE 327 Working with Christian Youth (3 SHC)

THL 342 Christian Marriage and Family (3 SHC)

Upon entering the Certificate in Christian Leadership program a student is assigned an adviser who will be available for program advisement. An adviser helps a student create a workable plan to meet his or her educational objectives within a reasonable time period. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

### **CERTIFICATE IN CHRISTIAN LEADERSHIP**

The Certificate in Christian Leadership is designed for completion online in one or two years to prepare men and women for Christian leadership and service. This certificate normally requires one academic year (two semesters) to complete on a part-time basis. Those who plan to complete the certificate over two or more years can take one or two courses a semester. These courses are not available in the summer session. Admission to this program requires upper division standing.

On successful completion of this program, students should be able to:

- Demonstrate the skills necessary to serve in the capacity of a Christian camp counselor or camp activity leader;
- Demonstrate the qualities of a servant leader in a variety of settings;
- Demonstrate the skills necessary to originate, generate, and lead a program for youth in a local congregation;
- Show sensitivity to and elect to be proactive in dealing with the challenges and needs of an aging population, e.g., spiritual/religious,

- social, biological, physiological, and psychological; and
- Know and demonstrate understanding of biblical doctrines.

A Certificate in Christian Leadership requires successful completion of a minimum of 18 semester hours credit as follows:

- PE 236 Christian Camp Leadership (3 SCH)
- PE 327 Christian Youth Programs (3 SCH)
- THL 226 Principles of Christian Leadership (3 SCH)
- THL 326 Christian Service and Leadership (3 SCH)
- THL 342 Christian Marriage and Family (3 SCH)
- THL 428 Working with the Elderly in the Church (3 SCH)

Upon entering the Certificate in Christian Leadership program a student is assigned an adviser who will be available for program advisement. An adviser helps a student create a workable plan to meet his or her educational objectives within a reasonable time period. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

## **CERTIFICATE IN OLD TESTAMENT STUDIES**

The Certificate in Old Testament Studies program of study provides a comprehensive overview of the Hebrew Scriptures, designed to be completed online in one or two years, preparing men and women for Christian leadership and service. This certificate normally requires one academic year (two semesters) to complete on a part-time basis. Those who plan to complete the certificate over two or more years can take one or two courses a semester. These courses are not available in the summer session.

On successful completion of this program, students should be able to:

- Demonstrate the veracity and reliability of the Bible;
- Demonstrate an understanding of the Old Testament and its implication and application;
- State how understanding of the social, political and religious background of the biblical world aids illumination of the Hebrew Scriptures;

- Demonstrate correlation of relevant archaeological, historical and biblical material with important sites, roads, and features in the Bible lands;
- Demonstrate understanding of the basic content of the books of the Old Testament;
- Demonstrate the place of each book in its particular historical and canonical setting;
- Show ability to think theologically about Old Testament themes; and
- Demonstrate familiarity with several critical methodologies for interpreting the Old Testament.

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

- THL 211 Old Testament Survey I (3 SCH)
  - THL 212 Old Testament Survey II (3 SCH)
  - THL 332 The Biblical Text (3 SCH)
  - THL 467 Historical Geography of the Bible Lands (3 SCH)
  - THL 473 Archaeology and the Old Testament (3 SCH)
- and either
- THL 475 Ancient Egypt and the Biblical World (3 SCH) or
  - THL 478 Lands of the Bible (3 SCH)

Upon entering the Certificate in Old Testament program a student is assigned an adviser who will be available for program advisement. An adviser helps a student create a workable plan to meet his or her educational objectives within a reasonable time period. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

### **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 should be able to:

- Demonstrate the veracity and reliability of the Bible;
- Understand and can explain the New Testament and its implication and application;
- Demonstrate and exemplify Christian servant-leadership and values;
- Identify and demonstrate a basic knowledge of practical Christian living; and
- Know and demonstrate understanding of biblical doctrines.

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

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

THL 136 Acts and the Writings of Paul (3 SCH)

THL 200 Principles of Christian Living (3 SCH)

THL 226 Principles of Christian Leadership (3 SCH)

THL 250 Introduction to Biblical Doctrines (3 SCH)

THL 332 The Biblical Text (3 SCH)

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. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

## **CERTIFICATE IN BIBLICAL ARCHAEOLOGY**

The Certificate in Biblical Archaeology program deals with the study of the archaeology of the Hebrew Scriptures and the New Testament. The design of this certificate program is to help students gain a fuller perception of the events and the lifeways of the peoples described in the Bible, to reconstruct the lifeways of biblical peoples, and to learn of the cultural change in their civilizations. This certificate normally requires one aca-

demic year (two semesters) to complete on a part-time basis. Those who plan to complete the certificate over two or more years can take one or two courses a semester. These courses are not available in the summer session. Admission to this program requires upper division standing.

On successful completion of this program of study, students should be able to:

- Define basic terminology in biblical archaeology;
- Demonstrate knowledge of the mechanics of archaeological fieldwork as performed in a stratigraphic excavation (tells and other kinds of settlements) in the Levant by describing the steps and methodologies involved in field excavation;
- Describe the geographical setting of the Levant;
- Cite and explain the highlights of the major archaeological periods in the Levant;
- Explain in general terms the field of biblical archaeology, its major means and ends, and the leading issues in biblical archaeological research;
- Cite and describe the significance of the major Levantine archeological sites with emphasis upon those located in Israel;
- Explain how archaeological research of biblical lands can illuminate parts of the biblical text in both the Hebrew Scriptures and the New Testament; and
- Explain the concept of culture, the nature of archaeological data, and archaeological context through definition and examples from the material cultures that provide the setting for the biblical narrative.

A Certificate in Biblical Archeology requires successful completion of a minimum of 18 semester hours as follows:

THL 467 Historical Geography of the Bible Lands (3 SCH)

THL 473 Archaeology and the Old Testament (3 SCH)

THL 474 Archaeology and the New Testament (3 SCH)

THL 475 Ancient Egypt and the Biblical World (3 SCH)

THL 476 Archaeology of Jerusalem (3 SCH)

and either

THL 478 Lands of the Bible (3 SCH) or

THL 479 Fieldwork in Biblical Archaeology (3 SCH)

All students graduating in this program must take a program exit examination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

## CERTIFICATE IN CHURCH HISTORY

The Certificate in Church History program provides a comprehensive overview of the people, issues, and advancements of the Church from the time immediately following the death of the Apostles until today through consideration of each of its seven distinct eras. The design of this certificate program is to help students identify the main themes and events of the life of the Church and understand the history of the Church in the context of the social, political, theological and spiritual influences and developments of each major period in history.

This certificate normally requires one academic year (two semesters) to complete on a part-time basis. Those who plan to complete the certificate over two or more years can take one or two courses a semester. These courses are not available in the summer session. Admission to this program requires upper division standing.

On successful completion of this program, students should be able to:

- Identify and demonstrate the history of the Church;
- Identify important events, themes, and characters in the history of the Church;
- Determine the effects of certain historical events on the contemporary Church; and
- Better appreciate the Church's rich 2,000 year history.

A Certificate in Church History requires successful completion of a minimum of 18 semester hours as follows:

- THL 320 Introduction to Church History (3 SCH)
- THL 416 General Epistles and Revelation (3 SCH)
- THL 421 History of Christianity I (3 SCH)
- THL 422 History of Christianity II (3 SCH)
- THL 474 Archaeology and the New Testament (3 SCH)
- THL 499 $abc$  Independent Study (3 SCH)

Upon entering the Certificate in Church History program a student is assigned an adviser who will be available for program advisement. An adviser helps a student create a workable plan to meet his or her educational objectives within a reasonable time period. A student must have a Cumulative GPA of 2.00 ) to be eligible to graduate.

All students graduating in this program must take a program exit ex-

amination during the semester of graduation. The exam deals with the competencies included in the program as set forth above. A student must be on the graduation list in order to take this exam.

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. An *Application for Graduation* must be filed at the Registrar's Office by the mid-term point for graduation that semester.

---

## ■ 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>
<b>Undergraduate</b>	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
<b>Postbaccalaureate</b>	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

On-campus students receive photo identification cards at registration. These serve as a library card, 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.

## CENSUS DATE

The Census Date, the official day of record used for reporting and administrative purposes, is the 12th class day for the Fall and Spring Semesters, and the fourth class day for the ten-week Summer Session. For the official Census Date for each term refer to the Academic Calendar.

## 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-campus 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](http://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

### CANCELLED 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 ON-CAMPUS COURSES

Students registered in an on-campus 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 “W” recorded for the course. Their reinstatement will be made only under the most unusual circumstances. Students must request reinstatement in writing. The request shall include a detailed explanation for the student’s nonattendance and provide evidence of illness or other valid reasons for the absences. 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 with out grade penalty if work is not of a passing grade” as set forth in the Academic Calendar, will receive a grade of “W” for it. After that date, the grade will be a “WF.”

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 ONLINE COURSES**

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](http://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. Students must request reinstatement in writing. The request shall include a detailed explanation for the student’s nonattendance and provide evidence of illness or other valid reasons for the absences. 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 with out grade penalty if work is not of a passing grade” as set forth in the Academic Calendar, will receive a grade of “W” for it. After that date, the grade will be a “WF.”

## **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 University, 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.

## **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 (numerical equivalents based on a 100 point scale):

Grade	Significance	Quality Points
A	Excellent (90-100 points)	4
B	Good (80-89 points)	3
C	Satisfactory (70-79 points)	2
D	Poor (60-69 points) lowest passing grade	1
F	Failure (below 60 points)	0
P	Pass (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
AUD	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. A written request must be submitted to the Registrar before the end of the semester following receipt of the incomplete grade.

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.

## **GRADUATION**

### **GRADUATION PROGRAM**

Formal completion of all coursework, as certified by the major department, completion of exit exams, and the ETS Academic Profile (required in degree programs) 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 commencement ceremony requires that the student first meet the above requirements, obtain any required 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. An online student's presence at graduation is not required but on-campus graduating students are required to attend.

### **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 ex-



*Living University held its fourth commencement exercises on April 30, 2012, graduating twelve students, at the Renaissance Charlotte Suites Hotel.*

penses 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 commencement 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 certificate, 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.

## ASSESSMENT AND EXAMS

Living University seeks to provide a high-quality educational experience for each of our students. The formal assessment of instruction and student learning provides a mechanism for evaluating the effectiveness of the academic programs at LU.

### STUDENT EVALUATION OF INSTRUCTION

Students are asked to evaluate the instruction they receive on a course by course basis. Completed online 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.

### STUDENT ASSESSMENT

Each academic program has established a set of student learning outcomes to be met by certificate, diploma and degree candidates. The University uses evaluation tools at the program level and at the institutional level to assess whether or not these learning outcomes are being met. The evidence collected is then analyzed and used to make academic program changes or improvements.

Certificate, diploma and degrees programs require students to complete a comprehensive assessment of their theological competency through a proctored exit exam. In addition, for the bachelor's degree students assemble a portfolio demonstrating their theological proficiency in the theology major capstone course (THL 450).

### PROCTORED EXAMS

A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.

Check your course syllabus as soon as you can access your online course. The need to take proctored exams and your exam dates should be contained there. If the instructor requires no proctored exams, that should be clearly stated. If you cannot make a determination from the syllabus, contact your instructor immediately for an answer.

At LU students have several choices for completing proctored exams:

1. A student can come to campus for an exam. The instructor will establish a specific campus classroom, date and time for the student to come to LU

and complete the exam with the instructor or his or her representative.

2. A student can utilize a Living Church of God church officer (i.e. elder, deacon, deaconess, adult/youth leader, etc.) who is not related to the student.

3. A student can use ProctorU online. ProctorU is a service that LU faculty may utilize for proctoring online exams. ProctorU allows students to conveniently and securely complete assigned exams using almost any web cam. With a computer and approved web cam, a student can take online exams at home, at work, or almost anywhere they have Internet access. ProctorU connects students directly to their proctor via web cam so they can both see and talk to one another. ProctorU can also monitor the student's computer while they complete the exam. Students pay ProctorU directly for this service.

4. A student can use a college or university testing center. There is usually a fee for this service.

5. A student can have an approved proctor. This may be a school official, such as a teacher or registrar, or by a librarian who is not related to the student.

### **PROCTOR VERIFICATION OF IDENTITY**

All university students should present photo identification to their proctor before taking an exam unless the proctor personally knows the student being tested. All exams are online. In order for a proctored exam grade to be recorded, a signed Proctor's Signature Form must be sent to LU. No graded proctored exam will be returned to the student or to the exam proctor.

## **SCHOLASTIC REQUIREMENTS**

### **SATISFACTORY PROGRESS**

A student's progress toward fulfilling degree requirements is considered in determining the student's eligibility to continue enrollment in a degree program. In particular, the general education requirements in communication, computer literacy, English and mathematics proficiency, and theology (Theology 135 and 136) must be completed the first year. Other general education requirements must be fulfilled in a timely manner. Repeated failure of a required course is cause for disqualification.

### QUALITATIVE MEASURES

A student who has not achieved a term grade point average of 2.0 (C) or higher at the close of a term (semester or summer session) will be placed on academic probation. A student on academic probation who fails to achieve a term grade point average of 2.0 (C) or higher during the probationary term becomes academically disqualified (see Academic Suspension and Disqualification).

### QUANTITATIVE MEASURES

Normally, on-campus students must successfully complete a sufficient number of semester hours credit to advance in classification each year (see Classification of Students). The University defines a year as the Fall Semester, Spring Semester and Summer Session following the Spring Semester. This does not apply to students enrolled in online degree programs. Normally students are expected to complete associate's degrees within five years of entering the program and bachelor's degrees within seven years of entering the program. A student is eligible to complete an associate's degree through the 96th semester hour attempted and a bachelor's degree through the 192nd semester hour attempted.

### 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 written *Plan of Corrective Action*. Both the student and the academic adviser must sign this plan.
2. Students must present the signed *Plan of Corrective Action* 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 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.

### 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; and
4. A plan for evaluating student progress and the joint venture of the “external instruction” experience.

## **FIREARMS AND WEAPONS**

Students are not permitted to bring working firearms or weapons of any kind on campus or on any property owned or controlled by the University.

## **DRUG-FREE CAMPUS**

The use or possession of drugs in a University or university environment is inconsistent with the mission and goals of an educational institution. Consequently, the campus of Living University is a drug-free environment wherein the University prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance in any property owned or controlled by the University except as prescribed by a licensed medical practitioner and lawfully used as prescribed.

## **DRUG-FREE WORKPLACE**

The University complies with the Drug-Free Workplace Act of 1988 [PL 100-690, Title V, 5153; 102 Stat. 4306], 41 U.S.C. 702, amendments and the rules promulgated pursuant thereto, as applicable and not exempted therefrom.

Accordingly, the campus of Living University is a drug-free workplace wherein the University prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance in any property owned or controlled by the University. Student workers are held to all standards and procedures for a drug-free workplace as set forth for University employees in addition to those imposed by their student status.

## **PROHIBITION OF SMOKING AND TOBACCO PRODUCTS**

The campus is a tobacco-free environment. Smoking and/or the use of tobacco is not permitted on-campus or in any University controlled facility.

## **STUDENT CONDUCT AND DISCIPLINE**

The University endeavors to establish guidelines and expectations for Christian culture on campus. These guiding principles are not intended to represent an index of Christian spirituality, but rather the expectations for all students. LU students come a wide range of cultural experiences. These guidelines respect individual differences while supporting fundamental Christ-centered values.

We challenge our students to cultivate a campus culture which reflects the words Paul wrote in Galatians 6:1 (NKJ)—“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentle-

ness,....” In other words, we should strive to create an atmosphere that is not condemning, nor critical, but one in which students, staff, and faculty express a real, genuine love and concern for one another. This love is also expressed through an outgoing concern for those who may be struggling in their Christian development.

Students are expected to comply with all University policies and responsibilities. By voluntarily enrolling and becoming a member of the University community, each student agrees to know, understand, support, and abide by University regulations. Questions about policies and responsibilities should be directed to the Vice President of Academic and Student Affairs.

### **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.

### **CODE OF HONOR**

Living University is a Christ-centered institution which considers the teachings of the Bible worthy of being studied and followed as the guide for successful living. The University understands that students leading Christian lives will collectively create the educational, social, and spiritual community on campus which provides an atmosphere refining the individual student’s sense of purpose and values in life.

As Christians, faith in our Lord and Savior Jesus Christ drives us toward conducting our lives according to values Jesus represented in his own ac-

tions—honesty, love, respect, service to humankind, and moral decency. These values are strongly encouraged of all our students as responsible Ambassadors for Christ.

As well, it is these core principles which are represented in the Code of Honor. The Code of Honor is our sincere attempt to apply Christian values to our learning environment. The Code of Honor expresses respect for the rights of the community and the individual within a Christ-centered institution.

The University especially expects its students to reflect the character of the University in conduct, speech, and appearance, whether on or off site, to their families, other students, the alumni, and the public. We expect students to conduct themselves in a prudent, responsible, and ethical manner as members of the University community. This means they consent to act in good faith, to exhibit honesty, integrity, and exemplary conduct and must voluntarily agree in writing to comply with the principles set forth below (see Enrollment Agreement on Page 70):

1. Be in harmony with the philosophies and principles of Living University and its principal sponsor, the Living Church of God, with the understanding that the student is not required to adopt such philosophies or principles as his or her personal religious convictions.
2. Be honest in behavior. Therefore, students are to understand that it is their responsibility not to do, or cause another to do, or condone, any act which is dishonest or unethical. This includes but is not limited to cheating, plagiarizing, or knowingly giving false information.
3. Respect the personal rights of others. Therefore, the student is to be committed to behavior which does not physically or verbally abuse any person, engage in conduct which threatens or endangers the health or safety of others, or obstruct or disrupt the study of others.
4. Respect the property rights of others. Therefore, the student is to know that he or she must not do, or cause another to do, any act which diminishes the property rights of another or interferes with those rights. This includes but is not limited to theft, concealment, damage or misuse, or wrongful appropriation or reproduction of another person's work product.
5. Obey, honor, and sustain the law of the land.
6. Avoid substance abuse of any kind or type. This includes but is not limited to, the possession, use, or distribution of any illegal substance (as defined by applicable law), except as prescribed by a licensed medical practitioner, or the possession, use, or distribution

of any lawful substance in any manner that is socially irresponsible.

7. Live a moral life which includes, but is not limited to, abstinence from all sexual relations outside the bonds of heterosexual marriage.
8. Observe high standards of taste and decency which includes, but is not limited to, refraining from disorderly, lewd, indecent or obscene conduct or expression.
9. Observe all university standards pertaining to dress and grooming.
10. Comply with university policies, procedures, rules, and regulations and the Code of Honor as they presently exist or as they may be amended.

### **DISMISSAL AND DISCIPLINARY PROCESS**

Most conduct difficulties at LU are resolvable by education, emotional support, and sensitive confrontation in caring Christian relationships within the student body (Matthew 18:15). When these approaches are insufficient and a student fails to adhere to the Code of Conduct, more formal disciplinary procedures are necessary to promote personal growth in individual responsibility and to protect the rights of the University community.

The University will not attempt to shield a student from the law by substituting its own disciplinary process for that of the state's. Law enforcement officials may be notified as warranted whenever evidence of a possible violation of criminal law has been found.

The University seeks to be fair and consistent in the administration of sanctions and to be sensitive to the peculiar facts and circumstances of each case. Typical sanctions include counseling and guidance, written warning, conduct probation, suspension, expulsion, paying monetary fines, restitution/reimbursement, and compulsory service.

The Vice President for Academic and Student Affairs is responsible for responding to violations of the Code of Honor, and for any conduct related to academic integrity. He or she shall:

1. Contact person(s) involved to determine whether there is cause to conduct an investigation.
2. Practice due process and due diligence when evaluating all information.
3. Decide to investigate further based on the information collected or issue a sanction.
4. Allow the student to appeal the sanction in writing to the President

within 15 days of receiving the sanction. The President's decision in the matter is final.

## **COMMERCIAL SOLICITATION**

No student, person or business representative shall engage in buying, selling, advertising or demonstrating goods, services or activities or take orders for same on the campus unless approved by the Vice President of Academic and Student Affairs. This includes parties or gatherings where the intent is to acquaint individuals with merchandise or services for present or future purchase.

## **DRESS AND GROOMING**

Neat and modest appearance is a responsibility of all students. Biblical standards promote these Christian values and good grooming supports our learning environment. However, our standards are not solely based on religious principles but are also conservative in order to prepare students for the professional world of work. Extremes in dress are unacceptable.

Examples of unacceptable dress include halter tops, ragged jeans and cut-offs, immodest clothing and body piercings (other than earrings). Faculty members interpret and determine whether student dress is disruptive to the academic process in the classroom. Caps and hats are not appropriate in religious services or in the classroom. Hair and beards are to be well groomed and of conservative length.

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **GENERAL COMPLAINTS AND GRIEVANCES**

The complaint procedure is designed to assist students who have perception of unfair and/or unlawful treatment. A student is defined as any person enrolled full or part-time in credit or non-credit courses at the University. A complaint of unfair and/or unlawful treatment formally charged by a student against a University employee, in regard to the application of University rules, policies, procedures and regulations, should be resolved without initiating the formal procedure, if at all possible.

Occasionally however, students may wish to make a complaint about the services they receive. Please note that it is generally beneficial to the student to discuss the problem with University personnel prior to filing a formal complaint. University personnel are available to advise students. Students should not hesitate to contact a faculty member, counselor, or any other University staff person.

If a complaint is not resolved, or reasonable steps to resolve a complaint are not agreed upon then the student must, within seven (7) working days of a decision, take his or her complaint to the Vice President of Academic and Student Affairs. Specific procedures for filing a formal complaint are outlined in the Student Handbook. If the complaint pertains to sexual harassment, handicapped status, racial or ethnic harassment, or academic matters, the student should follow the procedures as outlined below under Academic Complaints.

The name, title and office location of the Vice President of Academic and Student Affairs is:

Dr. Scott D. Winnail  
Vice President of Academic and Student Affairs  
2301 Crown Centre Drive, Suite A  
Charlotte, North Carolina 28227-7705  
(704) 708-2292

If the complaint cannot be resolved after exhausting the University's complaint and grievance procedure, the individual may file a complaint with the following office:

Post-Secondary Education Complaints  
c/o Assistant Director of Licensure and Workforce Studies  
University of North Carolina General Administration  
910 Raleigh Road  
Chapel Hill, NC 27514  
(919) 962-4558,

The individual may contact UNC Administration for further details.

### **ACADEMIC COMPLAINTS**

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.

## **SEXUAL HARASSMENT AND RELATED GRIEVANCES**

The University does not discriminate on the basis of sex in the admission or access to, or treatment or employment in, its programs or activities. Complaints should be addressed to: the Title IX Coordinator who has been designated to coordinate Title IX compliance efforts and matters of sexual harassment. A copy of the procedure for making complaints is set forth in the Student Handbook.

The name, title and office location of the Title IX Coordinator is:

Michelle R. Broussard  
2301 Crown Centre Drive, Suite A  
Charlotte, North Carolina 28227-7705  
(704) 708-2294

## **HANDICAPPED STATUS AND RELATED GRIEVANCES**

The University does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. Complaints should be addressed to the Section 504 Coordinator who has been designated to coordinate Section 504 compliance efforts. A copy of the procedure for making complaints is set forth in the Student Handbook.

The name, title and office location of the Section 504 Coordinator is:

Michelle R. Broussard  
2301 Crown Centre Drive, Suite A  
Charlotte, North Carolina 28227-7705  
(704) 708-2294

## **RACIAL OR ETHNIC HARASSMENT**

The University does not discriminate on the basis of race or ethnicity in the admission or access to, or treatment or employment in, its programs or activities. For the purposes of this procedure, racial or ethnic harassment is considered to occur when any individual is subjected to arbitrary, capricious, or discriminatory treatment on the basis of race or ethnic origin. Any student in the University who believes that he or she has been harassed on account of race or ethnic origin by any member of the University community may bring a complaint through the Vice President of Academic and Student Affairs. A copy of the procedure for making complaints is set forth in the Student Handbook.

The name, title and office location of the Vice President of Academic and Student Affairs is:

Dr. Scott D. Winnail  
Vice President of Academic and Student Affairs  
2301 Crown Centre Drive, Suite A  
Charlotte, North Carolina 28227-7705  
(704) 708-2292

---

## ■ 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.

### COURSE INFORMATION

#### 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. 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. Permission to enroll requires the written approval of the chair.

#### COURSE DESCRIPTIONS

For articulation purposes the University requires course descriptions consist of only three sentences. The first sentence provides a basic description of the course beginning with, “This course provides/introduces/covers/is designed to/includes...”. The second sentence describes the actual content/topics of the course to be addressed. It begins with, “Topics include/Emphasis is placed on...”. The third sentence describes the actual competencies or measurable outcomes for the course. Listed

competencies compose at least 80% of the student learning outcomes of the course. It begins with, "Upon completion, students should be able to...". A short fourth sentence is optional and is for clarification purposes. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

### **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 involving 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. Each semester consists of a minimum of 80 class and examination days (16 weeks).

### **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 a special topics 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. Undergraduate Open Seminar may not substitute for an existing course.

## INDEPENDENT STUDY

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. 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 OFFERINGS

**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.

**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.

**EDUC 345 Early Childhood Education in the Church** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the influence of Christian family relationships on child development with emphasis on basic principles and skills for parent effectiveness, the developing nature and needs of children, and how they learn. Upon completion, students should be able to identify and demonstrate knowledge of major areas of child growth and development and effective Christian parenting.

**EDUC 346 Teaching in the Christian Home** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the issues and challenges involved in organizing an effective Christian home school including legal regulations; curriculum development; teaching Bible, literacy, science, mathematics, socialization, and history; testing requirements; graduation and record keeping. Upon completion, students should be able to explain and demonstrate a basic knowledge of the issues and challenges in home schooling.

**ENGL 111 Written Expression** 3 0 0 3

Prerequisites: Satisfactory Placement Score.

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.

**ENGL 112 Argument-Based Literary 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.

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<b>ENGL 261 Literature of the Western World I</b>	3	0	0	3
Prerequisites: ENGL 111 or consent of instructor.				
Corequisites: None.				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed 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.				
<b>ENGL 262 Literature of the Western World II</b>	3	0	0	3
Prerequisites: ENGL 111 or consent of instructor.				
Corequisites: None.				
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed 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.				
<b>HIST 111 History of Western Civilization to 1648</b>	3	0	0	3
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.				
<b>HPRO 114 Health and Wellness</b>	3	0	0	3
Prerequisites: None.				
Corequisites: None.				
This course aims to filter the vast array of health-related knowledge available in the world today through sound biblical principles. Emphasis is placed on lifestyle-related wellness, health promotion, and disease prevention within the context of a range of health topics. Upon completing the course, students should be able to demonstrate a cursory understanding of and basic skill set related to: healthy decision-making, consumer health education, healthy weight management, and other skills which will enable them to make health-enhancing choices and engage in health-enhancing activities to improve their quality of life.				

## ■ COURSES OF INSTRUCTION

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<b>MATH 162 Finite Mathematics</b>	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.				
<b>MUS 348 Song Leading and Church Music</b>	3	0	0	3
Prerequisites: Consent of instructor.				
Corequisites: None.				
This course deals with the techniques of directing songs in congregational singing, choir rehearsal and performance. Practice includes conducting beat patterns, cues and learning elementary rehearsal techniques. Upon completion, students should be able to show knowledge of the fundamentals of directing songs, to gather information necessary for performing song leading and some choir directing duties, and to demonstrate a knowledge appropriate for congregational song leading.				
<b>NUTR 207 Introductory Nutrition</b>	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.				
<b>PE 236 Christian Camp Leadership</b>	3	0	0	3
Prerequisites: Consent of instructor.				
Corequisites: None.				
This course is designed to prepare students for service as a Christian camp counselor or activity leader. Emphasis is on techniques of Christian camp counseling and leadership; camp safety, activities and program development. Upon completion, students should be able to demonstrate knowledge of the various philosophies, administration, and programming of Christian camps; and serve in the capacity of a Christian camp counselor or activity leader.				

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<b>PE 327 Christian Youth Programs</b>	3	0	0	3
Prerequisites: None.				
Corequisites: None.				
This course deals with developing, organizing, and coordinating church youth programs. Emphasis is on the development of Christian values in youth and adolescents. Upon completion, students should be able to organize and coordinate a youth program in a local congregation.				
<b>SPCM 150 Oral Communication</b>	2	2	0	3
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.				
<b>SPCM 260 Public Speaking</b>	2	2	0	3
Prerequisites: SPCM 150.				
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.				
<b>THL 110ab Tomorrow's World Bible Study Course</b>	4	0	0	4
Prerequisites: None.				
Corequisites: None.				
This two semester course serves as an introduction to the Bible, its message, and its implication for successful Christian life in today's world. Topics include: the nature of God, God's plan for humankind, biblical prophecy, the Kingdom of God, the new covenant, law and grace in the lives of Christians, the meaning of true conversion, practical Christian living and how to recognize God's Church today. Upon completion, students should be able to demonstrate a basic understanding of biblical history, theology, and biblical prophecy.				

■ COURSES OF INSTRUCTION

*Lec Lab Clin Credit*

**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: THL 135.

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 apostolic times. 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.

**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. The lecture core is 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 as well as outstanding people and events. Emphasis is on the Hebrew Scriptures as the background and foundation for un-

derstanding 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 as well as 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 226 Principles of Christian Leadership** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the principles of Christian leadership and service. Topics 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 250 Introduction to Biblical Doctrines** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with basic biblical doctrines. Topics include the Church, the Holy Bible, God, the Holy Spirit, the gospel, salvation, holy days 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.

**THL 265 Applied Biblical Communication** 2 2 0 3

Prerequisites: SPCM 260.

Corequisites: None.

This course provides a comprehensive theoretical background for the practice of speaking in public religious settings utilizing rhetorical principles applied in a series of speaking experiences. Emphasis is on informative

## ■ COURSES OF INSTRUCTION

*Lec Lab Clin Credit*

and persuasive advanced speaking skills. Upon completion, students should be able to construct, present, and critique communications that are complex, dynamic and purposeful.

### **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.

### **THL 326 Christian Service and Leadership** 3 0 0 3

Prerequisites: THL 226.

Corequisites: None.

This course deals with the theory and practice of servant leadership in the setting of the Christian family and the community. Topics include leadership foundations, skills, and issues. Upon completion, students should be able to demonstrate knowledge and understanding of the basic principles and practices of servant leadership and display the qualities of a servant leader in a congregational setting.

### **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 342 Christian Marriage and Family** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course provides a biblical perspective and an overview of research as it relates to marriage and family relationships. Selected topics include preparation for marriage, qualities for home and family life, the adolescent and young married adult, family management, and contemporary problems in marriage and family life. Upon completion, students should be able to describe biblical principles for marriage and family, to explain examined theories related to marriage and family, to summarize factors involved in mate selection and readiness for marriage, and to articulate principles of establishing and maintaining healthy family relationships.

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<b>THL 344 Christian Women</b>	3	0	0	3
Prerequisites: None.				
Corequisites: None.				
This course attends to the unique role in life that a Christian woman fills with special emphasis on qualities relevant to the life and work of the Christian woman in the church. Selected topics include the lives and examples of outstanding women of the Bible and the mental, physical, emotional, and spiritual issues affecting all Christian women and the practical, biblical methods of dealing with them. Upon completion, students should be able to articulate and explain the principles relevant to the life, work, and success of the Christian woman.				
<b>THL 350 Principles of Counseling and Conflict Resolution</b>	3	0	0	3
Prerequisites: None.				
Corequisites: None.				
This course focuses on the philosophy and techniques of biblically-based counseling including interpersonal, premarital, marital, family counseling, addiction counseling, and biblical conflict resolution. Topics include the nature and principles of biblically-based counseling, techniques and theories of counseling; patterns of problem solving, the counselor and counselee relationship; the applicability of Scripture; and biblical conflict resolution. Upon completion a student should be able to understand and discuss multiple issues applicable to counseling and demonstrate the basic techniques of biblically-based counseling.				
<b>THL 394 Senior Thesis</b>	3	0	0	3
Prerequisites: Senior standing and consent of instructor.				
Corequisites: None.				
This is a special course for developing a thesis written on a work (or works) selected in conference with the thesis sponsor. In this course a student selects a thesis topic in consultation with a faculty sponsor before registration and completes it over the course of a semester. Progress meetings are held regularly and the student must submit a formal final approved thesis. Upon completion, the student can demonstrate mastery in the content of the thesis orally and in writing.				
<b>THL 399 Undergraduate Open Seminar</b>	1-3	0	0	1-3
Prerequisites: Consent of Instructor.				
Corequisites: None.				
This is a special topics 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				

## ■ COURSES OF INSTRUCTION

*Lec Lab Clin Credit*

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 theology.

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

### **THL 416 General Epistles and Revelation** 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 and the book of Revelation. 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 421 History of Christianity I** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the history of Christianity from the first century to the sixteenth-century Protestant Reformation. Focus is 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.

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<b>THL 422 History of Christianity II</b>	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. Its focuses is 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.				
<b>THL 428 Working with Elderly in the Church</b>	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 necessary 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.				
<b>THL 440ab Homiletics</b>	4	0	0	4
Prerequisites: THL 265 or consent of department chair.				
Corequisites: None.				
This two semester 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.				
<b>THL 445ab Advanced Homiletics</b>	4	0	0	4
Prerequisites: THL 440ab and department chair.				
Corequisites: None.				
This two semester 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.				

## ■ COURSES OF INSTRUCTION

	<i>Lec</i>	<i>Lab</i>	<i>Clin</i>	<i>Credit</i>
<p><b>THL 450 Introduction to Biblical Theology</b></p> <p>Prerequisites: THL 250 or consent of instructor. Corequisites: None.</p> <p>This course deals with the principal doctrines of the Christianity as seen 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.</p>	3	0	0	3
<p><b>THL 460 Contemporary World Religions</b></p> <p>Prerequisites: None. Corequisites: None.</p> <p>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.</p>	3	0	0	3
<p><b>THL 467 Historical Geography of the Bible Lands</b></p> <p>Prerequisites: None. Corequisites: None.</p> <p>This course deals with the historical geography of the Bible Lands as represented in ancient texts (the Bible as well as Egyptian, Mesopotamian and Canaanite sources). Emphasis is on the interrelationship of history and geography during the Bronze and Iron Ages, including settlement, economic, military, and communication factors in ancient Israel. Upon completion a student should be able to correlate relevant archaeological, historical and biblical material with important sites, roads, and features in each region.</p>	3	0	0	3
<p><b>THL 473 Archaeology and the Old Testament</b></p> <p>Prerequisites: None. Corequisites: None.</p> <p>This course deals with the archaeology of the Bible Lands from the fourth millennium BCE 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 intertesta-</p>	3	0	0	3

mental 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 is 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 New Testament text.

**THL 475 Ancient Egypt and the Biblical World** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with ancient Egyptian archaeology, history and culture from the Pre-dynastic Period through the Late Period. Emphasis is upon on the interconnection of Egypt with the land of Canaan, the Exodus, the Conquest, and the Settlement. Upon completion, students should be able to explain the interrelationship between ancient Egypt and its civilization and culture to the land of Canaan.

**THL 476 Archaeology of Jerusalem** 3 0 0 3

Prerequisites: None.

Corequisites: None.

This course deals with the development of Jerusalem from prehistoric through the Byzantine Period in light of archaeological discoveries and extant historical details. Emphasis upon key stages of the city's past as Canaanite Jebus, City of David and Zion, Nehemiah's Jerusalem, Herodian Jerusalem, Roman Colonia Aelia Capitolina, and Byzantine Jerusalem. Special emphasis placed on the Temple Mount, Cenacle, and Golgotha. Upon completion, students should be able to identify features and key structures.

**THL 478 Lands of the Bible** 0 9-18 0 3-6

Prerequisites: A course in biblical archaeology or consent of instructor.

Corequisites: None.

This course is a study tour which combines travel with lectures and readings on the archaeology, culture and geography of the Bible Lands to

provide students with a rich, on-site learning experience. Upon completion, students should be able to identify and demonstrate knowledge of important aspects of the archaeology, culture and geography of the Bible Lands. This course may be repeated for a maximum of 6 hours. This is a Pass/Fail course.

**THL 479 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 is 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 the archaeological methods and analysis used on the site. This course may be repeated for a maximum of 6 hours. This is a Pass/Fail course.

**THL 490<sup>abc</sup> 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. This is a Pass/Fail course.

**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. Progress meetings are held regularly and the student must submit a formal final report. Upon completion, the student should be able to demonstrate mastery in the content of the project orally and in writing.

---

## ■ BOARD AND ADMINISTRATION

### BOARD OF REGENTS

#### *Members of the Board*

##### *Class of 2013*

**Richard F. Ames**, Mint Hill, North Carolina  
**Douglas S. Winnail**, Ph.D., Matthews, North Carolina  
**Stuart Wachowicz**, Edmonton, Albert, Canada

##### *Class of 2014*

**Rodney G. King**, Boughton, United Kingdom  
**Dexter B. Wakefield**, Charlotte, North Carolina  
**Bruce Tyler**, Clarendon, Australia

##### *Class of 2015*

**Martin L. Fannin**, Knoxville, Tennessee  
**Jonathan W. McNair**, Schodack Landing, New York  
**James P. Meredith**, Matthews, North Carolina

##### *Ex-Officio*

**Roderick C. Meredith**, Th.D., Charlotte, North Carolina

#### *Officers of the Board*

**Roderick C. Meredith**, Th.D., Chair  
**Douglas S. Winnail**, Ph.D., Vice Chair  
**Michael P. Germano**, Ed.D., J.D., Secretary and President of the University  
**F. Thomas Turner II**, Assistant Secretary

#### *Executive Committee of the Board*

**Roderick C. Meredith**, Th.D., Chair  
**Douglas S. Winnail**, Ph.D., Vice Chair  
**Richard F. Ames**  
**Dexter B. Wakefield**

Living 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. 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. Members of the Board of Regents of Living University serve three-year terms, commencing on July 1 or at other times as needed, upon ratification of their appointment by the Board of Directors of the Living Church of God (International) Inc. whose current membership is Roderick C. Meredith, Richard F. Ames, Dexter Wakefield and Douglas S. Winnail.

# ■ BOARD AND ADMINISTRATION

## UNIVERSITY ADMINISTRATION

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

**Scott D. Winnail**, Ph.D., *Vice President of Academic and Student Affairs*

**F. Thomas Turner, II**, *Director of Legal Affairs and Risk Management*

**Suzanne Pyle**, *Director of Human Resources*

**D. Jerry Ruddlesden**, *Controller*

**Kenneth L. Frank, Jr.**, *Registrar and Director of Admissions*

**Michelle R. Bottella**, *Assistant Registrar*

---

# ■ FACULTY AND STAFF

## FACULTY

### FULL-TIME

**Michael P. Germano** ..... *President of the University*

Subject Matter Areas: Anthropology/Archaeology, Law, Professional Education, Theology

B.S. (1959), University of Illinois, Urbana-Champaign

B.A. (1961), Ambassador University;

M.S. (1966), University of Southern California

M.A. (2000), Texas A&M University—College Station

Ed.D. (1968), University of Southern California

J.D. (1980), University of La Verne

**Scott D. Winnail** ..... *Vice President of Academic and Student Affairs*

Subject Matter Areas: Health, Theology

B.S. Ed. (1992), University of Georgia

M.S.P.H. (1994), University of South Carolina

Ph.D. (1998), University of Alabama-Birmingham

**Kenneth L. Frank, Jr.** ..... *Registrar and Director of Admissions*

Subject Matter Area: Theology

B.A. (1973), Ambassador University

### PART-TIME

**Richard F. Ames** ..... *Professor of Theology*

Subject Matter Areas: Speech Communication, Theology

B.C.E. (1959), Rensselaer Polytechnic Institute

B.A. (1965), Ambassador University

M.A. (1977), Stephen F. Austin State University

**W. Wyatt Ciesielka** ..... *Adjunct Assistant Professor in Theology*

Subject Matter Area: Theology

B.A. (1994), Ambassador University

M.A. (2011), Liberty University

**Janth B. English** ..... *Adjunct Assistant Professor of  
Computer Information Systems*

Subject Matter Area: Information Systems

B.S. (1972), Tennessee State University—Nashville

M.S. (1996), Clark Atlanta University

**Kristine M. Ginn** ..... *Lecturer in Education*

Subject Matter Area: Professional Education

B.S. Ed. (2000), M. Ed. (2004), Valdosta State University

**Roderick C. Meredith** ..... *Professor of Theology*

Subject Matter Area: Theology

B.A. (1952), Ambassador University

M.A. (1958), Ambassador University

Th.D. (1966), Ambassador University

## ■ FACULTY AND STAFF

---

**David F. Maas** ..... *Adjunct Professor of English*

Subject Matter Area: English

B.A. (1993), Ambassador University.

B.A. (1966), Minnesota State University–Mankato

M.A. (1967), Minnesota State University–Mankato

Ed.S. (1972), Minnesota State University–Mankato

Ed.D. (1977), Texas A&M University–Commerce

**Charles W. Moore** ..... *Associate Professor of Geography*

Subject Matter Area: Geography

B.A. (1965), University of Washington

M.U.P. (1967), University of Washington

Ph.C. (1969), University of Washington

Ph.D. (1971), University of Washington

**Sheldon Monson** ..... *Adjunct Assistant Professor in Physical Education*

Subject Matter Area: Health, Physical Education and Recreation

B.A. (1985), Ambassador University

M.A. (1997), California State University, Los Angeles

**Annette K. Triplett** ..... *Adjunct Assistant Professor in Nutrition*

Subject Matter Area: Nutrition

B.Sc. (2006), Queen's University

M.S. (2007), University of Minnesota

**Desirée E. Voerell** ..... *Assistant Professor in English*

Subject Matter Area: English

B.A. (2004), Clemson University

M.A. (2006), Chapman University

M.F.A. (2007), Chapman University

**Douglas S. Winnail** ..... *Professor of Theology*

Subject Matter Areas: Health, Theology

B.A. (1964), Washington and Jefferson College

B.A. (1970), Ambassador University

M.P.H. (1980), Loma Linda University

M.S. (1967), University of Mississippi

Ph.D. (1968), University of Mississippi

---

## ■ FACULTY AND STAFF

### STAFF

- William R. Bowmer** ..... *Instructional Associate*  
B.A. (1987), University of California, Los Angeles
- Bonnie Bonjour** ..... *Staff Account*  
B.S. (2001), University of Phoenix
- Michelle R. Broussard** ..... *Assistant Registrar*  
A.Th. (2011), Living University
- Lehman Lyons** ..... *Purchasing Manager*  
A.S. (1979), University of South Carolina
- Joshua Lyons** ..... *Senior Accountant*  
B.S. (2009), College of Charleston  
M.Acc. (2010), College of Charleston  
B.S. (2009), M. (2010), University of Charleston
- Genie Ogwyn** ..... *Administrative Assistant*  
B.A. (1971), Ambassador University
- Joshua Penman** ..... *Systems Analyst*
- 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  
M.B.A. (2009), DeVry University
- Skip Stephenson** ..... *TV/CAV Production Assistant*
- F. Thomas Turner, II** ..... *Director of Legal Affairs and Risk Management*  
B.S. (1992), Ambassador University

---

## ■ FACULTY AND STAFF

# ■ ACADEMIC CALENDAR

## FIRST SEMESTER 2013

First Semester academic advisement and early registration.....	Jul. 1–Aug. 9, Mon.–Fri.
Semester tuition and fee payment period.....	Jul. 1–Aug. 13, Mon.–Tues.
Registration and orientation.....	Aug. 12–13, Mon.–Tues.
Instruction begins .....	Aug. 14, Wed.
Late Registration (Drop/Add).....	Aug. 14–16, Wed.–Fri.
Last day to drop with a 90% tuition refund (Census Date) .....	Aug. 23, Fri.
Labor Day (all-campus holiday).....	Sept. 2, Mon.
Church Holyday (all-campus holiday).....	Sept. 5, Thurs.
Last day to drop with a 75% tuition refund .....	Sept. 9, Mon.
Constitution and Citizenship Day.....	Sept. 17, Tues.
Autumn Festival Recess (all-campus holidays).....	Sept. 14–30 Sat.–Mon.
Instruction resumes .....	Oct. 1, Tues., 7 a.m.
Midterm.....	Oct. 10, Thurs.
Last day to drop with a 50% tuition refund (refunds are not made after this point).....	Oct. 10, Thurs.
Last day to apply for graduation in December.....	Oct. 28, Mon.
Second Semester academic advisement and early registration for new and continuing students.....	Nov. 11–Jan. 12, Mon.–Sun.
Second Semester tuition and fee payment period.....	Nov. 11–Jan. 14, Mon.–Tues.
Last day to drop a course without grade penalty if work is not of a passing grade .....	Nov. 20, Wed.
Thanksgiving Recess (all-campus holidays) .....	Nov. 27 (at noon)–Dec. 1, Wed.–Sun.
Thanksgiving Day (national holiday).....	Nov. 28, Thurs.
Instruction resumes .....	Dec. 2, Mon., 7 a.m.
Last day of classes .....	Dec. 17, Tues.
Final examinations.....	Dec. 18–20, Wed.–Fri.
Instruction ends .....	Dec. 20, Fri.
Winter Break.....	Dec. 21–Jan. 12, Sat.–Sun.
National holiday .....	Dec. 25, Wed.
Final grades due.....	Dec. 26, Thurs.

## SECOND SEMESTER 2013

Registration and orientation.....	Jan. 13–14, Mon.–Tues.
Late registration (Drop/Add) .....	Jan. 15–17, Wed.–Fri.
Instruction begins .....	Jan. 15, Wed.
Martin Luther King, Jr. Day (all-campus holiday).....	Jan. 20, Mon.
Last day to drop with a 90% tuition refund (Census Date) .....	Jan. 29, Wed.
Last day to drop with a 75% tuition refund .....	Feb. 10, Mon.
President's Day (all-campus holiday) .....	Feb. 17, Mon.
Midterm, last day to drop with a 50% tuition refund (refunds are not made after this point).....	Mar. 5, Wed.
Summer Session academic advisement and early registration for new and continuing students.....	Mar. 12–May 26, Wed.–Mon.
Summer Session tuition and fee payment period.....	Mar. 12–May 27, Wed.–Tues.
Last day to apply for graduation in May.....	Mar. 17, Mon.
Spring recess.....	Apr. 12–23, Sat.–Wed.
Church Holyday (all-campus holiday).....	Apr. 15, Tues.
Church Holyday (all-campus holiday).....	Apr. 21, Mon.
Instruction resumes .....	Apr. 24, Thurs., 7 a.m.

## ■ ACADEMIC CALENDAR

---

Last day to drop a course without grade penalty if work is not of a passing grade .....	Apr. 11, Fri.
Last day of classes .....	May 6, Tues.
Final examinations .....	May 7–9, Wed.-Fri.
Instruction ends .....	May 9, Fri.
Commencement Exercises .....	May 12, Mon., 11:00 a.m.

### SUMMER SESSION 2014

Memorial Day (all campus holiday) .....	May 26, Mon.
Registration and Orientation .....	May 27, Tues.
Instruction begins .....	May 28, Wed.
Late Registration (Drop/Add) .....	May 29–30, Thurs.–Fri.
Last day to drop for a 90% tuition refund (Census Date) .....	Jun. 2, Mon.
Last day to drop for a 75% tuition refund .....	Jun. 12, Thurs.
Midterm, last day to drop with a 50% tuition refund (refunds are not made after this point) .....	Jun. 20, Fri.
Last day to apply for graduation in August .....	Jun. 26, Thurs.
Fall semester academic advisement and early registration for new and continuing students .....	Jul. 1–Aug. 8, Tues.–Fri.
Fall semester tuition and fee payment period .....	Jul. 1–Aug. 12, Tues.–Tues.
Independence Day (all-campus holiday) .....	Jul. 4, Fri.
Instruction resumes .....	Jul. 7, Mon., 7 a.m.
Last day to drop a course without grade penalty if work is not of a passing grade .....	Jul. 8, Tues.
Last day of classes .....	Jul. 18, Fri.
Final examinations .....	Jul. 21–22, Mon.–Tues.
Instruction ends .....	Jul. 22, Tues.
Final grades due .....	Jul. 25, Fri.

---

## INDEX

### A

academic advisement 8  
Academic Calendar 45  
Academic Complaints 124  
academic disqualification 38  
Academic Excellence Award 77  
Academic Forgiveness 117  
Academic Irregularities 109  
Academic Probation 116  
Academic Records 48,49,56  
academic support 9  
academic year 128  
ACCUPLACER 33  
ACT tests 32  
Adding and Dropping Courses 47  
admission requirements 43  
Advanced Placement 52  
Advisement 43  
adviser 43  
Afro-American Cultural Center 16  
Alumni Association Membership  
    Fee 66  
American Library Association 24  
appeal procedure, academic 124  
applicants, home-schooled 36  
Application Fee 66  
Application for Admission 34,35,37  
Application for Graduation 79  
Arabic 16  
Armed Forces Training 52  
Associate of Theology 18,89  
Association of College and Research  
    Libraries 22  
Attendance 107  
Attendance in an Online Course 108  
Attendance in an OnSite Courses  
    107  
Auditing Courses 45  
auxiliary enterprises 10

### B

Bachelor of Theology 18,86  
Bank of America 15  
Biblical Foundations Core Require-  
    ments 83  
Billy Graham Library 16  
Board of Regents 11,143

### C

Campus and Facilities 24  
Canceled and Delayed Classes 107  
Carolina Panthers 16  
Census Date 106  
Certificate in Biblical Archaeology  
    18,101  
Certificate in Biblical Christianity 95  
Certificate in Biblical Studies 96  
Certificate in Christian Family Studies  
    97  
Certificate in Christian Leadership  
    19,98  
Certificate in Church History 20,103  
Certificate in New Testament Studies  
    19,95,100  
Certificate in Old Testament Studies  
    19,20,99  
Change of Address 49  
Change of Major 49  
Change of Name 49  
character 10  
Charlotte Hornets 16  
Charlotte Knights 16  
Charlotte-Mecklenburg 16  
Charlotte Museum of History 16  
Charlotte Sting 16  
Charlotte Trolley Museum 16  
class attendance 107  
Classification of Students 105  
class surveys 113  
Class Surveys 113  
CLEP 52

College Board 33  
Commencement Exercises 86  
Commercial Solicitation 123  
Commitment 10  
Complaints and Grievances 123  
computer support 10  
Continuity of Enrollment 85  
Convocation 63  
Corequisites 127  
core values 10  
counseling 8  
course credit 128  
Course Repetition 46  
courses, numbering of 127  
Course Substitution 106  
Creativity 10  
Credit by Proficiency Examination  
54  
Culture 10

## D

Dean's and President's List 112  
Deferred Graduation 86  
Degree and Diploma Requirements  
79  
Degree Candidacy 85  
Degree Majors and Minors 84  
Degree Programs 86  
Diploma in Biblical Studies 18,92,93  
Diploma in Christian Family Studies  
93  
Diploma Program 18  
Diploma Programs 92  
Dismissal and Disciplinary Process  
122  
Distance Learning 20  
Dress and Grooming 123  
Drug-Free Campus 119  
Drug-Free Workplace 119

## E

Employee Tuition Reductions 76  
Employment, Off-Campus 77  
Enrollment Agreement 70  
Enrollment Cancellation and Refunds  
72  
equal educational and related opportunities 8  
Excellence 10  
excellence in instruction 8  
Executive Committee of the Board  
143  
executive management 10  
Exit Examination 85  
external instruction 118

## F

Faculty 145  
financial aid 73  
Firearms and Weapons 119  
first-year students 31  
fiscal operations 10

## G

GED 30  
General Complaints and Grievances  
123  
general degree requirements 79  
General Education Core Requirements  
80  
General Education Objectives and  
Competencies 80  
Governance 10  
grade point average 110  
Grade Point Average 84  
grading system 110,115  
Graduation 111  
Graduation Fee 66  
Graduation Program 111  
Graduation Requirements 79  
Graduation with Honors 113

grants-in-aid 10

## H

Handicapped Status 125  
 Herbert W. Armstrong Achievement  
 Award 77  
 Hezekiah Alexander Homesite 16  
 Historic Latta Plantation 16  
 Historic Rosedale Plantation 16  
 history, university 13

## I

Identification Card Replacement 67  
 Identification Cards 105  
 inaccurate information 32  
 Inclement Weather 106  
 incomplete grades 110  
 independent study courses 129  
 information, giving inaccurate 32  
 Information Technology Fee 66  
 institutional advancement 10  
 institutional research 10  
 integrity 10  
 Interlibrary Loan 24  
 International Student Admission  
 33,41

## L

leadership 10  
 Learning and Study Opportunities 16  
 Levine Museum of the New South  
 16  
 Library of Congress Classification  
 System 23  
 library resources and services 21  
 Library Resources and Services 21  
 Licensure 12  
 Living Church of God 7,8,13,24,65  
 loans 77  
 Lowe's Motor Speedway 16

## M

Major Requirements 84  
 Minor Requirements 84  
 Mint Museum of Art 15,16  
 motto 10  
 Museum of the Alphabet 16

## N

NASCAR Hall of Fame 16  
 National Whitewater Center 16  
 NBA Basketball 16  
 non-matriculated students 17  
 non-profit corporation 10,143  
 No-Shows 72  
 Notification of Admissions Decision  
 38  
 Numbering of Courses 127

## O

Obligation for Payment 63,68,69  
 Officers of the Board 143  
 Online Privacy 59  
 Open Learning Program 16,29  
 Open Learning Program Admission  
 38  
 opportunities for learning and study  
 16  
 orientation 43

## P

Personal Information 55  
 personality 10  
 physical plant 65  
 physical plant operations 10  
 Populi 79  
 Prerequisites 127  
 primary programs 9  
 principal office 24,61  
 Privacy Policy 55  
 probation or suspension, appeal of  
 117

Proficiency Examination 54  
Proficiency Profile 85  
Program Exit Exam 85  
provisional admission 37  
public service activities 9

## R

Racial or Ethnic Harassment 125  
readmission 37  
Recapture True Values 10  
Recognition of Academic Excellence 112  
Regents Scholarships 74  
Registration 43  
research 9  
Residence Requirement 84  
Returned Check Collection Fee 67

## S

satisfactory academic progress 77  
SAT tests 32  
scholarships 10,73  
scholastic requirements 115  
Second Ward High School National Alumni Foundation 16  
selective admissions procedure 29  
Semester Tuition Charges 65  
service 10  
Sexual Harassment 125  
Smoking and Tobacco Products 119  
special student 40  
spiritual standards 8  
Staff 146  
Statement of Mission and Scope 9  
Stock Car Racing 16  
Strategic Long-Range Plan 12  
Student Activity Fee 67  
student development services 10  
Student Health Insurance 67  
student insurance 73  
Students' Rights 49  
Summer Session Tuition Charges 65

support programs 9  
suspension 117  
syllabus 20

## T

Tardiness 109  
tax exemption 10,143  
TOEFL 42  
Tomorrow's World Bible Study Course Tuition Waiver 66  
Transcript Fee 67  
Transcripts 31,48  
Transcripts and Records 48  
Transfer Credit Evaluation 51  
Transfer of Credit 50  
Transient Student Admission 41  
true values 8  
tuition 65  
Tuition Waiver 66

## U

undergraduate open seminar 128  
University Administration 144  
U.S. Department of Education 12  
U.S. Mint 15

## V

Verification of Identity 43,115  
Visigoth. 16

## W

Withdrawal from the University 48  
WNBA Basketball 16  
Work Study 76





**[www.livinguniv.com](http://www.livinguniv.com)**

Living University  
2301 Crown Center Drive, Suite A  
Charlotte, NC 28227-7705

Phone: 704 844-1966

Fax: 704 844-1967

[info@livinguniv.com](mailto:info@livinguniv.com)