“ALL THE WORLD IS OUR CAMPUS”
LIVING UNIVERSITY

2301 Crown Centre Drive
Charlotte, North Carolina  28227-7705
(704) 844-1966

10th Anniversary Edition

2016 – 2017
General Catalog

www.livinguniv.com | Facebook.com/LivingUniversity
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, 2016 - June 30, 2017, supersedes and replaces any prior editions or versions.

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FROM THE PRESIDENT

Welcome to Living University. This is our tenth anniversary year. For a decade Living University has provided a values-based Christian higher education wherein “The Word of God Is the Foundation of Knowledge” to students all around the world. As a growing coeducational community our collective quest is restoring true values in an ever-changing world and applying them in helping others lay a foundation for a better life.

By means of our online distance learning programs, the University provides our undergraduate degrees, diplomas and certificates to a diverse student body according to their motivation and educational goals. Our online programs enable us to serve students on a global scale. While the University has an on-campus undergraduate program in Charlotte, its primary focus is providing educational services to its rapidly growing online global student body.


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, discussion forums, e-mail, fax and telephone. However, students must be comfortable working independently to complete their distance learning courses.

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

—Michael P. Germano, Ed.D, J.D.
FROM THE PRESIDENT

Above. 2016 Graduates celebrating the awarding of their credentials at the annual commencement exercises. Photo by Jeanine Smith.

Below. A view of the Living Church of God International Headquarters building which hosts Living University’s executive, administrative and faculty offices, the University Library and ancillary facilities.
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, as a faith-based theological institution, seeks to provide an educational setting that further character development by directing all aspects of student life toward a student's intellectual, physical, social, spiritual and emotional development. It serves its students through online and on-campus programs.

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 blended courses are available to on-campus students, our focus is upon the delivery of online courses.

EDUCATIONAL PHILOSOPHY

We believe that the mission of Living University, a church-related institution sponsored by the Living Church of God, is that of teaching with a focus on 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 provide a learning environment that stimulates and promotes intellectual curiosity, supplies the tools to transform information into knowledge and understanding, arouses the social and moral conscience of its students and cultivates in
ABOUT THE UNIVERSITY

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 mission of Living University as a Christian institution of higher learning is to provide programs of formal instruction and other learning opportunities, as well as meritorious programs of research and public service adequate to support its underlying charge of delivering 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 at the associate and baccalaureate level in general education as well as in the arts and sciences, selected business and professional disciplines, and theology 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 make 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 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 and the Living Church of
ABOUT THE UNIVERSITY

God international headquarters workforce by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research, and by preserving the textual tradition of the Living Church of God and its antecedent fellowships both in print and in electronic forms in an Archive and Special Collections Repository;

3. The University shall provide student services emphasizing the individual development of true values in character, personality and leadership within the moral, social, ethical, cultural and spiritual standards of our academic community, including, but not limited to, student activities, cultural events, student publications, athletics, student organizations, counseling and career guidance, student financial aid administration, student housing and food services, student health services, enrollment services and commencement exercises;

4. The University shall provide institutional governance and support through the Board of Regents, executive management, fiscal operations, institutional effectiveness and planning, 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 unlawful 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
Incorporated as a non-profit corporation pursuant to the laws of the State of North Carolina, Living University is tax exempt under §501(c)(3) of the U.S. Internal Revenue Code as an educational and religious institution. The University is affiliated with the Living Church of God (International) Inc., a North Carolina non-profit religious corporation, referred to as the Living Church of God throughout this catalog. For a list of the members of the Board of Directors of the Living Church of God see Board of Regents on Page 181.

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 181).

POLICY AND PROCEDURES
Board legislation consists of Bylaws and Statutes. Legislation concerning the organization, procedures and functions of the Board of Regents is classified as Bylaws. Legislation concerning the broad structure, policies and procedures of the internal operating organization of the University is classified as Statutes of the Board. These may be viewed on the University website by selecting the About tab and then Governance and Leadership sub-tab. There you can view Articles, Bylaws, Statutes, Regulations, Position Descriptions and the University Organization Chart.

Administrative rules and procedures governing the internal operations of the University are classified as Regulations or technically as Administrative Regulations. These are issued by the President of the University as part of the President’s rule-making authority in such documents as, but not limited to, the Living University General Catalog and various manuals and handbooks.

NON-DISCRIMINATION POLICY
Living University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. The University complies with all
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applicable laws, ordinances, rules, regulations, orders, licenses, permits, judgments, decisions, and other requirements of any governmental authority that has jurisdiction over it.

Living University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, financial assistance, admission, employment, educational programs or activities. The University 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. The University does not discriminate because of race, sex, color, creed, age, religion, or national origin in admitting students. The University does not discriminate on the basis of sex, handicapped status or race or ethnicity in the admission or access to, or treatment or employment in, its programs or activities.

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, 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). Moreover, the Internal Revenue Code requires an organization 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 (http://www.livinguniv.com/public-disclosure) 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.
ABOUT THE UNIVERSITY

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

CONTACT INFORMATION

Address and contact information for the University is as follows:
University Address: 2301 Crown Centre Drive; Charlotte, North Carolina 28227-7705.
Principal Office of the Corporation: 2301 Crown Centre Drive; Charlotte, North Carolina 28227-7705.
University Telephone: (704) 844-1966
University Fax: (704) 844-1967
General E-mail: info@livinguniv.com
University Website: http://www.livinguniv.com

Academic Divisions:
- Arts and Sciences [Scott D. Winnail] (704) 708-2292
- Business and Information Technology [Howard C. Woodard] (478) 290-5518
- Health, Education and Human Ecology [Scott D. Winnail] (704) 708-2292
- Theology [Peter G Nathan] (704) 708-2295

Other pertinent contact information:
- Accounting Department (704) 708-2235
- Admissions Office (704) 708-2294
- Compliance Officer [Kenneth L. Frank, Jr.] (704) 708-2296
- Dean of Faculty [Dr. Scott D. Winnail] (704) 708-2292
- Financial Controller [D. Jerry Ruddlesden] (704) 708-2231
- General Complaints and Grievances [Dr. Scott D. Winnail] (704) 708-2292
- Gifts to the University [Michael P. Germano] (704) 708-2291
- Human Resources [Suzanne Pyle] (704) 708-2256
- Institutional Advancement [Michael P. Germano] (704) 708-2291
- Legal Affairs and Risk Management (704) 844-1966 Option 6
- Licensure and Accreditation Liaison Officer [Dr. Scott D. Winnail] (704) 708-2292
- President’s Office (704) 708-2291
- Title IX Coordinator [Michelle R. Broussard] (704) 708-2294
- Racial or Ethnic Harassment Matters [Dr. Scott D. Winnail] (704) 708-2292
- Registrar [Kenneth L. Frank, Jr.] (704) 708-2296
- Section 504 Coordinator [Kenneth L. Frank, Jr.] (704) 708-2296
ABOUT THE UNIVERSITY

University Librarian [Douglas D. Lindly] (704) 708-2293
University Library (704) 708-2192
Webmaster [Jason Talbott] (704) 708-2241

DAYS AND 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 and for all-campus holidays.

HOLIDAY SCHEDULE
The University closes for all-campus holidays as set forth in the Academic Calendar (see Pages 189-192 in this publication). It closes on the biblical weekly and annual Sabbaths and therefore is not open on Friday evenings, Saturdays, or on the seven biblical holy days (High or Annual Sabbaths). The institution is on extended recess during the fall festival (Tabernacles). See Academic Calendar on Pages 189-192 for specific dates. The University does not close for every national holiday but it does for New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day and Thanksgiving Day.

VISITING CAMPUS
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 Living Church of God Headquarters building. Telephone: (704) 844-1970.

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 e-mail through the Populi instructional delivery 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.
ABOUT THE UNIVERSITY

LICENSURE AND ACCREDITATION

The Bachelor of Theology and Associate of Theology 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 72).

Federal regulations issued by the U.S. Department of Education pursuant to 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 therefore 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 154 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 accreditation as institutional resources permit; however, the University makes no assurances or guarantees that it will be successful in achieving accreditation. Meanwhile, the University continues the process of establishing the infrastructure necessary for...
Located in the Crown Point area of southeast Charlotte, Living University is easily accessible to major points of interest, including the beaches and mountain sportslands of North Carolina. By automobile Charlotte is about four hours from the beach to the east and three hours from the Blue Ridge Mountains to the northwest. Map by simpson maps. Used with permission.
ABOUT THE UNIVERSITY

national and regional accreditation.
To view the current edition of the Strategic Long-Range Plan go to the University website at http://www.livinguniv.com and select About Us on the About menu. Then under Documents select Strategic Long-Range Plan.

INSTITUTIONAL MEMBERSHIPS

MEMBERSHIPS
American Library Association (ALA)
Association of College and Research Libraries (ACRL)
Association of Fundraising Professionals (AFP)
Carolina Consortium
Near East Archeological Society (NEAS)
North Carolina Library Association (NCLA)

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

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 percent 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 northwest.
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.

With a metro population of 2,380,314, Charlotte is the largest city within the nation’s fifth-largest urban region, offering convenient access to major national and international markets and is 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. With more than 13,000 new jobs created in 2014, Charlotte ranked No. 6 in fastest growing metros by Gross Domestic Product.

While Charlotte is known for its strong entrepreneurial spirit, it is home to
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 Patrick-SchneiderPhoto.com.
some of the largest corporations in North America. It is the second-largest banking center in the nation after New York City, with over $940 billion in financial assets and serves as headquarters for Bank of America.

Seven Fortune 500 companies are headquartered in Mecklenburg County [Bank of America (banking), Duke Energy (utilities), Lowe’s (retail), Nucor (metals), Family Dollar (retail), Sonic Automotive (automotive retailing) and SPX (electronics)]. This ranks Charlotte ninth 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. There are 960 foreign owned companies in the Charlotte area.

The U.S.A. National Whitewater Center (USNWC), 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 Center promotes an active, outdoor lifestyle for all levels of participants through its all-day pass programs, instruction, leadership school as well as festivals, races and other outdoor events.

Professional sports in Charlotte include NFL Football (the Carolina Panthers), NBA Basketball (the Charlotte Hornets), USL Professional) Soccer Team (the Charlotte Independence), minor league baseball (the Charlotte Knights), WNBA Basketball (the Charlotte Sting) and Stock Car Racing at Lowe’s Motor Speedway. The city is the home of the new zMAX Dragway and the NASCAR Hall of Fame.

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. Charlotte is home to 15 museums and 10 performing arts venues.


One of the city’s oldest cultural institutions is the Mint Museum known for an impressive art collection and a popular craft and design museum. The Randolph campus is housed in a historic building that used to be the United States Mint.

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

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 Central Piedmont Community College (CPCC), the state’s largest community college, and the Charlotte campus of The University of North Carolina (UNCC). Institutions of higher education located in the Charlotte area enrich the community by providing a diverse number of educational opportunities.

CAMPUS AND FACILITIES

University administrative offices, library and other on-campus resources, including a contemporary high definition television studio for videotaping of lectures, are located within facilities leased from or otherwise provided by the Living Church of God at its Charlotte, North Carolina, international headquarters complex at Crown Point in south Charlotte located at 2301 Crown Centre Drive; Charlotte, NC 28227-7705.

UNIVERSITY HISTORY

Living University, founded on February 27, 2007, serves the Living Church of God in response to its growing need for university-educated personnel and to further edify its world-wide membership and their families. While Living University degree, diploma and credential programs are open to the general public, its focus is on the higher educational needs of the Living Church of God which includes 351 congregations (159 in the USA and 192 internationally) in 49 countries throughout North and South America, the Caribbean and the West Indies, the British Isles, Continental Europe, Africa, Australia and the Pacific Isles, and Asia. The University also serves scattered church members in 27 countries.

Living Church of God membership around the world is 11,300 (6,300 in the USA and 5,000 internationally). The Church has international regional offices in Australia, Barbados, Canada, France, Guyana, Jamaica, Kenya, Malaysia, New Zealand, Philippines, South Africa, Trinidad and Tobago, and the United Kingdom. Average weekly church service attendance is about 12,000. The Church’s Tomorrow’s World television program airs on more than 220 stations in 206 countries. The potential number of people reached by the telecast is 1,240,736,944. Its Tomorrow’s World magazine circulation is over 500,000 in 176 countries.

On August 15, 2007, 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 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 July 1, 2014 the collection numbered over 6,500 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 was space available in the course (see Tuition on Page 91).

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).

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 eight years of operation, the University served students from Australia, Barbados, Bermuda, Brazil, Canada, El Salvador, Germany, Ghana, Indonesia, Kenya, 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.

In the fall 2015, beginning its ninth year, the University added undergraduate certificate programs in Business Studies, and began a new Early College program for high school students. Pending state approval, in the fall of 2017 the University plans to introduce an associate of arts degree program to better serve the young adult population of the Living Church of God.

Although many Living Church of God elders, deacons and deaconesses enroll in Living University courses, the majority of students are Church
ABOUT THE UNIVERSITY

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 and to apply it in their lives.

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 purpose of the Open Learning Program is 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 54). 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 semester credit 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. 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.

ENROLLMENT BY RESIDENTS OF DEVELOPING NATIONS

Students residing or working in Developing Nations receive a tuition discount of 50% per semester credit hour for online courses provided their country of residence is on the list of developing countries published by ISI (International Statistical Institute) that is in effect on the first day of classes on a semester-by-semester basis. See Global Development Tuition Reduction on Page 104.

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
Faculty members routinely use a contemporary high definition television studio, located in the Living Church of God international headquarters complex at Charlotte, for videotaping of lectures.

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. They purchase their own textbooks and other class materials and supplies, and pay any fees such as the Information Technology Fee (see Fees on Pages 91-92) and any special course fees. The tuition waiver (100% discount) applies only to the tuition charge.

EARLY COLLEGE 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 Early College. This Early College program is available to students enrolled in public and nonpublic schools (including home schools) which enables them to complete the Certificate in Biblical Christianity. This program challenges Christian youth to think critically about their faith.

The University requires the written permission of a parent or legal guardian for a student 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 58). High school students enrolled in the Certificate of Biblical Christianity Program receive a tuition reduction for program courses (see Early College Tuition Waiver on Page 104).

ACADEMIC PROGRAMS

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

• The Bachelor of Theology (B.Th.) degree program provides the theological base for leadership, teaching and ministry within a local church congregation, particularly related to volunteer, bi-vocational, or career service. This degree program is supported by degree minors in business, communications and international ministry.

• The Associate of Theology (A.Th.) degree program provides the theological base for leadership, teaching and ministry within a local church congregation, 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 provides students with an in-depth study of the Bible and related topics. This two-year online 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 church congregations 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
ABOUT THE UNIVERSITY

continuing education of the career ministry of the Living Church of God and an Early College certificate program designed for high school students as follows:

- The Certificate in Biblical Christianity is an Early College 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 Business Studies provides a general foundation in business to help men and women develop or enhance their business skills and knowledge.
- 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.
- The Certificate in Old Testament Studies provides a comprehensive overview of the Old Testament, designed 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.

Distance education was at one time synonymous with the print only correspondence course. Today distance education involves a variety of media based upon videography and the personal computer. The video camera is commonplace in interactive classrooms and essential in online courses. Shooting on location provides a means of illustrating teaching with a wealth of stimulus materials.

Moreover, distance education aided by the new technologies facilitates life-long learning. Due to rapid advances in technology, the knowledge explosion, the necessity of retraining due to career changes in adult life
Richard F. Ames is a member of the Living University Board of Regents and serves on the University's Executive Committee. As an evangelist and presenter for the Tomorrow's World telecast who also has a history of teaching theology and communications, Mr. Ames is currently a member of the theology faculty here at LU. While on-campus students have the added benefit of face-to-face classroom time with him, our distance-learning students can view his pre-recorded lectures anytime, day or night.
and the heightened complexity of everyday life, adult life-long learning is important now and will continue to be so in the future. Distance education provides the means by which the University extends itself well beyond geographical boundaries of greater Charlotte. It promises to have a dramatic impact in the higher education of the people of God worldwide.

By means of online e-learning courses using Populi web-based college management software, the University offers its undergraduate degrees, diplomas and certificates to a variety of individuals according to their motivation and educational goals.

Our online program, particularly the Open Learning Program (see Open Learning Program on Page 24 and Open Learning Program Admission on Page 54) offers an effective means for the University to serve students at a distance on a global basis, recognizing that working students prefer:

- To have quality instruction by educators with an infectious enthusiasm for their field;
- To complete their courses quickly;
- To acquire the content of their courses;
- To have access to their instructors in a timely fashion;
- To be treated as adult peers rather than as adolescents;
- To have their courses offered at the places and times most convenient to them;
- To participate in interactive teaching;
- To have faculty sensitive to the needs of adult learners; and
- To have educational objectives that are primarily job-related.

Students acquire information through viewing, listening, reading, thinking and writing. They demonstrate synthesis and application by completing a variety of assignments and projects. 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.

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 students.
ABOUT THE UNIVERSITY

STUDENT SUCCESS MEASURES

Student Course Satisfaction Survey

Each semester students are asked to evaluate the instruction they received in their courses in a non-personally identifiable manner to acquire data with respect to student satisfaction and identify areas needing improvement. Student satisfaction data for the two previous academic years are as set forth in the table below.

<table>
<thead>
<tr>
<th>Question (Students complete this survey at the end of the semester)</th>
<th>% Answering “Yes”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started this course or program?</td>
<td>94%  93%  88%  88%</td>
</tr>
<tr>
<td>2. Would you recommend these studies to a friend?</td>
<td>99%  98%  97%  100%</td>
</tr>
<tr>
<td>3. All things considered, were you satisfied with your studies with us?</td>
<td>100%  98%  99%  99%</td>
</tr>
</tbody>
</table>

Completion, Retention and Graduation Rates

The University seeks to encourage student success and mastery and to retain its students. It emphasizes course and degree program completion. The data are set forth on the charts below.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Total Annual Registrations</th>
<th>Number Withdrawing</th>
<th>% Annual Student Withdrawals</th>
<th>Number Completing</th>
<th>Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>204</td>
<td>14</td>
<td>6.9%</td>
<td>190</td>
<td>93.1%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>220</td>
<td>15</td>
<td>6.8%</td>
<td>205</td>
<td>93.2%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>221</td>
<td>11</td>
<td>5.0%</td>
<td>210</td>
<td>95.0%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>264</td>
<td>27</td>
<td>10.2%</td>
<td>237</td>
<td>89.8%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>266</td>
<td>22</td>
<td>8.3%</td>
<td>244</td>
<td>91.7%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>185</td>
<td>8</td>
<td>4.3%</td>
<td>177</td>
<td>95.7%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>150</td>
<td>12</td>
<td>8.0%</td>
<td>138</td>
<td>92.0%</td>
</tr>
<tr>
<td>2008-2009</td>
<td>137</td>
<td>2</td>
<td>1.5%</td>
<td>135</td>
<td>98.5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1647</strong></td>
<td><strong>111</strong></td>
<td><strong>6.7%</strong></td>
<td><strong>1536</strong></td>
<td><strong>93.3%</strong></td>
</tr>
</tbody>
</table>
For the last eight academic years the University has maintained a student course completion rate average of 93.3% with a course attrition rate of 6.7%. Course completion rates show how many students were able to complete a course and pass all required assignments and assessments.

### Degree Completion and Retention Rates for the Associate of Theology Degree

<table>
<thead>
<tr>
<th>Entrance Year</th>
<th>Number Entering</th>
<th>% Graduating within two years</th>
<th>% Graduating within four years</th>
<th>% Graduating within seven years</th>
<th>% Retention (Graduated or Still Enrolled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-08</td>
<td>1</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2008-09</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2009-10</td>
<td>2</td>
<td>50%</td>
<td>0%</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>2010-11</td>
<td>7</td>
<td>29%</td>
<td>57%</td>
<td>0%</td>
<td>86%</td>
</tr>
<tr>
<td>2011-12</td>
<td>2</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2012-13</td>
<td>2</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2013-14</td>
<td>8</td>
<td>25%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2014-15</td>
<td>5</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Degree completion rates for the Associate of Theology are set forth above by the year students entered the degree program. This is a two-year program on a full-time basis and a four-year program on a part-time basis.

### Degree Completion and Retention Rates for the Bachelor of Theology Degree

<table>
<thead>
<tr>
<th>Entrance Year</th>
<th>Number Entering</th>
<th>% Graduating within two years</th>
<th>% Graduating within four years</th>
<th>% Graduating within seven years</th>
<th>% Retention (Graduated or Still Enrolled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-08</td>
<td>3</td>
<td>0%</td>
<td>33%</td>
<td>33%</td>
<td>33%</td>
</tr>
<tr>
<td>2008-09</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2009-10</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2010-11</td>
<td>5</td>
<td>40%</td>
<td>60%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2011-12</td>
<td>2</td>
<td>0%</td>
<td>50%</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>2012-13</td>
<td>9</td>
<td>0%</td>
<td>44%</td>
<td>0%</td>
<td>67%</td>
</tr>
<tr>
<td>2013-14</td>
<td>5</td>
<td>40%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2014-15</td>
<td>6</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Degree completion rates for the Bachelor of Theology degree are set forth above by the year students entered the degree program. This is a four-year program on a full-time basis and a six-year program on a part-time basis.

**Academic Achievement**

**ETS PROFICIENCY PROFILE**

Students graduating from the A.Th. and B.Th. degree programs must complete the ETS Proficiency Profile test. The results are set forth below:

<table>
<thead>
<tr>
<th></th>
<th>Proficiency Level 1</th>
<th>Proficiency Level 2</th>
<th>Proficiency Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading and Critical Thinking</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>57.1% Proficient</td>
<td>57.1% Proficient</td>
<td>14.3% Proficient</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>42.9% Marginal</td>
<td>0.0% Marginal</td>
<td>28.6% Marginal</td>
</tr>
<tr>
<td></td>
<td>0.0% Not Proficient</td>
<td>42.9% Not Proficient</td>
<td>57.1% Not Proficient</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>57.1% Proficient</td>
<td>28.6% Proficient</td>
<td>14.3% Proficient</td>
</tr>
<tr>
<td></td>
<td>28.6% Marginal</td>
<td>28.6% Marginal</td>
<td>42.9% Marginal</td>
</tr>
<tr>
<td></td>
<td>14.3% Not Proficient</td>
<td>42.9% Not Proficient</td>
<td>42.9% Not Proficient</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>57.1% Proficient</td>
<td>42.9% Proficient</td>
<td>28.6% Proficient</td>
</tr>
<tr>
<td></td>
<td>14.3% Marginal</td>
<td>14.3% Marginal</td>
<td>14.3% Marginal</td>
</tr>
<tr>
<td></td>
<td>28.6% Not Proficient</td>
<td>42.9% Not proficient</td>
<td>57.1% Not proficient</td>
</tr>
</tbody>
</table>

The skills measured by the ETS Proficiency Profile test are grouped into three skill areas: reading and critical thinking, writing and mathematics. Within each of these three skill areas, the specific skills tested are grouped into three proficiency levels.

The specific competencies measured by the ETS Proficiency Profile test are grouped into proficiency levels in such a way that most students who are proficient at the higher-level skills will also be proficient at the lower-level skills in the same area. The data reported are the achievement results of our degree candidates for 2015-2016 academic year.

**THEOLOGY COMPETENCY ASSESSMENT**

Candidates for the A.Th. and B.Th. degree programs complete a comprehensive exit exam to demonstrate the degree to which they have mastered the theological content and skill sets of their degree programs. The exit exams cover the student learning objectives of the Biblical Foundations Core Requirement reflecting basic academic knowledge of the Bible’s content and doctrines, as well as the formal objectives of the student’s theology degree major.

The Biblical Foundations Core Requirements and associated student learning objectives are set forth in Biblical Foundations Core Require-
ABOUT THE UNIVERSITY

ments on Pages 112-113 in this catalog. See Page 120 for the requirement for the B.Th. degree program theology major and Page 123 for the A.Th. degree program theology major.

The composite data for the 2015/16 academic year are reported in the chart below. The University views a score of 80% as proficient. The exit exams are institution-developed tests which are not norm-referenced at this time.

![Theology Assessment Results](chart)

EMPLOYMENT OF GRADUATES

Through its B.Th. and A.Th. degree programs the University seeks to impart to its students the theological base for leadership, teaching and ministry within a local church congregation, particularly related to volunteer, bi-vocational, or career service.

The employment rate (often referred to the job placement rate) reports the number of students who find work immediately after graduation. Presently, the timeframe for recording and reporting these data at Living University is immediately upon graduation of a student.

At graduation at the baccalaureate degree level, the employment rate at Living University in a church-related occupation was 78 percent and the employment rate was 89 percent. None indicated they would be enrolling in a graduate school as of graduation. For the associate degree 100 percent of the graduates had employment in a church-related occupation or were continuing in their higher education.

Since 2007 we have graduated ten Bachelor of Theology (B.Th.) graduates, one of whom is retired. Of the remaining nine B.Th. graduates, seven have been hired as full-time employees by the Living Church of God and one is employed by a local not-for-profit organization.
About the University

### Employment Rates of B.Th. Degree Recipients

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number Graduating</th>
<th>Employed Upon Graduation</th>
<th>%</th>
<th>Employed in a Church-Related Occupation</th>
<th>%</th>
<th>Accepted to Graduate School*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>2</td>
<td>1</td>
<td>50%</td>
<td>1</td>
<td>100%</td>
<td>—</td>
</tr>
<tr>
<td>2014-2015</td>
<td>6</td>
<td>5</td>
<td>83%</td>
<td>5</td>
<td>83%</td>
<td>—</td>
</tr>
<tr>
<td>2013-2014</td>
<td>0</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>2012-2013</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>1</td>
<td>100%</td>
<td>—</td>
</tr>
<tr>
<td>2011-2012</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>1</td>
<td>100%</td>
<td>—</td>
</tr>
<tr>
<td>2010-2011</td>
<td>0</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>2009-2010</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>—</td>
</tr>
<tr>
<td>Totals</td>
<td>9</td>
<td>8</td>
<td>89%</td>
<td>7</td>
<td>78%</td>
<td>—</td>
</tr>
</tbody>
</table>

* As of the date of graduation none indicated they intended to pursue an advanced degree as of that time.

Of our six Associate of Theology (A.Th.) graduates, two have gone on to complete B. Th. degrees and are currently employed full-time by the Living Church of God. One is considering continuing on to the B.Th. program. Two were previously employed full-time (one by the Living Church of God and one by another employer). And, one became employed full-time by the University.

Of the eleven unique diploma and 38 unique certificate graduates, thirteen became employed full-time by the Living Church of God in conjunction with or shortly after the completion of their credential. In addition, 16 of our graduates were ordained to the rank of deacon, deaconess or elder during or shortly following the completion of their credential and serve in a non-employed manner in their local congregations.

### 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.

The mission of the University Library is to provide professional library and information sciences services to help meet the information needs of Living University students, faculty and staff and the Living Church of God international headquarters workforce by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and...
ABOUT THE UNIVERSITY

diversity to support teaching, learning and basic research, and by preserving the textual tradition of the Living Church of God and its antecedent fellowships both in print and in electronic forms in an Archive and Special Collections Repository.

To fulfill this mission the library endeavors:

• To provide the facilities, services, and support in an aesthetically pleasing learning environment enabling students, faculty and staff 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 workforce;

• To maintain a professional and/or paraprofessional staff sufficient to render point-of-use assistance, bibliographic instruction and personal reference services; and

• To provide its patrons with a contemporary theology reference collection 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 Living Church of God headquarters workforce;

• To serve as an international depository, through its Archive and Special Collections Repository, for historical documents pertaining to the nearly 2,000 year history of the Churches of God;

• To develop a special collection of the literature of the Living Church of God and its antecedent fellowships; and

• To provide professional library and information sciences services in 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. The current goal is to bring library holdings to about 25,000 volumes and about 5,000 archival documents in the Living University Archive and Special Collections Repository.

### Library Holdings

<table>
<thead>
<tr>
<th>Area</th>
<th>Library of Congress Classification</th>
<th>Number of Volumes*</th>
<th>Percent of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and General Works</td>
<td>A, B, M, N, P, Z</td>
<td>5,376</td>
<td>35.5</td>
</tr>
<tr>
<td></td>
<td>C, D, E, F, G, H, J, K, L</td>
<td>3,159</td>
<td>20.9</td>
</tr>
<tr>
<td>Sciences including Mathematics</td>
<td>Q</td>
<td>233</td>
<td>1.5</td>
</tr>
<tr>
<td>Medicine and Agriculture</td>
<td>R, S</td>
<td>211</td>
<td>1.4</td>
</tr>
<tr>
<td>Technology (Engineering)</td>
<td>T, U, V</td>
<td>156</td>
<td>1.0</td>
</tr>
<tr>
<td>Unclassified (In Processing)</td>
<td></td>
<td>6,000</td>
<td>39.6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15,135</td>
<td>100%</td>
</tr>
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*Collection data as of June 8, 2015.

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 and provides an online public access catalog (OPAC) for 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 checking out of library materials. The library is in process of upgrading its circulation system to improve patron service utilizing the Koha open-source Integrated Library System (ILS) coupled with a 3M Kiosk Selfcheck System in order to make our library resources more easily accessible, particularly to our distance students and the Living Church of God field ministry. This intuitive system is broadly used by libraries around the world and should also allow for easy expansion as the library collection grows in the years ahead. Overall, this change
ABOUT THE UNIVERSITY

Our 21st century information resources and our special collections provide students, faculty members, and researchers with the tools needed to pursue their interests, expand their knowledge and encourage intellectual development and life-long learning.

enables the library to improve circulation and reporting and facilitate URL search/retrieve of electronic books (PDF Files). Library collections are composed of materials for a variety of audiences. Living University faculty and students are primary recipients, while other 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 (see Page 184 for a list of committee members). 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
ABOUT THE UNIVERSITY

(ILL) comes into play. Should a book or journal article be identified at another library and brought to a 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.

This service is available for $5.00 per transaction for on-campus and other local students. Online students should use their local public libraries for interlibrary loans.
FOUNDER’S STATEMENT

The founder of Living University is Dr. Roderick C. Meredith. He serves as the Presiding Evangelist of the Living Church of God and is the main presenter on Tomorrow’s World television program. 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 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.
FOUNDER’S STATEMENT

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
If you would like 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 academic 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 for other reasons.

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 Dean of Faculty.

There are limitations on enrolling in courses offered in the Open Learning Program (see Open Learning Program on Page 24) and those taken by students admitted as special students (see Special Student Admission on Page 55). 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.
For further information regarding admission to the University, contact the Registrar. All necessary forms may be obtained from the LU website at www.livinguniv.com/forms. To contact the Registrar, call (704) 708-2294, e-mail requests to admissions@livinguniv.com, or write 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 46).

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 or a DEAC (Distance Education Accrediting Commission) 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. 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 recognized 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 68.

**POSTBACCALAUREATE STUDENTS**

Applicants for postbaccalaureate admission must meet the following requirements:
ADMISSIONS, REGISTRATION AND RECORDS

- Have completed a four-year college or university course of study and hold an acceptable bachelor’s degree from a regionally accredited or a DEAC (Distance Education Accrediting Commission) accredited college or university 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.

VERIFICATION OF IDENTITY

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.

Accordingly, the University requires that all students seeking admission to the University or registration in courses be the same student that participates in, completes, and receives credit for the courses. Students seeking admission or registration in courses must provide appropriate identification to establish their identity.

Acceptable documentation of identification would include a copy of a government issued photo ID such as: a state issued driver’s license supplying an applicant’s name, address and date of birth; or a copy of
the photo page from a government issued passport which contains the name and date of birth of the applicant.

A secure student user name and password are required for all coursework submitted online. The University provides individual students with basic online course login information (online course user name and password) only upon verification of that student’s identity (through the student’s provision of address, phone number, or birthday that matches University admissions records).

**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 and follow the directions) and pay the applicable application fee (for credential programs only).

2. All applicants to diploma or degree programs or as post-baccalaureate students must have official transcripts from any regionally accredited or DEAC (Distance Education Accrediting Commission) accredited colleges and universities previously attended mailed to the Admissions Office (see Transfer of Credit Into the University on Page 68). Transcripts are not required for the certificate program.

3. 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.

4. All applicants to a certificate, diploma, or degree program or as a 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 with 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 Early College program.

5. 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 DEAC (Distance Education Accrediting Commission) accredited, degree-granting institution or an international institution of equivalent standards.

6. 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 DEAC (Distance Education Accrediting Commission) accredited degree-granting institution, or an international institution of equivalent standards (see Placement Tests on Page 46).

7. Provide a recent **electronic** photograph of yourself for your student profile and security identification procedures. Your photo must be:
   - In color,
   - Taken within the last 6 months to reflect your current appearance,
   - Taken in front of a non-distracting background,
   - Taken in an unobstructed full-face view directly facing the camera with both eyes open (no hats accepted),
   - Taken in clothing that you normally wear on a daily basis,
   - If you normally wear prescription eyeglasses they should be worn for your photo (no sunglasses accepted), and
   - Submitted as a jpg file.

**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 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
ADMISSIONS, REGISTRATION AND RECORDS

an interview with applicants.

1. Submit a completed online Application for Admission form (go to www.livinguniv.com, select the “Become an LU Student - Apply Now” button on the main web page) 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. This form (Form 008) can be downloaded from www.livinguniv.com/forms and mailed to the University Admissions Office.

3. Have official transcripts from any regionally accredited or DEAC (Distance Education Accrediting Commission) accredited colleges and universities previously attended mailed to the Admissions Office (see Transfer of Credit Into the University on Page 68). Transcripts are not required for certificate programs.

4. Submit an autobiographical essay of 3-5 (not more than 10) double spaced, typed pages in length. Please include a signed Autobiographical Essay (Form 002) which can be downloaded from www.livinguniv.com/forms and mailed to the University Admissions Office.

5. Provide a recent electronic photograph of yourself for your student profile and security identification procedures. Your photo must be:
   • In color,
   • Taken within the last 6 months to reflect your current appearance,
   • Taken in front of a non-distracting background,
   • Taken in an unobstructed full-face view directly facing the camera with both eyes open (no hats accepted),
   • Taken in clothing that you normally wear on a daily basis,
   • If you normally wear prescription eyeglasses they should be worn for your photo (no sunglasses accepted), and
   • Submitted as a jpg file.

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 Form.
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/forms).

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. **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 our 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 our college code number which is 6528.

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 DEAC (Distance Education and Accrediting Commission) accredited degree-granting institution, or an international institution of equivalent standards (see Placement Tests on Page 46).
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 including the Writing Test (ACT Plus Writing).

4. They must 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 postsec-
ondary course work with the Admissions Office.

READMISSION

Students who withdraw or the University places on academic disqualification or it excludes for disciplinary reasons must apply for readmission through the Admissions Office. Students who fail to register, as set forth below, have broken their continuity of enrollment and must apply for readmission as well. The guideline is as follows:

• Regular (matriculated) students enrolled in a credential program (certificate, diploma or degree) who have not registered for courses for more than two contiguous semesters, not including summer sessions, must apply for readmission.

• Students enrolled in the Open Learning Program who have not registered for courses for more than four contiguous semesters (two academic years not including summer sessions) must apply for readmission.

Former students seeking readmission should complete and file a new Application for Admission. Former students may apply on-line (go to www.livinguniv.com/admissions and follow the directions). Students applying for readmission must also furnish any additional material required by the Admissions Office.

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

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

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

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 Learning Program are taught at a college and university reading and writing level. Enrollments are accepted on a non-credit or audit basis for those who are not interested in academic credit but who are studying for personal satisfaction.

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 SCH)
- THL 413 Epistles of Paul II (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 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)

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
Living University offers busy adults and traditional young adult learners a values-based higher education according to their motivation and educational goals. Our online and on-campus degree, diploma and certificate programs provide convenient low cost access to Christian higher education based on the Word of God as the foundation of knowledge.

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 Application for Admission on the 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 (non-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 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,
   • Provide ACCUPLACER exam scores. 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 MATH 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.

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 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* (Form 013) 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/forms).

**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 (for diploma and degree programs only).

Online international students who reside or work in developing nations are eligible for a 50% tuition waiver. See Global Development Tuition Reduction on Page 104.

Specifics on each requirement are listed below:

1. Complete an online *Application for Admission* including the International Applicant Information at Section f. Ethnicity/Residency. Go to www.livinguniv.com and select the Admissions tab, 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 for translation information.

3. The Test of English as a Foreign Language (TOEFL) is required of all international applicants except those from countries where Eng-
lish is the only official language, the applicant is a transfer from an accredited American Institution with English transfer credit, or the applicant is a graduate of an English-speaking school at the secondary level. See TOEFL. The minimum acceptable TOEFL score is 550 on the paper-based test or a 213 on the computer-based test. International applicants from countries where English is not the first language should contact the nearest American Consular Office for information about taking the Test of English as a Foreign Language (TOEFL). You can also contact the TOEFL website at www.toefl.org for information. TOEFL can be reached by telephone at 1-609-771-7100 in the U.S.A. Monday-Friday 8 a.m. - 9:00 p.m. (New York, U.S. Eastern time). The TOEFL is published and administered by the Educational Testing Service, P. O. Box 6151, Princeton, New Jersey 08541 U.S.A. These scores may be sent directly to Living University from the testing agency or included in your international admissions materials.

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 Early College. 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. There is no application fee for admission as an Early College student. Students may secure additional information about Early College on the University website at www.livinguniv.com/admissions.

IMMUNIZATIONS

Students are required to provide a certificate of immunization, in accordance to the North Carolina Department of Health and Human Services (G.S. 130A-155) unless exempt (see Religious Exemption below). G.S. 130A-155 applies to all college and university students except the following:

- Students registered only in online and/or off-campus courses.
- Students attending night or weekend classes only.
- Students taking a course load of four credit hours or less and
residing off campus.

If at any time the aforementioned student status changes to on-campus courses, on-campus residence, and/or enrollment in daytime courses, with a course load of more than four semester credit hours, a Certificate of Immunization, a record of immunization or a religious exemption statement (Form 027 Immunization Exemption Request) should be filed with the Registrar’s Office on or before the date the student first begins classes for a semester.

**Religious Exemption**

If the religious beliefs of an adult or the parent/guardian are contrary to the immunization requirements, the individual shall be exempt from the requirements. Upon submission of a written statement of the religious beliefs and opposition to the immunization requirements, the individual may attend the University without presenting a certificate of immunization. Complete Form 027 Immunization Exemption Request and file it with the Registrar’s Office.

**Immunization Requirements**

**DTP (Diphtheria, Tetanus, Pertussis), Td (Tetanus, Diphtheria)**

One Td booster dose within the last ten years.

**Measles**

One dose on or after twelve months of age; a second dose at least thirty days later; two Measles doses if entering a North Carolina institution for the first time after July 1, 1994; one dose on or after twelve months of age.

<table>
<thead>
<tr>
<th>Student Age</th>
<th>Vaccines</th>
<th>Dose Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students 17 years of age and younger</td>
<td>DTP or Td 3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Polio</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Measles</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mumps</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Rubella</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Hepatitis B*</td>
<td>3</td>
</tr>
</tbody>
</table>
## ADMISSIONS, REGISTRATION AND RECORDS

<table>
<thead>
<tr>
<th>Student Age</th>
<th>Vaccines</th>
<th>Dose Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students born in 1957 or later and 18 years of age or older</td>
<td>DTP or Td</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Polio</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>measles</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Mumps</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Rubella</td>
<td>1</td>
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<tr>
<td></td>
<td>Hepatitis B*</td>
<td>3</td>
</tr>
<tr>
<td>Students born before 1957</td>
<td>DTP or Td</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Polio</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>measles</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Mumps</td>
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<td></td>
<td>Hepatitis B*</td>
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<tr>
<td>Students 50 years of age and older</td>
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<td>3</td>
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<tr>
<td></td>
<td>Polio</td>
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</tr>
<tr>
<td></td>
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<td>Mumps</td>
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<tr>
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<td>Rubella</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Hepatitis B*</td>
<td>0</td>
</tr>
</tbody>
</table>

### FURTHER EXEMPTIONS

#### MEASLES

A student is not required to receive a measles vaccination if:

1. The student has documentation of measles diagnosed prior to January 1, 1994, by a physician licensed to practice medicine, or
2. The student has documented laboratory testing that shows a protective antibody titer against measles.

#### MUMPS

A student is not required to receive a mumps vaccination if he/she has documented laboratory testing that shows a protective antibody titer against mumps.

#### RUBELLA

A student is not required to receive a rubella vaccination if:

1. The student has documented laboratory testing that shows a protective antibody titer against rubella, or
2. The student entered college or university after his or her thirtieth birthday and before February 1, 1989.

HEPATITIS B

Hepatitis B vaccine is not required if born before July 1, 1994.

ORIENTATION AND ADVISEMENT

All students are highly encouraged to participate in the online orientation program (for access see http://www.livinguniv.com/online-orientation). 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. 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 (see Verification of Identity on Page 47).

FOR ON-CAMPUS STUDY

On-campus students normally register early 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:

2. Select the E-learning Login from the menu bar above the title Liv-
3. Type in User name and Password to login.
4. Click on My Profile tab.
5. Click on the 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 may be canceled at 12:00 a.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 User 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 to complete an Icebreaker Assignment by posting a short autobiography and comments on other students’ posts on the course Discussion Forum open to all registered in the course. Students not completing the Icebreaker Assignment forfeit their registration as no-shows (see No-Shows on Page 63).
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 Faculty. 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 Pages 98-99).

Reinstatement will be made only under the most unusual circumstances. Students must petition in writing 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.

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...
ADMISSIONS, REGISTRATION AND RECORDS

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 Dean of Faculty. Any action to add courses after registration which will cause a student to be enrolled in more than 19 hours requires approval of the Dean of Faculty.

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.
ADMISSIONS, REGISTRATION AND RECORDS

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 Dean of Faculty. 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 Enrollment Cancellation and Refunds on Pages 98-99. In any case, withdrawal requests may be conveyed in any manner to the course professor, the Registrar, or the Dean of Faculty. 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 189-192).

- 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”
**ADMISSIONS, REGISTRATION AND RECORDS**

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. There is a charge assessed for each official transcript of a student’s permanent academic record (see Fees on Pages 93). Current students may print an unofficial transcript through their access to the e-learning system (Populi) at no charge.

**CHANGE OF NAME OR ADDRESS**

Students must notify the Registrar’s Office if they have a name, e-mail, 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, date of birth, 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 on Populi), parents’ 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.
HOLDING OF RECORDS
Student records may be placed on a “Hold” status because of financial or other obligations to the University. The Hold authorizes the University to deny registration, prevent the release of transcripts, and to withhold other services normally provided to the student. A student’s records are held until the obligation is cleared to the satisfaction of the office or department placing the Hold.

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.

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. 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. Students may view their approved transfer credit in Populi on their Transcript screen as follows:

2. Select the E-learning Login from the menu bar above the title Liv-
3. Type in User name and Password to login.
4. Click on My Profile tab.
5. Click on Student tab (you should now see your transcript with approved transfer credit).

Normally, coursework may be considered for transfer if it has been completed at a regionally accredited or a DEAC (Distance Education and Accrediting Commission) 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 semester credit 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 the 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,
ADMISSIONS, REGISTRATION AND RECORDS

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 selected courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. The University does not award credit for the revised AP U.S. History Course due to its revisionist negative view of American history and culture. The University will only award credit for an AP U.S. History Course offered before the 2014-15 academic year.

Generally, 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 may receive university credit in some courses. 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 may entitle the student to receive 8 semester hours credit for BIOL 111 and 112 (General Biology).

ARMED FORCES TRAINING

The American Council on Education collaborates with the U.S. Department of Defense (DoD) to review military training and experiences and recommend appropriate college credit for members of the Armed Forces. American Council on Education’s credit recommendations appear in the Military Guide and on military transcripts. The University may grant transfer credit for military training received based on ACE recommendations. The Registrar’s Office 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
# CLEP and Living University Course Equivalents

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Raw Score Required</th>
<th>LU Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
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<tr>
<td>Accounting, Principles of</td>
<td>50</td>
<td>ACCT 251</td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>BUS 308</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>CIS 110</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Composition and Literature</strong></td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 261 and 262</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>English Composition (with or without Essay)</td>
<td>50</td>
<td>ENGL 111 and 112</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENGL 261 and 262</td>
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<tr>
<td>Freshman College Composition</td>
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<td>Humanities</td>
<td>50</td>
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<tr>
<td><strong>Foreign Languages</strong></td>
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<tr>
<td>French Language, Level 1 (2 semesters)</td>
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<tr>
<td>French Language, Level 2 (4 semesters)</td>
<td>62</td>
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<tr>
<td>German Language, Level 2 (4 semesters)</td>
<td>63</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Language, Level 1 (2 semesters)</td>
<td>50</td>
<td>Elective</td>
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<tr>
<td>Spanish Language, Level 2 (4 semesters)</td>
<td>66</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>History and Social Sciences</strong></td>
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<tr>
<td>American Government</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>Educational Psychology, Introduction to</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>History of the United States I:</td>
<td>50</td>
<td>Elective</td>
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<tr>
<td>History of the United States II:</td>
<td>50</td>
<td>Elective</td>
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<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>Elective</td>
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<tr>
<td>Macroeconomics, Principles of</td>
<td>50</td>
<td>ECON 252</td>
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<tr>
<td>Microeconomics, Principles of</td>
<td>50</td>
<td>ECON 251</td>
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<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>Elective</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>50</td>
<td>HIST 111</td>
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<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>50</td>
<td>HIST 112</td>
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<tr>
<td><strong>Science and Mathematics</strong></td>
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<tr>
<td>Biology</td>
<td>50</td>
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<tr>
<td>Calculus</td>
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<tr>
<td>Chemistry</td>
<td>50</td>
<td>Elective</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 172</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 162</td>
</tr>
<tr>
<td>Natural Sciences</td>
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<td>Elective</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>Elective</td>
</tr>
</tbody>
</table>
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.

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 to 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, counseling and guidance;
• To provide instruction, mentoring, counseling 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;
ADMISSIONS, REGISTRATION AND RECORDS

- 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 Students’ Rights in Regard to Official Academic Records on Page 67 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, without 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 endeavors 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 endeavors 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 endeavors 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 have 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 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).
STUDENT LIFE

The University provides student life services and activities for all of our students wherever they may be located in the world. We want our online students be just as included and involved in University life as the students who live on campus. Being involved, however, takes initiative and intentionality on a student’s part as well as on ours. While the primary thrust of the services and activities provided below deal with on-campus students they are resources for our online students as well.

OUR STUDENTS

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 and on-campus study and the majority are working adults who are members of the Living Church of God. Approximately 4% study full-time and 96% part-time. Our ethnically diverse student body usually is around one-third female and two-thirds male. About 25% of our student body are online international students. While the institution is open to the public, on-campus students are primarily young adults of traditional college age drawn from families associated with the Living Church of God.

The mountains of Northwestern North Carolina provide a variety of challenges for skiers throughout the area. WNC has some of the most attractive skiing in the country. Here LU students take to the slopes in the Great Smoky Mountains.
Each academic year begins with a formal new student orientation for on-campus students including a semi-formal “Freshman Reception” where incoming and existing on-campus students have the opportunity meet LU faculty, administrators, members of the Board of Regents, and leaders of the Living Church of God. This orientation introduces on-campus students to various aspects of campus life in Charlotte and helps new students in their transition into college life as well as the challenges and opportunities that lie ahead—intellectually, emotionally, academically, and socially.

All students, online and on-campus, are highly encouraged to participate in the online orientation program (for access see http://www.livinguniv.com/online-orientation). The intent of the online orientation is to acquaint our students with the University environment, philosophy, purposes, policies, procedures, courses, staff roles and other student issues.
CAMPUS LIFE

The campus of Living University lies in Crown Point in south Charlotte, within the facilities of the Living Church of God. This location not only provides numerous opportunities for on-campus students to participate in cultural, recreational, and other cocurricular activities but places them at the very heart of the Work of the Living Church of God. Here students meet and experience the Church’s headquarters leadership and work with the creators of the Tomorrow’s World television program and magazine.

Living in Charlotte permits our students access to malls, shops, sports and cultural attractions, and fine restaurants. Students find that it is an exciting and growing city with much to offer. Charlotte attractions and tours give our students a huge variety of things to do, from high-energy racing, exciting sports action and outdoor recreation to cosmopolitan art, culture and history as well as experiencing its exciting, diverse and creative restaurant and dining scene.

During the year students experience numerous opportunities to enrich their University learning experience and capitalize on the LU Core Values of Excellence and Culture. These activities are intended to be fun as well as educational, and are designed to further develop the whole person and expand one’s tastes and perspective.

Organized cocurricular activities have included visiting the arts (concerts, shows, museums), visiting regional historical sites (Revolutionary and Civil War memorials and battle fields, regional sites like Charleston, SC and historic Fort Sumter, the Biltmore Estate in Asheville, NC, regional wineries, and the like), outdoor recreational activities like hiking and pool parties, and other unique activities like a visit to an IMAX movie theater or going to see traveling biblical and historical exhibits, as well as service activities. LU activities are typically planned monthly and all of our on-campus students are expected to participate. On-campus students also gather together for group lunches or dinners. In order to further foster the Core Value of Creativity, students are often involved in planning these outings.

SPIRITUAL LIFE

The Charlotte congregation of the Living Church of God is large and vibrant. It offers diverse activities and service opportunities for our students to be involved. These include Bible studies for “singles,” Spokesman Club, monthly congregational Bible studies, picnics, group social gatherings, the annual Charlotte Winter Weekend, the Charlotte Singles Weekend and much more.

The Charlotte Winter Weekend brings over 600 brethren from around the nation and the globe together for a fun and exciting 4-day weekend at the
STUDENT LIFE

Tomorrow’s World presenter Wallace Smith with students at the annual faculty reception for new students.

end of December. The weekend includes Bible studies, church services, a dinner dance, sports day, and often additional seminars for singles, married couples, and teens.

The Charlotte Singles Weekend traditionally takes place over the Memorial Day weekend at the end of May. Historically, 70+ singles from across North America and beyond gather for a 4-day weekend. This weekend focuses on the spiritual, while providing many opportunities for developing deeper friendships with singles of like mind. Past Singles Weekends have included a day at the National White Water Center, a visit to a local winery, a “great race” type of scavenger hunt in “Uptown Charlotte,” a cookout, dinner dance, and much more.

The Charlotte congregation also sponsors a Community Outreach program in which students are encouraged to participate. This program involves Church brethren in serving the needy of the community and in the past has include events like: presenting musical talent to residents of a local nursing home, serving at a community soup kitchen, and working with Habitat for Humanity.

Students are invited and encouraged to participate in these congregational activities. They should, however, carefully select activities which best fulfill their needs and set their priorities accordingly.
THE 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 actions—honesty, love, respect, service to humankind, and moral decency. These values are strongly encouraged in 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 Pages 95-97):

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
STUDENT LIFE

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.

ASSEMBLIES

A weekly on-campus student assembly, held at 11:00-11:50 a.m. each Thursday when the University is in session, provides an opportunity for faculty and student interaction as well as personal and academic growth. Regular attendance at Assembly is essential for maintaining a Christian academic environment. Assembly 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.

STUDENT INVOLVEMENT

The Core Value of Service is integral to the LU experience. In this light, LU students are given the opportunity to participate in community service activities both within the Church community of the Living Church of God and in the greater Charlotte community. Past service activities have included visiting home-bound brethren in their homes or long-term care facilities, adopting a widow or widower in the local congregation, serving at leadership meetings sponsored by the Church, and participating
Students participate in a variety of recreational activities and events. The ASB seeks to provide a balanced set of social events and activities for students including field trips to North Carolina's historical and recreational sites.

in community outreach activities like Habitat for Humanity. Students are also encouraged to "look for" opportunities to serve others in all aspects of their lives.

**LEADERSHIP DEVELOPMENT**

Leadership is another of LU’s Core Values and is constantly emphasized to our students. All on-campus students are required to participate in a speech lab outside of regular classes, in order to improve their speaking and communication abilities. Men are required to participate in the congregational Spokesman Club. Women are encouraged to participate in service activities in the local congregation including greeting, hall setup, special music, and most participate regularly.

We encourage students to participate in planning committees for various University and congregational activities. All students are also required to take the THL 226 Christian Leadership class. Students are also highly encouraged to participate in the Church summer camps where they often serve in the leadership roles of counselor, assistant counselor, activity director and assistant activity director. Work study students are also groomed for leadership in many of the responsibilities and job-tasks that they are given.
STUDENT LIFE

ASSOCIATED STUDENT BODY

The Associated Student Body (ASB), 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 ASB is comprised of all matriculated, full-time undergraduate and postbaccalaureate on-campus students of the University. The ASB is yet another opportunity to develop leadership skills.

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 (including all full-time on-campus students enrolled in a second baccalaureate degree program) each semester for student welfare and activity funds including the operating expenses of the Associated Student Body. All matriculated students, online or on-campus, may join the Associated Student Body by paying the $75 fee.

STUDENT HOUSING SERVICES

To provide on-campus students safe and affordable situations, housing may take one of a couple of forms.

The University has cooperative student housing available for unmarried students in the Beckingham development in Mint Hill for both men and women. There they share accommodations with other students and through this experience build lasting friendships while keeping expenses to a minimum. The men’s residence has a game room with a Brunswick eight foot billiard table, a study/reading room, living room, kitchen and dining area, an enclosed porch and five bedrooms. The women’s residence has an exercise room equipped with two Sole E235 Elliptical trainers, a music room, a kitchen, formal dining room, and a living room, in addition to five bedrooms.

Other students may elect to share accommodations with local church member families in the Charlotte area. Some students live with their parents or family in the area. However, when staying with families in the Living Church of God, students are referred to the local Living Church of God congregational pastor for a character reference on the family. The University does not provide married student housing but will work with married students to find suitable housing. The Dean of Faculty works
Above: Redstone Hall is a five bedroom men’s residence which has a game room equipped with a Brunswick eight foot billiard table, a study/reading room, living room, kitchen, and an enclosed porch.

Below: Sheryl Manor is a woman’s residence with an exercise room equipped with two Sole E235 Elliptical trainers, a music room with a baby grand piano, a formal dining room, and a living room, in addition to five bedrooms.
Above: The kitchen area in the Redstone Hall men’s residence.

Below: The enclosed porch at Redstone Hall.
STUDENT LIFE

directly with future on-campus students to locate the ideal living situation for each student. On-campus students may contact the Office of the Dean of Faculty for assistance with finding suitable housing in the local community.

University operated student housing is normally owned and/or leased by the University. It is selected based on multiple criteria including: distance to campus, safety and quietness of neighborhood, home amenities, adequacy of bathroom facilities to number of students, and size of bedrooms and living areas (living room, kitchen, yard). Student safety is paramount when choosing student housing residences.

Approved student housing is located in areas deemed "relatively safe" by law enforcement. Housing options where students stay with local families are entirely up to the individual student. Other factors include cleanliness and order, safety and street lighting, privacy and level of noise in surrounding area, access to grocery and other shopping, ample size of room for one or two students along with one bed, a desk and dresser for each student, need for no more than three individuals to share one bathroom, parking for one vehicle for each student and Internet access.

University-operated student housing sites are overseen by the Dean of Faculty and managed on a daily basis by a resident assistant (RA). This student is chosen based on age, maturity, character, and reputation as built over his/her experience as an on-campus university student. This RA is typically NOT a first-year student and has experience living on his/ her own. This student reports directly to the Dean. The Dean also makes bimonthly site inspections in order to verify housing sites are clean and safe for student residence.

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 counseling 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 Dean of Faculty 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 Dean of Faculty, faculty advisers and other faculty members are available to advise students on university requirements and programs
STUDENT LIFE

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.

CAREER DEVELOPMENT

Career development is important to Living University. Although our academic programs focus on theology and do aim to train some students for future careers in ministry, LU is also expanding its curriculum to further develop student skills in speech and business. Overall, our main focus is to help students develop the character and basic skills that will make them successful in any field. Our heavy focus on speech, communication, leadership and character development provides all of our students with a strong underpinning of skills critical to become a leader in the workforce. Our emphasis on hard work, creativity, problem solving, honesty and integrity provides our students with a set of attributes that will serve them well in any career field, but that are also increasingly hard to find and in demand.

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, 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 Dean of Faculty.

UNIVERSITY BOOKSTORE

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

The online bookstore participates in the Amazon.com Associates Program to provide students with their textbooks, reference materials and other merchandise. When you purchase Amazon.com products through the University Bookstore you pay the same price for the item that you would directly on the Amazon.com website except Amazon.com pays a com-
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, 2016, 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 credit hours and on a semester credit hour basis for a registration of less than 15 hours or for each additional credit 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 credit hours.

For information about tuition reduction (discounts) and waivers for senior citizens and other categories, see Tuition Assistance on Pages 103-104.

The same rates apply to credit and audit hours as follows:

**SEMESTER TUITION CHARGES**

<table>
<thead>
<tr>
<th>Flat fee basis (15-18 semester hours)</th>
<th>$1,875</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each hour up to a total registration of 15 hours</td>
<td>$125</td>
</tr>
<tr>
<td>Each hour above a total registration of 18 hours</td>
<td>$125</td>
</tr>
</tbody>
</table>

**SUMMER SESSION TUITION CHARGES**

| Each hour up to a total registration of 8 hours | $125 |

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
EXPENSES AND FINANCIAL AID

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 or in the Early College Program for high school students.

Graduation Fee ................................................................. $75
Graduation fees are payable during the semester the student expects to graduate. Applicants for graduation can download an Application for Graduation [FORM 009] from the University website at http://www.livinguniv.com/Forms.

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 free of charge to on-campus students at registration. Students may purchase a replacement card. See Identification Cards on Page 137.

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 Housing Fee

Private room per month....................................................... $275
Double room per month...................................................... $250

The fee charged on-campus students for living in University provided housing assessed for rent, utilities and Internet services.
EXPENSES AND FINANCIAL AID

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.

<table>
<thead>
<tr>
<th>Program</th>
<th>SCH Required in Program</th>
<th>Projected Maximum Tuition Charges</th>
<th>Estimated Maximum Retail Textbook Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Theology</td>
<td>128</td>
<td>$16,000</td>
<td>$1,600</td>
</tr>
<tr>
<td>Associate of Theology</td>
<td>60</td>
<td>$7,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Diploma in Biblical Studies</td>
<td>36</td>
<td>$4,500</td>
<td>$650</td>
</tr>
<tr>
<td>Diploma in Christian Family Studies</td>
<td>36</td>
<td>$4,500</td>
<td>$650</td>
</tr>
<tr>
<td>Certificate in Biblical Christianity</td>
<td>18</td>
<td>$2,250</td>
<td>$175</td>
</tr>
<tr>
<td>Certificate in Biblical Studies</td>
<td>19</td>
<td>$1,850</td>
<td>$150</td>
</tr>
<tr>
<td>Certificate in Business Studies</td>
<td>18</td>
<td>$2,250</td>
<td>$300</td>
</tr>
<tr>
<td>Certificate in Christian Family Studies</td>
<td>18</td>
<td>$2,250</td>
<td>$300</td>
</tr>
<tr>
<td>Certificate in Christian Leadership</td>
<td>18</td>
<td>$2,250</td>
<td>$300</td>
</tr>
<tr>
<td>Certificate in New Testament Studies</td>
<td>18</td>
<td>$2,250</td>
<td>$300</td>
</tr>
<tr>
<td>Certificate in Old Testament Studies</td>
<td>18</td>
<td>$2,250</td>
<td>$300</td>
</tr>
</tbody>
</table>

Full-time students can reduce tuition costs by enrolling on the flat fee basis (see Semester Tuition Charges on Page 91). Students also may reduce tuition charges for THL 110ab and THL 135 (see Tomorrow’s World Bible Study Course Tuition Waiver at Page 104 for more information).
EXPENSES AND FINANCIAL AID

For theology courses students must have a Bible in addition to their textbooks. The theology faculty recommends a New King James Version 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).

ESTIMATED EXPENSES

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

Tuition............................................................. $3,750
On-Campus Housing............................ $2,250-2,475
Board.................................................... $1,200-1,500
Books and Supplies.................................... $300-450
Fees............................................................ $150-250
Entertainment and miscellaneous............... $300
Reserve.............................................................. $400
Total for two semesters......................... $8,350-9,125

Students employed in the Institutional Work-Study Program can expect to net about $4,500 if they complete 700 hours of student work. The typical student thus needs about $3,600 more, to be met from personal savings or family contributions. This budget does not include transportation costs.

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
EXPENSES AND FINANCIAL AID

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 percent refund of tuition shall be made only if the student officially withdraws (drops) the course(s) prior to the first day of classes of the semester or during the Late Registration (Add/Drop) Period as set forth in the current Academic Calendar.

2. A 90 percent refund of tuition shall be made if the student officially withdraws from (drops) the course(s) after the Late Registration (Add/Drop) Period but on or before the official Census Date (the 10 percent point of the semester) as set forth in the current Academic Calendar.

3. A 75 percent refund of tuition shall be made if the student officially withdraws (drops) from the course(s) after the official Census Date (10 percent point of the semester) through the end of the fourth week of classes (25 percent point of the semester) as set forth in the current Academic Calendar.

4. A 50 percent refund of tuition shall be made if the student officially withdraws from (drops) the course(s) after the end of the fourth week of classes (25 percent point of the semester) through the Mid-Term (50 percent point of the semester) as set forth in the current Academic Calendar.

5. Tuition refunds shall not be made for withdrawals after the Mid-Term (50 percent point of the semester) as set forth in the current Academic Calendar.

6. For courses beginning at times other than the first week of the semester, refunds shall be prorated.

7. A 100 percent refund of the Information Technology Fee, the Student Activity Fee and any Student Health Insurance fee, shall be
EXPENSES AND FINANCIAL AID

made if the student officially withdraws from (drops) enrollment at the University prior to the first day of classes of the semester or during the Late Registration (Add/Drop) Period as set forth in the current Academic Calendar. Such fee refunds shall not be made for withdrawals after the Late Registration Period.

8. Withdrawal requests may be conveyed in any manner to the course instructor, Registrar, or Dean of Faculty. This action is sufficient for ensuring any refund owed the student.

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

10. Tuition refunds shall be made within thirty (30) days of request and mailed to the student or credited to the student’s credit card.

11. The student agrees to indemnify and hold the University harmless from any liability as a result of his or her failure to successfully complete a course or courses, and from injuries sustained while in class or on the way to or from the site of the class or classes.

12. The University has the right to substitute any study or field work in connection with its courses when changing conditions in the field of study so warrant.

13. The student gives consent to the University to take and use photographs and video and to record and use audio of the student in its courses and in electronic and print media or publications that promote the University and/or its programs.

14. The student certifies that the information furnished in the student’s Application for Admission is complete and correct.

15. The parties agree that the University may verify any of the information submitted pursuant to the admissions and enrollment process.

16. The student agrees that Directory Information shall be defined as the student’s name, birth date, sex, ethnicity, nationality, local address, permanent address, e-mail address, telephone number, digitized photo (as it appears on student’s University ID or as uploaded to the student’s Populi account), parents’ names, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, date(s) of attendance, degrees and awards received, most recent educational institution attended by the student, dates of field experience, and other similar information. Moreover, in addition to Directory Information the University may, upon consent of student, provide personal information concerning the student to another entity affiliated with it if the University has no local presence where the person is located or if the entity’s activities are more closely matched to his or her needs.
EXPENSES AND FINANCIAL AID

and requirements; provide such personal information to third party agencies or ministries (e.g., a Living Church of God entity worldwide) with which the University has a joint venture or affiliation; provide such personal information to outside suppliers or contractors from whom it obtains services; and disclose such personal information to meet regulatory requirements or otherwise without consent, as required or permitted by law in fulfillment of its mission.

17. The student agrees to abide by and 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 the University, including the Code of Honor, 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, as a condition to his or her enrollment in courses, certificate, diploma and degree programs.

18. The University shall have the right to discontinue instruction and cancel this Agreement at any time for student violation of the policies, rules, regulations, and procedures of the University, or disruptive conduct during class, or if the student should refuse to take the instruction when scheduled.

19. 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.

20. 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.

21. The University is not bound by any oral agreement or representation other than those specified herein.

22. If any provision in this 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, regardless of the choice of law or conflict of law provisions of North Carolina or any other jurisdiction.
EXPENSES AND FINANCIAL AID

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
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 on file 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 percent refund of tuition shall be made if the student officially withdraws from (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 63).

2. A 90 percent refund of tuition shall be made if the student officially withdraws from (drops) the course(s) after the Add/Drop Period but on or before the official Census Date (the 10 percent point of the semester).

3. A 75 percent refund of tuition shall be made if the student officially withdraws from the course(s) after the Census Date (10 percent point of the semester) through the 25 percent point of the semester (the end of the fourth week of classes) as noted in the Academic Calendar.

4. A 50 percent refund of tuition shall be made if the student officially withdraws from the course(s) after the 25 percent point of the
EXPENSES AND FINANCIAL AID

semester (the end of the fourth week of classes) through the 50 percent point of the semester (Mid-Term).

5. Tuition refunds are not made for withdrawals after the 50 percent 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 Dean of Faculty. This action is sufficient for ensuring any refund owed you.

8. A 100 percent 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 from (drops) 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.

9. 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. However, cancelling course enrollment or withdrawing from a course requires full repayment of Regents Scholarship funds. The 90 percent, 75 percent, and 50 percent 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 $375 and a 50 percent Regents Scholarship, then the net charge to the student is $187.50. A withdrawal qualifying for the 90 percent refund would be $168.75, for a 75 percent refund $140.63, and for a 50 percent refund $93.75.

FINANCIAL AID

Even with relatively low tuition and other charges, the cost of a university education can be a financial burden. The basic responsibility for assuming the cost of a university education lies with the student and/or his or her family. 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 University does not at this time participate in federal and state student financial aid programs.
EXPENSES AND FINANCIAL AID

The award of institutional financial aid (grants, scholarships, and institutional work study employment) are made on the basis of a combination of scholastic or other achievement and demonstrated financial need.

APPLYING FOR FINANCIAL AID

To apply for financial aid, you must do the following:

1. Apply for admission to Living University. On your application, check the appropriate space to indicate your intent to apply for financial aid. To be considered for any form of financial aid, a student must first have applied and been accepted for enrollment.

2. For a Regents Scholarship, available for online or on-campus study, eligible individuals should complete a Tuition Assistance Request (Form 006). This form is downloadable on the University website under Forms on the main menu.

3. On-campus students requesting further financial aid, such as a need-based scholarship or a work study position, should complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible. The University uses this form even though it does not participate in federal (Title IV) programs. You may complete the FAFSA online or download a PDF version but will have to print a copy and send it directly to the University Registrar’s Office. Moreover, young adults may be asked to forward a signed and dated copy of their and their parents’ most recent tax returns. The analysis of a family’s financial circumstances (income, assets, expenses) as indicated on the FAFSA is the basis of consideration for most forms of financial aid for on-campus students.

FORMS OF FINANCIAL AID

SCHOLARSHIPS

Scholarships consist of money awarded to students on the basis of merit or special circumstances to help pay for education expenses. Scholarships do not have to be repaid.

Need Based Scholarships. Friends and donors to Living University have made available funds for need-based scholarships for on-campus students. Students must complete and send their completed Free Application for Federal Student Aid (FAFSA) to the University Registrar’s Office.

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. Students must complete and send a completed Tuition As-
EXPENSES AND FINANCIAL AID

sistance Request (Form 006) to the University Registrar’s Office.

Withdrawing from a course up to and including the 10 percent or 25 percent 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 Early College Tuition Waiver for a course may not receive a Regents Scholarship for that course.

Qualifying Categories

• Living Church of God elders, deacons and deaconesses, including their spouses and their dependent children under the age of 22, an award of 50 percent 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 (meaning their third tithe year) as of the close of late registration for the term in which registering, including their spouses and their dependent children under the age of 22, an award of 50 percent 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 of 22, an award of 50 percent 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-campus 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 on-campus students may work full-time for the Church in Charlotte during the summer or during University recess or vacation periods. Eligibility must be certified in advance of the granting of the scholarship.

• Part-time employees of the Living Church of God, eligible for employee benefits and their spouses, an award of 50 percent of tuition charges for courses taken for credit or audit. Part-time employees without benefits 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.
EXPENSES AND FINANCIAL AID

The campus environment offers various employment opportunities for on-campus students through the institutional work study program. Employment procedures originate with the hiring department.

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. To comply with U.S. tax laws, Living
EXPENSES AND FINANCIAL AID

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.

INSTITUTIONAL WORK STUDY

Through this financial aid program, the University and its principal sponsor the Living Church of God have a number of part-time institutional student work study jobs to help on-campus undergraduate students to pay for a portion of their room, board and tuition charges. Applicants for work study positions should complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible and send it to the Registrar’s Office.

While the University considers financial need in awarding work study jobs, some are open to on-campus students regardless of financial need 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.

An eligible applicant must be a full-time, matriculated, undergraduate on-campus 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.

Students not eligible for Institutional Work Study include those seeking a credential, diploma or degree online and those registered in the Open Learning Program.

LOANS

Living University does not participate in student loan programs.

TUITION ASSISTANCE

The University provides tuition assistance for its employees and others in the form of tuition reductions and waivers as set forth below. Qualified individuals should file a Tuition Assistance Request (FORM 006) with the Registrar’s Office.
EXPENSES AND FINANCIAL AID

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.

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

GLOBAL DEVELOPMENT TUITION REDUCTION
Students residing or working in Developing Nations will receive a tuition discount of 50 percent per semester credit hour for online courses provided their country of residence is on the list of developing countries published by ISI (International Statical Institute) that is in effect on the first day of classes semester by semester. There are no exceptions. Students receiving this tuition waiver are not eligible to also receive a Regents Scholarship award for the same courses.

EARLY COLLEGE TUITION REDUCTION
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 Early College Tuition Waiver are not eligible to also receive a Regents Scholarship award for the same courses.

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 percent tuition waiver. 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 percent tuition waiver.

Those completing the Tomorrow’s World Bible Study Course are sent a letter of completion entitling the recipient to receive the 100 percent tuition
EXPENSES AND FINANCIAL AID

waiver 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.

AWARDS AND SCHOLARSHIPS

*John H. Ogwyn Academic Achievement Award.* This cash award, made in memory of John H. Ogwyn, is presented to a candidate for a first baccalaureate degree, who has achieved the highest level of academic distinction at the University. Mr. Ogwyn was one of the leaders in the Living Church of God serving as an 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 by the University that may be conferred upon a candidate for a baccalaureate degree. The University awards the Herbert W. Armstrong Excellence Award to the outstanding baccalaureate degree candidate deemed exemplifying the pursuit of excellence. The conferral of this discretionary award is at Commencement Exercises in May. Herbert W. Armstrong was a man of quality, excellence, dedication and balance. He was equally at home with scholars, musicians, athletes, diplomats and royalty. His versatility gives meaning to this award—"in the pursuit of excellence."

*Dibar Apartian Scholarship Award.* This tuition scholarship award is made and given annually in memory of evangelist Dibar Apartian 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. 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. The University community remembers him for his warmth, his loving personality and his enthusiasm for building the French Work—and for serving all of God’s
EXPENSES AND FINANCIAL AID

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.

Academic Excellence Award. The Academic Excellence Award, awarded annually at Commencement Exercises in May, recognizes outstanding academic achievement. The University awards the Academic Excellence Award to those baccalaureate degree candidate who graduate with a 4.0 cumulative grade point average. This is a cash award.

OFF-CAMPUS EMPLOYMENT

Charlotte is North Carolina’s Crown City and the population center of the state. Part-time employment opportunities exist in the local area, particularly with businesses surrounding our campus location. A student can just as easily work at Walmart here in Charlotte as they could at home, but at the same time be attaining an invaluable Bible-based education. For those not employed in our on-campus work study program, right down the street are fast-food and other restaurants, grocery and retail stores and hotels. All continually offer part-time job openings for students. In Mint Hill there are numerous retail businesses with job opportunities for students as well—within walking distance of our student residences.

The University’s Student Affairs Office coordinates information concerning student employment opportunities and acts as a liaison with local employers. Our staff will help our students who want work to get the right placement, and we do have scholarships based upon need as well.
PROGRAMS OF STUDY

Living University is a theological institution, offering a variety of on-campus and online undergraduate programs of study at the baccalaureate, diploma and certificate levels organized in four divisions: Arts and Sciences; Business and Information Technology; Health, Education and Human Ecology; and Theology.

Students may select a program according to their interests, abilities, and achievement goals. 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. (students who have not registered for courses for more than two contiguous semesters, not including summer sessions, must apply for readmission to reactivate their matriculated status);
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 on the My Profile screen);
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 an Application for Graduation, which must be on file by the mid-term point for graduation that semester, and pay the required graduation fee; and
8. Complete the appropriate certificate, diploma or degree exit exam.

DEGREE, DIPLOMA AND CERTIFICATE REQUIREMENTS

The degree programs of study for the Bachelor of Theology and the Associate of Theology include four basic components (called general degree requirements in Populi): General Education Core Requirements,
Our faculty take a personal interest in each of our students as individuals. Since Living University students are generally older than traditional students, have a Church of God background, and already have some knowledge of the world, their needs and objectives are often more clearly defined. They have a frame of reference from their life experience that they draw on to make sense of what they’re learning. They will tend to be more pragmatic and they perceive value in learning that they can immediately put into practice as servant leaders.
Biblical Foundations Core Requirements, a major and supporting and/or elective courses.

Diploma programs must contain a minimum of 12 semester credit hours of general education core courses and coursework equivalent to a minor in a single discipline. For more details see Diploma Programs on Page 123.

A certificate program requires a minimum of 18 semester credit hours focusing on some aspect of a discipline or field of study as set forth in a certificate program. There are no General Education Core requirements in a certificate program. For more details see Certificate Programs on Page 128.

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.

The Bachelor of Theology degree program requires a minimum of 48 semester credit hours in general education core courses. The Associate of Theology degree program requires a minimum of 36 semester credit hours in general education courses. Diploma programs include 12 semester credit hours in general education core courses.

See Degree Programs and Diploma Programs for additional information about General Education Core Requirements for a specific degree or diploma.

GENERAL EDUCATION OBJECTIVES AND COMPETENCIES

The educational objectives and corresponding competencies for general education core purposes at Living University are as follows:

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;
PROGRAMS OF STUDY

- Identify and assess the quality of supporting data/evidence and provide 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.

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:
- Understand and use basic research techniques;
- Locate, evaluate and synthesize information from a variety of sources;
- 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;
- Locate appropriate information using an assortment of media, including books, magazines, journals, newspapers, and electronic sources;
- Write using standard English, clear, well-organized argumentative essays and research papers, that utilize primary and secondary sources;
- Properly cite sources using MLA style;
- Make clear, well-organized oral presentations; and
- Evaluate oral presentations according to established criteria.

Health and Wellness. Students shall demonstrate an 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:
• Describe the role of the computer within our technological society;
• Identify the basic hardware components of a computer and state the purpose of each;
• Explain the purpose of application and system software and identify examples of each;
• Explain the Internet and World Wide Web including concepts and components;
• Discuss computer communication concepts including wired and wireless networks;
• Identify privacy and security issues associated with computer usage and state ways to reduce risk;
• Discuss the pros and cons of societal and ethical issues involved in future technological developments; and
• Demonstrate proficiency in using productivity software including word processor, spreadsheet and database applications.

**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 an understanding and interpret basic concepts and theories of the humanities and arts;
• Demonstrate creative sensitivity and aesthetic understanding; and
• Demonstrate an 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 an 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.

BIBLICAL FOUNDATIONS CORE REQUIREMENTS
Degree programs require a minimum of 18 semester credit hours in biblical foundations core courses (THL 135, 136, 200, 211, 212 and 226). 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
PROGRAMS OF STUDY

Gospels and the significance of Jesus Christ in the first century and beyond;
• Show the message of Acts and each of the Pauline Epistles and their implications 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;
• Demonstrate the ability to apply the Bible and its doctrinal teachings to personal life situations, and articulate the biblical message to others; and
• Identify and demonstrate Christian leadership and values.

DEGREE MAJORS AND MINORS
The Bachelor of Theology degree program, offered in the Division of Theology, is a one hundred twenty-eight semester credit hour course of study (a four-year program on a full-time basis and a six-year program on a part-time basis). Its design is to equip students with a sound theological base for leadership, teaching, and ministry within a local church, particu-
PROGRAMS OF STUDY

larly related to volunteer, bi-vocational, or career service. The program requires successful completion of at least 128 semester credit 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. The Associate of Theology degree program requires successful completion of at least 60 semester credit hours which includes the general education core, the 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 baccalaureate 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 36 semester credit hours of upper-division coursework in Theology. The Associate of Theology degree requires a departmental major of at least 15 semester credit 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 credit hours of approved coursework. At least six semester credit hours in a minor must be upper division coursework. At this time the University offers a minor in business.

OTHER DEGREE REQUIREMENTS

Residence Requirement. For the Bachelor of Theology degree at least 32 semester credit 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 fewer semester credit 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 ENGL 111 and ENGL 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 graduation. File an 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. Students may obtain an Application for Graduation online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office.

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 an Application for Graduation at a later date.

Continuity of Enrollment. Students who break their continuity of enrollment are no longer matriculated at the University and are not eligible to apply for graduation. Students who have not registered for courses for more than two contiguous semesters (not including summer sessions) must apply for readmission to reactivate their matriculated status.

Program Exit Exam. All students graduating with an associate or baccalaureate degree must take a program exit examination (called the Theology Competency Assessment) 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.
PROGRAMS OF STUDY

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 progress to upper division standing at the University without further action.

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 seven 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.

REQUIREMENTS FOR ADDITIONAL BACHELOR’S DEGREE

A student who has received a bachelor’s degree from another institution may receive a second bachelor’s degree at Living University. To qualify for the additional bachelor’s degree, the student must:

1. Complete a major in a discipline other than that in which a previous degree was earned.

2. Complete a minimum of 30 semester credit hours as a regular (matriculated) student after the requirements for the last degree have been fulfilled.

3. Attain at least a 2.0 (C) grade point average for all residence coursework at the University taken while pursuing the additional degree.
4. Comply with all graduation requirements of the University including general education requirements, theology core requirements, approval by the faculty adviser, the department chair of the major, and the Dean of Faculty.

5. File an 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. Students may obtain an Application for Graduation online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office.

6. Have the approval and recommendation of the faculty, signified by the written recommendation of the chair of the department of the student’s major, for graduation and the conferring of the additional bachelor’s degree.

7. Attend commencement exercises at which the degree is conferred unless excused by the Registrar.

**DEGREE PROGRAMS**

The University offers two undergraduate degree programs.

**BACHELOR OF THEOLOGY**

The Bachelor of Theology degree program, offered in the Division of Theology, is a one hundred twenty-eight semester credit hour course of study (a four-year program on a full-time basis and a six-year program on a part-time basis). Its design is 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, this degree program seeks to develop servant-leaders who on successful completion of this program should be able to:

- Demonstrate mastery of the general education and biblical foundations core competencies;
- State, and in a structured way demonstrate an understanding of, major biblical doctrines and their underlying theology;
- Demonstrate an understanding of the history and theology of the Church and explain their importance, and the development of Christianity as a major religion;
- Demonstrate the veracity and reliability of the Bible and using analysis tools, demonstrate the purpose, significance and application of the
### SUGGESTED SCHEDULE

#### Bachelor of Theology

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>15 semester credit hours</td>
<td>15 semester credit hours</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>COMM 260 Public Speaking</td>
</tr>
<tr>
<td>ENGL 111 Written Expression</td>
<td>ENGL 112 Argument-Based Literary Res.</td>
</tr>
<tr>
<td>HPPO 114 Health and Wellness</td>
<td>Mathematics</td>
</tr>
<tr>
<td>THL 135 Life, Min. &amp; Teach. of Jesus</td>
<td>THL 136 Acts and the Writings of Paul</td>
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<tr>
<td>THL 200 Principles of Christian Living</td>
<td>THL 226 Christian Leadership</td>
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**SECOND YEAR**

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<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>15 semester credit hours</td>
<td>16 semester credit hours</td>
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<tr>
<td>ART 110 Art History and Appreciation or MUS 121 Music History and Appreciation</td>
<td>ANTH 230 Biological Anthropology</td>
</tr>
<tr>
<td>ENGL 216 World Literature I</td>
<td>ENGL 262 World Literature II</td>
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<tr>
<td>HIST 111 History of Western Civilization I</td>
<td>THL 212 Old Testament Survey II</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>THL 380 Introduction to Biblical Doctrine</td>
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<tr>
<td>THL 211 Old Testament Survey I</td>
<td>Elective</td>
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**THIRD YEAR**

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<thead>
<tr>
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<tbody>
<tr>
<td>18 semester credit hours</td>
<td>18 semester credit hours</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>THL 300 Intro. to Bib. Lang. &amp; Resources</td>
</tr>
<tr>
<td>THL 320 Introduction to Church History</td>
<td>THL 416 General Epistles and Revelation</td>
</tr>
<tr>
<td>THL 332 The Biblical Text</td>
<td>THL 467 Hist. Geog. of the Bible Lands</td>
</tr>
<tr>
<td>THL 412 Epistles of Paul I</td>
<td>Electives</td>
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<tr>
<td>Electives</td>
<td>6 Electives</td>
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**FOURTH YEAR**

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<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>15-17 semester credit hours</td>
<td>15-16 semester credit hours</td>
</tr>
<tr>
<td>THL 421 History of Christianity I</td>
<td>THL 422 History of Christianity II</td>
</tr>
<tr>
<td>THL 460 Understanding Cont. World Religions</td>
<td>THL 450 Introduction to Biblical Theology</td>
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<tr>
<td>Electives</td>
<td>Electives</td>
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<td>Electives</td>
<td>Electives</td>
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#### Programs of Study

- Hebrew Scriptures and the New Testament;
- Correlate relevant archaeological, historical and biblical material with important sites, roads, features and events within the eastern Mediterranean region;
- Demonstrate knowledge of the world’s major religions and how they differ from Christianity; and
- Demonstrate an understanding of eschatological events and Bible prophecy.

This degree program of study requires successful completion of a minimum of 128 semester credit 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 40 semester credit hours credit in general education core courses as follows:

**Communication**
- COMM 260 Public Speaking (3 SCH)
- ENGL 111 Written Expression (3 SCH)
- ENGL 112 Argument-Based Literary Research (3 SCH)

**Health and Physical Education**
- HPRO 114 Health and Wellness (3 SCH)
  (Approved transfer credit of four semester credit hours in physical education activity courses will meet this requirement.)

**Humanities and Fine Arts**
- Either ART 110 Art History and Appreciation (3 SCH)
  or MUS 121 Music History and Appreciation (3 SCH)
  and both
- ENGL 261 World Literature I (3 SCH) and
- 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)
- ANTH 230L Biological Anthropology Laboratory (1 SCH)
  and one of the following:
  - MATH 162 Finite Mathematics (3 SCH)
  - MATH 168 Statistical Analysis (3 SCH)
  - MATH 172 Precalculus Algebra (3 SCH)
  - MATH 174 Precalculus Trigonometry (3 SCH)
  (Approved transfer credit in a college laboratory science such as but not limited to general chemistry, physics, or geology, may substitute for the sequence ANTH 230 and 230L. Approved transfer credit in more advanced mathematics meets the mathematics requirement.

**Social and Behavioral Sciences**
- HIST 111 History of Western Civilization to 1648 (3 SCH)
  and two of the following:
- ANTH 220 Sociocultural Anthropology (3 SCH)
- ECON 251 Principles of Microeconomics (3 SCH)
PROGRAMS OF STUDY

ECON 252 Principles of Macroeconomics (3 SCH)
HIST 112 History of Western Civilization Since 1648 (3 SCH)
IRG 301 Introduction to International Relations and Global Studies (3 SCH)

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

BIBLICAL FOUNDATIONS CORE REQUIREMENT
Complete 18 semester credit 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)
- THL 226 Christian Leadership (3 SCH)

THEOLOGY MAJOR REQUIREMENT
Complete 36 semester credit hours in upper division theology courses as set forth below.
- THL 300 Introduction to Biblical Languages and Resources (3 SCH)
- THL 320 Introduction to Church History (3 SCH)
- THL 332 The Biblical Text (3 SCH)
- THL 380 Introduction to Biblical Doctrine (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)
- THL 450 Introduction to Biblical Theology (3 SCH)
- THL 460 Understanding Contemporary World Religions (3 SCH)

ELECTIVES
Complete electives to present a minimum of 128 semester credit hours credit.
ASSOCIATE OF THEOLOGY

The Associate of Theology degree program of study, offered in the Division of Theology, is a 60 semester credit hour course of study (a two-year program on a full-time basis and a four-year program on a part-time basis). Its design is 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 and biblical foundations core competencies applicable to this degree program;
- State, and in a structured way demonstrate an understanding of, major biblical doctrines;
- Demonstrate an understanding of the history and theology of the Church and explain their importance, and the development of Christianity as a major religion; and
- Demonstrate the veracity and reliability of the Bible and using analysis tools and demonstrate the purpose, significance and application of the Hebrew Scriptures and the New Testament.

This degree program requires successful completion of a minimum of 60 semester credit 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 credit hours in general education core courses as follows:

**Communication**
- COMM 260 Public Speaking (3 SCH)
- ENGL 111 Written Expression (3 SCH)
- ENGL 112 Argument-Based Literary Research (3 SCH)

**Health and Physical Education**
- HPRO 114 Health and Wellness (3 SCH)
  (Approved transfer credit of four semester credit hours in physical education activity courses will meet this requirement.)

**Humanities and Fine Arts**
- One of the following:
  - ART 110 Art History and Appreciation (3 SCH)
  - ENGL 261 World Literature I (3 SCH)
  - ENGL 262 World Literature II (3 SCH)
  - MUS 121 Music History and Appreciation (3 SCH)
# PROGRAMS OF STUDY

## SUGGESTED SCHEDULE

**Associate of Theology**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>15 semester credit hours</td>
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<tr>
<td>ENGL 111 Written Expression</td>
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<td>TRL 135 Life, Min. &amp; Teach. of Jesus</td>
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<tr>
<td>TRL 200 Principles of Christian Living</td>
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<td>TRL 211 Old Testament Survey I</td>
<td>TRL 228 Christian Leadership</td>
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### SECOND YEAR

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<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>15 semester credit hours</td>
<td>15-16 semester credit hours</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>Natural and Mathematical Sciences 3-4</td>
</tr>
<tr>
<td>or HIST 111 Hist. of Western Civ. to 1648</td>
<td>TRL 380 Introduction to Biblical Doctrine</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>Upper Division Theology Electives 6</td>
</tr>
<tr>
<td>TRL 320 Introduction to Church History</td>
<td>Elective 3</td>
</tr>
<tr>
<td>TRL 332 The Biblical Text</td>
<td></td>
</tr>
</tbody>
</table>

(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) and ANTH 230L Biological Anthropology Laboratory (1 SCH)
- or one of the following:
  - MATH 162 Finite Mathematics (3 SCH)
  - MATH 168 Statistical Analysis (3 SCH)
  - MATH 172 Precalculus Algebra (3 SCH)
  - MATH 174 Precalculus Trigonometry (3 SCH)

(Approved transfer credit in a college laboratory science such as but not limited to 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

- One of the following:
  - ANTH 220 Sociocultural Anthropology (3 SCH)
  - ECON 251 Principles of Microeconomics (3 SCH)
  - ECON 252 Principles of Macroeconomics (3 SCH)
  - HIST 111 History of Western Civilization to 1648 (3 SCH)
  - HIST 112 History of Western Civilization Since 1648 (3 SCH)
  - IRG 301 Introduction to International Relations and Global Studies (3 SCH)

(Approved transfer credit in introductory behavioral studies, British history, geography, psychology, political science, sociology, or United States history or may substitute for ANTH 220. The transfer of an
PROGRAMS OF STUDY

approved two semester sequence in United States history or British history may substitute for HIST 111 and 112.)

BIBLICAL FOUNDATIONS CORE REQUIREMENT

Complete 18 semester credit 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)
- THL 226 Christian Leadership (3 SCH)

THEOLOGY MAJOR REQUIREMENT

A major in theology for the Associate of Theology degree consists of 33 semester credit hours including 18 semester credit hours in biblical foundations core courses (THL 135, 136, 200, 211, 212, and 226) and 15 semester credit hours in upper division courses in theology including THL 320, 332, 380 and theology electives as follows:
- THL 320 Introduction to Church History (3 SCH)
- THL 332 The Biblical Text (3 SCH)
- THL 380 Introduction to Biblical Doctrine (3 SCH)
- Upper Division Theology Electives (6 SCH)

ELECTIVES

Complete 6 semester credit hours in free electives to present a minimum of 60 semester credit hours credit.

DIPLOMA PROGRAMS

The University, in the Division of Theology, offers two undergraduate diploma programs. To qualify for a diploma, the student must:
1. Complete a minimum of 36 semester credit hours including a minimum of 12 semester credit hours of general education core courses and coursework equivalent to a minor in a single discipline as set forth in a diploma program as set forth below;
2. Complete a minimum of 25% of all semester credit hours of coursework in the approved diploma program at the University;
3. Attain at least a 2.0 (C) grade point average for all coursework for the courses within the prescribed curriculum (students may view their progress in Populi by accessing the Degree Audit tab);
4. Comply with all graduation requirements of the University including general education requirements, approval by the faculty adviser,
PROGRAMS OF STUDY

the program department chair, and the Dean of Faculty;

5. File an 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. Students may obtain an Application for Graduation online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office; and

6. Attend commencement exercises at which the diploma is conferred unless excused by the Registrar.

DIPLOMA IN BIBLICAL STUDIES

The Diploma in Biblical Studies program is a 36 semester credit hour course of study (a one-year program on a full-time basis and a two-year program on a part-time basis). Its design is to provide 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;
• 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 the Pauline Epistles and their implication and application;
• Identify and demonstrate a basic knowledge of practical Christian living;
• Demonstrate an understanding of the Old Testament and its implication and application;
• Demonstrate the qualities of a servant leader in a variety of settings;
• Know and demonstrate an understanding of biblical doctrines; and
• Demonstrate the veracity and reliability of the Bible and using analysis tools demonstrate the purpose, significance and application of the Hebrew Scriptures and the New Testament.
PROGRAMS OF STUDY

SUGGESTED SCHEDULE
Diploma in Biblical Studies

FIRST YEAR
First Semester  Second Semester
9 semester credit hours  9 semester credit hours
THL 135 Life, Min. & Teach. of Jesus ................ 3 THL 136 Acts and the Writings of Paul ............3
THL 200 Principles of Christian Living .............. 3 THL 226 Christian Leadership .......................3
THL 332 The Biblical Text .................................. 3 THL 380 Introduction to Biblical Doctrine ........3

SECOND YEAR
First Semester  Second Semester
9 semester credit hours  9 semester credit hours
ENGL 111 Written Expression .................. 3 COMM 260 Public Speaking ......................3
HPRO 114 Health and Wellness ...................... 3 ENGL 112 Argument-Based Literary Res. ........3
THL 211 Old Testament Survey I ............... 3 THL 212 Old Testament Survey II ............3

A diploma in biblical studies requires successful completion of a minimum of 36 semester credit hours as follows:

- COMM 260 Public Speaking (3 SCH)
- ENGL 111 Written Expression (3 SCH)
- ENGL 112 Argument-Based Literary Research (3 SCH)
- HPRO 114 Health and Wellness (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 Christian Leadership (3 SCH)
- THL 332 The Biblical Text (3 SCH)
- THL 380 Introduction to Biblical Doctrine (3 SCH)

The Diploma in Biblical Studies normally requires two years to complete on a part-time basis. Those who plan to complete the program 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 online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office. 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.

All students graduating in this program must take a program exit examination during the semester of graduation. This multiple choice exam consists of questions dealing with all of the competencies included in this program.
other than general education core competencies. Therefore, the exam has about five to seven questions from each THL course in this program. 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 is a 36 semester credit hour course of study (a one-year program on a full-time basis and a two-year program on a part-time basis). Its design is 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;
• 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;
• Identify the components of a healthy diet and evaluate his or her own diet;
• Organize and coordinate a youth program in a local congregation of the Church;
• 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;
• Articulate and explain the principles relevant to the life, work, and success of the Christian woman; and
• Discuss multiple issues applicable to counseling and demonstrate the basic techniques of biblical counseling.

A diploma in Christian Family Studies requires successful completion of a minimum of 36 semester credit hours including 12 in general education as follows:

COMM 260 Public Speaking (3 SCH)
EDUC 345 Early Childhood Education in the Church (3 SCH)
EDUC 346 Teaching in the Christian Home (3 SCH)
PROGRAMS OF STUDY

SUGGESTED SCHEDULE
Diploma in Christian Family Studies

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>9 semester hours</td>
<td>9 semester hours</td>
</tr>
<tr>
<td>ENGL 111 Written Expression</td>
<td>ENGL 112 Argument-Based Literary Research</td>
</tr>
<tr>
<td>THL 346 Teaching in the Christian Home*</td>
<td>COMM 260 Public Speaking</td>
</tr>
<tr>
<td>THL 350 Princ. of Counsel. and Confli. Res.</td>
<td>THL 344 Christian Women</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>9 semester hours</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>HPRO 114 Health and Wellness</td>
<td>HPRO 114 Health and Wellness</td>
</tr>
<tr>
<td>THL 200 Principles of Christian Living</td>
<td>EDUC 345 Early Childhd. Ed. in the Church**</td>
</tr>
<tr>
<td>THL 342 Christian Marriage and Family</td>
<td>PHED 327 Working with Christian Youth*</td>
</tr>
</tbody>
</table>

ENGL 111 Written Expression (3 SCH)
ENGL 112 Argument-Based Literary Research (3 SCH)
HPRO 114 Health and Wellness (3 SCH)
NUTR 207 Introductory Nutrition (3 SCH)
PHED 327 Working with Christian Youth (3 SCH)

The Diploma in Christian Family Studies normally requires two years to complete on a part-time basis. Those who plan to complete the diploma 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 online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office. 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.

All students graduating in this program must take a program exit examination during the semester of graduation. This multiple choice exam consists of questions dealing with all of the competencies included in this program other than general education core competencies. Therefore, the exam has five or six questions from EDUC 345, 346, NUTR 207, PHED 327 and each THL course in this program. A student must be on the graduation list in order to take this exam.
CERTIFICATE PROGRAMS

The University offers seven undergraduate certificate programs. To qualify for a certificate, the student must:

1. Complete a minimum of 18 semester credit hours in a certificate program as set forth below;
2. Complete a minimum of 25% of all semester credit hours of coursework in the approved certificate program at the University;
3. Request the Registrar to evaluate any transfer credit that would meet a specific certificate course requirement by submitting formal transcripts in a timely fashion (evaluation of college or university transcripts for certificate purposes are only evaluated upon formal request);
4. Attain at least a 2.0 (C) grade point average for all coursework for the courses within the prescribed curriculum (students may view their progress in Populi by accessing the Degree Audit tab);
5. Comply with all graduation requirements of the University including approval by the faculty adviser, the program department chair, and the Dean of Faculty;
6. File an 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. Students may obtain an Application for Graduation online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office; and
7. Attend commencement exercises at which the diploma is conferred unless excused by the Registrar.

IN THE DIVISION OF BUSINESS AND INFORMATION SYSTEMS

CERTIFICATE IN BUSINESS STUDIES

The Certificate in Business Studies program of study is an online two-year program designed to provide part-time students with a general foundation in business including helping them develop or enhance their business skills and knowledge.

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

• Demonstrate an understanding of business concepts as a foundation for studying other business subjects;
• Develop a personal financial plan;
• Apply ethical issues and laws covered to selected business decision-making situations;
PROGRAMS OF STUDY

- Demonstrate an understanding of the role and function of computers and use the computer to solve problems;
- Prepare financial statements and demonstrate understanding of the role of financial information in decision-making and related ethical considerations; and
- Analyze and interpret transactions relating to managerial concepts including product-costing systems.

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

- ACCT 251 Principles of Financial Accounting (3 SCH)
- ACCT 252 Using Accounting Information (3 SCH)
- BUS 112 Introduction to Business (3 SCH)
- BUS 223 Personal and Family Finance (3 SCH)
- BUS 308 Business Law (3 SCH)
- CIS 110 Introduction to Computers (3 SCH)

Upon entering the Certificate in Business Studies 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 fifty question multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online Form 009. 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.

IN THE DIVISION OF THEOLOGY

CERTIFICATE IN BIBLICAL CHRISTIANITY

The Certificate in Biblical Christianity is an online three-year program designed for part-time students to provide an overview of the Bible from a Christian perspective and to challenge students to think critically about their faith. A full-time student can complete this certificate in one academic year. This certificate program is open to high school students through Early College.

On successful completion of this program of study, students should be
PROGRAMS OF STUDY

able to:
• 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 the Pauline Epistles and their implication and application;
• Identify and demonstrate a basic knowledge of practical Christian living;
• Demonstrate an understanding of the Old Testament and its implication and application; and
• Demonstrate the qualities of a servant leader in a variety of settings.

A Certificate in Biblical Christianity requires successful completion of a minimum of 18 semester credit 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 Christian Leadership (3 SCH)

Part-time students normally finish the Certificate in Biblical Christianity in three academic years by successfully completing THL 200 and 226 in the first year, THL 211 and 212 in the second year, and THL 135 and 136 in the third year. Students beginning this program while in their junior year of high school (11th grade) should begin with THL 211. During their senior year they may take two courses each semester if they receive at least as B in both THL 211 and 212. Seniors may take THL 135 and 200 in the autumn and THL 136 and 226 in the spring. A student must have a Cumulative GPA of 2.00 to be eligible to graduate.

All students graduating in this program must take a multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office. 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.
CERTIFICATE IN BIBLICAL STUDIES

The Certificate in Biblical Studies program of study is an online two-year program designed for part-time students to provide them with a comprehensive overview of the Bible and to raise their biblical understanding in 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 the Pauline Epistles and their implication and application;
- Demonstrate an understanding of the Old Testament and its implication and application; and
- Know and demonstrate an understanding of biblical doctrines.

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

- THL 110ab 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 380 Introduction to Biblical Doctrine (3 SCH)

Part-time students normally complete the Certificate in Biblical Studies in two academic years by successfully completing THL 110ab in the first year, and in the second year THL 135 and 211 in the First Semester and THL 136, 212, and 380 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 multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online. This form (Form 009) can be downloaded from www.livinguniv.com/forms and mailed to the University Registrar’s Office. File the Application for Graduation at the Registrar’s Office by October.
PROGRAMS OF STUDY

15 for graduation in December, by March 15 for May graduation and by June 15 for August graduation.

CERTIFICATE IN CHRISTIAN FAMILY STUDIES

The purpose of this certificate program is to provide part-time students with 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. 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:

• 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;
• 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;
• Organize and coordinate a youth program in a local congregation; and
• 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.

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

EDUC 345 Early Childhood Education in the Church (3 SCH)
EDUC 346 Teaching in the Christian Home (3 SCH)
HPRO 114 Health and Wellness (3 SCH)
NUTR 207 Introductory Nutrition (3 SCH)
PHED 327 Working with Christian Youth (3 SCH)
THL 342 Christian Marriage and Family (3 SCH)

Upon entering the Certificate in Christian Family Studies 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.
PROGRAMS OF STUDY

All students graduating in this program must take a multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 Form 009 online. 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.

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 skills necessary to originate, generate, and lead a program for youth in a local congregation;
• Demonstrate the qualities of a servant leader in a variety of settings;
• Demonstrate knowledge and an understanding of the basic principles and practices of servant leadership and display the qualities of a servant leader in a congregational setting;
• 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; and
• 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.

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

PHED 236 Christian Camp Leadership (3 SCH)
PHED 327 Working with Christian Youth (3 SCH)
THL 226 Christian Leadership (3 SCH)
THL 326 Christian Service and Leadership (3 SCH)
PROGRAMS OF STUDY

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 multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online Form 009. 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.

CERTIFICATE IN NEW TESTAMENT STUDIES

The Certificate in New Testament Studies program of study provides a comprehensive overview of the New Testament in preparation 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.

On successful completion of this program of study, 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;
• Show the message of Acts and each of the Pauline Epistles and their implication and application;
• Identify and demonstrate a basic knowledge of practical Christian living;
• Demonstrate and exemplify Christian servant leadership and values;
• Know and demonstrate an understanding of biblical doctrines; and
• Demonstrate the veracity and reliability of the Bible and using analysis tools demonstrate, the purpose, significance and application of the Hebrew Scriptures and the New Testament.

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

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PROGRAMS OF STUDY

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 Christian Leadership (3 SCH)
THL 332 The Biblical Text (3 SCH)
THL 380 Introduction to Biblical Doctrine (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, 226, and 380 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 multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online Form 009. 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.

CERTIFICATE IN OLD TESTAMENT STUDIES

The Certificate in Old Testament Studies program of study, designed for part-time students, provides a comprehensive overview of the Hebrew Scriptures in preparation 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.

On successful completion of this program, students should be able to:
• Demonstrate an understanding of the basic content of the books of the Old Testament;
• Demonstrate the veracity and reliability of the Bible;
• Correlate relevant archaeological, historical and biblical material with important sites, roads, features and events within the eastern Mediterranean region;
• Explain how understanding of the social, political and religious background of the biblical world aids illumination of the Hebrew Scriptures; and
• Explain the interrelationship between ancient Egypt and its civilization and culture to the land of Canaan.
PROGRAMS OF STUDY

A Certificate in Old Testament Studies requires successful completion of a minimum of 18 semester credit 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 437 Biblical Prophecy I: Major Prophets (3 SCH)
THL 467 Historical Geography of the Bible Lands (3 SCH)
THL 473 Archaeology and the Old Testament (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 multiple choice program exit examination during the semester of graduation. The exam deals with the competencies included in this 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 online Form 009. 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.
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:

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

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
ACADEMIC AND OTHER REGULATIONS

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. This form (Form 007) can be downloaded from www.livinguniv.com/forms.

INCLEMENT WEATHER

With respect to traditional on-campus courses (not blended or online courses), when inclement weather occurs an official announcement stating that classes are on a delayed schedule or the University has closed will be made and posted on the home page of the University website at www.livinguniv.com. Commuters should exercise personal judgment concerning highway conditions regardless of University announcements, particularly those commuting from other counties or remote areas.

Delayed Schedule – Classes begin at 10 a.m.

<table>
<thead>
<tr>
<th>If a course normally meets at or during the following time:</th>
<th>Then on the delayed schedule it will meet at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 8:50 a.m.</td>
<td>10:00 a.m. – 10:40 a.m.</td>
</tr>
<tr>
<td>9:00 a.m. – 9:50 a.m.</td>
<td>10:45 a.m. – 11:25 a.m.</td>
</tr>
<tr>
<td>10:00 a.m. – 10:50 a.m.</td>
<td>11:30 a.m. – 12:10 p.m.</td>
</tr>
<tr>
<td>11:00 a.m. – 11:50 a.m.</td>
<td>12:15 p.m. – 12:55 p.m.</td>
</tr>
<tr>
<td>12:00 noon – 12:50 p.m.</td>
<td>1:00 p.m. – 1:40 p.m.</td>
</tr>
<tr>
<td>1:00 p.m. – 1:50 p.m.</td>
<td>1:45 p.m. – 2:25 p.m.</td>
</tr>
<tr>
<td>2:00 p.m. – 2:50 p.m.</td>
<td>2:30 p.m. – 3:10 p.m.</td>
</tr>
<tr>
<td>3:00 p.m. – 3:50 p.m.</td>
<td>3:15 p.m. – 4:55 p.m.</td>
</tr>
</tbody>
</table>
ATTENDANCE

CANCELLED AND DELAYED CLASSES
With respect to traditional on-campus courses, 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
ACADEMIC AND OTHER REGULATIONS

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 without grade penalty if work is not of a passing grades” 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 and select E-Learning Login. Then enter their Login name and Password. When the Student Dashboard 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 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.

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 students’ 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 without 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.
ACADEMIC AND OTHER REGULATIONS

GRADING SYSTEM

Grades are given with the following significance (numerical equivalents based on a 100 point scale):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent (90-100 points)</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good (80-89 points)</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory (70-79 points)</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor (60-69 points)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure (below 60 points)</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (not computed in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (not computed in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (not computed in GPA, see section on Incomplete Grades)</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failure</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit (not computed in GPA)</td>
<td>0</td>
</tr>
</tbody>
</table>

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 credit hours for each course and then total them.
3. List Quality Points for the semester.
4. Multiply the value of letter grades by the number of credit hours for 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, work-study eligibility, 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) gives 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 Office of the Registrar) 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.

GRADUATIONPROCEDURE

Graduating students must:
1. Make application for graduation by obtaining a form from the Registrar’s Office at the beginning of the semester of their expected graduation.
2. Pay the current fee for the diploma and any other graduation expenses at this same time. All candidates for graduation must be
ACADEMIC AND OTHER REGULATIONS

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.
ACADEMIC AND OTHER REGULATIONS

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 gold 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 Faculty 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 Faculty 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.
ACADEMIC AND OTHER REGULATIONS

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.

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 degree programs require students to complete a comprehensive assessment of their theological competency through a proctored exit exam. In addition, B.Th. 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.).

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. Living University will not be responsible for the fee or for reimbursing students for any fees legitimately charged by the proctoring facility.

4. A student can use a college or university testing center. There is usually a fee for this service. Living University will not be responsible for the fee or for reimbursing students for any fees legitimately charged by the proctoring facility.

5. A student can have an approved proctor. This may be a school official, such as a teacher or registrar, or 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 sent to LU. No graded proctored exam will be returned to the student or to the exam proctor.

SCHOLASTIC REQUIREMENTS

SATISFACTORY ACADEMIC PROGRESS

A matriculated 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 core requirements in communication, computer literacy, English and mathematics must be completed the first year (within the first 30 semester credit hours of the degree program). Other general education core requirements and the biblical foundations core 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
ACADEMIC AND OTHER REGULATIONS

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). Normally students are expected to complete associate's degrees within four years of entering the program and bachelor’s degrees within seven years of entering the program. The University defines a year as the Fall Semester, Spring Semester and Summer Session following the Spring Semester.

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 Faculty 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:

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ACADEMIC AND OTHER REGULATIONS

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

Students have the right to appeal a decision made regarding their academic status as a result of their being placed on academic probation, suspension or disqualification. A student may appeal the decision in writing to the Dean of Faculty and then to the President of the University. The President may make a determination in the case or appoint a three member ad hoc hearing committee to consider the matter and render a recommendation to the President. In either case the President’s decision is final.

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 year period begins at ending date of the last semester for which 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.
ACADEMIC AND OTHER REGULATIONS

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 contain 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 college 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.
ACADEMIC AND OTHER REGULATIONS

wherein the University prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance on 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 on 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 with 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 gentleness,.....” 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 The Code of Honor and all University policies and responsibilities (see The Code of Honor at Page 83). By voluntarily enrolling and becoming a member of the University community, each student agrees to know, understand, support, and abide by University
ACADEMIC AND OTHER REGULATIONS

policies and regulations. Questions about policies, The Code of Honor and student responsibilities should be directed to the Dean of Faculty.

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 or examinations, in whole or in part, and to record each of them as a failure.

If an academic irregularity is sufficiently serious, the faculty member shall notify the Dean of Faculty 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.

DISMISAL 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 Executive Vice President and Dean of Faculty is responsible for re-
sponding 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 Executive Vice President and Dean of Faculty. This includes parties or gatherings where the intent is to acquaint individuals with merchandise or services for present or future purchase.
ACADEMIC AND OTHER REGULATIONS

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 Executive Vice President and Dean of Faculty. 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 Executive Vice President and Dean of Faculty is:
Dr. Scott D. Winnail  
Executive Vice President and Dean of Faculty  
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 shall then 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 Faculty 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, Room 116  
Charlotte, North Carolina 28227-7705  
(704) 708-2294
ACADEMIC AND OTHER REGULATIONS

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:

Kenneth L. Frank, Jr.
2301 Crown Centre Drive, Room 115
Charlotte, North Carolina 28227-7705
(704) 708-2296

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 Executive Vice President and Dean of Faculty. A copy of the procedure for making complaints is set forth in the Student Handbook.

The name, title and office location of the Executive Vice President and Dean of Faculty is:

Dr. Scott D. Winnail
Executive Vice President and Dean of Faculty
2301 Crown Centre Drive, Room 119
Charlotte, North Carolina 28227-7705
(704) 708-2292
 COURSES OF INSTRUCTION

The courses offered by the University are listed below 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
COURSES OF INSTRUCTION

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 a minimum of 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 a faculty member initiates the course. 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.

**COURSE PROSPECTUS**

For a Course Prospectus (an abbreviated syllabus) please refer to the University website and select Courses from the menu. A prospectus is available for most courses. Our intent is to have a prospectus available for every course offered by the University. The prospectus is an abbreviated version of the actual course syllabus used in the course. These are presented here to provide students with a better idea of the content, structure, and requirements of a course before they register. The actual course syllabus for any specific course, normally accessed by students registered in that course through Populi, will vary as instructors update their courses.

_The University reserves the right to withdraw any course for which there is_
|| COURSES OF INSTRUCTION |
---|---|

not sufficient enrollment to warrant its offering.

**ACCOUNTING**

**ACCT 251 Principles of Financial Accounting**  
3 0 0 3  
Prerequisites: None.  
Corequisites: None.  
This course introduces business decision-making using accounting information systems. Emphasis is on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

**ACCT 252 Using Accounting Information**  
3 0 0 3  
Prerequisites: ACCT 251.  
Corequisites: None.  
This course introduces the use of the accounting information to manage, measure, and improve the performance of a business enterprise or nonprofit corporation, and to make decisions about future operations. Emphasis is on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

**ANTHROPOLOGY**

**ANTH 220 Sociocultural Anthropology**  
3 0 0 3  
Prerequisites: None.  
Corequisites: None.  
This course introduces the nature of human culture from a global perspective. Emphasis is on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, religion, and the cultural past to produce a holistic and global perspective of humanity. Upon completion, students should be able to demonstrate enhanced global awareness including 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 the origins and biological diversity of humans. Emphasis is on 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.

**ANTH 230L Biological Anthropology Laboratory**

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Prerequisites: ANTH 230 or corequisite enrollment.
Corequisites: ANTH 230.

This course provides laboratory work that reinforces the material presented in ANTH 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of human genetics, non-human primates, the human fossil record, and human variation.

**ART**

**ART 110 Art History and Appreciation**

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Prerequisites: None.
Corequisites: None.

This course covers the development of art forms from ancient times to the present. Emphasis is placed on historical context, content, terminology, design, and style. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

**BUSINESS**

Minor. A minor in business consists of at least 18 semester hours in accounting and business (6 semester hours must be in upper division business courses) including ACCT 251 and 252 and BUS 112.

**Certificate in Business Studies:** This certificate requires successful completion of a minimum of 18 semester credit hours as follows: ACCT 251, 252; BUS 112, 223, 308; and CIS 110.

**BUS 112 Introduction to Business**

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Prerequisites: None.
Corequisites: None.

This course deals with major aspects of business including management, marketing, accounting, information processing and finance. Emphasis is on real business personalities and situations. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.
## COURSES OF INSTRUCTION

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<th>COURSE</th>
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<tbody>
<tr>
<td><strong>BUS 223 Personal and Family Finance</strong></td>
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<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<td>This course provides a study of money management decisions in relation to personal and family finances. Emphasis is placed on building useful skills in buying, budgeting, managing and tracking finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.</td>
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<td><strong>BUS 308 Business Law</strong></td>
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<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<td>This course deals with the American legal system, torts, contracts, agency, sales, property, negotiable instruments and business organizations. Special emphasis is on contemporary business ethics. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.</td>
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<td><strong>BUS 350 Organizational Theory and Behavior</strong></td>
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<td>Prerequisites: ACCT 252 or consent of instructor.</td>
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<td>Corequisites: None.</td>
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<td>This course covers individual aspects of organizational behavior. Emphasis is on individual-organizational interface, organizational characteristics, organizational processes, and organization change and development. Upon completion, students should be able to demonstrate knowledge and understanding of organizational structures, implement adaptations for diverse organizational cultures, recognize and eliminate internal and external constraints, overcome organizational conflicts and plan successful change efforts.</td>
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## COMMUNICATION STUDIES

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<tr>
<td><strong>COMM 260 Public Speaking</strong></td>
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<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<td>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.</td>
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COURSES OF INSTRUCTION

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<tr>
<td>COMM 265</td>
<td>Advanced Public Speaking</td>
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<td>Prerequisites: COMM 260 or consent of instructor.</td>
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<td>Corequisites: None.</td>
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<td>This course focuses on the theoretical principles of public speaking and provides advanced practical experience in the preparation, delivery, and evaluation of public discourse. Emphasis is performance-centered and includes presentations, selected readings, examinations and classroom exercises on a more advanced level. Upon completion, students should be able to prepare and deliver well-organized speeches to a variety of audiences.</td>
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<td>CIS 110</td>
<td>Introduction to Computers</td>
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<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<td>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.</td>
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<td>ECON 251</td>
<td>Principles of Microeconomics</td>
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<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<td>This course deals with microeconomic concepts and analysis. Emphasis is on analysis of the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.</td>
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<tr>
<td>ECON 252</td>
<td>Principles of Macroeconomics</td>
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<td>Prerequisites: None.</td>
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<td>This course deals with basic macroeconomic concepts. Emphasis is on the analysis of the determination of prices and output in different market situations and public policy. Upon completion, students should be able to</td>
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to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

**EDUCATION**

**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. Emphasis is 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. Emphasis is on 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.

**ENGLISH**

**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.

**ENGL 261 World Literature I**
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.

**ENGL 262 World Literature II**
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.

**HEALTH PROMOTION**

**HPRO 114 Health and Wellness**
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 completion, 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

HPRO 415 Stress Management and Health Promotion
Prerequisites: HPRO 114.
Corequisites: None.
This course reviews the physiological and psychological basis of the stress response including stress physiology, mental and emotional processing, and individual thoughts and perceptions. Real and perceived stressors are examined as is “the stress cycle.” A variety of stress management techniques are explored. Upon completion student should be able to analyze individual life styles and identify modifications in behavior that will lead to successful stress management.

HPRO 425 International Public Health: Issues and Challenges
Prerequisites: HPRO 114.
Corequisites: None.
This course examines health factors underlying death and disease in unique geographic and demographic areas. It reviews sanitation, ethnic, cultural, and religious norms, climate factors, and access to health information and medical care. Emphasis is placed on effective health promotion efforts necessary for the health of individual or small groups living in these areas. Upon completion students will demonstrate understanding of basic international health issues, their root causes, and actions necessary to improve health.

HISTORY

HIST 111 History of Western Civilization to 1660
Prerequisites: None.
Corequisites: None.
This course, the first course in a series of two, deals with Western civilization from pre-history to the late seventeenth century. Emphasis on 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.

HIST 112 History of Western Civilization Since 1660
Prerequisites: None.
Corequisites: None.
This course, the second in a series of two, deals with the social, political, economic and technological developments of Europe from the late
seventeenth century to the present day. Emphasis on the industrial revolution, American and French Revolutions, liberalism and democracy, nationalism, imperialism, the World Wars and the post-World War II era. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

INTERNATIONAL RELATIONS AND GLOBAL STUDIES

IRG 301 Introduction to International Relations and Global Studies  
3 0 0 3
Prerequisites: None.  
Corequisites: None.  
This course is an introduction to the areas related to international relations and global studies through the description and analysis of forces and events on-going in the world. Topics include contemporary problems and biblical perspectives; development, nationalism, revolution, war and peace, and imperialism as they relate to overall patterns in international affairs. Upon completion, students should be able to discuss and explain the issues and challenges in international relations today and how they shape the future and the foreign policy decisions of nation states.

MATHEMATICS

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

MATH 168 Statistical Analysis  
3 0 0 3
Prerequisites: MATH 162 or the equivalent.
COURSES OF INSTRUCTION

Corequisites: None.
This course deals with basic probability, descriptive and inferential statistics, and decision making. Emphasis is on frequency distributions, probability distributions, random variables, expectation, sampling, estimation and decision making. Upon completion, students should be able to describe data and test inferences about populations using sample data.

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

MATH 174 Precalculus Trigonometry 3 0 0 3
Prerequisites: Satisfactory Placement Score.
Corequisites: None.
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

MUSIC

MUS 121 Music History and Appreciation 3 0 0 3
Prerequisites: None.
Corequisites: None.
This course provides students with an introduction to the discipline of music through listening, discussion, and analysis. Emphasis is on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

MUS 348 Song Leading and Church Music 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.

**NUTRITION**

**NUTR 207 Introductory Nutrition**

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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.

**PHYSICAL EDUCATION**

**PHED 236 Christian Camp Leadership**

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Prerequisites: Consent of instructor.
Corequisites: None.

This course is designed to prepare students for service as Christian camp counselors or activity leaders. 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.

**PHED 327 Working with Christian Youth**

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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.
### COURSES OF INSTRUCTION

#### THEOLOGY

**Biblical Foundations Core Requirement.** Associate and Bachelor’s degrees require completion of 18 semester credit hours in biblical foundations core courses as follows: THL 135, 136, 200, 211, 212, and 226.

**Major.** The Bachelor of Theology degree requires a departmental major consisting of at least 36 semester credit hours of upper-division coursework in theology as follows: THL 300, 320, 332, 380, 412, 413, 416, 421, 422, 450, 460 and 467. We suggest students planning to undertake graduate work in theology or ministry to include THL 401-402 (Old Testament Hebrew) and THL 405-406 (New Testament Greek) in their degree program. The Associate of Theology degree requires a departmental major of at least 15 semester credit hours of upper-division coursework in theology as follows: THL 320, 332, 380 and 6 semester credit hours in upper division theology electives.

Diploma in Biblical Studies. This diploma requires successful completion of a minimum of 36 semester credit hours as follows: COMM 260, ENGL 111, 112, HPRO 114, THL 135, 136, 200, 211, 212, 226, 332 and 380.

**Diploma in Christian Family Studies.** The diploma in Christian Family Studies requires successful completion of a minimum of 36 semester credit hours including 12 in general education as follows: COMM 260, EDUC 345, 346, ENGL 111, 112, HPRO 114, NUTR 207, PHED 327, THL 200, 342, 344, and 350.

**Certificate in Biblical Christianity:** This certificate requires successful completion of a minimum of 18 semester credit hours credit as follows: THL 135, 136, 200, 211, 212 and 226.

**Certificate in Biblical Studies:** This certificate requires successful completion of a minimum of 19 semester credit hours credit as follows: THL 110ab, 135, 136, 211, 212, and 380.

**Certificate in Christian Family Studies.** This certificate requires successful completion of a minimum of 18 semester credit hours credit as follows: EDUC 345, 346; HPRO 114; NUTR 207; PHED 327; and THL 342.

**Certificate in Christian Leadership:** This certificate requires successful completion of a minimum of 18 semester credit hours credit as follows: PHED 236, 327; THL 226, 326, and 342.

**Certificate in New Testament Studies.** This certificate requires successful completion of a minimum of 18 semester credit hours credit as follows: THL 135, 136, 200, 226, 332, and 380.

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### COURSES OF INSTRUCTION

**Certificate in Old Testament Studies.** This certificate requires successful completion of a minimum of 18 semester credit hours as follows: THL 211, 212, 332, 437, 467 and 473.

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<th>Course Title</th>
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<tbody>
<tr>
<td><strong>THL 110ab Tomorrow’s World Bible Study Course</strong></td>
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<tr>
<td>Prerequisites: None.</td>
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<td>Corequisites: None.</td>
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<tr>
<td>This two semester course serves as an introduction to the Bible, its message, and its implication for successful Christian living. First semester topics focus on the Scriptures, the nature of God, biblical prophecy and God’s plan for humankind. Second semester topics focus on practical Christian living and the building of living faith. Upon completion, students should be able to demonstrate a basic understanding of biblical concepts regarding history, theology, prophecy and Christian life.</td>
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| **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 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, mo- |     |     |      |        |
COURSES OF INSTRUCTION

rality, 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
Prerequisites: None. Corequisites: None.
This course deals with the Law, the Former Prophets and the Major Prophets. Emphasis is upon the background, content, structure, geography, teachings, and basic meaning of each book as well as outstanding people and events as background and foundation for understanding the New Testament. Upon completion, students should be able to demonstrate knowledge of the author, background, theme and content of each book.

THL 212 Old Testament Survey II
Prerequisites: THL 211.
Corequisites: None.
This course deals with the Minor Prophets and The Writings. Emphasis is upon the background, content, structure, geography, teachings and basic meaning of each book and outstanding people and events as 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 215 The Lost Tribes of Israel in History and Prophecy
Prerequisites: None.
Corequisites: None.
This course examines what is known about the Israelite people from the Bible and other historical sources. Emphasis is on the diaspora of the Ten Tribes after the fall of the Kingdom of Israel in 721 BCE, the material culture documenting their migrations, and the historical sources detailing their unique contribution to the development of the contemporary world. Upon completion, students should be able to demonstrate the biblical keys and identify and explain the material culture and historical resources that enable the identification of the lost ten tribes of Israel, the tracing of their migrations, and their place in biblical prophecy.

THL 226 Christian Leadership
Prerequisites: None.
Corequisites: None.
This course deals with the principles of Christian leadership and service. Topics include leadership foundations and 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 300 Introduction to Biblical Languages and Resources**

Prerequisites: None.
Corequisites: None.
This course is a basic introduction to Greek, Hebrew, and Aramaic using Hebrew, Aramaic, and Greek resources in e-Sword and TheWord. Emphasis is on the original languages with more attention to Greek, the alphabets of both languages, the nuances of grammar in relation to understanding the text, and the use of major tools for original language study. Upon completion, students should be able to employ the original language tools found in software programs profitably and responsibly in using the Hebrew Bible and the Greek New Testament to prepare articles, sermons and Bible studies, and demonstrate the proper use of an interlinear text in understanding the meaning of biblical text.

**THL 320 Introduction to Church History**

Prerequisites: None.
Corequisites: None.
This course traces the history of the Church of God from apostolic times to the present day. Topics include significant events in the life of the Church and its theology through each of its seven distinct eras. Upon completion, students should be able to identify and analyze significant developments in the history and theology of the Church.

**THL 326 Christian Service and Leadership**

Prerequisites: THL 226.
Corequisites: None.
This course deals with the theory and practice of servant leadership in the setting of the Christian family, the church congregation 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**

Prerequisites: None.
Corequisites: None.
COURSES OF INSTRUCTION

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 generate an evidence-based explanation of the formation of the Hebrew Scriptures and the New Testament and demonstrate the fundamentals of interpretation and textual research.

THT 342 Christian Marriage and Family
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.

THT 344 Christian Women
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.

THT 345 Christian Men
Prerequisites: None.
Corequisites: None.
This course deals with Christian men as husbands, fathers and masculine leaders of the family. Topics include the purpose God has given men, being a loving leader and head of a family and key areas in which Christian men are biblically challenged to mature and excel. Upon completion, students should be able to articulate and explain the principles relevant to the life, work, and success of the Christian man.
THL 350 Principles of Counseling and Conflict Resolution

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.

THL 380 Introduction to Biblical Doctrine

Prerequisites: None.
Corequisites: None.

This course deals with basic biblical doctrine. 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 state and demonstrate fundamental understanding of basic biblical doctrine. Tomorrow’s World television presenter Richard Ames presents a series of lectures on foundational biblical doctrines.

THL 394 Senior Thesis

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.

THL 399 Undergraduate Open Seminar

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
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 401 Introduction to Old Testament Hebrew I**

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*Prerequisites:* THL 300 or consent of instructor.

*Corequisites:* None.

This course deals with Old Testament Hebrew grammar with emphasis on the reading of simple passages. Upon completion, students should have an introductory ability to read and study the Old Testament in its original language.

**THL 402 Introduction to Old Testament Hebrew II**

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*Prerequisites:* THL 401 or consent of instructor.

*Corequisites:* None.

This course is a continuation of THL 401 with emphasis on the reading of selected passages in the Old Testament stressing the use of the language as a tool for Old Testament exegesis and research. Upon completion, students should be able to read simple passages in the Hebrew Scriptures and translate them into English.

**THL 405 Introduction to New Testament Greek I**

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*Prerequisites:* THL 300 or consent of instructor.

*Corequisites:* None.

This course deals with New Testament Greek grammar with emphasis on the reading of simple passages. Upon completion, students should have an introductory ability to read and study the New Testament in its original language.

**THL 406 Introduction to New Testament Greek II**

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*Prerequisites:* THL 405 or consent of instructor.

*Corequisites:* None.

This course is a continuation of THL 405 with emphasis on reading of selected passages in the New Testament stressing the use of the language as a tool for New Testament exegesis and research. Upon completion, students should be able to read simple passages in the Greek New Testament and translate them into English.

**THL 412 Epistles of Paul I**

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*Prerequisites:* THL 136 or consent of instructor.

*Corequisites:* None.

This is the first of two courses focusing on the Apostle Paul’s life and writ-
ings. Its emphasis is on the first four of his letters to the seven churches (Romans, 1 & 2 Corinthians and Galatians) and including a study of the background, message, purposes and themes of each. Stress is upon the use of critical, historical, archaeological, and cultural analysis. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

**THL 413 Epistles of Paul II**

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Prerequisites: THL 136 or consent of instructor.
Corequisites: None.

This is the second course focusing on the Apostle Paul’s life and writings. Emphasis is on the final five of his letters to the seven churches (Ephesians, Philippians, Colossians and 1 & 2 Thessalonians), his letter to the church at-large (Hebrews) and his letters addressed to individuals (1 & 2 Timothy, Titus and Philemon). Stress is upon the use of critical, historical, archaeological, and cultural analysis. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

**THL 416 General Epistles and Revelation**

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Prerequisites: THL 136 or consent of instructor.
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, archaeological, 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**

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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 from the first century to the sixteenth-century Protestant Reformation.

**THL 422 History of Christianity II**

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Prerequisites: THL 421.
Corequisites: None.

This course deals with the history of Christianity from the time of the
COURSES OF INSTRUCTION

Reformation to the present. Its focus 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.

THL 428 Working with Elderly in the Church

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.

THL 437 Biblical Prophecy I: Major Prophets

Prerequisites: THL 212 or consent of instructor.
Corequisites: None.
This course deals with the role and function of biblical or “major” prophets with a focus on the prophecies found in Isaiah, Jeremiah and Ezekiel. Emphasis is on the historical background of each prophet and the writing of each book as well as their prophetic meaning. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

THL 438 Biblical Prophecy II: Minor Prophets

Prerequisites: THL 212 or consent of instructor.
Corequisites: None.
This course focuses on the writings of the minor prophets, including the background, message, purposes and theme of each. Emphasis is upon the essential message and teaching of each book, shaped by the relationship of the individual prophets with the God of Israel, together with their personality and background. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

THL 439 Biblical Prophecy III: Daniel and Revelation

Prerequisites: THL 135, 212, and 413; or consent of instructor.
Corequisites: None.
This course deals with the Old Testament prophecies that blend into New Testament prophecies, especially Daniel with the Olivet Prophecy and the book of Revelation including their correspondence with Ezekiel’s and
Zechariah's prophecies. Emphasis is on the biblical teaching of the "last things". Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

**THL 440ab Homiletics**  
Prerequisites: COMM 265 or consent of instructor.  
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.

**THL 445ab Advanced Homiletics**  
Prerequisites: THL 440ab or consent of instructor.  
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.

**THL 450 Introduction to Biblical Theology**  
Prerequisites: THL 380 or consent of instructor.  
Corequisites: None.  
This course deals with the principal doctrines of 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 systematic approach to fundamental doctrinal understanding. This is the capstone course for the baccalaureate degree theology major.

**THL 460 Understanding Contemporary World Religions**  
Prerequisites: None.  
Corequisites: None.  
This course is an introduction to the major religious traditions of the world, particularly Hinduism, Buddhism, Judaism, and Islam; and consideration of neo-pagan and cultic phenomena in the contemporary world. Emphasis is on the historical development, key figures, as well as major doctrines and practices. Upon completion, students should be able to demonstrate a
## COURSES OF INSTRUCTION

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<tr>
<td></td>
<td>Working knowledge of the similarities and differences between the world’s religions and how they differ from Christianity.</td>
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<tr>
<td>TRL 462</td>
<td>Understanding Religions of the East</td>
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<td>Prerequisites: THL 460.</td>
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<tr>
<td>TRL 473</td>
<td>Archaeology and the Old Testament</td>
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<td>Prerequisites: None.</td>
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<tr>
<td>TRL 490</td>
<td>Practicum in Professional Ministry</td>
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<td>Practicum in Professional Ministry</td>
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<td>Prerequisites: Consent of department chair.</td>
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<tr>
<td>TRL 499</td>
<td>Independent Study</td>
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Upon completion, students should demonstrate a basic understanding of Islamic, Buddhist, and Hindu doctrine, history and culture.

This course emphasizes the history, geographic, the societal impact and the basic tenants of Islam, Hinduism, and Buddhism, and how these religions conflict with Christianity. Additional emphasis is placed on the life and times of Muhammad, the basic teachings of the Qur'an, the spread of Islam, and the escalating crisis between Christendom and Islam. 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.

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.

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.
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FACULTY (FULL-TIME)

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Subject Matter Areas: Anthropology, Education, Law, Theology
B.A. (1961), Ambassador University
B.S. (1959), University of Illinois, Urbana-Champaign
M.A. (2000), Texas A&M University–College Station
M.S. (1966), University of Southern California
Ed.D. (1968), University of Southern California
J.D. (1980), University of La Verne

Winnail, Scott D. ........... Executive Vice President and Dean of Faculty
and Professor of Health Promotion
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

Frank, Jr., Kenneth L. ........... Registrar and Director of Admissions and
Associate Professor of Theology
Subject Matter Area: Theology
B.A. (1973), Ambassador University
M.A. (2014), Grand Canyon University

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Subject Matter Areas: Theology
B.A. (1972), Ambassador University.
M.T.S. (1992), Southern Methodist University
M.St. (2012), University of Cambridge

FACULTY (PART-TIME)

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Subject Matter Areas: Communication, Theology
B.C.E. (1959), Rensselaer Polytechnic Institute
B.A. (1965), Ambassador University
M.A. (1977), Stephen F. Austin State University

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Subject Matter Area: Theology
B.A. (1994), Ambassador University
M.A. (2011), Liberty University

Elliott, Stephen P. ......................... Adjunct Assistant Professor
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M.A. (1992), Western Kentucky University
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M.S. (1996), Clark Atlanta University

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Subject Matter Area: Education
B.S. Ed. (2000), Valdosta State University
M.Ed. (2004), Valdosta State University

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Subject Matter Area: Education, Library and Information Sciences
B.A. (1965), Ambassador University
M.A. (1967), Pepperdine University
M.L.S. (2010), North Carolina Central University

Lyons, Joshua ............................ Lecturer in Accounting
Subject Matter Area: Accounting
B.S. (2009), College of Charleston
M.S. (2010), College of Charleston

Maidanos, Emanuel J. ................. Lecturer in Theology
Subject Matter Area: Biblical Languages
B.A. (1970), Ambassador University
M.A. (1975), Pepperdine University

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

Meredith, Roderick C. .................. Professor of Theology
Subject Matter Area: Theology
B.A. (1952), Ambassador University
M.A. (1958), Ambassador University
Th.D. (1966), Ambassador University

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

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Subject Matter Area: Geography
B.A. (1965), University of Washington
M.U.P. (1967), University of Washington
Ph.D. (1971), University of Washington
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Ruddlesden, D. Jerry ................. Assistant Professor of Business
Subject Matter Area: Business
B.A. (1987), Marshall University
M.B.A. (2009), DeVry University

Triplett, Annette K. .................Adjunct Assistant Professor of Nutrition
Subject Matter Area: Nutrition
B.Sc. (2006), Queen's University
M.S. (2007), University of Minnesota

Vorel, Desirée E. .......................Adjunct Assistant Professor of English
Subject Matter Area: English
B.A. (2004), Clemson University
M.A. (2007), Chapman University
M.F.A. (2007), Chapman University

Wilson, Jessica D. .....................Lecturer in Mathematics
Subject Matter Area: Mathematics
B.S. (2001), University of Kansas
M.S. (2004), University of Missouri–Columbia

Winnail, Douglas S. ....................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

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Subject Matter Areas: Business, Information Systems
B.B.A. (1976), M.M.I.S. (1989), Georgia College
M.S. (1992), Georgia State University
Ed.D. (2002), Georgia Southern University
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A.Th. (2011), Living University

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B.S. (2009), College of Charleston
M.S. (2010), College of Charleston

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A.S. (1979), University of South Carolina

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B.A. (1971), Ambassador University

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A.Th. (2014), Living University

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B.S. (1972), Ambassador University

Ruddlesden, D. Jerry .......................... Financial Controller
A.A. (1989), Ambassador University
B.A. (1987), Marshall University
M.B.A. (2009), DeVry University

Talbott, Jason ...................................... Webmaster

Turner, II, F. Thomas ......................... Director of Legal Affairs and Risk Management
B.S. (1992), Ambassador University
FIRST SEMESTER 2016

First Semester academic advisement and early registration............................. Jul. 1–Aug. 12, Fri.–Fri.
Semester tuition and fee payment period........... Jul. 1–Aug. 12, Fri.–Fri.
Registration and orientation........................................ Aug. 11–12, Thurs.–Fri.
Online Instruction begins................................................ Aug. 15, Mon.
Late Registration (Drop/Add)......................... Aug. 15–17, Mon.–Wed.
On-Campus Orientation Activities................. Aug. 15–16, Mon.–Tues.
On-Campus Instruction begins............................ Aug. 17, Wed.
Faculty Reception for New Students ............. Aug. 24, Wed., 7-9 p.m.

Last day to drop with a 90% tuition refund............................................... Aug. 24, Wed.
Census Date (12th class day)............................... Aug. 30, Tues.
Labor Day (all-campus holiday)..................... Sept. 5, Mon.
Last day to drop with a 75% tuition refund........ Sept. 9, Fri.
Constitution and Citizenship Day..................... Sept. 17, Sat.
Church Holyday [Trumpets] (all-campus holiday)..... Oct. 3, Mon.
Midterm............................................................... Oct. 7, Fri.

Last day to drop with a 50% tuition refund (refunds are not made after this point)........ Oct. 7, Fri.
Autumn Festival Recess (all-campus holidays)...... Oct. 12–27, Wed.–Thurs.
Church Holyday [Atonement]............................... Oct. 12, Wed.
Church Holyday [Tabernacles]............................ Oct. 17, Mon.
Church Holyday [Last Great Day].................... Oct. 24, Mon.
Instruction resumes ............................................ Oct. 28, Fri., 7 a.m.
Last day to apply for graduation in December..... Oct. 28, Fri.
Second Semester academic advisement and early registration for new and continuing students... Nov. 14–Jan. 10, Mon.–Tues.
Second Semester tuition and fee payment period.............................. Nov. 14–Jan. 10, Mon.–Tues.

Last day to drop a course without grade penalty if work is not of a passing grade........ Nov. 18, Fri.
Thanksgiving Recess (all-campus holidays).... Nov. 23–27, Wed.–Sun.
Thanksgiving Day (national holiday).................. Nov. 24, Thurs.
Instruction resumes .......................................... Nov. 28, Mon., 7 a.m.
Last day of classes ............................................. Dec. 20, Tues.
Final examinations............................................. Dec. 21-23, Wed.–Fri.
Instruction ends ................................................ Dec. 23, Fri.
Final grades due................................................ Dec. 30, Fri.
The campus closes for “all-campus holidays” as marked above in red.
SECOND SEMESTER 2017

Registration and orientation.................................. Jan. 9–10, Mon.–Tues.
Instruction begins ..................................................... Jan. 11, Wed.
Late registration (Drop/Add) ................................... Jan. 11–13, Wed.–Fri.
Martin Luther King, Jr. Day (all-campus holiday) ......... Jan. 16, Mon.
Last day to drop with a 90% tuition refund ................. Jan. 23, Mon.
Census Date (12th class day) ............................... Jan. 27, Fri.
Last day to drop with a 75% tuition refund ................. Feb. 7, Tues.
President’s Day (all-campus holiday) ....................... Feb. 20, Mon.
Founders’ Day ......................................................... Feb. 27, Mon.
Spring recess ...................................................... Mar. 4–12, Sat.–Sun.
Midterm ............................................................. Mar. 6, Mon.
Last day to drop with a 50% tuition refund (refunds are not made after this point) . Mar. 6, Mon.
Instruction resumes ........................................... Mar. 13, Mon., 7 a.m.
Summer Session academic advisement and early registration for new and continuing students ........ Mar. 15–May 23, Wed.–Tues.
Summer Session tuition and fee payment period .................. Mar. 15–May 23, Wed.–Tues.
Last day to apply for graduation in May ..................... Mar. 15, Wed.
Last day to drop a course without grade penalty if work is not of a passing grade ......................... Apr. 7, Fri.
Christian Passover* (all-campus holiday) ................. Apr. 10, Mon.
Church Holyday [Feast of Unleavened Bread] ............. Apr. 11, Tues.
Church Holyday [Last Day of Unleavened Bread] . Apr. 17, Mon.
Senior Dinner ................................................. May 3, 7 p.m., Wed.
Last day of classes ............................................. May 9, Tues.
Final examinations ................................................ May 10–12, Wed.–Fri.
Instruction ends ..................................................... May 12, Fri.
Commencement Exercises .................................. May 15, Mon., 11:00 a.m.
Final Grades Due .............................................. May 19, Fri.

* Observed Previous Evening

SUMMER SESSION 2017

Registration and Orientation .................................. May 23, Tues.
Instruction begins .................................................. May 24, Wed.
Late Registration (Drop/Add) ................................ May 24–26, Wed.–Fri.
Memorial Day (all campus holiday) ................................ May 29, Mon.
Census Date (4th class day) ...................................... May 30, Tues.
ACADEMIC CALENDAR

Last day to drop for a 90% tuition refund.......................... May 30, Tues.
Church Holyday (Pentecost)................................................ Jun. 4, Sun.
Last day to drop for a 75% tuition refund........................... Jun. 7, Wed.
Last day to apply for graduation in August .................... Jun. 15, Thurs.
Midterm............................................................................ Jun. 21, Wed.
Last day to drop with a 50% tuition refund
(refunds are not made after this point) ......................... Jun. 21, Wed.
Independence Day (all-campus holidays) ............. Jul. 3-4, Mon.-Tues.
Instruction resumes ................................................ Jul. 5, Wed., 7 a.m.
Fall semester academic advisement and early registration
for new and continuing students.............Jul. 5–Aug. 15, Wed.–Tues.
Fall semester tuition and fee payment
period...................................................... Jul. 5–Aug. 15, Wed.–Tues.
Last day to drop a course without grade penalty
if work is not of a passing grade......................... Jul. 6, Thurs.
Last day of classes.................................................. Jul. 20, Thurs.
Final examinations.............................................. Jul. 21, Fri.
Instruction ends ...................................................... Jul. 21, Fri.
Final grades due............................................... Jul. 28, Fri.
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