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Core completion – Special Requirements
  College of Arts and Sciences
  College of Adult and Graduate Studies
Developmental Courses
Requirements of a Specific Catalog
Completion of Requirements
Associate’s Degree - Minimum Requirements
Bachelor’s Degree – Minimum Requirements
Second Bachelor’s Degree
Second Major
Accelerated Programs
Master’s Degree – Minimum Requirements
Non-Degree Certificate – Minimum Requirements
University Core Requirements
Multidisciplinary Options

**Undergraduate Degree Programs**

General Studies, A.A.
Accounting and Ethics, B.B.A.
Biology, B.S.
Business Administration and Ethics, B.B.A.
Christian Ministries, B.S.
Communication, Media, and Ethics, B.S.
Criminal Justice and Ethics, B.S.
Digital Marketing, B.S.
Early Childhood Education, B.A.
Elementary Education, B.A.
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MID-AMERICA CHRISTIAN UNIVERSITY
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WWW.MACU.EDU

This catalog is authorized by the Office of Academic Affairs and provides pertinent information which most accurately describes Mid-America Christian University, its academic programs, policies, procedures, regulations, requirements, and support services. The university reserves the right to change, withdraw, or modify the contents of this catalog without notice and without publishing or distributing supplements or revised versions. This catalog is published for informational purposes, is intended to be used for internal academic and operating purposes, does not constitute or establish a contractual relationship between the University and anyone else (including any student, employee, vendor, supplier, visitor, or other person), and is not intended to create enforceable rights except as specifically stated and specified or as required by law. Revisions will be posted on EvangelNet, macu.edu and the Registrar’s page at macu.edu
WORD FROM THE PRESIDENT

At MACU, I like to remind our students of something that’s very important—and I’d like to share it with you, too: You were created to do “Great Things!”

It’s absolutely true, but not just because I say so, but because Jesus says so.

In the book of John, Jesus told his followers, “I tell you the truth, anyone who has faith in me will do what I have been doing. He will do even greater things than these, because I am going to the Father” (John 14:12, NIV).

Maybe you have some questions about what Jesus’ words mean. Perhaps you doubt whether He could have meant them for you. Many people have dreams, but aren’t sure how to make that dream a reality, or how to persevere through the obstacles.

But I like what Dr. Bruce Wilkinson said in his book, The Dream Giver, “Great things aren't the legacy of unusually gifted Great Men and Women. Great things are what you will accomplish when you put God first and make Him owner of all you care about most.”

Whether you are in full pursuit of God’s calling in your life, or in the process of discovering His plans for your life, you have come to the right place! Put God first, keep God first, and see what happens!

Please take some time and browse through this catalog and our website at www.macu.edu to discover the range of programs we offer recent high school graduates, commuting daytime students, and busy adults pursuing degrees online and through accelerated evening classes. Our programs will help you grow in the knowledge of your discipline, your devotion to God, and your service to others.

I hope you’ll join us. Let us encourage and inspire you, and prepare you to dream bigger and do greater.

God bless you,

John Fozard
President
GENERAL INFORMATION

University Accreditation and Affiliations
The University is a recognized institution of higher education with the credentials of accreditation listed below. Documentation regarding accreditation is located in the Office of the Vice President for Academic Affairs. Upon request, the information is available for review.

Regional
Mid-America Christian University (MACU) is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

State
The School of Teacher Education is accredited by the Office of Educational Quality and Accountability (OEQA) located at 840 Research Parkway, Suite 455, Oklahoma City, OK 73104. (405) 522-5399.

National Professional Associations, Affiliations, and Approvals
The University is affiliated with a number of professional organizations, including:

- American Association of Higher Education
- American Association of Collegiate Registrar and Admissions Officers
- American Association of Colleges and Universities.
- Council for Accelerated Programs
- Council for Adult and Experiential Learning
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National Collegiate Honors Council
- Oklahoma Association of Collegiate Registrars and Admissions Officers
- Oklahoma Independent Colleges and Universities

The University is approved by each of the following for participation in programs germane to their administrations:

- United States Department of Justice
- Immigration and Customs Enforcement operating under the Department of Homeland Security for educating non-immigrant foreign students under the Immigration and Naturalization Act
- Oklahoma State Accrediting Agency for educating veterans and veteran's orphans under Section 1775, Title 38, USC
- United States Department of Education for participation in the National Direct Loan Program, Pell Grants, Guaranteed Student Loan Program, and College Work Study
- Social Security Administration for benefits to qualified recipients
- Oklahoma State Regents for Higher Education
• U.S. Department of Veterans Affairs

• This institution is authorized by: The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis IN 46204-1984

**Religious Affiliation**
Mid-America Christian University is affiliated with and is an endorsed agency of the Church of God (Anderson, IN). As an Endorsed Agency, MACU serves the church in a capacity not already addressed by Church of God Ministries. While MACU’s mission clearly reflects the need for autonomy in polity and governance, the General Assembly views its ministry as important in the life of the church, addressing needs of a vital constituency of the church. Furthermore, MACU may be included in the unified World Ministries Budget of the Church of God, which is approved by the General Assembly. The chief executive officer and governing boards are ratified by the General Assembly. Should any Endorsed Agency experience dissolution, its assets revert to Church of God Ministries.

The covenant between the Church of God (Anderson, IN) and Mid-America Christian University may be viewed online at: http://www.chog.org/sites/default/files/documents/macu-covenant.pdf

The complete list of Church of God Endorsed Agencies may be viewed online at: http://www.chog.org/endorsed-agencies

**STATEMENTS OF COMPLIANCE**
Mid-America Christian University complies with all federal laws and regulations including Title VI, Section 601 of the Civil Rights Act of 1964; Title IX of the Higher Education Amendments of 1972, as amended by Public Law 93-568; the Family Educational Rights and Privacy Act (Section 438 of the General Education Provisions Act, Title II of Public Law 90-247), as amended; Section 504 of the Rehabilitation Act of 1973; the Student Right-to-Know Act; and the Drug-Free Workplace Act of 1988.

**Civil Rights Act of 1964 (title VI, Section 601)**
This institution of higher education complies with the Civil Rights Act of 1964 (Title VI, Section 601). The Act provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Inquiries concerning the University's obligations under this Act may be addressed to President John Fozard in care of the Mid-America Christian University. Any student or applicant who believes that this University has failed to comply with this Act may file a written complaint with the office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

**Non-Discrimination Policy**
This University admits students of any race, color, disability, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. We do not discriminate on the basis of race, color, and national or ethnic origin in administrations of our educational policies, admissions policies, scholarship and loan programs, and other university administrative programs. This policy meets the requirements of the Internal Revenue Service's Revenue Procedure 75-70, dated March 1976. Please direct any inquiries regarding the non-discrimination policies to the Title IX Coordinator, 3500 S.W. 119th Street, Oklahoma City, Oklahoma 73170, 405-691-3800.

**Rehabilitation Act of 1973**
The University does not discriminate on the basis of handicap in the recruitment and admission of qualified students, the recruitment and employment of faculty and staff, and the operation of any of its programs and
activities, as specified by federal laws and regulations. Please direct any inquiries regarding University compliance with Section 504 of the Rehabilitation Act of 1973 to the Title IX Coordinator, 3500 S.W. 119th Street, Oklahoma City, Oklahoma 73170, 405-691-3800.

**Title IX, Higher Education Amendments of 1972, Amended by Public Law 93-568**
This institution complies with the regulations established to effectuate Title IX of the Higher Education Amendments of 1972, as amended by Public Law 93-568. We adhere to the letter and spirit of the law with a policy of nondiscrimination on the basis of sex. This policy applies to our educational program and activities and extends to employment, to admissions, and to recruitment of both students and employees. Inquiries concerning the application of Title IX and the regulations pertaining to it may be referred to President John Fozard in care of Mid-America Christian University, or to the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

**Family Educational Rights and Privacy Act**
The University complies with the Family Educational Rights and Privacy Act (Section 438 of the General Education Provisions Act, Title II of Public Law 90-247), as amended. This Act provides that students attending any post-secondary educational institution that receives federal funds are entitled to access to their education records kept by the institution in order to inspect and review those records. Students are entitled to request the amendment of any information in their records which they feel is inaccurate, misleading, or otherwise in violation of their privacy or other rights. Copies of the complete Statement of Policy and Procedures in compliance with this Act may be obtained from the MACU Registrar’s Office. Any student who believes that this institution has failed to comply with the provisions of this Act has the right to file a complaint, in writing with The Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Ave. S.W. Washington D.C. 20201.

**Student Right-to-Know Act**
Mid-America Christian University, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available in the Office of the Registrar upon request.

**Clergy Act and Institutional Security Policies**
In order to meet compliance with the federal regulations concerning institutional security policies and crime statistics under the Clergy Act, a copy of the current year's Annual Security and Fire Safety Report may be requested. Statistics in the annual report will cover the federally mandated period of January 1 through December 31 for the previous three calendar years. Information regarding the Clergy Act is also available at macu.edu under Consumer Information.

**Drug and Alcohol Free Campus Policy**
In keeping with Mid-America Christian University’s (MACU) commitment to provide a safe and healthy academic and work environment, the University maintains a drug and alcohol free campus. The University will not permit drugs or alcohol use on its property or while acting in a capacity representing the University. This policy applies to all property (both the interior and exterior of such property) owned, operated, or managed by the University, including all buildings, facilities and grounds. Such premises include, but are not limited to University housing, athletic facilities, parking lots, offices, classrooms, restrooms, hallways, stairwells, drive ways, sidewalks and lawns. This policy also applies to vehicles owned or leased by the University or under university control, as well as at any off-property university-sponsored meeting or event.
Drug-Free School and Communities Act
The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. An illicit drug is the non-medical use of a variety of drugs that are prohibited by international law. These drugs include: amphetamine-type stimulants, cannabis, cocaine, heroin and other opioids, and MDMA (ecstasy).

This policy is adopted by MACU to comply with this statutory directive and encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol.

Health Risks
Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

<table>
<thead>
<tr>
<th>DRUG</th>
<th>CATEGORY</th>
<th>EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Depressant</td>
<td>Impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short-term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.</td>
</tr>
<tr>
<td>Cocaine/Crack</td>
<td>Stimulant</td>
<td>Constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection, or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.</td>
</tr>
<tr>
<td>Date Rape Drugs</td>
<td>Depressant</td>
<td>May incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and</td>
</tr>
<tr>
<td>Drug Class</td>
<td>Chemical Structure</td>
<td>Effects</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Roofies, GHB, Ketamine, etc.)</td>
<td></td>
<td>Amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>Stimulant &amp; Psychedelic</td>
<td>Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement, and involuntary teeth clenching.</td>
</tr>
<tr>
<td>Hallucinogens (acid, PCP, LSD, psilocybin)</td>
<td>Hallucinogenic</td>
<td>The most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Psychoactive</td>
<td>Impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.</td>
</tr>
<tr>
<td>Narcotics (heroin, opium, morphine, codeine, pain medications)</td>
<td>Narcotic</td>
<td>May produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in</td>
</tr>
</tbody>
</table>
contracting HIV and other infectious diseases such as hepatitis.

<table>
<thead>
<tr>
<th>Nicotine</th>
<th>Stimulant</th>
<th>Highly addictive and, according to the Surgeon General, a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedative-Hypnotics</td>
<td>Depressant</td>
<td>Depresses the central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beers is especially dangerous.</td>
</tr>
<tr>
<td>Steroids</td>
<td>Hormone</td>
<td>May permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles; reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Stimulant</td>
<td>Are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.</td>
</tr>
</tbody>
</table>

**Internal Sanctions**

Any student or employee of the University who has violated this prohibition may be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. All disciplinary action shall be taken in accordance with applicable policies of the University.
**Requirement for Notification of a Drug Conviction** – Any MACU employee who is convicted under a criminal drug statute for a violation occurring in the workplace must notify the university within five (5) working days of the conviction. Within ten (10) working days MACU is required to notify the Department of Education, the agency from which federal funds are received of this conviction. Within thirty (30) days MACU will take appropriate disciplinary action.

**External Sanctions**

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of $250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to $40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma “Trafficking in Illegal Drugs Act” which provides for much harsher penalties.
On July 1, 2006, the Prevention of Youth Access to Alcohol became effective. For minors’ consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

- 1st violation: fines up to $300 and/or community service not to exceed 30 hours, and mandatory revocation of driver’s license for 6 months;
- 2nd violation: fines up to $600 and/or community service not to exceed 60 hours, and mandatory revocation of driver’s license for 1 year;
- 3rd violation: fines up to $900 and/or community service not to exceed 90 hours, and mandatory revocation of driver’s license for 2 years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Minors who have not yet received a driver’s license will not be allowed to obtain a license for the same amount of time, as the license would have been revoked.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record that could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the MACU Public Safety Department where copies are available to MACU community and they are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

To review the legal sanctions imposed under Federal Law for drug violations, please go to the following link, which includes a written description of the sanctions: [http://www.justice.gov/dea/druginfo/ftp3.shtml](http://www.justice.gov/dea/druginfo/ftp3.shtml)

### Training

The University will distribute policies and establish a training program designed to educate the MACU community in the recognition of drug and/or alcohol abuse symptoms related to work performance in the workplace and classroom; classroom behaviors and in handling these problems in a progressive and confidential manner. This training will occur twice a year and will be conducted by certified individuals.

### Drug/Alcohol Treatment Resources

The University recognizes that alcoholism and drug abuse are treatable illnesses, and encourages employees and students who may have alcohol or drug abuse problems to seek treatment for them.

Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.

The following support services are available:

- **Center for Substance Abuse Treatment Information and Referral Line**
  1-800-662-HELP (4357)

- **National Council on Alcoholism and Drug Dependence Hope Line**
  1-800-622-2255
  24 hours a day

Reach-Out Hotline
Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

**Drug-Free Workplace Act of 1988**

In accordance with the Drug-Free Workplace Act of 1988, the University hereby notifies all faculty, staff, administrators, and students that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on campus. Any campus member found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

**Institutional Review Board**

Mid-America Christian University is committed to the protection of the rights and welfare of human subjects in all research, class projects and relative activities. The Institutional Review Board (IRB) upholds the standards or government agencies (Federal Regulations Title 45, Code of Federal Regulations, and Part 46). A copy of these standards can be found in the University Library, the office of Academic Affairs, the Academic portal and in the Office of the Director of Institutional Effectiveness.

**Title IX Confidentiality and Licensed Professional Counselors (LPC) Licensure**

Mid-America Christian University has adopted a mandatory reporter model for all employees of the university. This policy is not meant to be in conflict with the legal requirements of confidentiality for licensed counselors. For the purpose of compliance, both with Title IX and LPC Licensure laws, employees who are licensed professional counselors should view this policy as a matter of function, not legal conflict. LPC employees are not to enter into counseling relationships with students, faculty or staff members so that they would begin to function under their license. Such a relationship would be a conflict of interest and professional ethics for the employee. Avoiding this conflict will protect the employee’s ability to be a mandatory reporter for Title IX violations at the university. Should the employee sense that a conversation with a student, faculty or staff member is leading toward disclosure of a potential Title IX, the below statement should be read to the individual:

As an employee of Mid-America Christian University, I am not able to enter into a confidential counseling relationship with you. Any information that you share with me about sexual harassment discrimination, or assault may require me to report that information to the appropriate University Officer.

**MACU at A Glance**

**Location**

Mid-America Christian University is perfectly situated in southwest Oklahoma City less than a half mile from I-44, with quick access to Will Rogers World Airport and all parts of town. With a population of more than one million in the Oklahoma City Metro area, MACU students gain big-city benefits with a small-town feel. In addition to its pristine lakes, beautiful parks and museums, the Metro is home to several professional sports teams including the Oklahoma City Thunder, the Dodgers (baseball) and the Barons (hockey). The city offers trendy restaurants and unique shops in the Bricktown area, as well as a variety of entertainment from national sporting events to concerts, to musicals and plays – all within a short drive from MACU.
Programs
Mid-America Christian University enrolls approximately 3500 students within its College of Arts and Sciences (CAS) and College of Adult and Graduate Studies (CAGS). The administration, faculty and staff are committed to the life-transforming mission of the University as they encourage students to dream bigger and do greater while keeping Christ at the center of it all. MACU offers several program options for our students.

College of Arts and Sciences
The MACU College of Arts and Sciences (CAS) is led by an exceptional faculty whose desire is to teach, mentor and encourage students. Therefore, these bachelor degree programs are designed for recent high school graduates and commuting daytime students who wish to pursue higher education through a biblically-based curriculum to positively transform lives throughout their communities and the world. Courses are taught in a traditional classroom setting, providing face-to-face interaction with peers and faculty. MACU currently offers a variety of programs through the College of Arts and Sciences. The College of Arts and Sciences consists of the School of Business Administration, School of Behavioral Science, School of English, School of General Education, School of Math and Science, School of Ministry, School of Music, and the School of Teacher Education.

College of Adult and Graduate Studies
The MACU College of Adult and Graduate Studies (CAGS) recognizes the needs of working adults who desire to further their education through a biblically-based curriculum to positively transform lives throughout their communities and the world. Therefore, each program within is designed to provide an exceptional education that is flexible and convenient. Students may take their courses on campus, online or a combination of both. To spur personal and professional growth, CAGS faculty mentor and encourage students in their calling. The College of Adult and Graduate Studies consists of the Adult School of Arts and Sciences, Adult School of Business Leadership, Adult School of Christian Ministries, and the Adult School of Psychology and Counseling.

Mid-America Leadership Institute
The Mid-America Leadership Institute is composed of three centers: the J.E. Massey Center for Ministry and Leadership, the Thomas School for International Studies, and the MACU Center for Leadership and Public Policy. These three centers exist to further the MACU vision of becoming a global university that provides Christian resources and training for leaders serving in congregational, community, national and international leadership positions. Each center is unique to its focus and addresses specific constituencies that impact their world for Christ. The centers also consider learning partnerships that maximize the University’s resources while at the same time expanding the University’s synergic relationships with recognized global leaders.
MACU Programs

Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Under-Graduate</th>
<th>Graduate</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Ethics</td>
<td>BBA</td>
<td></td>
<td>School of Business Leadership*</td>
</tr>
<tr>
<td>Ministry Leadership</td>
<td>BS</td>
<td></td>
<td>School of Ministry**</td>
</tr>
<tr>
<td>Biology</td>
<td>BS</td>
<td></td>
<td>School of Math and Science**</td>
</tr>
<tr>
<td>Business Administration</td>
<td>MBA</td>
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<td>School of Business Leadership*</td>
</tr>
<tr>
<td>Business Administration and Ethics</td>
<td>BBA</td>
<td></td>
<td>School of Business Leadership*</td>
</tr>
<tr>
<td>Christian Ministries</td>
<td>BS</td>
<td></td>
<td>Adult School of Christian Ministries*</td>
</tr>
<tr>
<td>Communication, Media, and Ethics</td>
<td>BS</td>
<td></td>
<td>Adult School of Arts and Sciences*</td>
</tr>
<tr>
<td>Counseling</td>
<td>MS</td>
<td></td>
<td>Adult School of Psychology and Counseling*</td>
</tr>
<tr>
<td>Criminal Justice and Ethics</td>
<td>BS</td>
<td></td>
<td>Adult School of Arts and Sciences*</td>
</tr>
<tr>
<td>Digital Marketing</td>
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<td>School of Business Leadership*</td>
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<tr>
<td>Early Childhood Education</td>
<td>BA</td>
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<td>School of Teacher Education**</td>
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<tr>
<td>Educational Leadership</td>
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<td>MEd</td>
<td>School of Teacher Education*</td>
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<tr>
<td>Elementary Education</td>
<td>BA</td>
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<td>School of Teacher Education**</td>
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<tr>
<td>Elementary/Secondary Vocal Music Education</td>
<td>BA</td>
<td></td>
<td>School of Teacher Education**</td>
</tr>
<tr>
<td>English: Literary and Cultural Studies</td>
<td>BA</td>
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<td>School of English**</td>
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<tr>
<td>General Studies</td>
<td>AA</td>
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<td>Adult School of Arts and Sciences* / School of General Education**</td>
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<tr>
<td>Health Care Management and Ethics</td>
<td>BS</td>
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<td>School of Business Leadership*</td>
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<tr>
<td>Leadership</td>
<td>MA</td>
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<td>School of Business Leadership*</td>
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<tr>
<td>Management and Ethics</td>
<td>BS</td>
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<tr>
<td>Mathematics</td>
<td>BS</td>
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<td>School of Math and Science**</td>
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<tr>
<td>Ministry</td>
<td>MMin</td>
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<td>Adult School of Christian Ministries*</td>
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<tr>
<td>Music and Worship Ministry</td>
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<td>School of Music**</td>
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<tr>
<td>Psychology</td>
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<td>Adult School of Psychology and Counseling*</td>
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<tr>
<td>Secondary Education</td>
<td>BA</td>
<td></td>
<td>School of Teacher Education**</td>
</tr>
</tbody>
</table>

* College of Adult and Graduate Studies
** College of Arts and Sciences;
The University offers Multidisciplinary Studies with the following:
Biology, Business Administration and Ethics, English: Literary and Cultural Studies, Mathematics, and Psychology degree programs.

Non-Degree Certificate Programs

<table>
<thead>
<tr>
<th>Certificates</th>
<th>Under-graduate</th>
<th>Graduate</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addiction and Substance Abuse Counseling</td>
<td>X</td>
<td>X</td>
<td>Adult School of Psychology and Counseling*</td>
</tr>
<tr>
<td>Church Staff Leadership</td>
<td>X</td>
<td></td>
<td>Adult School of Christian Ministries*</td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td>X</td>
<td></td>
<td>Adult School of Arts and Sciences*</td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>X</td>
<td></td>
<td>School of Teacher Education*</td>
</tr>
<tr>
<td>Victim Advocacy Certificate</td>
<td>X</td>
<td></td>
<td>Adult School of Arts and Sciences*</td>
</tr>
<tr>
<td>Women in Ministry Leadership</td>
<td>X</td>
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<td>Adult School of Christian Ministries*</td>
</tr>
<tr>
<td>Worship Arts and Leadership</td>
<td>X</td>
<td></td>
<td>J.E. Massey Center*</td>
</tr>
</tbody>
</table>

* College of Adult and Graduate Studies
** College of Arts and Sciences
Concentrations, Emphases, and Areas of Specialization

**Concentrations, Emphases, and Areas of Specializations**

<table>
<thead>
<tr>
<th>College of Adult and Graduate Studies</th>
<th>College of Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentrations, Emphases, and Areas of Specializations</td>
<td>Undergraduate</td>
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<tr>
<td><strong>BUSINESS ADMINISTRATION</strong></td>
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<tr>
<td>CPA Accounting Emphasis *</td>
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<tr>
<td>Health Care Management Emphasis *</td>
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<tr>
<td>Human Resource Management Emphasis*</td>
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<tr>
<td>Management Accounting Emphasis*</td>
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<tr>
<td>International Business Emphasis *</td>
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<tr>
<td><strong>BUSINESS ADMINISTRATION AND ETHICS</strong></td>
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<tr>
<td>Management Information System *</td>
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<tr>
<td>Sports Management Concentration **</td>
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<tr>
<td><strong>COUNSELING</strong></td>
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<tr>
<td>Addiction and Substance Abuse Counseling Emphasis *</td>
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<tr>
<td>Marital, Couples, and Family Counseling/Therapy Emphasis *</td>
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<tr>
<td>Clinical Mental Health Counseling Emphasis *</td>
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<tr>
<td><strong>LEADERSHIP</strong></td>
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<tr>
<td>Business Management Emphasis *</td>
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<td>Higher Education Administration Emphasis *</td>
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<tr>
<td>Public Administration Emphasis *</td>
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<tr>
<td>Transformational Leadership Emphasis*</td>
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<tr>
<td><strong>MANAGEMENT AND ETHICS</strong></td>
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<tr>
<td>Management Information System *</td>
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<tr>
<td><strong>MINISTRY</strong></td>
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<tr>
<td>Leadership Emphasis *</td>
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<tr>
<td>Pastoral and Crisis Care Emphasis *</td>
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<tr>
<td><strong>MINISTRY LEADERSHIP</strong></td>
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<tr>
<td>Pastoral Care Concentration **</td>
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<td>Youth Ministry Concentration **</td>
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<td><strong>PSYCHOLOGY</strong></td>
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<td>Criminal Justice Concentration **</td>
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<tr>
<td><strong>SECONDARY EDUCATION AREAS OF SPECIALIZATION</strong></td>
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<tr>
<td>English **</td>
<td></td>
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<tr>
<td>Math **</td>
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<tr>
<td>Social Studies **</td>
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</tbody>
</table>

* College of Adult and Graduate Studies
** College of Arts and Sciences

**LEGEND:** College abbreviations used in this table are as follows: AA-Associate of Arts; BA-Bachelor of Arts; BS-Bachelor of Science; BBA-Bachelor of Business Administration; MA-Master of Arts; MBA-Master of Business Administration; MMin-Master of Ministry; MS-Master of Science.
THE UNIVERSITY

Mission Statement

Mid-America Christian University prepares students through a Wesleyan perspective to create, collaborate, and innovate to solve local and global problems for the glory of God through Jesus Christ and the good of society.

This mission statement reflects MACU’s stable, historical philosophy of education in the enduring identity and heritage of the University. This mission guides all the purposes, goals, and activities of the University. The mission and purposes of Mid-America Christian University affirm the basic goal to equip men and women for effective Christian ministry, providing that a person does not have to be a pastor or a missionary to have a ministry.

All Christians are called to serve Christ and minister to others. Many graduates exercise this responsibility as pastors and full-time church ministers, but others are called to serve as musicians, teachers, counselors, or in other ways. The mission statement is congruent with the objectives and purposes of the institution. It continues to be evident in practical application.

Vision Verse

“Very truly I tell you, whoever believes in me will do the works I have been doing, and they will do even greater things than these, because I am going to the Father.”

(John 14:12)

Vision Statement

Mid-America Christian University is

“Preparing People to do Greater Things for God and His Kingdom”

Dream Bigger. Do Greater.

History of the University

Chartered by the state of Texas and recognized as an institution of higher education, South Texas Bible Institute opened on September 14, 1953 in Houston, Texas. Under the leadership of Dr. Max R. Gaulke, the institute’s founder and president, the institute used the facilities of the First Church of God and began its first class with 26 students.

In the fall of 1955, the curriculum was expanded to that of a four-year college and the name was changed to Gulf-Coast Bible College. In 1966, Gulf-Coast Bible College became an associate member of the American Association of Bible Colleges and was granted full membership in 1968. Ten years later, it was granted full accreditation by the Southern Association of Colleges and Schools.

In June of 1968, Gulf-Coast Bible College became a general agency of the Church of God, Anderson, Indiana. As a result of the action by the General Assembly, the College was granted representation on the Executive Council of the Church of God and full membership on the Commission on Higher Education of the Church of God. In the summer of 1985, Gulf-Coast Bible College moved to Oklahoma City, Oklahoma, and became Mid-America Bible College. Moving to Oklahoma City placed the college under a new regional accreditation body, the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2003, the college became Mid-America Christian University.

Since its inception, the University has been led by four distinguished presidents: Dr. Gaulke, the University’s founder (1953 – 1975); Dr. John W. Conley (1975 – 1989); Dr. Forrest Robinson (1989 – 1999); and Dr. John D. Fozard (1999 – present).
**ADMISSIONS**

*For the kingdom of God does not mean food and drink but righteousness and peace and joy in the Holy Spirit; he who thus serves Christ is acceptable to God and approved by men.*

*Romans 14:17-18*

Mid-America Christian University is committed to preparing leaders whose life, character, convictions, and gifts make them worthy ambassadors of Jesus Christ.

The University admits individuals who will profit from the educational environment that the University offers. Students should possess evidence of moral integrity, exhibit a life of sensitivity to God and their fellow students, and be regular participants in the fellowship of an evangelical church.

As a condition of enrollment, all students are asked to sign a statement expressing their willingness to observe all University regulations and guidelines. Adult and graduate students, upon signing their application, declare they understand and respect the regulations of the institution.

While MACU admits students of any race, color, disability, gender, religion, and national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, the University reserves the right to refuse admission, continued admission or readmission to any student or prospective student who does not meet the admission qualifications for acceptance into MACU or abide by the University’s regulations and guidelines.

The details of campus conduct are contained in the Student Handbook. Students may download a copy of the handbook at [www.macu.edu](http://www.macu.edu) or on the student portal at my.macu.edu.

**Admission Classifications**

All applications will be reviewed by the Enrollment Support Services and Registrar staff. Acceptance is granted under one of the following classifications:

**Regular (Full) Acceptance** — Students who have submitted all required fees, documents, and official transcripts, and have achieved all admission requirements for their program are granted acceptance.

**Probationary Acceptance** — Transfer students who have an cumulative (overall college) GPA below 2.0 or who are on suspension at their most recent academic institution may be admitted under probationary acceptance. For those granted probationary acceptance, continued enrollment at MACU will depend upon their cumulative GPA during the first term of attendance. The cumulative GPA standards by class level (see Academic Probation and Suspension section below) will be applied at the end of the first term of probationary enrollment. Undergraduate students are instructed to sign and abide by an Academic Success Contract. Failure to do so may result in discontinued enrollment.

**Provisional Acceptance** — Applicants who fail to meet the admission requirement(s) for a given program or require readmission after suspension/dismissal may submit a written appeal to the Admissions and Retention Committee for further considerations for provisional acceptance. If admitted via the Admissions and Retention Committee, students may have additional provisions required to ensure the best possible opportunity of academic success. Students who fail to meet those provisions outlined by the committee may be suspended from the University. Undergraduate students are instructed to sign and abide by an Academic Success Contract. Failure to do so may result in discontinued enrollment.

**Conditional Acceptance** — Students may submit official or unofficial transcripts that are not final transcripts for Conditional Acceptance. Students will be considered for regular or probationary admission once all official, final transcripts and test scores, as applicable by application type, have been submitted. Financial aid could be affected for students in a conditional acceptance status. MACU recommends all transcripts be submitted prior to classes beginning in order to secure accurate Title IV level funding. The Office of the Registrar must have all admission requirements prior to
the end of the student’s first term. An extension of one term can be approved by special action of the Admissions and Retention Committee.

**Special Acceptance** – Non-degree seeking students and concurrently enrolled high school students are granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program.

Final acceptance to the University will be granted by the Registrar’s Office.

**Enrollment Status Classifications**

**Full-Time Student.** A student who is enrolled as follows:

- Traditional Undergraduate Program and enrolled in 12 or more semester hours of coursework;
- Adult and Graduate Studies Undergraduate Program and enrolled in 6 or more semester hours in a 10 week period; or
- Adult and Graduate Studies Graduate Program and enrolled in 3-9 semester hours in an 18 week period.

**Part-Time Student.** A student who is enrolled as follows:

- Traditional Undergraduate Program and enrolled in less than 12 semester hours of coursework;
- Adult and Graduate Studies Undergraduate Program and enrolled in less than 6 semester hours in a 10 week period

**Unclassified Student.** Non-degree seeking students and Prerequisite students enrolled in required graduate program prerequisite courses are granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program. (See Special Acceptance)

**Conditional Student.** A student who is enrolled under the conditional acceptance policy. (See Conditional Acceptance)

**Concurrent Student.** A concurrently enrolled high school student is granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to enter a degree program. (See Concurrent Enrollment)

**Provisional Student.** A student who is admitted or allowed to enroll by special action of the Admissions and Retention Committee. (See Provisional Acceptance above)

**Traditional Undergraduate Programs**

**First-Year Student Applicants**

First-year admission in the College of Arts and Sciences (CAS) is based on the evaluation of three criteria and applicants must meet at least two of the following criteria to be admitted:

- Graduation from high school with academic rank in the upper half of their graduating class (unweighted) or has made satisfactory scores in the upper half on the G.E.D. (General Development Test);
- A high school grade point average of 2.0 (unweighted) or higher; and
- A composite score on the ACT of 18 or a combined SAT score of 970 (or 870 if taken before March 2016).

Applicants must submit the following to the Admissions Office:

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
2. A completed Admissions Application;
3. The ACT or SAT Profile;
4. A final copy of the high school student transcript. The admission decision can be made on a transcript that does not have the complete senior year. A final transcript with the complete record is needed for enrollment;
5. An official transcript of any college credit completed concurrently while enrolled in high school. This includes subject exams transcripts (Advanced Placement, CLEP, Dantes, or DSST), and colleges.

If the applicant is currently attending a college, he/she should have transcripts of all previous college work sent to the Office of Admission at the time that an application for admission is submitted. He/she must have a supplementary transcript forwarded immediately after the completion of all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become the property of Mid-America Christian University and will not be reproduced, returned or copied.

Applicants who have completed high school equivalency through the General Development Test (GED) examination will be accepted based on an evaluation of their scores. Home-schooled applicants who have a high school diploma will also be considered for admission even though class rank is not a valid criterion for them. GED and home-schooled applicants should present ACT or SAT scores with their application.

Once accepted the following must be submitted:
1. A $100.00 enrollment deposit to confirm the intention to enroll;
2. Residency Forms;
3. Health Forms;
4. Immunization Records; and
5. Registration Agreement

**Early Acceptance**
Students who show maturity and academic promise in completing their junior year in high school may seek early acceptance for post-high school enrollment to Mid-America Christian University College of Arts and Sciences. Instead of a high school diploma, the following apply:
1. A grade point average of 3.00 or higher for grades nine, ten, and eleven;
2. A recommendation form from a person other than a family member, i.e., high school principal, counselor, coach, employer, etc. (form at [www.recform.macu.edu](http://www.recform.macu.edu));
3. An ACT composite score of 20 or a combined SAT score of 1040 (or 950 if taken before March 2016). Special action of the Admissions and Retention Committee may substitute for examination scores; and
4. Eligible to complete requirements for graduation from high school no later than the spring of the senior year as verified by an authority from the high school.

**Note:** These students who wish to enroll concurrently will need to refer to the Concurrent Enrollment section below.

**Transfer Applicants**
A College of Arts and Sciences transfer applicant is a degree-seeking student who has earned a minimum of 24 college level semester hours of transferable credit from another regionally accredited post-secondary institution. Those with fewer than 24 college level semester hours are subject to freshman entrance requirements. The transfer applicant must be in good academic standing without disciplinary problems at the last University attended and must have at least a 2.00 cumulative GPA. As a condition for admission, the applicant must submit official transcripts from each college and university attended. All grades will be accepted on transfer to Mid-America Christian University, but there is a limit on the number of "D" grades that can apply to the completion of the degree. Transfer applicants seeking the major in educational studies are required to have a 2.5 GPA at the time of admission. Applicants should consult with their admissions counselor for information specific to their areas of interest.
The Admissions Office will consider applications only after the following steps are completed:

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
   - Employee ID card
   - Missing Child (“ChildFind”) ID card
   - Any temporary ID card

2. A completed Admissions Application; and
3. Official transcripts from each University attended are on file in the Admissions Office

   If the applicant is currently attending a college, he/she should have transcripts of all previous college work sent to the Office of Admission at the time that an application for admission is submitted. He/she must have a supplementary transcript forwarded immediately after the completion of all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become the property of Mid-America Christian University and will not be reproduced, returned or copied.

   If the applicant is an admissible transfer student, an evaluation of courses and hours needed to complete the degree will be developed to confirm the applicant's status. See the “Transfer Regulations” section below for an explanation about the transfer credit process.

Once accepted the following must be submitted:

1. A $100.00 enrollment deposit to confirm the intention to enroll;
2. Residency Forms;
3. Health Forms;
4. Immunization Records; and
5. Registration Agreement

**Concurrent Enrollment**

A student of sufficient maturity who has begun at least their junior year of high school may enroll concurrently at MACU. The student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 15 semester hours. Students cannot take more than six hours of college-level work per semester without prior approval from high school principal and/or guidance counselor. For the purpose of calculating workload, a one-semester high school course, which meets every day, shall be equivalent to three semester credit hours of college work. In order to qualify for admission the student must meet the following requirements:

1. CGPA (cumulative grade point average) of 3.00 unweighted or higher based on a 4.00 scale for all high school grades completed;
2. A letter from either the high school principal and/or guidance counselor stating the student is approved for concurrent enrollment;
3. An ACT composite score of 20 or a combined SAT score of 1040 (or 950 if taken before March 2016). Special action of the Admissions and Retention Committee may substitute for examination scores; and
4. Eligible to complete requirements for graduation from high school no later than the spring of the senior year as verified by an authority from the high school;

Concurrently enrolled students must maintain a 2.00 cumulative GPA at MACU in order to continue in dual enrollment courses and maintain a high school 3.0 unweighted GPA. If students fall below these grade point criteria, they may be reinstated following the grading period that their overall unweighted GPA returns to the required minimums.
Students who will graduate prior to completion of the postsecondary course may not register for the course through dual enrollment.

See Office of the Registrar for a list of approved lower-division courses. Students who wish to take accelerated online courses in the summer may do so only if they are rising high school seniors.

**Applying for Admission to the College of Arts and Sciences**

Those desiring to apply to the Mid-America Christian University College of Arts and Sciences must complete the application process by meeting all of the admissions requirements noted in the previous section of this catalog and submitting all requested documents to:

**College of Arts and Sciences**  
Attn. Office of Admissions  
Mid-America Christian University  
3500 S. W. 119th St.  
Oklahoma City, OK 73170

**Phone**: 405.692.3281  
**FAX**: 405.692.3172  
**Email**: admissions@macu.edu

**Adult and Graduate Studies**

**Undergraduate Admissions Procedures**

Mid-America Christian University offers several undergraduate programs designed to help the adult student complete his/her associate and/or bachelor degree. The associate degree programs are designed to prepare students for the bachelor degree programs. This accelerated program is designed for adult learners with significant work history, qualifying life experiences, and earned college level credit. Criteria such as age and marital/family/employment status are all potentially defining factors. If a transfer applicant is not in good academic standing (2.0 cumulative GPA) may be admitted with probationary acceptance (see Academic Probation and Suspension section). Applicants not meeting admissions requirements may appeal to the Admissions and Retention Committee.

College of Adult and Graduate Studies (CAGS) Bachelor degree candidates will be expected to complete associate degree requirements at Mid-America Christian University or transfer an earned associate degree from a regionally accredited institution that meets Mid-America Christian University core requirements.

Applicants must meet or complete the following criteria:

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.
   
   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
   - Employee ID card
   - Missing Child (“ChildFind”) ID card
   - Any temporary ID card

2. Complete an Admissions Application;
3. Submit/request official transcripts from each college and university attended and certify high school graduation. If there are no transferable post-secondary credits, students must certify or prove high school graduation, or the federally approved equivalency, such as a General Development Test (GED) or approved home school transcript; and
4. If the applicant has earned less than 12 hours of college level credit and is less than 22 years old, he/she is required to submit two of the following: a graduation from high school with academic rank in the upper half of their graduating class or has made satisfactory scores in the upper half on the GED; a composite score on the ACT of 18 or a combined SAT score of 970 (or 870 if taken before March 2016); or a high school grade point average of 2.0 (unweighted) or higher.
If the applicant is currently attending a college, he/she should have transcripts of all previous college work sent to the Office of Admission at the time that an application for admission is submitted. He/she must have a supplementary transcript forwarded immediately after the completion of all courses in progress. **Students are not at liberty to disregard any part of their previous educational history when applying for admission.** All transcripts become the property of Mid-America Christian University and will not be reproduced, returned or copied.

**Preliminary Enrollment Period**

All new undergraduate students wishing to enter the College of Adult and Graduate Studies (CAGS) undergraduate programs for the first time will be enrolled in a preliminary enrollment status for the first 21 calendar days of their first term/period of enrollment. Students are not initially accepted into the University during this preliminary enrollment period. Those students who have met participation requirements as determined by the University and not elected to withdraw will be retroactively accepted according to the CAGS Admission policy after the 22nd day of their preliminary enrollment. At this point, the students will be charged tuition and may receive any student aid for which they are eligible, retroactive to the beginning of the term/payment period.

After the 14th day, students who have not participated in accordance with the CAGS participation policy will be considered to have cancelled while in the preliminary enrollment period. Students may self-elect to cancel their enrollment any time during the preliminary enrollment period. Students whose enrollments are cancelled during the preliminary enrollment period will not incur any tuition or fee obligation. Students will still be responsible for any book charges.

Final acceptance to the University will be granted by the Registrar’s Office.

**Graduate Admission Procedures**

An applicant may be eligible for admission to the College of Adult and Graduate Studies if he or she meets the following criteria:

**Master of Business Administration Program (MBA)**

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one. Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
   - Employee ID card
   - Missing Child (“ChildFind”) ID card
   - Any temporary ID card
2. Official transcript showing conferral of a bachelor degree from a regionally accredited college or university;
3. Completed and signed admission application; and
4. Minimum overall cumulative grade point average of 2.75 of bachelor course work. Students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable.

Admission to the University and MBA program is granted by the Registrar upon recommendation of the Dean of the College of Adult and Graduate Studies or his/her designee.

**Note:** Students who do not have a bachelor degree in Accounting and wish to enroll in the MBA, CPA Accounting Emphasis are required to have the following prerequisites:

- ACCN 3913 Intermediate Accounting II**
- ACCN 3933 Income Tax Accounting I
- ACCN 4443 Advanced Financial Accounting OR Equivalent
- ACCN 4633 Auditing
**If student has not completed Intermediate Accounting II, there may be additional prerequisite courses that must be taken prior to enrollment in course.

**Master of Arts in Leadership**

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
   - Employee ID card
   - Missing Child (“ChildFind”) ID card
   - Any temporary ID card

2. Official transcript showing conferral of a bachelor degree from a regionally accredited college or university;
3. Completed and signed admission application; and
4. Minimum overall cumulative grade point average of 2.75 of bachelor course work. Students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable.

Admission to the University and MA Leadership program is granted by the Registrar upon recommendation of the Dean of the College of Adult and Graduate Studies or his/her designee.

**Master of Education (Med) Programs**

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
   - Social Security card
   - Employee ID card
   - Missing Child (“ChildFind”) ID card
   - Any temporary ID card

2. Official transcript showing conferral of a bachelor degree from a regionally accredited college or university;
3. Completed and signed admission application; and
4. Minimum overall cumulative grade point average of 2.75 of bachelor course work. Students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable.

Admission to the University and Med programs is granted by the Registrar upon recommendation of the Dean of the College of Adult and Graduate Studies or his/her designee.

**Master of Ministry**

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   - Any document that bears a statement such as “not valid as identification”
   - Credit or debit card of any kind, even one with a photograph
   - Birth certificate
• Social Security card
• Employee ID card
• Missing Child (“ChildFind”) ID card
• Any temporary ID card

2. Official transcript showing conferral of a bachelor degree from a regionally accredited college or university;

3. Completed and signed admission application; and

4. Minimum overall cumulative grade point average of 2.75 of bachelor course work. Students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable.

5. Verify active membership within a church.

6. Sign a letter acknowledging one’s understanding of the requirement to fulfill the Ministry Integrative Practicum (MIP) as a part of the degree program.

7. Provide an acknowledgement form for admission to the Ministry Integrative Practicum (MIP), and as required, a background check, including, but not limited to criminal history.

Admission to the University and Master of Ministry program is granted by the Registrar upon recommendation of the Dean of the College of Adult and Graduate Studies or his/her designee.

**Master of Science in Counseling**

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

   Unacceptable ID Examples:
   • Any document that bears a statement such as “not valid as identification”
   • Credit or debit card of any kind, even one with a photograph
   • Birth certificate
   • Social Security card
   • Employee ID card
   • Missing Child (“ChildFind”) ID card
   • Any temporary ID card

2. Official transcript showing conferral of a bachelor degree from a regionally accredited college or university.

3. Completed and signed admission application.

4. Minimum overall cumulative grade point average of 2.75 of bachelor course work. Students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable.

5. Minimum official test score from either the Miller Analogy Admissions Test (MAT) of 365 or the Graduate Record Examinations (GRE) of 139.

6. Prior to enrollment, prospective students must complete five (5) courses in psychology at the undergraduate level. Four of these courses must be for 3 hours credit and the fifth class could be a 3 hour or 2 hour class. Students will not be allowed to take the first course in the Master of Science in Counseling program without completion of these 5 courses. The courses are required to be predominantly psychological in nature. Sociology courses cannot be accepted. Courses in programs other than those in a psychology department can be considered after being reviewed by the Dean of the College of Adult and Graduate Studies or his/her designee to determine if they are predominantly psychological in nature.

   a. Minimum overall cumulative grade point average of 2.75 of bachelor course work, or students whose CGPA is below this requirement but whose last 60 hours was at least a 2.75 GPA will be acceptable. All students must have a 2.75 or greater GPA in all prerequisite psychology coursework.

   b. Students who do not meet the academic requirements for admission can submit a request to the admissions committee to be accepted into the program as a provisional student. No more than 10%
of the admissions enrolled in a given start can be offered provisional enrollment. To be considered for provisional enrollment the student must meet one of the following two conditions:

i. Have a CGPA (or last 60 credit hours) of a 2.5 or higher (with a 2.75 in all prerequisite psychology coursework) and a MAT score of greater than or equal to 365.

ii. Have a CGPA or last 60 credit hours of 2.75 or higher (with a 2.75 in all prerequisite psychology coursework) and a MAT score of 363 or greater.

c. Regular (Full) acceptance to the program is contingent upon demonstration of an ability to succeed in the program. Students must achieve a grade of at least a “B” in each of the first three courses and maintain a grade point average of 3.0 for the remainder of the program. In the event that a student earns lower than a B, one retake will be allowed. If, after repeating a course, the student is still unable to earn the required grade of a B or better, the student must submit a letter of appeal to the Chair of the Adult School of Psychology and Counseling to request permission to retake the course a second time.

7. Personal Statement:

a. Applicants are to describe in 300 to 400 words their career goals and how these goals align with a pursuit of a Master’s degree in counseling. Applicants are to include: (1) A personal asset(s)/skill set that uniquely qualifies the applicant to be a counselor and (2) areas for growth the applicant anticipates in pursuing this degree and professional career.

b. Applicants are to describe in 300 to 400 words the ACA code of ethics states the importance of “honoring diversity and embracing a multicultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts.” Using a specific experience you’ve had with someone/some group different than you (in terms of race, socioeconomic background, gender, disability, religion, sexual orientation, culture or age, etc.), discuss what challenges and lessons you learned from this experience. The applicant will describe how the interaction affects his or her personal views about this individual/group and his or her overall perspective on establishing therapeutic alliances with diverse populations?

8. Applicants are to submit two letters of recommendation that addresses the applicant’s academic and/or career qualifications.

Admission to the University is granted by the Registrar upon recommendation of the Dean of the College of Adult and Graduate Studies or his/her designee. Candidacy to the MS Counseling program is granted by the School Chair.

Addiction and Substance Abuse Counseling Certificate

1. A photocopy of the applicant’s United States government-issued driver’s license, U.S. state non-driver ID card, or passport identification. In compliance with federal law, the University will not ask for or accept a photocopy of a student’s military ID, should an applicant have one.

Unacceptable ID Examples:
- Any document that bears a statement such as “not valid as identification”
- Credit or debit card of any kind, even one with a photograph
- Birth certificate
- Social Security card
- Employee ID card
- Missing Child (“ChildFind”) ID card
- Any temporary ID card

2. Students must be in good standing in a counseling program or have completed a master degree in the field of counseling that would qualify them for another license (LPC or LMFT).
3. Students are assumed to have the additional necessary coursework to apply for the LADC/MH that meet or are equivalent to those of the current Master of Science in Counseling, Addiction and Substance Abuse Counseling emphasis.

4. Additional needed coursework to qualify for the LADC license can be added to the certification program to be taken in addition to the basic requirements for certification. Documentation from the state licensing board of additional required coursework will be required before enrollment in the additional courses. Note: In order to receive Title IV funding for these additional courses, they must be approved prior to conferral of the certificate.

Applying for Admission to the College of Adult and Graduate Studies

Those desiring to apply to the Mid-America Christian University College of Adult and Graduate Studies must complete the application process by meeting all of the admission requirements noted in the previous section of this catalog and submitting all requested documents, according to their specific program, as follows, to:

College of Adult and Graduate Studies
Attn: Enrollment Dept.
Mid-America Christian University
3500 S. W. 119th St.
Oklahoma City, OK 73170

Phone: 888.888.2341
FAX: 405.418.7160
Email: enroll@macu.edu

Admission Application forms are available online at www.macu.edu or by contacting the College of Adult and Graduate Studies Enrollment Department.

Transient and Non Degree-Seeking Students

Students who do not wish to seek a degree at Mid-America Christian University, do not qualify for regular admission, or who are enrolled and seeking a degree at other colleges and universities (transient) may enroll at Mid-America Christian University as non-degree-seeking or transient students. Course enrollment for transient and non-degree-seeking students have the following conditions:

1. Students must meet all prerequisites and requirements for courses in which they wish to enroll;
2. Students are limited to enrolling in certain courses (see the Registrar about these limitations);
3. Students may not take more than a cumulative total of 24 credit hours or six graduate credit hours without permission from the Vice President for Academic Affairs;
4. Transient students must give evidence of good standing at their University and should have the approval of their University to ensure the course(s) will transfer as desired. Mid-America Christian University does not guarantee that a course meets another institution’s program requirements;
5. Students are subject to the same policies and procedures as Mid-America Christian University degree-seeking students; and
6. Mid-America Christian University degree-seeking students have enrollment priority when space is limited.

Admission of Veterans

Mid-America Christian University is approved as a degree-granting institution for the attendance of eligible veterans. Eligible veterans may receive college benefits while attending this university. Veterans may obtain an “Application for Benefits” from the closest regional VA office, or online at http://www.gibill.va.gov/apply-for-benefits/application/ For further information on this subject, write or call the Student Veteran Advisor. Veterans who qualify and wish to use their benefits, must supply a copy of their Certificate of Eligibility and complete the MACU Veteran Responsibility Agreement at the beginning of each registration period.
Any student using Department of Defense funding including but not limited to tuition assistance or VA education benefits is required to provide all official military transcripts for evaluation.

Student Veteran Advisor  
Mid-America Christian University  
3500 S. W. 119th St.  
Oklahoma City, OK 73170  
Phone: 405.692.3147  
FAX: 405.692.3165  
Email: macuva@macu.edu

International Students

English Proficiency
In addition to meeting general admission requirements, international students must demonstrate skill in the English language. All applicants for whom English is a second language must present evidence of proficiency in the English Language in one of these ways:

- TOEFL exam - Official test results must be sent directly to the Office of Admissions. Scores over two years old by the beginning of the term you wish to enter are not acceptable unless you have been attending school in the U.S. since the test date. Some applicants may be exempted from the TOEFL requirement if, during the admissions process, the Dean or his or her designee grants the exemption. The following test scores are required for specified programs:
  - **Undergraduate programs** - a score of 500 or better on the paper-based exam, 173 on the computer-based exam or 61 on the Internet-based exam.
  - **Graduate programs** - a score of 550 or better on the paper-based exam, 213 on the computer-based exam or 79 on the Internet-based exam.
- Secondary school work in the United States, including achievement of the high school curricular requirements required for freshman admission, or attainment of the recognized certificate of completion required for entrance into a university in any other country in which English is the native language and the language of instruction in the high school.
- Satisfactory completion of 24 or more semester hours of college-level coursework from a regionally or nationally accredited university in the United States, or in any other country in which English is the native language.
  
  **Note:** Simple instruction in English, completion of 24 hours of university coursework, or completion of a degree in a country in which English is the official, but not native, language will not satisfy this requirement.
- Completion of a bachelor degree, or higher, at an accredited university in the United States, or in any other country in which English is the native language.
- Successful completion of an English as a Second Language (ESL) program.

Transcripts
International applicants must have official transcripts sent to the University. Copies of all secondary and post-secondary transcripts, the General Certificate of Education (GCE), as well as the original documents themselves, results, diplomas, and other certificates not in the English language, must be evaluated by an approved independent transcript evaluating organization (http://www.naces.org/members.html). It is the applicant’s financial responsibility to obtain transcripts and evaluation. See the Office of the Registrar for more information.

International Transfer Credit Process
The Office of the Registrar evaluates and verifies all academic credentials to determine whether transfer credit will be awarded. All college-level coursework completed at an international institution evaluated by an approved independent transcript evaluating organization (http://www.naces.org/members.html) will be evaluated by the Office of the Registrar. All coursework that equates to MACU coursework will be transcribed.
International Transfer Credit Equivalency
Transcripts from international institutions must be evaluated by an approved independent transcript evaluating organization (http://www.naces.org/members.html) at the student’s expense. These transcripts must be assessed for the following:

- Translation
- Accreditation
- Authenticity of the documents
- Education benchmarks (how many years does each benchmark represent)
- Equivalency of courses
- Credit value (reporting may be credit based, hour based, marked based or outcome based)
- Level of the program
- Grading Scale
- Cumulative GPA
- Equivalency of the degree or diploma

Admission of Residential International Students
The eligibility of a foreign student to pursue educational study in the United States is determined by his or her possession of a valid F-1 visa. To be eligible for an F-1 visa, a student must possess a valid passport, an I-20 ID form completed by both the University and the student, and a letter of acceptance from the University. A visa is a document issued by a country that gives the possessor permission to come to that country’s borders to request permission to leave that country. Final decisions about permission rest with the local immigration officials of that country.

Students desiring to apply for admission to the United States as an F-1 student in order to attend Mid-America Christian University must meet all admission requirements for their program and the following criteria. All Admission requirements must be received no later than 30 days prior to the start of a given semester in order to be given consideration for acceptance to the University:

- Apply to the University
  - Complete the application
  - Provide an email address for one reference (CAS only).
  - Provide one letter of good standing from transferring institution (transfer students only).
  - Provide official Academic Credentials.
- All transcripts (high school or college as applies to the program). Please note in addition to providing original transcripts, evaluation of international transcript by a professional evaluation service must be submitted at the student’s expense. Information may be acquired from the Registrar’s Office.
- Provide proof of English proficiency. Choose one of the following:
  - TOEFL score:
    - Undergraduate – 500 on the paper test, or 173 computer-based exam, or 61 on the internet based exam.
    - Graduate – 550 on the paper test, or 213 computer-based exam, or 79 on the internet based exam.
U.S. high school diploma or G.E.D. or any other country in which English is native language.

Satisfactory completion of 24 or more semester hours of college-level coursework from a regionally or nationally accredited university in the United States, or in any other country in which English is the native language.

Successful completion of an English as a Second Language (ESL) program.

- Certificate of Financial Resources (CFR) form confirming coverage of all University, personal, and travel expenses for each academic year at Mid-America Christian University.
- Pay $500 security deposit (30 days prior to first day of classes)
- Pay first semester’s account balance:
  - The first ½ of the student’s account balance DUE 30 DAYS PRIOR to the start of the semester.
  - The second ½ of the student’s account balance DUE FIRST DAY OF CLASSES.

Upon full regular acceptance into a program and verification that the student meets the criteria above a letter of acceptance will be sent to the student. Upon receipt of the required advance deposit and verification of finances, a completed I-20 ID form will be sent to the student. Documents to receive a visa will not be issued until the above requirements are met.

The following do not need to be shown until the student arrives on campus. Once on campus, please submit these to the DSO in the Registrar’s office.

- Proof of health insurance which includes repatriation
- Immunization records
- Passport
- I-94
- F-1 Visa

**Note:** International students need the maturity, perseverance, and ability to complete a University program in another culture successfully. References are frequently requested.

**Please note:** Mid-America Christian University cannot guarantee scholarships or work opportunities on campus. See the section under "Financial Information" in this catalog for further details.

More information on studying abroad at MACU can be found in the International Student Handbook.

**Applying for Readmission**

A student whose attendance has been interrupted for two (2) consecutive semesters or one academic year must apply for readmission to the University. The Application for Admission form may be secured from the CAS Office of Admissions or the CAGS Office of Enrollment and must be returned to that office at least 15 days before the beginning of the semester/period in which the student wishes to enroll. A returning student who has been dismissed or suspended from MACU for academic reasons should see the section on Academic Probation and Suspension. A student who has been dismissed for disciplinary reasons may be considered for reinstatement after an absence of the dismissal semester plus an additional full semester, providing he or she completes the Readmission form and has a personal interview that is satisfactory to the Admissions and Retention Committee. A student so admitted shall be required to maintain an academic standard and standard of conduct consistent with that of the institution. A student who has been dismissed a second time for disciplinary reasons will NOT be readmitted.

**Felony Conviction Appeal Process**

For students who have indicated on the application for admission that they have been convicted of a felony, additional information is required for the admissions decision. A felony conviction may not result
in an automatic denial of admission and the appeal letter will be reviewed by a code of conduct review team.

Please submit a typed letter attention to Student Affairs detailing the following:

1. Explanation of the conviction – type, date, and location
2. Address the circumstances
3. A statement of what life changes have taken place / how have you moved forward from the conviction.

Transfer Regulations

The amount of credit granted to applicants for admission as transfer students depends upon the nature and quality of the applicant’s previous work, evaluated according to the academic requirements of the Mid-America Christian University (MACU), and the following provisions:

1. Transfer credit earned by students at institutions accredited by a regional accrediting agency (such as the North Central Association of Colleges and Schools) or the Oklahoma State Regents for Higher Education will be accepted for transfer at face value.
2. Credits earned at institutions accredited by a national accrediting agency recognized by the U.S. Department of Education will be reviewed on a course-by-course basis and accepted for transfer if the course is determined to be substantially equivalent to a Mid-America Christian University course or courses.
3. Lower-division courses transferred to the Mid-America Christian University will generally be used to meet lower-division degree requirements. In the event that a lower-division transfer course is used as a substitution for an upper-division requirement at the University, a student may be required to complete additional upper-division hours for graduation.
4. Transfer students who enter the University with an Associate of Arts or an Associate of Science from a regionally accredited institution are considered to have met the lower-division (1000- and 2000-level) course requirements of the University’s General Education core curriculum. However, these students are still required to complete any lower-division coursework that is required beyond the University’s lower-division General Education course requirements, as well as the upper-division (including General Education) course requirements for a degree.
5. Transfer credit will be entered on the student’s record upon receipt of all official transcript for all post-secondary institutions attended and successful completion of twelve (12) credit hours at Mid-America Christian University.

Residency Requirements

Academic residency requirement refers to the maximum allowable transfer credit for each degree type. The credit hour residency requirement indicates the number of credits you must complete through the University in order to graduate. It does not mean that you must physically come to the University or attend courses at any physical location. MACU’s academic schools may establish program specific residency requirements that are higher than the University residency requirements, but they may not have a residency requirement that is lower than the University standard.

Academic Residency Requirement

- All degree programs that have a capstone / practicum / internship requirement must have that requirement fulfilled by Mid-America Christian University credit. The requirement cannot be fulfilled via transfer credit unless there is approval from the dean.
Credit Hour Residency Requirements

- Non-degree certificate students, at least 50% of the credits required for an undergraduate or a graduate certificate must be earned at MACU. Application of any transferred credits is at the discretion of the school chair or registrar.
- Associate degree programs have credit residency requirements of 15 credit hours earned at MACU that apply to the associate program.
- Bachelor degree programs have credit residency requirements of 30 credit hours earned at MACU that apply to the bachelor program. 15 of the final 30 hours or 50 percent of the major are also required in residence.
- Graduate degree programs have credit residency requirements of at least 24 credit hours earned at MACU that apply to the program of study. All transfer credit must be approved by the school chair.

Note: Residency credit hours may also include non-collegiate learning credit (see Non-Collegiate Learning Credit).

Non-Collegiate Learning Credit

Mid-America Christian University encourages capable students to seek college credit for knowledge they may have acquired in a variety of ways.

The University will award credit based on the following measures of non-collegiate learning: proficiency exams (CLEP, AP, DSST (DANTES), departmental exams); formal non-collegiate coursework for which credit recommendations have been established by NCCRS (National College Credit Recommendation Service, formerly National PONSI); military educational experiences recommended for credit by ACE; and credit by demonstrated competency (CDC).

Advanced standing credit for non-collegiate learning must be validated by successful completion of 12 hours before being placed on the student’s transcript. Mid-America Christian University will only award this credit as it applies to the degree programs. Advanced placement credit will be recorded on the official transcript without grade equivalent or inclusion in the CGPA.

Academic credit awarded by Mid-America Christian University is considered resident credit. If a student achieves advanced credit for any course in which he/she is currently enrolled, there will be no refund of tuition or fees refunded for that course, even if the student drops/withdraws from the enrollment of the class.

Mid-America Christian University recognizes that non-collegiate learning may have been awarded on another institution’s transcript. The University will accept this type of credit as credit earned from that institution as long as they are regionally accredited.

All non-collegiate credit evaluated and accepted by Mid-America Christian University will not be included in the CGPA and transcribed as credit earned “CR” and not awarded a letter grade.

ACT Assessment of Advanced Credit

Mid-America Christian University will award advanced placement credit to the student whose ACT scores equal or exceed the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Score</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1103 English Comp 28 3 hrs. of credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1103 Math 28 3 hrs. of credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Advanced Placement Program (AP)
Reviews and decisions about the granting of academic credit for courses for which a student has made an appropriate score are the privilege of Mid-America Christian University. A score of three (3) or better must be achieved in order for credit to be considered. Information regarding advance placement credit is located in the Office of the Registrar.

The maximum number of credit hours available through AP exams is established at 30, this is in combination with credit from other ACE (military), DSST, and CLEP credit. This maximum credit does not include credit awarded through CDC or ACT evaluations.

College Level Examination Program (CLEP)
All entering students are encouraged to take the College Level Examination Program (CLEP) of the College Board. This is the most extensive program of testing for college credit in the United States. CLEP enables the student to demonstrate the level of knowledge gained outside the formal educational settings or in high school and provides the University with the information needed to determine if credit is to be awarded and how much credit to award. Advance credit will not be given for ENGL 1203.

The maximum number of credit hours available through CLEP exams is established at 30, this is in combination with credit from other ACE (military), DSST, and AP credit. This maximum credit does not include credit awarded through CDC or ACT evaluations.

Credit by Demonstrated Competency (CDC)
The maximum number of semester hours available through CDC is established at 30 while the maximum number of semester hours available via proficiency C exams, PONSI, and ACE is established at 30. The combined number of 60 hours is available to students in the adult education programs of the University.

As with other non-collegiate learning, CDC must be validated by successful completion of 12 hours of Mid-America Christian University coursework before being placed on the student’s transcript. MACU will only award this credit as it applies to the degree programs. This credit will be recorded on the official transcript without grade equivalent or inclusion in the CGPA.

Student wishing to receive CDC will need to enroll in UNIV 2503 Professional Development Review. This course is designed to help guide students through the process of documenting college level learning that took place outside a college setting in order to earn college credit for that learning. This documentation will be evaluated for college credit equivalencies and sent to the Office of the Registrar to be transcribed.

DSST (DANTES)
Many tests taken under the auspices of DANTES (Defense Activity for Non-Traditional Education Support) carry American Council on Education credit recommendations recognized by the University. Information regarding DSST (DANTES) courses accepted by the University is located in the Office of the Registrar. Acceptable courses must be entered on an official DSST (DANTES) transcript that becomes a part of the student's permanent file. Official DANTES transcripts can be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604, (877) 471-9860 (toll free).

The maximum number of credit hours available through DSST exams is established at 30, this is in combination with credit from other ACE (military), CLEP, and AP credit. This maximum credit does not include credit awarded through CDC or ACT evaluations.

Military Credit
Mid-America Christian University awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in “The Guide to the Evaluation of Military Experiences in the Armed Services.” Students are responsible for providing the
Office of the Registrar official military joint services transcripts for review. Any student who served in the Army, Coast Guard, Marine Corps, and Navy and are using Department of Defense funding including but not limited to tuition assistance or VA education benefits is required to provide an official Military Joint Services Transcript for evaluation.

The maximum number of ACE military credit hours a student can earn is established at 30, this is in combination with credit from other ACE, CLEP, DSST, and AP credit. This maximum credit does not include credit awarded through CDC or ACT evaluations.

**Special Advanced Credit**

Mid-America Christian University grants advanced standing to students who demonstrate by scores on approved advance standing examinations that they already have a background in a particular subject that is equivalent to the achievement required in a course offered by the University.

Policy has been developed from criteria contained in the "Standards of Education Relating to Advanced Standing credit" statement as adopted and revised by the Oklahoma State Regents for Higher Education on August 27, 1986. Credit for some courses may not apply toward a higher degree at another institution.

The maximum number of credit hours available through Special Advanced Credit is established at 30, this is in combination with credit from other ACE (military), CLEP, and AP credit. This maximum credit does not include credit awarded through CDC or ACT evaluations.
FINANCIAL INFORMATION

And the Lord said, "Who then is the faithful and wise steward, whom his master will set over his household, to give them their portion of food at the proper time? Blessed is that servant whom his master when he comes will find so doing. Luke 12:42, 43

Mid-America Christian University seeks to provide a quality education for all its students at the most reasonable cost possible. As a private, non-profit institution, Mid-America Christian University receives no support from taxes or other public funds. Other funds are provided as gifts from churches, Church of God World Service, and concerned Christian individuals.

Tuition and Fees
Expenses associated with enrollment at MACU include tuition, fees, room and board, which includes unlimited access to the dining facility from 7:30 a.m. to 7:00 p.m. each day. Please email info@macu.edu for current charges or visit www.macu.edu.

Payment
Payment due dates are structured according to your admitting college. Please refer to the below for the designated due dates based on your admitting college

College of Arts and Sciences
Charges for a semester are due and payable by the end of the first week of the semester. Traditional students making payment in full by the end of the first week of the semester will receive a 5% discount on the net bill. Students not paying their account in full at the beginning of each semester will be required to sign a payment plan agreement with Accounts Receivable Clerk (CAS) in the Business Office.

College of Adult and Graduate Programs
Tuition and fees are due at the beginning of each course.
1. Tuition is charged by the course and not per semester.
2. Books are not included in the cost of the program.
3. One-time fees are listed in the Schedule of Situational Fees.

Late Payment Fees
All accounts that are 60 days past due may be assessed a 1% (12% APR) finance charge per month on any outstanding balance with the University. For College of Adult and Graduate Studies’ students, this charge will be implemented by the end of the second course of the current period of enrollment.

Collections
The University reserves the right to share delinquent account information with any appropriate companies aiding in the collection of delinquent accounts. The companies aiding in the collection of delinquent accounts are authorized to report past due balances to the credit bureau. Until the repayment is received from the student, the institution will prohibit the release of all academic transcripts and will report the owed payment on all requested Financial Aid Transcripts and NSLDS.

Financial Aid: Scholarships, Grants and Loans
Financial aid awards are based on the student's need and on the student's application for aid. The process of applying for aid can be completed at any time. However, some federal, institutional, and private scholarships are limited and are awarded on a first come, first-served basis. Priority dates for individual states are published on the FAFSA website.

To apply for aid, the student should complete the Free Application for Federal Student Aid (FAFSA).
Applying for a PIN Number – www.pin.ed.gov
- Can take up to 72 hours (3 Days) to receive with a valid e-mail address
- Needed to sign FAFSA electronically for faster processing
- Students will only need to know their personal information

Completing Your FAFSA – (Free Application for Federal Student Aid) – www.fafsa.ed.gov
- MACU School Code: 006942
- You will need your PIN number
- You will need a copy of your previous year’s taxes
- You will need a copy of your previous year’s W2s

Aid programs exist to assist the family and the student in payment of University costs. A maximum effort to help the student with his or her bill is expected on the part of the family.

Federal and State Financial Aid
MACU participates in the following programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Loans, Federal Perkins Loan, Federal Plus Loan, Federal Work Study (FWS), Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), and the College Challenge Access Grant Program.

Applying for Federal/State Financial Aid
To receive federal/state aid, the student must:
1. Be accepted as a student as defined in the University Catalog;
2. Complete an application for federal aid upon submitting your application and using our school code of 006942, the Office of Financial Aid will receive a copy.
3. Be enrolled in at least six (6) hours;
4. Maintain satisfactory progress as defined by the Financial Aid Satisfactory Academic Progress Policy guidelines; and
5. Not be in default on any federal student loans or owe a refund on any federal student grant

Federal/state aid is determined by the student's eligibility as calculated from the information reported on the student's FAFSA.

Withdrawals and Return of Title IV Funds
Upon receipt of the student’s Change of Registration Form, the Office of Financial Aid will complete a Title IV refund calculation to determine earned and unearned aid.
Note: Students may have to repay some of the financial aid funds.

If the student withdraws prior to completion of at least 60% of the semester, the University is required to calculate how much of the federal financial aid was “earned” by the student and the University. The University will be required to return to the federal aid programs a portion of funds that were used to pay tuition and fees. By returning federal aid funds that had been used to pay the University charges, the student may then have an outstanding balance due to the University. This balance due to the University is in addition to any federal aid that the student must repay.

Formula: enrolled days/days in enrollment period = % of aid earned

Example: Student withdraws on 57th day of class
57/121 = 47.1% of aid earned
52.9% of funds received by the University must be returned to the federal aid programs
The University received $3,648.61 in student aid funds as payment of tuition and fees, and must return 52.9% ($1,930.11) to the federal aid programs. Because the $3,648.61 in tuition and fee charges are not reduced (see Institutional Refund policies), the student will now owe $1,930.11 in tuition and fees to the University that were originally shown as paid by aid funds.

Funds returned to the federal aid programs are applied to the aid programs in a specific order. The order of return by the University is:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs

If a student owes a repayment of Federal Pell grant or FSEOG funds, he cannot receive federal financial aid funds at any school until that repayment has been made.

Federal educational loans (Direct Loan, Perkins Loan, PLUS Loan) are repaid by the borrower according to the terms of the promissory note.

If a student fails to earn any credits for a payment period, the Financial Aid office will determine if the failed credits was earned or if the student failed to participate throughout the payment period. If the student has completed more than 60% of the payment period, all financial aid disbursed is considered to be “earned” and no return of federal aid funds is required. If it is determined the student failed to participate through at least 60 percent of the payment period, Title IV funds must be returned to reflect the portion of the Title IV funds earned (portion of the payment period for which the student participated). The school is then responsible for returning any portion of the unearned Title IV funds to the appropriate Title IV program within 45 days.

Federal Students Loans
Student loans, Stafford, and parent loans (PLUS) are funds provided by the federal government which must be repaid. Different types of student loans may be available, depending on your eligibility for each.

Subsidized Direct Loan
A Subsidized Direct Loan is a low interest loan based on financial need. Interest is paid by the federal government while the student is attending school at least half-time and during the six-month grace period following graduation. For details on the maximum annual loan limits, contact the Office of Financial Aid. All Subsidized Direct loans must be repaid.

Unsubsidized Direct Loan
Unsubsidized Federal Direct loan is a low-interest loan that is not based on financial need. If the student is not eligible for a Subsidized Direct Loan, as determined by the results of the FAFSA, an Unsubsidized Direct Loan can be an alternative. Unsubsidized means that interest will accrue while the student is enrolled in school. The student can choose to pay the interest while in school or defer the interest and have it added to the principal balance. As with the subsidized loan, repayment on the principal does not begin until six months after the student has graduated, dropped below half-time status, or withdrawn from the University. For details on the maximum annual loan limits and origination fees, contact the Office of Financial Aid. All Unsubsidized Direct loans must be repaid.

Parent Loan for Undergraduate Students (PLUS)
A PLUS is available to parents who want to help their dependent children with their cost of education. Eligibility is based on credit history as determined by federal guidelines and the lending institution. The interest rate is fixed (not to exceed 9%). The maximum loan limit is not to exceed the student federal budget less any additional assistance the student may be receiving. Prior to disbursement, the lender withholds 4%
from the loan amount to cover loan origination and insurance fees. Repayment of the PLUS begins immediately after the loan is disbursed.

Grants
The following grants are provided by federal and state sources and do not have to be repaid.

Federal Pell Grant
Pell Grants are awarded by the federal government to students who are found eligible after completing the FAFSA. A Pell Grant is applied directly to your student account and does not have to be repaid. The amount is determined according to eligibility and the number of hours in which you enroll. Pell Grants are not available to students who have already completed a bachelor's degree.

Supplemental Educational Opportunity Grant (SEOG)
The SEOG is a federal grant administered by the University. The SEOG is applied directly to your student account and does not have to be repaid. Students who are eligible for a Pell Grant have first priority for the SEOG. Eligibility is determined by the results of the FAFSA. The amount is subject to change based on availability of funds.

Oklahoma Tuition Aid Grant (OTAG)
OTAG is a grant awarded by the State of Oklahoma. Eligibility is determined by the results of the FAFSA and by the OTAG residency requirements. OTAG is applied directly to the student's account and does not have to be repaid. The student must complete and mail the FAFSA by March 1 or earlier to be considered for OTAG.

Oklahoma Tuition Equalization Grant (OTEG)
OTEG is a grant awarded by the State of Oklahoma. Eligibility is determined by the results of the FAFSA and by the OTEG residency requirements. OTEG is applied directly to the student's account and does not have to be repaid.

“OK Promise” Oklahoma Higher Learning Access Program (OHLAP)
OHLAP is a grant awarded by the State of Oklahoma. The student must be enrolled in the program throughout high school. Eligibility is determined by the results of the program enrollment and by the OHLAP agency requirements. OHLAP is applied directly to the student's account and does not have to be repaid.

Institutional Scholarships, College of Arts and Sciences
Institutional scholarships will be given on the basis of need, academic accomplishment, or academic potential. Specific applications may be obtained from the Office of Financial Aid. Scholarships and grants will apply only to the semester of the year for which they are approved. Church or church organizations participating in the Church Matching program must send the amount to be matched by September 1st for the fall semester and January 1st for the spring semester in order for the University to match funds. Some scholarship funds are not available in the adult education programs. Scholarships are provided by private sources and by the University to qualifying students. Scholarships do not have to be repaid.

To receive institutional scholarships, the student must:
1. Be accepted as a "regular" student as defined in the University Catalog;
2. Complete an application for federal aid upon submitting your application and using our school code, 006942, the Office of Financial Aid will receive a copy.
3. Be enrolled in at least 12 hours;
4. Maintain satisfactory progress as defined by the Financial Aid Satisfactory Academic Progress Policy guidelines; and
5. Meet any specific guidelines as dictated by the individual institutional scholarship guidelines.
When applying for institutional scholarships, please note that:

1. All requirements for institutional scholarships must be completed by the last day of the semester for which the scholarship was awarded.
2. Institutional scholarships are to be applied to a student's account only. Institutional scholarships will not be given as an overage check to students.
3. Any institutional scholarship earned beyond the school bill will be carried forward as a credit balance toward the next semester in which the student is enrolled. Credit balances are not carried over into a new school year.
4. All institutional scholarships are to be applied after federal, state, and private funds.
5. Students in default on federal loans are not eligible to receive institutional scholarships.

Academic Scholarships, College of Arts and Sciences

Freshman Scholarships

MACU Scholar | Full tuition
Examples of MACU Scholar-GPA: 4.0/ACT 31 or GPA: 3.8/ACT 33
Students must maintain 3.2 cumulative GPA for annual renewal.

Trustee Scholarship | $8,500
Examples of Trustee Scholarship-GPA: 4.0/29 or GPA: 3.5/ACT 35
Students must maintain 3.0

President's Scholarship | $6,500
Examples of President's Scholarship-GPA: 4.0/ACT 22 or GPA: 3.2/ACT 28
Students must maintain 3.0 cumulative GPA for annual renewal.

Dean's Scholarship | $4,500
Examples of Dean's Scholarship-GPA: 3.8/ACT 20 or GPA: 3.0/ACT 30
Students must maintain 2.8 cumulative GPA for annual renewal.

Honor's Scholarship | $2,500
Examples of Honor's Scholarship-GPA: 3.7/ACT 20 or GPA: 3.0/ACT 27
Students must maintain 2.8 cumulative GPA for annual renewal.

Transfer Scholarships

MACU Scholar | Full tuition
General eligibility criteria for MACU Scholar-cumulative college GPA of 3.9 or better
Students must maintain 3.2 for annual renewal.

Distinguished Scholar | $6,000
General eligibility criteria for MACU Scholar-cumulative college GPA of 3.75 or better
Students must maintain 3.00 cumulative GPA for annual renewal.

Founder's Scholarship (high) | $4,000
General eligibility criteria for MACU Scholar-cumulative college GPA of 3.49 or better
Students must maintain 3.0 cumulative GPA for annual renewal.

Founder's Scholarship (low) | $3,000
General eligibility criteria for MACU Scholar-cumulative college GPA of 3.25 or better
Students must maintain 2.8 cumulative GPA for annual renewal.

Achievement Scholarship | $2,000
General eligibility criteria for MACU Scholar-cumulative college GPA of 3.1 or better
Students must maintain 2.8 cumulative GPA for annual renewal.

Private Aid, College of Arts and Sciences
Several private scholarships are available for College of Arts and Sciences students through the generous contributions of University supporters. To apply for these scholarships, students should request an Application for Private Aid from the MACU Office of Financial Aid. Individual scholarships have specific eligibility requirements as listed on the application. Minimum requirements are the same as for institutional scholarships.

**Veteran’s Benefits**
An eligible veteran may receive government assistance while attending Mid-America Christian University. Information concerning the veteran's program is available from the Registrar’s Office.

**Federal Work Study Program**
The Federal Work Study Program provides students with an opportunity to work in order to help pay for their educational expenses. Eligibility is determined by the Student Aid Report. On- and off-campus employment includes clerical, library, reading tutors, maintenance, cleaning, and recreational services.

**Financial Policies**

**Satisfactory Academic Progress**
To receive student financial aid under the programs authorized by the institution and by Title IV of the Higher Education Act, the following conditions must be met:

1. A student is eligible to receive financial aid for a total of 1.5 times the length of the academic program (i.e. student enrolled in a program that is 120 hours long can only take a maximum of 180 hours or 1.5 times the normal program length). A less-than-full-time student must complete the program within a proportionate length of time. All transfer hours accepted by the Registrar’s Office toward a student’s program are counted as attempted and earned.

   a. Students who change their major multiple times run the risk of exceeding the 1.5 or 150% completion rule. Once a student exceeds this rule they are no longer eligible for any kind of Federal Aid. Determination of what classes will actually transfer for each major change will be completed by the Registrar’s Office, losing completed hours after each transfer affects the 1.5 or 150% completion rule. Attempted hours are defined as any hour that the student has attempted without completion by either withdraw, failing, incomplete, and/or any loss of hours during a change of major.

   b. Students who earn one bachelor’s degree and wish to earn a second bachelor’s degree can be affected by the SAP policy. These students will be subject to the Registrar’s Office determination of what classes and hours are accepted for this additional degree. The additional hours required for the second degree will be added to the original length of the academic program. Hours that are not transferred into the second degree program will still count as hours attempted, therefore, this student will be subject to the same 1.5 or 150% rule for this second bachelor’s degree and might not be eligible for Federal Aid.

2. A student must be enrolled in at least twelve (12) credit hours each semester to be eligible for institutional and institutionally-awarded private aid.

3. To maintain satisfactory progress, a student must successfully complete at least 67% of the total cumulative hours attempted. For example, a student who attempted a cumulative total of 55 hours must have successfully completed at least 36 hours to meet the requirement \( 55 \times 0.67 = 36.85 \): round decimals down to whole numbers.

4. Hours attempted are defined as hours for which students receive an A, B, C, D, F, W, or I on the transcript.
a. Students will be reminded that withdrawals count as attempted hours. “W’s” can adversely affect the student’s eligibility for Federal Aid. “W’s” will be counted in the above listed 67% rule (#3) as attempted hours that are not completed.

b. Students will be reminded that remedial courses, although mandatory in some cases, can affect SAP. Remedial courses are counted in the attempted hours; however, they are not awarded hours of completion. Student’s taking remedial courses will need to be careful of the number of remedial hours attempted/completed according to the SAP policy.

5. To maintain satisfactory progress, a student must earn the required cumulative grade point average (CGPA) each semester:
   - 0-24 credit hours = 1.75
   - 25 or more credit hours = 2.00
   - Graduate = 3.00

6. Every student's academic progress is evaluated by the Office of Financial Aid to assess satisfactory progress according to the guidelines established by the college. Evaluations occur after grades are posted for a period of enrollment in both CAGS and CAS programs.

7. If a student fails to complete the minimum number of hours or the minimum CGPA needed to maintain satisfactory progress, he/she will be placed on financial aid WARNING for the following full semester. The student IS eligible to receive financial aid during the warning period. The exception to this is earning zero credits in one term results in an automatic financial aid SUSPENSION.

8. If a student does not make up their deficiencies, but does successfully complete the required 67% of the attempted hours AND achieves the required minimum GPA during their warning period, they may continue on financial aid WARNING and receive aid.

9. If a student fails to meet minimum satisfactory progress at the end of the warning semester, he/she will be placed on financial aid suspension and become INELIGIBLE to receive financial aid until satisfactory progress has been achieved. The Office of Financial Aid will inform the student as to the minimum number of semester hours and the minimum CGPA that must be achieved before eligibility for further financial aid is regained.

10. Exceptions to this policy must be approved by the Financial Aid Committee and will be considered only under extenuating circumstances and with a written appeal. Circumstances could include becoming very ill or severely injured, a relative dies, becomes very ill or severely injured, a mental breakdown, or proof of improved academic achievement at another school both qualitatively and quantitatively.

Institutional Refund Policy
A student must officially withdraw or drop to be considered for an institutional refund. Refunds are calculated by the Business Office upon completion of the drop or withdraw through the Registrar office. Any fees associated with a course or program are non-refundable.

College of Arts and Sciences
To ensure fair and equitable refunds of unused tuition, fees, and room and board charges to students who withdraw or drop before completions of each semester, the following Institutional Refund Policies have been established according to the following withdrawal or drop deadlines.

Refund policy for 16-week classes
First week .................................. 100% refund
Second week.......................... 90% refund  
Third week.............................. 75% refund  
Fourth week............................ 50% refund  
Fifth week.............................. 25% refund  

Refund policy for 5-week to 8-week classes  
Prior to the first class .............. 100% refund  
Within the first week ................. 80% refund  
Within the second week .............. 60% refund  
After the second week ............... 0% refund  

Summer Institutional Refund Policy (week-long classes)  
Prior to the first day of class 100% refund  
After the 1st Day ................. 0% refund  

Weekend Class Refund Policy  
Prior to the first class ...... 100% refund  
Prior to the third class ........ 50% refund  
After the third class has met … 0% refund  

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for the University and not the date of last attendance unless the student never attends.

Room charges are pro-rated according to the refund policy for 16-week classes.

College of Adult and Graduate Studies  
A student shall normally be assessed tuition charges by the course. When a student withdraws during a course, for any reason, the portion of the tuition considered earned by the college shall be in direct proportion to the number of sessions or fractions thereof elapsed since the beginning of the course.

The tuition refund schedule based on the date of withdrawal or drop is as follows:

Refund Policy for 5-week and 8-week sessions  
Prior to the first session of the course ........ 100%  
Prior to the second session of the course ....... 80%  
Prior to the third session of the course ........... 60%  
After the third session of the course, there are no refunds.

Refund policy for 2-week session  
Prior to the first session of the course ........... 100% refund  
After the first session of the course, there are no refunds.

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for the college and not the date of last attendance.

If a student in their first period of enrollment does not participate or attend their first course in the first two weeks, the Registrar is authorized to withdraw the student from all enrolled courses. A student who is withdrawn from the University for this reason will be refunded 100% for the tuition and fee charges on the student’s account. The student is responsible for book charges.

If a class is failed, the student shall be assessed the tuition again for the class when repeating the class.

Refund Policy for Financial Aid Recipients Who Withdraw
Any student receiving federal financial assistance who completely withdraws from all classes at MACU will be subject to the Return of Title IV Funds Refund Policy required by federal regulation.

This policy only applies to students receiving assistance through the Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Subsidized Direct Loan, Unsubsidized Direct Loan, and Parent Loans for Undergraduate Students Programs and alternative/signature loans.

This Policy assumes a student earns his or her financial aid based on the period of time the student remains enrolled through the semester. Upon withdrawal, the Office of Financial Aid will determine the date of the student’s withdrawal on record in the Office of the Registrar and will calculate the amount of financial assistance the student earned while enrolled in classes according to the following formula: number of days enrolled divided by total number of days in the semester.

If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University, the student, or both are required to return some portion of the federal aid received. Late disbursements for which the student is eligible are required to be included.

CAS students who remain enrolled beyond the 60% of the semester are considered to have earned 100% of the financial aid received. Students who are enrolled for less than 60% of the semester will likely be responsible for repaying a portion of the financial aid received.

The Office of Financial Aid will calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulation. Examples of this refund formula are available in the Office of Financial Aid. Any refund amount calculated from this formula will be returned to the appropriate federal financial aid programs. Refunds for financial aid recipients are never given directly to the student. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, Plus Loan, Federal Pell Grant, SEOG Grant, other federal financial aid programs.

Under this policy, the date of withdrawal is the date the student began the withdrawal process by contacting the MACU Office of the Registrar either in person or by phone to complete a Notice of Withdrawal form. If a student leaves MACU without contacting the Office of the Registrar to formally withdraw, the withdrawal date will be designated as the midpoint of the semester or the last date of attendance at a documented academically related activity. For students who fail to return from an approved leave of absence, the withdrawal date will be designated as the date the leave of absence began.

Over Awards and Overpayments
An over award or overpayment occurs when a student receives federal aid beyond his or her eligibility or need. Even though great care is taken to prevent an over award/overpayment to a student, occasionally due to student or institutional error, a student may receive more federal aid than he/she is entitled.

In the event a student receives federal aid (Title IV Funds) for which he/she is later deemed ineligible, the institution will refund all Title IV amounts (with top priority) to the appropriate source no later than 45 days from the determination date of such over award. The student’s account will be adjusted and the student will be informed of the action and of the repayment owed to the institution.

Release of Student Records and Documents
A student may not receive an official transcript, certificate, or diploma until all accounts and fines (current or otherwise) have been settled in accordance with University policies. Such documents will be retained by Mid-America Christian University as security for such obligations until they are satisfied.

Refund Specific to Military Tuition Assistance Third-Party Contract
The University refund policy applies to all Third-party contract students which includes military tuition assistance (TA) students. Any unearned TA funds are returned to the funding source on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops
attending. In instances when a Service member stops attending due to a military service obligation, the University will work with the affected member to identify solutions that will not result in a student debt for the returned portion.

**ACADEMIC INFORMATION AND POLICIES**

"Show yourself in all respects a model of good deeds..." Titus 2:7

Through an exceptional faculty of practitioners and scholars, Mid-America Christian University educates and encourages students in the pursuit of their chosen field of study. The academic policies set forth provide a framework in which students can develop their knowledge and skill set, develop a closer relationship with God, and mature in their mental, social, emotional, physical, and spiritual capabilities.

**Academic Load**

The normal academic load is 12-15 hours. A minimum load of 12 hours is required for classification as a full-time student. The college dean or his/her designee must approve any student load beyond 18 hours in any semester. The number of hours a student carries may be limited if a student works or has a record of low academic achievement.

**Academic Probation and Suspension**

To remain in school and be eligible for a degree or diploma, a student must maintain satisfactory academic progress. The following procedures are utilized to track the progress of individual students at MACU.

**Undergraduate Probation**

1. Only the student's CGPA (cumulative grade point average) counts toward probation. Probation is based on the total number of hours attempted at the end of any period of enrollment in which the student is enrolled. For the College of Arts and Science, satisfactory academic progress is evaluated at the end of each semester. For the College of Adult and Graduate Studies, academic progress is evaluated at the end of twelve hours for undergraduate students.
2. All transfer courses transcribed by the Office of the Registrar will count toward the CGPA.
3. The registrar will notify a student that he/she is placed on probation for the following semester/period of enrollment when the Minimum Cumulative Grade Point Average falls below the following standards.

<table>
<thead>
<tr>
<th>Hours Completed</th>
<th>Required CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24</td>
<td>1.75</td>
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<td>25+</td>
<td>2.00</td>
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4. Any course may be repeated once with the highest grade earned replacing the first. Subsequent repeats require the second grade and subsequent grades to be used in the cumulative grade point average.
5. Students placed on probation have one semester/period of enrollment to bring their CGPA up to the required standard as listed in item 3 above. If the satisfactory standard has not been met at the end of that probationary period, the student will be suspended from the University for at least one semester/period of enrollment. The student may appeal to the Admissions/Retention Committee for an additional semester of probation, to be granted, if so desired.
6. Transfer students, whose program evaluation shows that the CGPA of the accepted transfer classes does not meet the standards listed above in item 3, will NOT enter on probation. They will be treated as any other student and have one standard semester of attendance, plus the one probationary semester, if their CGPA does not meet the required standards.
7. A student is taken off probation at the end of any semester that his or her CGPA is accepted.
Undergraduate Suspension
A student placed on academic suspension will be suspended from the University for one semester/period of enrollment. Following this period, the student who desires to reenroll at MACU must appeal for readmission to the Admissions/Retention Committee. This notice must be in writing and must be given to the Director of Admissions no later than 15 days before the first day of classes of the semester in which enrollment is desired.

Graduate Probation
1. Only the student's CGPA (cumulative grade point average) counts toward probation.
2. Probation is based on the total number of hours attempted At The End of any period of enrollment in which the student is enrolled. Academic progress is evaluated at the end of nine hours for graduate students.
3. All transfer courses transcribed by the Office of the Registrar will count toward the CGPA.
4. The registrar will notify a student that he/she is placed on probation for the following semester/period of enrollment.
5. Any course may be repeated once with the highest grade earned replacing the first. Subsequent repeats require the second grade and subsequent grades to be used in the cumulative grade point average.
6. Graduate students placed on probation have period of enrollment to bring their CGPA up to the required standard as listed in item 3 above. If the satisfactory standard has not been met at the end of that probationary period, the student will be suspended from the University for at least one period of enrollment. The student may appeal to the Admissions/Retention Committee for an additional semester of probation, to be granted, if so desired.
7. A student is taken off probation at the end of any semester that his or her CGPA is accepted.

Graduate Suspension
A student placed on academic suspension will be suspended from the University for a one period of enrollment. Following this period, the student who desires to reenroll at MACU must appeal for readmission to the Admissions/Retention Committee. This notice must be in writing and must be given to the director of admissions no later than 15 days before the first day of classes of the semester in which enrollment is desired.

Academic Success Contract for Probation and Provisional Status Students
To encourage satisfactory academic progress and provide accountability and monitoring, a student from the College of Arts and Sciences (CAS) placed on academic probation or any student admitted through the Admission/Retention Committee is required to sign an Academic Success Contract that outlines the minimum probation requirements. Students are expected to abide by the requirements of the Academic Success Contract. Failure to do so may result in discontinued enrollment.

Academic probation and provisional students are required to complete an Academic Success Contract that includes the following components:
1. Approval from the Registrar’s Office for courses.
2. Enrollment and completion of UNIV 1101 Becoming a Master Student.
3. Access to a personal copy of each required textbook (not sharing with another student).
4. Participation in weekly grade/class attendance reports.
5. Participation in weekly Time Management sessions through the Academic Success Center.
6. Regular meeting with an academic advisor/assigned faculty mentor.
7. Participation in five (5) hours of Supervised Study Hall each week during the semester.

Academic Periods of Enrollment
The College of Arts and Sciences academic year is divided into two semesters of sixteen weeks plus summer
sessions. The College of Adult and Graduate Studies undergraduate academic year is at least 24 credits and 40 weeks of instructional time divided into periods of enrollment of at least 12 credit hours in 20 weeks of instructional time. The graduate academic year is at least 18 credits and 36 weeks of instructional time divided into periods of enrollment of at least 9 credit hours in 18 weeks of instructional time for graduate students.

Academic Terminology

MAJOR
A major represents a primary field of study of a degree-seeking student. A major is a structured plan of study requiring a minimum of 30 semester hours. It must be feasible for students to complete degree requirements within 122 semester hours. The major appears on the official transcript.

CONCENTRATION/EMPHASIS
A concentration or emphasis is a structured plan of study within a program that define a specialty area or specific field of study. The number of semester hours for a concentration/emphasis varies, but is included within the required hours for the major. A concentration/emphasis must include a minimum of 12 semester hours of specialized coursework. The concentration/emphasis appears on the official transcript. MACU uses the word concentration to depict a specialty area or specific field of study in undergraduate level degree programs and emphasis is used for graduate level.

MULTIDISCIPLINARY Options
Multidisciplinary options allow a unique opportunity for students interested in more than one academic discipline choose a primary program and a secondary discipline of study. The courses required in the secondary discipline will be taken in lieu of the primary program’s electives. At the time the student designates the primary and secondary multidisciplinary course of study, they must be approved by the chairpersons of the two academic disciplines.

Accommodations Policy
At Mid-America Christian University, it is our desire to create an environment where all students are accepted and valued. Reasonable accommodations will be provided for those students who qualify under the American Disabilities Act as having a disability. Disability includes two elements: (1) a physical or mental impairment which (2) substantially limits one or more of the major life activities of the person in question. Major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for oneself, learning and working; has a record of physical or mental impairment; or is regarded as having a substantially limiting physical or mental impairment, even though the impairment is insubstantial or a reflection of the attitudes or others or nonexistent. A student must provide documentation of disability to the ADA Accommodations Committee. This documentation will include diagnosis, recommendations, or requirements from a physician, therapist, counselor, previous schools and/or others as pertinent and available. All diagnostic information is confidential and therefore memos can be sent only at the student’s request. Upon receipt of a request for special accommodations and documentation for our records, the ADA Accommodations Committee will initiate the process for reviewing the accommodations request.

Alternative Certification in Teacher Education
The Alternative Certification in Teacher Education is designed for those who have a degree, but need a teaching license/certificate to teach. Oklahoma requires at least two years of work experience in the field of his or her degree, or one college course posted as post-baccalaureate in the teaching field or in education.
Anyone seeking alternative certification must also pass the Oklahoma General Education Test (OGET) and an Oklahoma Subject Area Test (OSAT) based on his or her bachelor’s degree field. The Oklahoma State Department of Education determines which OSAT must be passed, as well as any additional education requirements that must be completed prior to licensure.

Each applicant must complete an application for alternative licensure including a resume and official transcript. Also, applicants must pass an interview and background check. More details about alternative certification can be found on the Oklahoma State Department of Education website.

**Attendance/Participation**

**College of Arts and Sciences Attendance Policy**

**Allotted Absences**

In recognizing that unavoidable circumstances may result in an occasional absence, except for Internships and Practicumbs, a student is allowed a number of absences without penalty.

Number of Absences Allowed Without Penalty:

- MWF classes = 4 absences
- TR classes = 3 absences
- M classes = 2 absences

Mid-America Christian University considers a maximum number of absences to be no more than four weeks of a 16 week course and no more than one week of an 8 week course. Any absences beyond the number allowed without penalty may result in a grade reduction if specified in the course syllabus. No student who is otherwise passing a course shall be given a failing grade solely due to exceeding the maximum number of absences allowed. However, attendance alone does not mean a student will pass a course.

Maximum Number of Absences Allowed, Including University-Sponsored Events:

- MWF classes = 12 absences
- TR classes = 8 absences
- M classes = 4 absences

NOTE: All students are responsible for the content of any course in which he or she is officially enrolled, including satisfying all course requirements.

**University-Sponsored Absences for Athletics/Music/University Sponsored Groups**

Students involved in intercollegiate athletics, musical ensembles or other university-sponsored groups are expected to be absent for only those classes that are in direct conflict with travel and game/performance schedules. Practices and pre-game preparation are not sufficient rationale for absences from scheduled classes. If there is a significant attendance problem due solely to conflicts arising from university-sponsored events, the student should consider finding a more appropriate time for taking the course. All university-sponsored events which will impact course attendance, must be sent to the Vice President of Academic Affairs for approval.

Students must notify the instructor in advance of any planned absence to make certain all work is completed prior to the absence, if specified in the syllabus, or to set a deadline for makeup work.

*The last day for withdrawing/dropping a class in any semester is two (2) weeks prior to the last day of classroom instruction. Some classes may only be withdrawn from/dropped once without penalty.* See
Academic Programs, Core Completion – Special Requirements.

If the student is assessed a penalty and has legitimate, extenuating circumstances beyond his/her control for some or all of the absences, the student may appeal, in writing, through the Registrar to the Academic Appeals Committee to have the absences reviewed.

- It is the student's responsibility to keep track of his/her absences.
- If the student chooses to appeal excessive absences, he/she shall do so within 14 days after the date of the first absence that causes his/her grade reduction in the course.
- "The burden of proof" for absence appeals will require verifiable documentation, e.g., a doctor’s excuse.
- The student is responsible for all work missed and all assignments made in his/her absence.

College of Adult and Graduate Studies Participation Policy

Due to the concentrated scheduling and the emphasis upon participatory learning, students need to actively participate in academically related activities each week. Participation in academically related activities includes but is not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the Instructor;
- participating in an online discussion about academic matters.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- living in institutional housing;
- participating in the school’s meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

Any student who misses the first two weeks of academically related activities in any course will be administratively dropped on the census date which will result in no refund for this course. If the student feels that there are legitimate, extenuating circumstances beyond his/her control for some or all of the missed weeks of academically related activities, the student may appeal in writing through the Business Office to review and request a refund.

If one week of academically related activities are missed from an accelerated course it is recognized as a twenty percent (20%) loss of instructional and interaction time.

Any student missing academically related activities must contact the professor for makeup assignments. The acceptance of makeup work is at the sole discretion of the professor. Makeup work will include not only assignments missed but specifically designed work to include all contact class hours missed. Failure to complete the makeup work will prompt a review of the student’s performance by Academic Affairs which may result in probationary status affecting financial aid. Graduate students who accumulate more than one absence in a course must arrange a conference with Academic Affairs who will determine conditions for the student’s continuance in the program.

Class Standing

A student's class standing is dependent upon the total academic credit he/she has earned.

Freshman 0 - 24 semester hours
Sophomore 25 - 48 semester hours
Junior 49 - 73 semester hours
Senior 74 + semester hours or more

Courses / Educational Model

Issues-Based Curriculum
The centerpiece of MACU’s undergraduate traditional program in the College of Arts and Sciences is a dynamic issues-based curriculum. This unique academic approach equips students with the skills required to understand and address the challenging issues of the day. Throughout their course of study, students are exposed to the three most critical issues in the world today: the scarcity of food, energy, and water. As an agricultural and energy state, Oklahoma provides a unique opportunity to explore vital issues such as these. Viewing this as a global issue, students are encouraged to participate in MACU’s study abroad programs that provide them with firsthand experience dealing with these issues that are often a matter of life and death.

Global Learner Program
The “Global Learner” is a University program that encompasses study abroad, issues based curriculum and immersive learning environments. Our goal is to facilitate a learning experience that will broaden students' understanding of what it means to be a part of a global community. This academic year, we are focusing on issues of energy, water scarcity, food insecurity locally (in Oklahoma), domestically (in the US) and abroad. Not only does The Global Learner Program aim to help students learn about the issues of energy, food insecurity and water scarcity but it provides the opportunity for students to collaborate with non-governmental organizations (NGO’s) to travel, for example, to Uganda to work with locals to hand drill wells (boreholes) and to Italy to participate in the Festival of Life Ceremonies designed to help prevent suicide by celebrating life. This type of experience also provides students with the opportunity to develop a greater cultural awareness and understanding, which is vital to academic and personal growth and development.

College of Arts and Sciences On-Campus Student Experience
The College of Arts and Sciences provides a traditional on-campus student experience for recent high school graduates as well as more mature, daytime-commuting students. On-campus classes are taught in a traditional classroom setting that allows face-to-face interaction with faculty and peers.

Online and On-Campus Accelerated Student Experience
The College of Adult and Graduate Studies provides a non-traditional student experience for busy, working adults that allows them to pursue a degree online, on campus through accelerated classroom formats, or a combination of both online and on campus. Online students interact with faculty and peers in online webinars, dialogues and other forms of social media. On-campus students enjoy a traditional classroom setting with an accelerated format that allows them to meet only one evening per week.

Individualized Instruction
Individualized instruction is reserved for students who meet the following criteria:

- The content, requirements, and standards of tutorial shall be the same as those of the corresponding course.
- Individualized instruction allows a student to take an unscheduled course required for completion of a program of study.
- The course must not have been offered currently, and will not be offered again prior to the student’s graduation.
- A student seeking individualized instruction may initiate the request by completing this form obtained from the office of the Registrar, after preliminary discussions with the advisor.
- Please note that students should submit this request only after exhausting such options as a substitution by the school chair, or substituting a similar course from another school or institution
- Justification for a course through individual instruction is required.
In the case of a student requesting permission for study in an inter-departmental curriculum, the student should seek the approval of the department chair of the faculty member supervising the course.

Neither the department chair nor the dean will approve a request which attempts to compensate for an inadequately planned schedule.

*If permission is granted, the following regulations apply:*

1. The Individualized Instruction Form must be completed.
2. The course requirements must be completed in one (1) semester/period of enrollment.
3. The student must pay full tuition for each credit hour.
4. The student must pay an individualized instruction fee of $60.00 per credit hour for undergraduate courses in addition to the normal tuition charge.

**Honor Studies**

Honor studies are open to qualified students who have demonstrated initiative and capability for individual study and research. A course is designed to give students opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The appropriate college dean must approve the offering of the course and its format, which must be completed within the regular semester as scheduled.

**Course Cancellations**

The University reserves the right to cancel any course in which fewer than ten (10) students are registered.

**Credit Hour Policy**

For academic purposes, Mid-America Christian University uses the federal definition of the credit hour to measure semester credit hours awarded to students for course work. The Federal Definition of Credit Hours is stated as follows:

*Credit hour:* Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Specific coursework is evaluated as follows:

**Traditional Coursework** – Based upon this definition, the University’s traditional in-seat courses running 150 minutes per week for fifteen weeks conform to this standard, with students awarded 3 credit hours for such coursework. Courses with relatively more or less weekly contact time between faculty and students are assigned appropriately more or fewer credit hours. By this standard, the University’s laboratory and applied music classes also yield an equivalent and appropriate amount of credit, depending upon the amount of instructional time and student learning activity.
In addition, based upon the foundation of this accepted practice in higher education, the University defines the following equivalences for courses with a non-traditional structure, condensed format, or alternative mode of delivery:

**Internships and Practicum** – The University recognizes the educational value of the hands-on experience gained in an internship or practicum. Typically, to earn 3 semester credit hours, a student is expected to receive a minimum of 135 clock-hours of in-field experience during the term, with a commensurate amount of in-field time for internships yielding 6, 9, or 12 credit hours. In addition, the University expects the faculty internship supervisor to interact with the student regularly, reviewing with the student observations or assessments from the faculty member or from any on-site supervisor, and providing both formative and summative evaluation of student performance. For internships near campus, students normally interact with faculty in the classroom on a weekly basis. Faculty interaction for internships at a distance may occur less frequently. Such oversight may also make use of such online connection technologies with a local professional serving as in-field supervisor and intermediary between campus faculty and intern. All internships adhere to standards outlined by the Higher Learning Commission and the U.S. Department of Fair Labor Standards Act.

**Individual Instruction Classes** - Instructors should make adjustments so that the total number of hours of work required by students is equivalent to that of a traditional class that meets face-to-face.

**Condensed Courses** (Accelerated) – The quantity and quality of student learning activities in condensed courses is expected to be equivalent to those experienced in traditional courses in the discipline awarding the same number of credit hours. Courses offered in both a traditional and condensed or online format must be structured around the same intended learning outcomes and organized around the same or complementary learning activities. In addition, similar assessments of student performance must be used, and similar data must be gathered for use in course and program assessment. The Curriculum Committee is responsible for ensuring at the time of review that these courses meet the credit hour definition.

This equivalence of content, student activity, and evaluation enables the University to validate the parallel quality of the learning experience in these courses and the equivalence of the credit awarded in condensed courses compared with traditional coursework.

**Online Courses** – Whatever the length of term, students receiving 3 credit hours for online coursework are expected to engage in online “classroom” activities and independent “homework” activities equivalent in quality and variety to a traditional in-seat course in the discipline at the same educational level. The Curriculum Committee is responsible for ensuring at the time of review that these courses meet the credit hour definition.

**Graduate and Professional Studies** - The required academic work normally will exceed three (3) hours per credit per week.

Ultimately, the responsibility for protecting the academic integrity of curricula, programs, and class schedules rests with the University’s Vice President for Academic Affairs and respective Academic Deans.

The University may adjust its basic measure for awarding academic credit proportionately to reflect modified academic calendars and formats of study as long as it meets the aforementioned criteria.

The University grants semester credit hours for formalized instruction in a variety of delivery modes, such as a lecture course, which also requires laboratory work and/or supervised independent study or field activities.

Regardless of the mode of instructional delivery or class scheduling, the University will assign academic credit consistently across academic programs as well as for transfer credit among accredited institutions of higher education. In all cases, the student learning outcomes must be equivalent.

**Review and Approval Process:**
1. Course developers will ensure that the required quantity of student learning per credit is the equivalent forty-five (45) hours of coursework over a fifteen (15)-week semester through instructional activities that address and demonstrate student competencies in defined learning outcomes. These instructional activities should draw upon instructional practices approved by the University’s Vice President for Academic Affairs and respective Academic Deans.

2. University Governance Bodies (e.g., the University Curriculum Committee, Faculty Committees, Academic Council, and University Senate) recommend to the Vice President for Academic Affairs and the President the appropriate semester credit hour definition and application according to the following guidelines:
   a. The University's semester calendar will not violate any accreditation standards, federal guidelines, etc.;
   b. The University's semester calendar will facilitate the educational attainment of the University including the process for the award of transfer credit; and
   c. A semester credit hour will be consistent throughout all the academic programs of the University.

Commencement and Graduation

Commencement
Students are invited to participate in the annual MACU Commencement Exercise held each spring. This exercise serves as a celebration of the students’ great academic achievements that can be shared with family and friends. Students will indicate their intent of participating in commencement at the time they submit their application for graduation.

Adornment Policy
Adornments may be worn but are limited to cords from MACU or honor societies officially recognized by MACU (See section on Honor Societies). Decoration on mortar boards is not allowed under any circumstance.

Application for Graduation
All candidates for a degree are asked to fill out an Application for Graduation two semesters/period of enrollments before their expected graduation date. No student will be classified as a graduating senior or placed on the prospective graduation list until this application is on file in the Registrar's Office. Once approved, this form constitutes a formal agreement between the student and the institution regarding the completion of degree requirements.

Deadlines for the Application of Graduation Acceptances
All Students who wish to participate in Commencement in May are required to submit an Application for Graduation through the MACU Portal no later than March 1st (see Completion Requirements).

All students are required to submit an Application for Graduation through the MACU Portal or to the Office of the University Registrar no later than two months prior to their planned conferral date. For example, a student planning to graduate as of May 1st is required to submit their petition by March 1st.

Early Participation – “Walking Early”
Students may be interested in participating in a graduation ceremony before all degree requirements have been met. In order to qualify for Early Participation, the student must meet the following eligibility requirements and receive permission from the Office of the Registrar.

To be eligible for Early Participation, all program degree requirements must be scheduled prior to the Application for Graduation deadline (March 1st), and must end prior to the start of the following fall term. These requirements include but are not limited to the following:

- Practicum/Internship/Student Teaching
- Subject Exams/Alternative Credit
- Courses/Community Service
Graduation Conferral Periods
Degrees are conferred 14 times per year, the 15th of every month for the College of Adult and Graduate Studies, and the last day of each semester for the College of Arts and Sciences.

A period of one month following each conferral date is required to review and post the conferral information. Official transcripts are available to order at any time after the conferral information is posted. Diplomas will be printed and issued three times a year:

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<tr>
<th>Print Date</th>
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<tr>
<td>July 15</td>
<td>Conferred between January and May</td>
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<tr>
<td>October 15</td>
<td>Conferred between June and August</td>
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<tr>
<td>February 15</td>
<td>Conferred between September and December</td>
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Diplomas and Certificates
Only the degree, primary major, and honors (if earned), will appear on the diploma. The name on the diploma must be the legal name of the graduate, or within reason. For example, a student can request their nickname rather than their full first name. Prefixes such as Mr., Dr., Rev., etc. will not be printed on the diploma.

All diplomas will be issued in compliance with the conferral periods listed above, provided the student has met all financial obligations. If the student has an outstanding financial obligation, the Office of the Registrar must be contacted once the balance is cleared. The student needs to verify their mailing address prior to the diploma being sent out.

If the student does not receive their diploma within ten business days (20 days if international address) of receiving notification of it being mailed at the address specified through the petition to graduate process, the student should contact the Office of the Registrar. The Registrar will send another diploma. However, if the diploma mailing address was not updated, the student will need to provide the updated address and pay the cost of a replacement diploma.

Final Examination Week
The College of Arts and Sciences final examination week is part of the 16-week semester minimum required by the State of Oklahoma. Students, except for graduating seniors, may not be excused from attending classes during finals week. All students should plan to attend each of his or her classes and take the final examination for each of those classes according to the final examination schedule.

A graduating senior in the final semester, who has an "A" average for a course may, at the discretion of the professor, not be required to take the final examination in that course providing all requirements are met on the day which is designated each semester.

The College of Adult and Graduate Studies does not have a final examination week due to the nature of the accelerated program.
Registration

Students whose account is in good standing may register for the upcoming semester/period of enrollment once the schedule is posted. To register, students can access the schedule via the student portal or pick up a schedule of classes which are located outside of the Registrar’s Office.

After consulting with his or her academic advisor students can register online via the student portal. All Business Office and Financial Aid holds must be resolved before a student can register via the student portal. Directions on how to register online are posted on the student portal and available in the Office of the Registrar.

Auditing a Course

A student who wishes to attend class, but who does not want to receive credit for the class, is an auditor. Audited courses will be entered on the student's transcript with the "AUD" notation for a grade. Regulations governing audited courses are as follows:

1. Permission to audit will be granted only by the appropriate college dean with permission of the instructor of the class.
2. Instructors will determine the requirements that apply to the auditors. These will be explained at the time permission is granted for auditing.
3. If permission is granted to audit, the student will notify the registrar on forms provided. Audited courses will be recorded on the transcript only when the instructor has indicated to the registrar that the student has fulfilled the requirements which were stipulated at the time permission was granted for an audit.
4. A course taken for audit cannot be given credit after the add/drop period.

Late Registration

Late registration is conducted through the Office of the Registrar. No late registration will be accepted after the first week of instruction.

Prerequisites

A prerequisite to any course is listed in the course description section of the catalog and should be carefully observed. Prerequisites must be taken unless the school chair with the approval of the college dean waives such requirements. Taking the lower division course concurrently with the advanced course is permitted with the approval of the school chair and the college dean.

Registration Changes During Add/Drop Period

Prior to the course census date, students are able to modify their schedule via the www.my.macu.edu portal. During this period students are encouraged to visit with Academic Affairs to ensure these changes will meet program requirements and not adversely affect future enrollment. Students may add classes through the first week of the course period; and may drop courses through the second week of the course period. Students should refer to the ‘Institutional Refund Policy’ for information regarding refund of tuition during the add/drop period.

Cancellation of Enrollment during the Preliminary Enrollment Period

All new undergraduate students wishing to enter the College of Adult and Graduate Studies undergraduate programs for the first time will be enrolled in a preliminary enrollment status for the first 28 calendar days of their first term/period of enrollment. The College will cancel the enrollment of students who are not earning satisfactory grades as determined by the College as of the preliminary enrollment period. Students who are failing or have not participated in accordance with the College’s participation policy after the 14th day will be considered to have cancelled while in the preliminary enrollment period. Students may self-elect to cancel their enrollment any time during the preliminary enrollment period. Students whose enrollments are cancelled during the preliminary enrollment period will not incur any tuition or fee obligation to the College.
Withdrawal Period
The withdrawal period is any change in a schedule, registration, or course after the add/drop period. A non-punitive grade of ‘W’ will be recorded on the official academic record.

College of Arts and Sciences
1. You may find the appropriate withdrawal form/portlet through the www.my.macu.edu portal or from the Registrar.
2. Instructor’s initials are required on change of registrations processed after the 10th day of class.
3. Change will not become effective until the proper form has been submitted to the Office of the Registrar with all appropriate approvals.
4. The last day to withdraw from a course in any semester is two (2) weeks prior to the last day of classroom instruction.
5. Please refer to ‘Institutional Refund Policy’ for information regarding refund of tuition.

College of Adult and Graduate Studies
1. You may find the appropriate withdrawal form/portlet through the www.my.macu.edu portal.
2. Change will not become effective until the proper form has been submitted to the Office of the Registrar with all appropriate approvals.
3. The last day to withdraw from any course is one (1) week prior to the last day of the course.
4. Please refer to ‘Institutional Refund Policy’ for information regarding refund of tuition.

Repeating Courses
Students have the privilege of repeating any course in order to raise their grade. When repeating courses, the best grade will be used in the cumulative grade point average; and any lower grades will be ‘forgiven’ (removed from the cumulative grade point average).

Withdrawal

Administrative Withdrawal/Drop
Administrative withdrawal/drop is the process by which the University may withdraw a student from classes. The University will administratively withdraw a student from a course due to lack of participation by the census date or last day to enroll in classes (See Attendance/Participation policy).

Administrative Dismissal
Administrative dismissal is the process by which the University dismisses a student from further class participation at the time due cause is determined.

A student may be administratively dismissed for due cause through suspension or expulsion for academic dishonesty (see Academic Honesty and Integrity Policy) and/or disciplinary procedures. Administrative dismissal may be invoked after due process when a student fails to comply with a University policy. Administrative dismissal is noted in the student’s permanent record. Information concerning procedures that govern violations of student conduct are available in the Student Handbook. The student is responsible for any balance remaining on the student’s account after all applicable credits are applied.

A student who has been administratively dismissed may be reinstated when the condition that has necessitated administrative dismissal has been fulfilled to the satisfaction of University officials (see Readmission Policy).

Withdrawal/Transfer-Out from the University
If a student needs to withdraw from the University, the student should use the following withdrawal procedure to protect his or her status and leave in the best possible position in respect to future registration at this or another college or university. Failure to follow these procedures could result in a lower scholastic
standing and a greater financial loss. It is the student's responsibility to determine if any balance is owed on his or her account as of the date of withdrawal.

Contact Academic Advisor/Chair

Submit an Institutional Withdrawal/Transfer-Out Form of your intentions to withdraw from the University (all current/future courses).

Arrangements should be made with the Business Office for payment of the account.

*Students with an F-1 student visa must also contact the Designated School Official.

*Students seeking to drop a single course should contact their Academic Advisor/Chair.

**GRADES, TRANSCRIPTS AND STUDENT RECORDS**

*Grades*

Students’ grades in all courses are filed in the Office of the Registrar and become a part of the official records of the University.

- Passing grades used are A, B, C, D, and under certain conditions, P and S.
- Non-passing grades are F, and U.
- W, meaning withdrawal, is a neutral grade assigned at the time of withdrawal.

*Grade Point System*

Each hour of A, B, C, D and F carries a grade point value as follows: A=4, B=3, C=2, D=1, F=0, and I=0.

Grades of P and S, as well as grades of U, AW, and W, carry no grade point value and are not included in the computation of a student’s period of enrollment or cumulative grade point average.

*Grading Scale*

When grades are calculated on a percentage basis and not on a curve, they are evaluated as follows, unless different requirements are specified on class syllabi:

- 90% to 100% = A
- 80% to 89% = B
- 70% to 79% = C
- 60% to 69% = D
- 0% to 59% = F

*Scholastic Achievement*

Levels of scholastic achievement are determined by a number of means that may include periodic testing, class participation, daily assignment, class attendance and participation, library work and projects, and by a final examination given at the end of the course. Levels of achievement are recorded as follows:

A - Superior Scholarship. This indicates outstanding achievement in:

1. Completeness and accuracy of knowledge
2. Comprehension
3. Use of knowledge
4. Originality and creativity of thought and expression.
5. Ability to interrelate with other academic disciplines.

B - Above Average. This indicates above average levels of achievement in respect to some or all of the factors mentioned above.
C - Average. This indicates satisfactory and acceptable work.

D - Below Average. This indicates an unsatisfactory level of performance which falls below the minimum standard acceptable for graduation but is of sufficient quantity and quality to be counted in the points required for graduation, including credit hours, if balanced by superior work in other classes.

F - Failure. This indicates unsatisfactory performance and failure in a required course must be repeated.

W* - Withdrawal. This indicates that a course was commenced, but that the student withdrew from the course before a final grade was awarded.

AW*- Administrative Withdrawal. This indicates a course was commenced, but the student was withdrawn administratively because of lack of attendance or disciplinary measures before a final grade was awarded.

P* - Pass. P meaning Pass is used as a passing grade and indicates quality of C work or better.

S* - Satisfactory. This indicates that a course was completed satisfactorily and credit hours have been earned.

U - Unsatisfactory. This indicates that a course was commenced but was not completed satisfactorily. No credit hours have been earned.

I - Incomplete. When a course is not completed by the end of a semester or a summer session because of circumstances beyond the student's control, an "I" to indicate "Incomplete" may be given only with approval of the appropriate college dean.

AUD*- Audit. This indicates that a course has been attended, but no hours have been attempted or earned.

WIP*- Work in Progress. This is a temporary grade issued while the course is still in process.

*These grades are not used in computation of grade point average.

Incomplete Grades
An incomplete grade is not an alternative to a grade of F, and no student may be failing a course at the time an Incomplete is awarded. To receive an Incomplete, the student should have satisfactorily completed a substantial portion of the required coursework for the period of enrollment. The instructor will indicate to the student, and submit to the Office of the Registrar an approved incomplete form, which states what must be done to complete the course and sets a time limit appropriate to the circumstances. However, the time allowed should not exceed six months. The student is fully responsible for completing the assigned work prior to the deadline. The grade will remain “incomplete” unless a grade change is approved. Any incomplete grade will be computed the same as an “F” grade. A student who has received two or more I (incomplete) grades that have not been changed to passing grades normally will not be permitted to enroll for another period of enrollment without approval from the college dean.

How to Obtain Academic Transcripts
Students may obtain official copies of their transcript from www.getmytranscript.com. Mid-America Christian University does not accept transcript requests via telephone, fax or email. Unofficial copies of a transcript are available via the my.MACU portal. Students whose permanent records have been encumbered
because of money owed to MACU will be denied official transcripts until the specified obligations have been met.

**Financial Holds on Academic Records and Release of Student Records and Documents**

A student may not receive an official transcript, certificate, or diploma until all accounts and fines (current or otherwise) have been settled in accordance with University policies. Such documents will be retained by Mid-America Christian University as security for such obligations until they are satisfied.

**Honors**

**Bachelor Degree Graduation Honors**

Students enrolled in a bachelor’s degree program and who meet the following guidelines qualify to receive graduation honors. Any honor listed for the graduation ceremony is based on grades received prior to the spring term and are subject to change once final grades are submitted or upon completion all degree requirements. Therefore, official graduation honor will be awarded and applied to the transcript after the degree is completed and conferred.

- Summa Cum Laude (CGPA of 3.9-4.0)
- Magna Cum Laude (CGPA of 3.75-3.89)
- Cum Laude (CGPA of 3.55-3.74)
- Academic Distinction (CGPA of 4.0 and 60 MACU resident credit hours or more)

**Commencement Honors**

Students enrolled in a bachelor’s degree program and who meet the following guidelines qualify to receive commencement honors. Commencement honors are based on grades received prior to the spring term. Any Commencement honor will are subject to change once final grades are submitted or upon completion all degree requirements. Therefore, official graduation honor will be awarded and applied to the transcript after the degree is completed and conferred.

- Summa Cum Laude (CGPA of 3.9-4.0)
- Magna Cum Laude (CGPA of 3.75-3.89)
- Cum Laude (CGPA of 3.55-3.74)
- Academic Distinction (CGPA of 4.0 and 60 MACU resident credit hours or more)

**Undergraduate Honor Roll**

Undergraduate students carrying a minimum of twelve (12) hours who achieve a cumulative grade point average of 3.50 are placed on the Honor Roll. When a student maintains this standing for the previous consecutive spring and fall semesters, he/she receives an award.

**Undergraduate Dean’s List**

Undergraduate students carrying a minimum of twelve (12) hours who achieve a cumulative grade point average of 3.75 or better are placed on the Dean's List. When a student maintains this standing for the previous consecutive spring and fall semesters, he/she receives an award.

**Alpha Sigma Lambda**

Alpha Sigma Lambda (ASL) is a national honor society which partners with colleges and universities to celebrate the scholarship and leadership of adult students in higher education. ASL is devoted to the advancement of scholarship and recognition of nontraditional students continuing their education in bachelor degree programs. Gamma Tau Alpha is the Mid-America Christian University chapter of Alpha Sigma Lambda National Honor Society. The undergraduate candidate must complete a minimum of twenty-four hours taken through and graded at Mid-America Christian University, have a minimum of a 3.75 GPA and overall rank in the highest ten percent of his/her class. Candidates may join by invitation.
The purpose of Pi Alpha Alpha, a National Honor Society for Public Affairs and Administration, is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration, to promote the advancement of education and practice in the art and science of public affairs and administration, and to foster integrity, professionalism and creative performance in the conduct of government and related public service activities. Membership includes graduate level Public Administration students with at least a 3.7 GPA for 50% of required course work (a minimum of 18 semester credit hours), and undergraduate Public Administration students with at least a 3.5 GPA in a minimum of 15 credit hours of public administration course work and a 3.0 GPA in all other course work.

The purposes of Sigma Beta Delta (an International Honor Society in Business Management and Administration) are to encourage and recognize scholarship and achievement among students of business, management and administration and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Students who have completed a minimum of one-half of the hours in their program of study and have a cumulative grade point average of 3.75 or above in undergraduate programs or 3.90 or above in graduate programs will be invited to join this organization.

Sigma Tau Delta's (an International English Honor Society) central purposes are to confer distinction upon students of the English language and literature and to promote interest in literature and the English language in surrounding communities. MACU Candidates for Sigma Tau Delta membership must have completed a minimum of two college courses in English language or literature beyond the Gen. Ed. requirements in composition. The candidate must have a minimum of a 3.0 GPA in English courses; a minimum of a 3.0 GPA in general scholarship or overall rank in the highest thirty-five percent of his/her class; and must have completed at least three semesters of college course work. Candidates may join by invitation only.

**ACADEMIC SUPPORT**

**Academic Advisement**

**College of Arts and Sciences: Faculty Academic Advisor**

To assist students in their academic pursuits, the registrar assigns each student in the College of Arts and Sciences a faculty academic advisor based upon the student’s major. The faculty academic advisor is available to assist the student with academic, social, and spiritual concerns, and is vital in mentoring and making sure students steadily progress toward degree completion and success in the program.

**College of Adult and Graduate Studies: Faculty Academic Advisor**

Adult and graduate students pursuing their studies in the College of Adult and Graduate Studies are assigned a Faculty Academic Advisor to assist them with academic, social and spiritual concerns throughout their program of study. In some cases, time management can be difficult when juggling school, work and personal life; a Student Support Specialist plays a vital role in mentoring and helping adult and graduate students prioritize and steadily progress through their studies toward degree completion and success in the program. Faculty, program directors, and school chairs assist learners with academic advising.

**Non-Collegiate Learning Test Center**

The test center at Mid-America Christian University is an open test center for CLEP, DSST, and MAT (Miller's Analogy Test) tests. Testing Services are available each Wednesday and Friday afternoon. The test center also proctors placement exams and diagnostic exams. For reservations or other testing questions, call 405.692.3103 or email testcenter@macu.edu.
Student Rights and Responsibilities

Admission to Mid-America Christian University is a privilege, not a right. Every student is expected to observe the highest standards of conduct, both on and off the campus. The University cannot accept the responsibility for the education of any student who is not in sympathy with the purposes and the regulations of this institution.

The University reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees that are due or have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor any of its officers shall be under any liability whatsoever for such dismissal. Any student under disciplinary suspension or expulsion is not to be on campus for any reason except those approved by the Office of Student Life.

The University reserves the right to amend or add to any of the regulations stated above.

The process of appeals as pertaining to students is set forth in the Student Handbook and is available to all students.

All stated objectives, requirements, and agreements with the student are made with the understanding that the student is an equal participant in the learning process and must share with the professors and administration the responsibility for successful completion of his or her degree requirements. Each student is responsible for knowing and adhering to regulations governing registration, withdrawal, degree plans, graduation requirements, and the payment of tuition and other expenses of his or her education.

Chapel and Assembly Programs

Chapel is the largest community expression of corporate worship on campus for students as well as faculty and staff. Chapel meets twice a week during the academic year. Chapel services are available via livestream at http://www.macu.edu/watch/ for our extended community.

While everyone in the MACU family is welcome to attend Chapel, physical attendance is required for students in the College of Arts and Sciences. Students who do not meet the Chapel attendance requirements will be subject to disciplinary action including possible suspension.

Further details regarding Chapel policies and procedures can be found in the Student Handbook found at MACU.edu.

Church Attendance

Christian fellowship and worship is a vital part of the Christian life. Students are encouraged to maintain regular attendance at church. The Church of God has many congregations in the immediate area. This opens many avenues of service and fellowship for students of the University. The University recommends and prefers that students regularly participate in worship and ministry with a congregation of the same theological persuasion with which they were affiliated prior to coming to MACU.

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain privacy rights regarding their educational records. In general, this means that students need to give their permission for the release of non-directory information about their educational record. These rights are extended to all students in attendance at Mid-America Christian University, regardless of age. Individuals are officially considered students on their first day of attendance in class.

These rights include:

The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to students;
The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the Office of the Registrar, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to the student or to be informed of the specific information contained in such part of such material.

The right to a response from the institution to reasonable requests for explanations and interpretations of those records;

The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment.

The right to an opportunity for a hearing to challenge the content of those records under subpart III of FERPA;

The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing.

The hearing shall be conducted and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

The eligible parents or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart C, section 99.20 of the Family Educational Rights and Privacy Act of 1974.

The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

1. The right to provide written consent before the University discloses personally identifiable information other than "directory information" from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

2. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901
**Directory Information**

Under FERPA, the following pieces of information are considered "directory," or public, information. The institution may disclose such directory information, for any purpose, at its discretion. Mid-America Christian University hereby designates the following information as public or directory information:

- Student’s name
- Date and place of birth
- Local and permanent address
- Telephone number
- E-mail addresses
- Dates of attendance at Mid-America Christian University
- Anticipated date of graduation
- Part- or full-time enrollment status
- Major(s), Minor(s) and field(s) of study
- Academic classification
- Degrees and awards granted
- Educational institutions previously attended
- Degree(s) held, date granted, and institution(s) granting such degree(s)
- Participation in officially recognized organizations, activities, and sports
- Photographs, including Student ID photographs for classroom use only

All other information regarding a student is considered private and can be released only with the permission of the student. This includes information about courses in which the student is enrolled, grades received, locations of courses, academic standing information, financial aid information, student account information, etc.

**Withholding Directory Information**

Students do have the right under FERPA to prevent the release of directory information. If students have exercised their right not to have directory information released, the University may not release it, even to parents, without the student's permission. A student may elect to withhold directory information by submitting a Directory Information Hold form to the Office of Registrar.

The Directory Information Hold will block the release of all directory information; prevent the release of attendance, withdrawal or graduation information, even after the student leaves the University (unless the student submits a written authorization to release it); and prevent the University from releasing contact information.

For students who withhold directory information, University officials are prohibited from releasing any form of information without a written release from the student. The University requires this release before it will verify employment, enrollment or the status of students who make applications for employment, auto loans, good student discounts, apartment leases, etc.

**Student Release of Education Information to a Third Party**

Students may authorize the release of their confidential education record to a third party on either a one-time or an on-going basis. The Authorization for Release of Confidential Information form can be obtained by contacting the Office of the Registrar. This form must be signed in the presence of an Office of the Registrar Staff or officially notarized by a notary. Authorizations for release of information on an on-going basis will remain valid until revoked in writing by the student at any time.

**Academic Appeals Process**

In the event any student of Mid-America Christian University considers that he/she has an academic grievance or that some action is not justified or constitutes an encroachment upon his or her academic rights,
he/she may submit his or her grievance according to the provisions of the Academic Appeals Process. Academic grievances may include, but are not limited to, any question of examinations, assessments or student outcomes, grades, requirements for satisfactory progress in a course, disciplinary action for academic dishonesty or plagiarism, or exceeding the maximum number of allowed absences for a course. To resolve conflict or to voice other types of complaints, reference the Student Complaint Process listed under the Academic Support section of this catalog. The Student Complaint Process and complaint form are also located in the Student Handbook and are posted on the Student Portal.

The procedure to be followed in processing an academic appeal is as follows:

1. The student will seek with good faith effort, to resolve any academic problems by direct appeal to the instructor or person(s) involved. If the issue is discussed with the instructor and a satisfactory resolution of the issue is not agreed upon or the instructor is unavailable after the student makes diligent effort to contact the instructor, the student may file a written academic appeal. Written academic appeals must be filed no later than sixty (60) business days after the course grade is posted or fourteen (14) business days after the maximum number of absences have been exceeded in an absence appeal.

2. Requirements for an Academic Appeal
   a. The written appeal should be addressed to the Academic Appeals Committee and delivered to the registrar for delivery to the chair of the Academic Appeals Committee. Written appeals in electronic form such as e-mail attachments are acceptable.
   b. The written appeal shall include the course name and number, the name of the instructor, the issue the student wants resolved, and a request for a remedy.
   c. The written appeal shall include an explanation of the facts of the appeal and any other information the committee may need to resolve the issue including, but not limited to, papers, examinations, completed assignments, or medical documentation.
   d. Signed Student Consent Form.

3. The student and instructor involved will receive written or electronic notification of the date, time, and place to meet with the committee. The chair of the Academic Appeals Committee will establish a mutually satisfactory date for convening the hearing.

4. At its discretion, the Academic Appeals Committee may hold such informal or formal hearings, as it deems necessary. The student and instructor will be permitted to present witnesses and evidence relevant to the appeal. The Academic Appeals Committee will take into account information from any source the committee deems appropriate.

5. The burden of proving grievances shall be upon the aggrieved student. The student must provide clear and convincing evidence for the committee to provide a remedy for the issue in question. It is the student’s responsibility to provide the committee with any necessary documentation needed to resolve the issue. The aggrieved student will be entitled to counsel or witnesses if he/she so chooses.

6. The committee will make the decision whether or not to grant the appeal and provide a remedy. If the student is not satisfied with the decision, the student may make an appeal to the appropriate dean of the college in which the course is taught. The appeal shall include the original appeal letter and any other information the student may provide to the dean to assist in making a decision. The appeal must be filed with the appropriate dean within twenty (20) business days of the Academic Appeals Committee Decision.

7. After the appropriate college dean makes a decision, the student may appeal the dean’s decision to the within twenty (20) business days of the dean’s decision. The appeal should include the original appeal letter, information provided to the dean in the previous appeal, and only new information
that was not previously available through due diligence at the time of the initial appeal, to aid the
Vice President for Academic Affairs in making a decision.

8. Any appeal regarding a decision made by an academic dean will go directly to the Vice President
for Academic Affairs.

9. All decisions by the Vice President for Academic Affairs shall be final and binding upon all parties
involved.

**Student Academic Honesty and Integrity Policy**

1. Mid-America Christian University expects faculty, staff, administrators, and students to live out the
core value of academic honesty and integrity and accountability in an honest community, which is
essential to a Christ-like character. The purpose of this Academic Honesty and Integrity Policy,
referred to in this document as “this policy,” is twofold: (1) to uphold the core value of academic
honesty and integrity while preserving academic freedom in research and scholarship; and (2) to
investigate suspected instances of violations and, when confirmed, to administer course and
institutional remediation and consequences, in a consistent, just, and equitable manner. Provided,
however, that as to faculty, staff, and administrators, disciplinary action will be administered in
accordance with relevant provisions in the Employee and Faculty Handbook, as applicable.

2. All faculty, staff, administrators, and students engaging in research and scholarship are expected to do
“original” work; that is, the work is independently created (as opposed to being copied from another’s
work or the writer’s own prior work) and includes the writer’s individual thoughts. Scholarly work is
to exhibit sufficient modification from the original source to demonstrate comprehension of the
material. A work may be original even though it closely resembles other works so long as the similarity
is purely coincidental and unintended, and not the result of copying. A student may only submit
academic work for credit once unless permission is granted by the current instructor.

3. Guidelines for Writing Assignments
   a. Students are predominantly to do their own writing of the content by *describing content*
      *information in their own words*, documenting the source of information, and minimizing the
      use of direct quotes as defined in writing by the instructor.
   b. Unless the expressed purpose of an assignment is otherwise stated in writing, originality
      requires more than “reporting” the ideas or data of others or presenting another’s position by
      copying passages.
   c. The purpose of an academic assignment is for students to engage in the mental process of
      knowing, comprehending, applying, analyzing, synthesizing, and evaluating academic content
      and presenting conclusions or results using standard grammar, mechanics, and content in a
      coherent and organized fashion.
   d. Quoting material that has been written or published by another author must be shown as a
      quotation when it appears as a part of one’s work.
   e. Paraphrasing involves the rewording and/or restructuring of the material of others to fit one’s
      own style of writing. The ideas contained therein, however, are those originally spoken or
      published by others. The reason for paraphrasing is twofold: (1) to put the idea into one’s own
      words; and (2) to give credibility and authority to one’s idea.
   f. All sources must be properly documented, whether directly quoted or paraphrased, according
      to the American Psychological Association (APA), with page numbers, unless otherwise
      specified or modified by the instructor in writing. Proper documentation includes in-text
      citations and complete bibliographic information.
g. Common knowledge, which is information the reader could find in general sources, may be documented at the writer’s discretion.

4. Violations of this policy include, but are not limited to, any form of dishonesty, cheating, or plagiarism on any coursework, research, or scholarly writing. Any person who knowingly or intentionally assists another in a violation of this policy is equally responsible and subject to course and/or institutional remediation and consequences, as applicable. Examples include, but are not limited to, the following:
   
a. Submitting another’s work as one’s own or knowingly or carelessly enabling another to submit one’s work as though it were his/her own.

   b. Failure to properly acknowledge the work of others or authorities quoted, paraphrased, or consulted in the preparation of written work.

   c. Unauthorized use of a textbook, notes, or other materials on an exam or assignment.

   d. Receiving or giving unauthorized assistance on any coursework.

   e. Tampering with experimental data to obtain a “desired” result or creating results for experiments not conducted.

   f. Tampering with or destroying the work of others.

   g. Lying, being deceptive, or withholding relevant academic information.

   h. Falsifying or fabricating college records, forms, or other documents.

   i. Unauthorized access of computer systems or files.

   j. Violations of copyright law.

5. When a violation of this policy is confirmed in student coursework, instructors are required to notify students in writing prior to remediation and consequences and submit an electronic report outlining the violation of this policy through the Centralized Reporting System.

   a. Course Remediation and Consequences. If the instructor determines that a violation of this policy has occurred, the following actions may be taken individually or in combination at the instructor’s discretion:

      (1) A grade of 0/F for the assignment.

      (2) A grade of 0/F for the assignment with the option to resubmit and/or complete an alternative assignment for full or partial credit.

      (3) A grade of F for the course. This score will be recorded with the Registrar within two (2) business days of written notification to the student of a violation of this policy, preventing a withdrawal from the course.

      (4) A grade of F for the course with the option to resubmit the work and avoid any further violation of this policy for the remainder of the course for a change of grade at the end of the course. Note: The grade of F will be recorded with the Registrar within two (2) business days of written notification of the student of a violation of this policy, preventing a withdrawal from the course. If no further violations occur, the instructor will submit a Grade Change Form.

      (5) Student completion of a designated online tutorial. The student must successfully complete the Academic Integrity Tutorial, Plagiarism Tutorial and/or module(s) pertaining to the offense at the instructor’s discretion within the timeframe given by the University for such tutorial or module.

      (6) An educational discussion, relevant assigned reading, or other training designated by the instructor.

   b. Institutional Remediation and Consequences. The Academic Deans of the College of Arts and Sciences and the College of Adult and Graduate Studies will be responsible for enforcing institutional remediation and consequences for students pursuing a degree in their respective schools. Such Deans may meet with the student for any violation of this policy and will automatically do so upon a second and any subsequent violations. The Academic Dean may
designate an appropriate representative, such as the program director/school chair, to meet with the student rather than meeting with the student personally. The Academic Dean or his/her representative may administer one or more of the following:

1. Censure (private reprimand);
2. Probation;
3. Suspension; and/or
4. Recommend expulsion.

c. Consequences may be increased or decreased based on evidence of aggravation or mitigation. For example, self-reporting, prompt and genuine acceptance of full responsibility, remorse, repentance, and/or remediation may be considered in mitigation. Stonewalling, false, misleading, or incomplete statements, or a rebellious, arrogant, condescending and/or contemptuous attitude, may be considered in aggravation.

6. All confirmed violations of this policy must be reported electronically through the Centralized Reporting System by the instructor within ten (10) business days of the written communication to the student regarding the policy violation. The following information must be submitted electronically through the Centralized Reporting System:

a. Date of Report Submission
b. Student Name
c. Class
d. Instructor Name
e. Date of Violation
f. Type of Violation
g. Explanation of Violation
h. Course Remediation and Consequences Taken
i. Copy of Written Communication with Student Regarding Violation
j. Copy of Assignment on which Violation Occurred
k. Copy of TurnItIn Report (for writing assignments uploaded through D2L)
l. Deadlines regarding remediation and consequences

7. In the event that any student of Mid-America Christian University considers that he/she has an academic grievance or that some action is not justified or constitutes an encroachment upon his/her academic rights, he/she may submit his/her grievance according to the provisions of the Academic Appeals Process in the University Catalog.

Formal Student Complaint Process

The purpose of this policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at MACU. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

The complaint process at MACU is designed to help students to biblically resolve complaints. Therefore, we follow the process of responsibility and resolution located in Matthew 18:15-17-“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (NASB)

It is for this reason that only complaints which the student as attempted to resolve on the department level will be recorded and processed as formal complaints.
The Division of Student Affairs, working in conjunction with the Dean and Associate Dean of the College of Adult and Graduate Studies (CAGS), will methodically process written student complaints that it receives in accordance with the spirit of resolution in the Matthew 18 passage.

Mid-America Christian University values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community. Conflict resolution is often the necessary element to bring health back to a community. Complaints commenced through this process may bring about an inquiry and/or disciplinary action involving another member of the University community (student, faculty or staff). The University is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.

Steps:
1. Initially, complaints should be resolved following the biblical model of addressing the person or department responsible for resolving your complaint. If you are unsure who that person is, please contact Student Affairs (405-691-3800) or CAGS Student Services (877-569-3198) to get appropriate direction.
2. If step one is not successful in resolving your complaint, formal complaints may be registered with the Division of Student Affairs through the form on my.macu.edu. This form will be kept confidential.
3. The Division of Student Affairs or the Dean or Associate Dean of CAGS will act as a mediator between the student and party or parties named in the complaint. After your complaint is reviewed, you will receive a letter documenting the receipt and appraisal of your grievance from the office named in the complaint document, within 48 hours of receiving the complaint. For CAS complaints, the Vice President for the area named in the complaint will be made aware of the issue. For complaints within the College of Adult and Graduate Studies, the Dean or Associate Dean will be notified.
4. If the complaint is not resolved in steps 1-3, the Dean of Student Life may consider pursuing any further action in order to reach resolution.

*Please note that the same complaint form may be used to report any exemplary service or experience that occurred on campus. That person or office will be notified of your comments.

**STUDENT LIFE**

“In everything you do put God first and He will direct you and crown your efforts with success.” Proverbs

Mid-America Christian University is committed to the preparation of students as whole persons. Through programs and events, students are encouraged to develop and refine their abilities in making responsible choices in all aspects of their lives based on Christian principles and philosophies. Faculty and staff work together to help students in the growth process. Thus, education at Mid-America Christian University is education with a distinctive purpose.

**Campus Facilities**

The MACU campus is comprised of nine buildings, four athletic fields and a nature reserve set on 65 acres just across the road from a 300-acre city park and golf course.

The main building has nearly two acres under one roof. The auditorium, which is used for chapel, assemblies and other special sessions seats 670. Attached are two large lecture rooms. The cafeteria and
kitchen area are arranged for comfort and convenience as meals are served seven days a week. The cafeteria, University Store, classrooms, and academic and administrative offices are located in the main building. The main building is also home to our new Student Center. This freshly renovated space houses gaming areas, a stage, pool and ping pong tables, a Student Leadership conference room, our Campus Mail Room and the Student Success Center.

The Fowler Center is located in the housing area and houses Resident Director Offices, the Department of Public Safety and the Campus Ministries Office. The Fowler Center also provides space for students to gather with a ping pong table and pool table. The Fowler Center basement also serves as a safe location for severe weather and our laundry facility.

Kennedy Hall is a new 32,000 square foot education facility located to the east of the main building. Kennedy Hall houses a state-of-the-art university library, classrooms, computer lab, and faculty offices. The Charles Ewing Brown Library includes an Educational Resource Center, an audio-visual room, and computer lab.

MACU’s six (6) residence halls surround the student center and are only a short walk to the main building. Each suite has four private bedrooms which share a large living area and bathroom. Each suite is equipped with wireless, or direct-connect, high-speed Internet and basic cable. A new hall sits near our Athletic fields and houses 104 students in double-occupancy suites, half of which are considered Grand Suites with an additional living space.

The Gaulke Activity Center is located to the west of the main building. It houses the Athletic Offices and is the practice and game venue for MACU’s intercollegiate and intramural basketball and volleyball teams.

MACU has four athletic fields on campus including the James Curtis Athletic Fields, which consist of a soccer field, two softball fields and the MACU baseball field; the Bill Curry Softball Field, designed for men’s slow pitch softball, and the Jack Allen Field, designed for women’s fast pitch softball or men’s slow pitch softball.

A unique campus feature, the Nature Reserve is located on the east side of the campus grounds and is recognized by the State of Oklahoma as being the home of a variety of different types of wildlife and vegetation.

### Counseling and Guidance

Mid-America Christian University values the holistic care of our students. For this reason, upon counselor availability, we are committed to providing confidential counseling free of charge for all of our College of Arts and Sciences students as well as any College of Adult and Graduate Studies students able to drive to the university’s main location for sessions. Counseling services are provided by Graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The students are under supervision by both a licensed on-site supervisor as well as their university supervisor who is also a licensed practitioner. To make an appointment contact the coordinator for the Adult School of Psychology and Counseling at 405-692-3160.

Additional support is available to students who live in the residence halls. Residential students have access to professional resident directors and a staff of student residence hall assistants that also live in the residence halls. The trained personnel are skilled in perceiving and providing programs and interventions to enhance spiritual, social and emotional growth.

Upon request to the Campus Pastor, the University will provide pre-marital counseling for students contemplating engagement and marriage.

### Food Service

Housed in the main building, the cafeteria provides a relaxed dining atmosphere with WIFI and flat screen TVs. The cafeteria is open from 7:30 a.m. to 7 p.m. seven days a week and offers continuous service to
meet the needs of various student schedules. Students have unlimited access to deli, hot meal, salad, pizza, breakfast and dessert bars, and all-you-can-drink fountain drinks, tea, water, milk and assorted fruit juices. The hours of operation on the weekend are Saturday lunch from 11:30-12:30 and Saturday dinner from 5:00-6:00. Sunday lunch is offered 1:00-2:00 p.m. and Sunday dinner from 5:00-6:00 p.m.

All students who live in the residence halls are required to purchase a meal plan. Students who have documented health issues either from a physician or medical nutritionist may present their issues to the Director of Student Life who will work with the food service company and the student to meet the student’s needs. Off-campus students may purchase a meal plan through the Business Office, or single meals may be purchased in the cafeteria. For students on the go, the cafeteria offers takeout meals and works to accommodate various student schedules.

Health Care

Basic first aid for minor incidents is provided through the Residence Life Staff or MACU PD. The campus is located approximately one and a half (1.5) miles northeast of St. Anthony Healthplex South, two (2) miles south of Community Hospital, and six (6) miles south of Integris Health Southwest Medical Center for incidents requiring the use of a hospital. CAS students are asked to make the Office of Student Life aware of any illnesses and/or medical attention sought. The Office of Student Life can make referrals to area doctors; however, regular doctors’ fees are required. No fee is required for the campus services.

At the time of enrollment each year, students are required to sign a waiver of medical responsibility. This waiver states that the student is covered by either personal or parental medical insurance and is solely responsible for any medical expenses incurred while a student at MACU. While MACU does not offer student health insurance, the Student Life Office has several resources for students seeking to purchase a plan.

Residency Policy

For these reasons, MACU requires all students 26 years of age and below to live on campus. The minimum age requirement for students to live on campus is 17. While student housing is designed for CAS students, CAGS students may appeal to be granted access to student housing.

MACU does recognize that, while it is generally better for students to live on campus, there are exceptions. The following students are eligible to live off-campus:

- Students enrolled in less than nine (9) credit hours per semester
- Students who are married
- Students who are graduating seniors
- Students living with their parents (not more than 40 miles from the MACU main campus). Students must have a notarized affidavit signed by their parents noting that they are living at home. This must be the parent’s main home, as defined by the IRS in Publication 523 (2012).
- Students who are 22 years of age who have achieved a 2.5 CGPA and a clear disciplinary history

New Student Orientation

The University requires a new student orientation program designed to acquaint students with the University and to effect an easy transition into a new life and environment. Orientation sessions, Evangel Days, are offered through the summer and prior to the beginning of the spring semester.

Student Employment

Full-time and part-time employment can be found in the Oklahoma City area and in surrounding communities. In order to aid students in their pursuit of work, job opportunities are posted on a bulletin
board outside the Office of Student Life and/or the Fowler Student Center. Students who wish to apply for an on-campus position must consult the Office of Financial Aid. Students who want and need help in securing full- or part-time employment may receive assistance from the Office of Student Life.

**Student Clubs and Organizations**

Believing that students in a Christian university are provided the opportunity to enjoy a special sense of community, our organizations and activities encourage fellowship among the student body. Student life on campus is full of opportunities for Christian fellowship and the development of leadership qualities.

**Athletics**

Several activities of a recreational nature are arranged for general student participation. The University seeks to make available to each student activities in which he/she can participate for his or her own pleasure and well-being. The University provides for the involvement of females and males in its athletic programming.

College/university teams compete with other colleges/universities in volleyball, basketball, baseball, softball and soccer. These experiences of competition are an important part of the university experience. Varsity athletes at Mid-America Christian University participate in NAIA Division I Athletics.

Intramural competition is offered in basketball, volleyball, flag football, table tennis, and many other areas. Participation in these areas provides opportunities for on-campus competition and promotes the health and physical development of students.

**Campus Activity Board**

Campus Activity Board is a student run organization that organizes social events throughout the year. CAB is an excellent opportunity for students to gain leadership and planning skills. The goal of CAB is to create an engaging community for students to enjoy.

**Concert Choir**

The Concert Choir is open to all students; however, auditions may be required. Concerts and tours occur throughout the year. The program is distinctly spiritual and aims at glorifying God through sacred music.

**Missions Club**

The Missions Club serves as an avenue of expression for those concerned with the worldwide responsibilities of the Church. The club seeks to promote an interest in worldwide evangelism.

**New Student Orientation Committee**

New Student Orientation Committee (NSOC) is a student run organization that exists to welcome new students to campus at the start of fall and spring semesters. Students may apply to join the committee in the fall and spring of each year. This leadership opportunity is an exciting way to impact the lives of new students and set the expectation for what it means to be a part of the MACU community.

**Student Government Association**

The Student Government Association affords the students an avenue for expressing opinions and cooperating in promoting the best interests of the University. All new clubs on campus may seek official affiliation with the University through the Student Government Association. Official clubs are able to solicit funds from SGA for club activities, along with other benefits from university support. The SGA has a responsibility to promote fellowship, scholarship, leadership, and spiritual life within the University; to promote understanding between students and University personnel; and to inspire loyalty to the University and the principles for which it stands.
Student Ministerial Fellowship
This fellowship is organized to encourage those who feel a call to the Christian Ministry and to acquaint them with some of the practical aspects of Community Service.

Alumni Association
The Alumni Association is an important organization composed of graduates and former students of the University. Associate membership is granted to the Board of Trustees and to the University administration and faculty. Honorary members are selected by the Alumni Executive Committee on the basis of outstanding service to the institution or to the Alumni Association. The Association currently has a membership of more than 2,000.

The purpose of the Alumni Association is to produce continued alumni interest in the welfare of the University and to develop a Christian fellowship among all former students. The importance of the alumni to the University is invaluable. The association helps to publicize the University and promote worthy projects. The progress of the University is directly related to alumni endorsement, prayer, and financial support.

ACADEMIC PROGRAM REQUIREMENTS

Core completion – Special Requirements

College of Arts and Sciences
All full-time students must be enrolled in the following sequence of Bible/Theology courses at Mid-America Christian University. These classes are to be taken as follows and may only be dropped one time each without affecting participation in extracurricular activities.

Non-Ministry Majors
The following classes are required of all degree seeking non-ministry majors:

Take During First Year of Enrollment
- BINT 1223 Intro. to the Bible (3)
- THEO 1103 Biblical Life and Witness (3)

Take During Second Year of Enrollment:
- BINT 3303 Romans (3)
- BINT 3733 Life and Ministry of Jesus (3)

Ministry Majors
The following classes are required of all degree seeking ministry majors:

Take During First Year of Enrollment
- BINT 1203 Intro. to the New Testament (3)
- BIOT 1103 Intro. to the Old Testament (3)
- THEO 1103 Biblical Life and Witness (3)

Take During Second Year of Enrollment
- THEO 2103 Systematic Theology I (3)
- THEO 2203 Systematic Theology II (3)

If a student fails to make a passing grade in any of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.

English Composition
- ENGL 1103 English Composition I and ENGL 1203 English Composition II must be taken during the first year of classes at MACU.
• A grade of “C” or higher in ENGL 1103 and ENGL 1203 is required to successfully complete each of these classes.

• If a student fails to earn a passing grade of “C” or higher in either of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.

• Transfer students who have not transferred credits to MACU for these courses must enroll in these courses as soon as they are offered.

Students who drop/withdrawal from any of these courses more than one time will be immediately barred from University-sponsored extracurricular activities. These activities include representation of the University in activities such as camp teams, summer internships, traveling music groups, traveling choir, intercollegiate athletics, convention appearances, etc.

To withdraw from any of these core courses, the student must have written verification from their course instructor that they have completed the 10th week of enrollment and have not exceeded the maximum number of absences allowable for the semester. This will be recorded on the Change of Registration form by the course instructor’s signature approving the drop request. The form must be fully completed which includes approval of the academic advisor.

Community Service
One of the distinctive features of education at MACU is a unique commitment to the principle that community service is a normal expression of the Christian life. A sound program of community service and fieldwork experience complements formal studies and helps to prepare students for leadership performance in vocational ministries. This supervised program provides students with the opportunity to develop and apply the skills and knowledge learned in their program of study and to minister to and through local churches and communities.

Freshmen students in the College of Arts and Sciences are required to begin their community service activities at the beginning of their second semester at MACU unless they are transfer students. Transfer students in the College of Arts and Sciences are to begin their activities during the first semester of their enrollment. Community service is expected to be completed each semester for a maximum of six semesters for all College of Arts and Sciences programs.

College of Adult and Graduate Studies

English Composition
• ENGL 1103 English Composition I and ENGL 1203 English Composition II must be taken in succession during the first year of classes at MACU.

• A grade of “C” or higher in ENGL 1103 and ENGL 1203 is required to successfully complete each of these classes.

• If a student fails to earn a passing grade of “C” or higher in either of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.

• Transfer students who have not transferred credits to MACU for these courses must enroll in these courses as soon as they are offered.

English Composition ENGL 1103 English Composition I and ENGL 1203 English Composition II must be taken during the first year of classes at MACU.

• A grade of “C” or higher in ENGL 1103 and ENGL 1203 is required to successfully complete each of these classes.

• If a student fails to earn a passing grade of “C” or higher in either of these courses, the student must repeat the course at the first opportunity until the course is successfully completed.

• Transfer students who have not transferred credits to MACU for these courses must enroll in these courses as soon as they are offered.
Students who drop/withdraw from any of these courses more than one time will be immediately barred from University-sponsored extracurricular activities. These activities include representation of the University in activities such as camp teams, summer internships, traveling music groups, traveling choir, intercollegiate athletics, convention appearances, etc.

To withdraw from any of these core courses, the student must have written verification from their course instructor that they have completed the course up to the last week to withdraw (the 10th week for a 16 week course or 4th week for a 5 week course) and have not exceeded the maximum number of absences allowable for the course. This will be recorded on the Change of Registration form by the course instructor’s signature approving the drop request. The form must be fully completed which includes approval of the academic advisor.

**Developmental Courses**

Developmental courses are zero-level courses designed to raise students’ competency in a subject area to the collegiate level. These courses do not carry college credit nor do they fulfill degree requirements.

Students in the College of Arts and Sciences whose ACT scores are below 17 in English or reading or below 16 in math will be required to take developmental courses in these subject areas.

For the College of Adult and Graduate Studies, students who do not transfer English Composition I, English Composition II and Math must take reading, English and math assessments to determine placement. Students who fail to take these assessments by the end of their first course will be required to take subject area developmental courses. Below is the list of developmental courses offered by Mid-America Christian University:

- UNIV 0131 College Foundations 1
- UNIV 0151 College Foundations 2
- UNIV 0171 College Foundations 3

**Requirements of a Specific Catalog**

A student seeking a degree at MACU may complete all requirements for the degree according to the requirements specified in the catalog of the year in which he or she matriculates, or by the requirements of the current official catalog at the time of application for graduation. The catalog year shall be considered as beginning with the fall semester.

A student who interrupts his or her studies at the University for more than two consecutive semesters or one academic year before completing his or her degree objective, and then returns, will be subject to the requirements set forth in the current catalog for that particular degree. To continue a program under a specific catalog, a student must take a minimum of six semester hours each semester/period of enrollment and complete the all degree requirements within six years of the time he or she first matriculates at MACU.

The University reserves the right to make changes in graduation requirements which may be considered necessary.

**Completion of Requirements**

The Office of the Registrar will confer students’ programs who have completed all graduation requirements. Refer to the University Catalog under Commencement and Graduation for additional information.

When requested, the university will issue an official letter stating that an individual has completed requirements for graduation, if such is necessary before the student has received his or her diploma. A student who completes graduation requirements will be awarded the appropriate diploma with any attendant honors at the time of the next regular commencement of the university, either in person or in absentia.

**Associate’s Degree - Minimum Requirements**

1. To earn an associate degree from Mid-America Christian University, a minimum of 62 semester hours of credit is required, including the minimum prescribed hours for biblical studies. Some degree programs require more hours than this, so each program should be studied and selection made by the student to meet his or her vocational expectations.
2. A student must be in good standing, and not on provisional status of any nature. A cumulative grade point average of no less than 2.00 ("C" average) is required for graduation.
3. Each candidate for graduation in the forthcoming spring commencement services must pay his or her graduation fee when applicable and file an Application for Graduation with the registrar two semesters/periods of enrollments prior to the date on which he or she expects to graduate. This application will verify the name in which the diploma is to be conferred, the date the degree is expected, and other pertinent data needed by the registrar. The student will confirm the fact that he or she expects to be present and participate in the commencement services. Academic regalia must be ordered by the deadline established by the Registrar's Office.

4. To become a candidate for any associate degree, the following residency requirements must be met:
   a. A student must have completed a minimum of fifteen (15) hours in residence at MACU.
   b. Students who leave MACU and are not enrolled for two or more semesters/periods of enrollments must meet the current catalog requirements for any degree program.

5. Minimum requirements for community service must be fulfilled, as listed elsewhere in this catalog.

6. The student must have completed all requirements for English.

7. All candidates for graduation must complete the University Core requirements for their specific program.

8. All degree requirements must be completed within six years of matriculation. Any extension to the statute of limitation must be approved by the Dean, Program Chair and Registrar.

**Bachelor’s Degree – Minimum Requirements**

1. To earn a baccalaureate degree from Mid-America Christian University, a **minimum of 122 semester credit hours is required**, including the minimum prescribed hours for biblical studies. Some degree programs require more hours than this, so each program should be studied and selection made by the student to meet his or her vocational expectations. Students enrolling in Multidisciplinary options may be required to take additional electives in order to meet this semester credit hour minimum requirement.

2. A student must be in good standing, and not on provisional status of any nature. A cumulative grade point average of no less than 2.00 ("C" average) is required for graduation.

3. Each candidate for graduation in the forthcoming spring commencement services must pay his or her graduation fee and file an Application for Graduation with the registrar two semester/periods of enrollment prior to the date on which he or she expects to graduate. This application will verify the name in which the diploma is to be conferred, the date the degree is expected, and other pertinent data needed by the registrar. The student will confirm the fact that he or she expects to be present and participate in the commencement services. Academic regalia must be ordered by the deadline established by the Registrar's Office.

4. To become a candidate for any baccalaureate degree, the following residency requirements must be met:
   a. A student must have completed a minimum of thirty (30) hours in residence at MACU.
   b. A student who has completed 30-64 hours in residence at MACU must complete 15 of the last 24 hours in residence at MACU.
   c. A student who has completed 65 or more hours in residence at MACU must complete 15 of the last 30 hours in residence at MACU.
   d. Pastoral Ministry and Specialized Ministries majors must also complete a minimum of 15 hours of Bible/Theology in residence at MACU.
   e. Students who leave MACU and are not enrolled for two or more semesters/periods of enrollments must meet the current catalog requirements for any degree program.
   f. Senior students who choose to graduate under option "b" or "c" residency requirements as listed above must complete the last 15 hours and send a completed transcript to Mid-America Christian University within one year from the time they leave, or they must fulfill all the residency/graduation/degree requirements of the newest catalog.

5. At least 50 percent of the courses in any major must be from upper division level courses.
6. Minimum requirements for community service must be fulfilled, as listed elsewhere in this catalog.

7. The student must have completed all requirements for English.

8. All candidates for graduation must complete the University Core requirements for their specific program.

9. All degree requirements must be completed within six years of matriculation. Any extension to the statute of limitation must be approved by the Dean, Program Chair and Registrar.

Second Bachelor’s Degree
A student may desire to earn more than one bachelor's degree. To be graduated with a second degree, the student having received a Bachelor’s degree elsewhere or having previously completed a Bachelor’s degree at Mid-America Christian University must complete a minimum of 30 hours beyond the first bachelor's degree and must complete all the course requirements for the second degree. The same course(s) may not be counted toward both degrees unless specifically required by the catalog.

Second Major
A student wishing to complete a second major must complete all requirements of the second major and at least 24 unduplicated hours in both majors. All requirements of both majors must also be completed including prerequisites and proficiencies. The same courses may not be counted toward both degrees unless specifically required by the catalog.

Accelerated Programs
Mid-America Christian University offers accelerated programs through the College of Adult and Graduate Studies designed to provide the opportunity for working adults with two or more years of college credit to complete a bachelor’s degree in just over 18 months. Courses are offered in a one-night-a-week seminar format or 100% online. Both formats are designed to meet the needs of adult learners.

Master’s Degree – Minimum Requirements
1. A student must be in good standing, and not on provisional/conditional status of any nature.
2. A student must successfully complete all degree requirements with a cumulative grade point average of 3.00 or greater.
3. A student is required to repeat any course with a grade of C within 9 hours of receipt of such grade.
4. Any grade of D or F must be repeated immediately before proceeding any further in the program.
5. Receipt of 3 C’s in any given Master’s program will result in automatic dismissal.
6. A student may only transfer in a maximum of six (6) credit hours toward their Master degree. All transfer credit must be approved by the school chair.
7. A student must have completed a minimum of twenty-four (24) hours in residence at MACU.
8. All degree requirements must be completed within five years of matriculation. Any extension to the statute of limitation must be approved by the Dean, Program Chair and Registrar.

Non-Degree Certificate – Minimum Requirements
1. A student must be in good standing, and not in provisional/conditional status of any nature.
2. A student must successfully complete all certificate requirements with a cumulative grade point average of no less than 2.00 for undergraduate certificates and 3.00 for graduate certificates.
3. Any grade of C or lower in a graduate certificate program must be repeated as soon as next section is available.
4. A student must have completed a minimum of half the required hours in residence at MACU.
5. All transfer credit for a graduate certificate must be approved by the school chair.
6. All degree requirements must be completed within five years of matriculation. Any extension to the statute of limitation must be approved by the Dean, Program Chair and Registrar.
University Core Requirements

The purpose of the general education courses is to establish a broad base upon which the student can progressively build his or her continuing education. To achieve this purpose, each student is allowed to build from the following courses the base of general education which will serve him best in the pursuit of knowledge. The courses listed below constitute the core requirements. The specific requirements of each program are given in the program course outline.

*BIndicates required course

### Bible and Theology – 6-12 hours
- THEO 1103 Biblical Life and Witness
- BINT 1223 Intro to the Bible
- BINT 3733 Life and Ministry of Jesus
- BINT 3303 Romans
- BINT 2303 Survey of Romans
- BIOT 1103 Intro to the Old Testament
- BINT 1203 Intro to the New Testament
- THEO 2303 Intro to Christian Theology

### Math - 3 hours
- MATH 1103 College Math
- MATH 1513 College Algebra
- MATH 2503 Business Math

### Social Sciences - 3 hours
- PSYC 1103 Introduction to Psychology
- SOCI 1103 Introduction to Sociology
- SOCI 1203 Social Problems

### Communication - 9 hours
- ENGL 1103 English Composition I*
- ENGL 1203 English Composition II*
- COMM 1103 Fundamentals of Public Speaking*

### U.S. History and Government - 6 hours
- POLS 1103 National Federal Government*
- HIST 2103 American History I
- HIST 2203 American History II

### Communication - 9 hours
- ENGL 1103 English Composition I*
- ENGL 1203 English Composition II*
- COMM 1103 Fundamentals of Public Speaking*

### U.S. History and Government - 6 hours
- POLS 1103 National Federal Government*
- HIST 2103 American History I
- HIST 2203 American History II

### Science - 6 hours plus 1 hour of lab
- BIOL 3404 Ecology
- NATS 1011 General Biology Lab (non-majors)
- NATS 1013 General Biology (non-majors)
- NATS 1014 General Biology with Lab
- NATS 1303 Health and Wellness
- NATS 2101 Environmental Science Lab
- NATS 2103 Environmental Science
- NATS 2501 Intro. to Meteorology Lab
- NATS 2503 Intro. to Meteorology
- NATS 2601 Astronomy Lab
- NATS 2603 Astronomy
- PHYS 1133 General Physics I
- PHYS 1134 General Physics I (w/ Lab)

### Humanities - 6 hours (must take 3 hours of literature)
- ENGL 2103 British Lit. Survey: Middle Ages to Restoration and 18th Century
- ENGL 2203 British Lit. Survey: Romantic Period to the Present
- ENGL 2303 World Lit. Survey: The Ancient World to the Renaissance
- ENGL 2403 World Lit. Survey: Renaissance to the Modern Era
- ENGL 2503 American Lit. Survey: Before 1865
- ENGL 2603 American Lit Survey: After 1865
- HIST 1103 History of World Civilization I
- HIST 1203 History of World Civilization II
- MUSI 1103 Basic Musicianship
- MUSI 1113 Appreciation of Music and Fine Arts
- GEOG 2603 Human World Geography
- HUMN 2113 The African-American Experience
- PHIL 1203 Critical Thinking
- PHIL 2103 Introduction to Philosophy and Ethics
- SOCI 2243 Introduction to Cultural Anthropology

### Total 40 - 46 hours

Students pursuing an Associate’s degree must complete 6 hours of Bible/Theology (THEO 1103 and BINT 1223).

Students pursuing a Bachelor’s degree must complete 12 hours of Bible/Theology.

- College of Arts and Sciences non-ministry major students must take BINT 1223, BINT 3303, BINT 3733, and THEO 1103.
- College of Adult and Graduate Studies non-ministry major students may take any combination of Bible/Theology courses.
- All Ministry major students in both colleges must take BINT 3303, BIOT 1103, BINT 1203, and THEO 2303.

Students should consult their program course outline for degree-specific University Core requirements.
Multidisciplinary Options

Multidisciplinary options allow a unique opportunity for students interested in more than one academic discipline to choose a primary program and a secondary discipline of study. The courses required in the secondary discipline will be taken in lieu of the primary program’s electives. At the time the student designates the primary and secondary multidisciplinary course of study, they must be approved by the chairpersons of the two academic disciplines.

• When a Multidisciplinary course of study is requested, it must be approved by both chairpersons of each discipline.
• Additional electives may be required to meet the minimum degree requirements
• Degree Programs – Multidisciplinary options are available with the degree programs listed below:
  o Biology
  o Ministry Leadership
  o Business Administration and Ethics
  o English
  o Mathematics
  o Psychology

One of the following Multidisciplinary focus areas may be added to any one of the above listed Degree Programs

Biology (34-37 Hrs)
Choose one focus area: Cellular, Human, or Organismal
  Cellular (37 Hrs)
  BIOL 1214 Biology I
  BIOL 1314 Biology II
  BIOL 3305 Microbiology
  CHEM 1105 Chemistry I
  CHEM 1205 Chemistry II
  CHEM 2103 Organic Chemistry I
  CHEM 2102 Organic Chemistry Laboratory
  BIOL 3334 Cell Biology
  BIOL 3354 Genetics
  BIOL 4501 Biology Research

Human (36 Hrs)
  BIOL 1214 Biology I
  BIOL 1314 Biology II
  BIOL 3305 Microbiology
  CHEM 1105 Chemistry I
  CHEM 1205 Chemistry II
  BIOL 4124 Histology
  BIOL 4501 Biology Research

Anatomy Options
  BIOL 2314 Anatomy and Physiology I
  BIOL 2324 Anatomy and Physiology II
  or
  BIOL 3114 Human Anatomy
  BIOL 3214 Human Physiology

Organismal (34-35 Hrs)
  BIOL 1214 Biology I
  BIOL 1314 Biology II
  CHEM 1105 Chemistry I
  CHEM 1205 Chemistry II
  BIOL 3214 Human Physiology
  BIOL 4144 Plant Taxonomy
  BIOL 4501 Biology Research

Organismal Options
  BIOL 2114 General Zoology
  BIOL 2214 General Botany
  and
  BIOL 3363 Evolution
  BIOL 3404 Ecology

Business Administration (30 Hrs)
  ACCN 2103 Principles of Financial Accounting
  ACCN 2203 Principles of Managerial Accounting
  BUAD 2503 Business and Professional Communication
  BUAD 3403 Business Finance
  BUAD 4303 Human Resource Administration
  ECON 2503 Survey of Economics
  MGMT 3213 Applied Business Management
  MKTG 3103 Principles of Marketing
  Select 6 additional hours from other courses within the discipline.
### Ministry Leadership (33 Hrs)
- PMIN 1103 Foundations of Ministry
- PMIN 1203 Christian Formation
- PMIN 3103 Homiletics I
- PMIN 3123 Evangelism and Discipleship
- PMIN 3713 Workshop in the Ordinances
- PMIN 4233 Nonprofit/American Church Law
- THEO 2103 Systematic Theology I
- THEO 2203 Systematic Theology II

**Select 3 additional hours of Inductive Bible Study Courses**
- BINT 3103 The Synoptic Gospels
- BINT 3603 Hebrews and General Letters
- BINT 3633 Pastoral Letters

**Select 3 additional hours from Applied Learning Courses**
- PMIN 3133 Introduction to Spiritual Direction
- PMIN 3643 Stephen Ministry
- PMIN 4113 Internship in Professional Ministry
- PMIN 4893 Practicum in Pastoral Care I
- PMIN 4983 Practicum in Pastoral Care II

### English (30 Hrs)
- ENGL 3703 Creative Writing
- ENGL 3503 Advanced Composition
- ENGL 4203 Modern Grammar
- ENGL 4303 Shakespeare
- ENGL 4503 History of English Language
- ENGL 4533 Crit. Approach to Literature

**Select 12 additional hours from other courses within the discipline:**
- ENGL 2103 British Literature Survey I
- ENGL 2203 British Literature Survey II
- ENGL 2303 World Lit Sur: Ancient World-Renaissance
- ENGL 2403 World Lit Sur: Renaissance-Modern Era
- ENGL 2503 Amer Lit Sur: Before 1865
- ENGL 2603 Amer Lit Sur: Since 1865

### Mathematics (32 Hrs)
- MATH 2114 Calculus I and Analytic Geometry
- MATH 2214 Calculus II
- MATH 2313 Calculus III
- MATH 3103 Linear Algebra
- MATH 3403 Discrete Math
- MATH 4203 Mathematical Statistics

**Select 9 additional hours from other courses within the discipline.**

**Select 3 hours from MISE (3 Hrs) Evening Classes:**
- MISE 4103 Programming Concepts
- MISE 4603 Languages

### Music (58 Hrs)

#### Music Courses (23 Hrs)
- MBUS 2401 Live Audio Techniques
- MUSI 2101 Aural Skills I
- MUSI 2102 Music Theory I
- MUSI 2201 Aural Skills II
- MUSI 2202 Music Theory II
- MUSI 3151 Conducting
- MUSI 3251 Advanced Conducting
- MUSI 3301 Aural Skills III
- MUSI 3302 Music Theory III
- MUSI 4301 Aural Skills IV
- MUSI 4302 Music Theory IV
- MUSI 4212 History and Literature of Music I
- MUSI 4222 History and Literature of Music II
- MUSI 4242 Music Ministry
- MUSI 4702 Arranging

#### Applied Music and Ensemble Courses (25 Hrs)**
- AMUE 1011-281 Ensemble (7 Hrs)
- AMUE 1411-2411 Praise Band (1 Hrs)
- AMUS 1111-4181 Piano (4 Hrs)
- AMUS/IMUS 1311-4781 Voice/Instrument (13 Hrs)

**NOTE:** Music majors must be enrolled in the Applied Music Ensemble Courses each semester designated by the School of Music and in accordance with the School of Music Handbook. Please contact the Music Program’s Chair before enrolling in these courses.

- Students must pass a piano proficiency exam.
- Music majors must attend the designated music recitals each semester they are enrolled as a student. See School of Music Handbook for additional information.
- Students must present a Senior level recital

### Psychology (30 Hrs)
- PSYC 3303 Development Across the Lifespan
- PSYC 3113 History and Systems of Psychology
- PSYC 3703 Introduction to Statistics
- PSYC 3803 Introduction to Research Methods
- PSYC 3903 Stress Management
- PSYC 4703 Abnormal Psychology
- PSYC 4803 Personality Theory and Development
- PSYC 4813 Professional Ethics and Conduct

**Select 6 additional hours from within the Psychology discipline.**

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**NOTES:**
- Please contact the Music Program’s Chair before enrolling in these courses.
- Music majors must attend the designated music recitals each semester they are enrolled as a student. See School of Music Handbook for additional information.
- Students must pass a piano proficiency exam.
- Students must present a Senior level recital.
General Studies, A.A.  
Effective: 04/27/2016

The Associate of Arts in General Studies provides a program for students desiring a general education degree that prepares them for continued study in a four-year degree program. This degree helps students develop skills and knowledge through a broad-based liberal arts curriculum that includes biblical studies and reflects a Wesleyan Christian worldview.

University Core: Specific courses within the University Core are listed on the first page of this catalog section. Please refer to that page for course options.

University Core (40 Hrs)
Bible/Theology (6 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs):
  *MATH 1513 College Algebra
Social Sciences (3 hrs):
  *PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature):
  *ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  *GEOG 2603 Human World Geography
  *MUSI 1113 Appreciation of Music and Fine Arts
  *PHIL 2103 Introduction to Philosophy and Ethics
*These courses are required pre-requisites for certain bachelor degree majors. Upon completion of the above courses, corresponding University Core requirements will be satisfied. Students should consult their program course outline for degree-specific University Core requirements. Otherwise, you may choose from the courses listed on the first page of this catalog section. See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation (1-3 Hrs)
UNIV 1121 First Year Evangel
OR UNIV 1123 Success at MACU

Electives (19-21 Hrs)
Any Electives

Total University Core  40
Total Orientation  1-3
Electives  19-21
Total Required Hours  62
Accounting and Ethics, B.B.A.
Effective 3/1/2018

Designed to help prepare students for a variety of accounting careers by providing a broad foundation of accounting procedures and theory covering vital areas including: taxation, auditing, managerial/cost, financial and accounting law, ethical guidelines, and accounting information systems.

The program provides the necessary coursework to meet the 30 hour accounting and 9 hour business requirement needed to sit for the Certified Public Accountant (CPA) exam in Oklahoma. See www.ok.gov/oab for a complete list of requirements.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)
See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1-3 Hrs)
UNIV 1121 First Year Evangel
OR UNIV 1123 Success at MACU

Required prior to Major Courses:
Accounting Required Courses (12 Hrs)
BUAD 1103 Introduction to Business
OR UNIV 2503 Professional Development Review
BUAD 2503 Business and Professional Communications
ECON 2503 Survey of Economics
MGMT 2103 Business Software Applications

Major Requirements
Accounting and Ethics Major (48 Hrs)
ACCN 3903 Intermediate Accounting I
ACCN 3913 Intermediate Accounting II
ACCN 3923 Cost Accounting
ACCN 3933 Income Tax Accounting I
ACCN 3943 Income Tax Accounting II
ACCN 3953 Accounting Information Systems
ACCN 4173 Governmental and Non-Profit Accounting
ACCN 4443 Advanced Financial Accounting
ACCN 4623 Accounting Legal Environment
ACCN 4633 Auditing
ACCN 2103 Principles of Financial Accounting
ACCN 2203 Principles of Managerial Accounting
BUAD 3403 Business Finance
BUAD 4303 Human Resource Administration

Business Electives (6 Hrs)
Choose from any six (6) hours from the business courses.

Electives (13-15 Hrs)
Any Electives (13-15 Hrs). At least four (4) hours should be from upper division hours

Total University Core 46
Total Orientation 1-3
Total Required Prior to Major 12
Total Accounting and Ethics Major 48
Total Electives 13-15
Total Required Hours 122
The biology program at MACU provides students with a strong foundation to enter multiple science careers; STEM graduate schools and professional health science programs. In addition to classroom and laboratory teaching modules, MACU provides abundant opportunities for faculty-to-student mentorships, peer-to-peer collaborative learning, and critical thinking opportunities related to science research protocol.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (7 hrs)
  *NATS 2101 Environmental Science Lab
  *NATS 2103 Environmental Science
Math (3 hrs)
  *MATH 1513 College Algebra
Social Sciences (3 hrs)
  *PSYC 1103 Intro to Psychology
Humanities (6 hrs – 3 must be literature)

*These courses are required pre-requisites for the major.
Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation (1 hr)
UNIV 1121 First Year Evangel

Major Requirements
Biology Major (70-72 hrs)
Biology Major Core (30-31 hrs)
BIOL 1214 Biology I
BIOL 1314 Biology II
BIOL 2114 General Zoology
BIOL 2214 General Botany
  BIOL 2314 Anatomy and Physiology I and
  BIOL 2324 Anatomy and Physiology II
or
  BIOL 3114 Human Anatomy** and
  BIOL 3214 Human Physiology**
BIOL 3305 Microbiology**
BIOL 4501 Biology Research

Biology Major Electives (14-15 hrs)
Choose 14-15 hours of biology electives from this list.
BIOL 1013 Medical Terminology**
BIOL 3334 Cell Biology
BIOL 3354 Genetics
BIOL 3363 Evolution
BIOL 3404 Ecology
BIOL 4124 Histology
BIOL 4144 Plant Taxonomy
BIOL 4213 History of Science
BIOL 4314 Embryology**
BIOL 4901 Special Topics in Biology**
CHEM 2203 Organic Chemistry II**
CHEM 3104 Principles of Biochemistry**

Additional Biology Major Requirements (26 hrs)
CHEM 1105 Chemistry I
CHEM 1205 Chemistry II
CHEM 2103 Organic Chemistry I
CHEM 2102 Organic Chemistry Laboratory
MATH 2114 Calculus I or
MATH 4113 Mathematical Modeling**
MATH 3703 Introduction to Statistics
PHYS 1134 General Physics I (w/ Lab) or
PHYS 2104 Physics I

General Electives** (6 Hrs)
Choose 6 hours of electives from this list.
BIOL 1133 General Nutrition
PHYS 1234 General Physics II
PSYC 3813 Cognitive Psychology
PSYC 4213 Physiological Psychology and Neuroscience
PSYC 4703 Psychology of Abnormal Behavior

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Students must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take up to ten (10 Hrs) of upper division elective hours in order to meet this graduation requirement.

**Biology major students may choose to replace a combination of the Biology major courses/electives with a Multidisciplinary option. (See Multidisciplinary options at the beginning of the Academic Degree program section).
Designed to prepare students to pursue a variety of positions in the field of business, the Business Administration and Ethics degree enhances students’ understanding of business and features specific business dynamics and competencies that are critical to the success of any business or organization.

**UNIVERSITY CORE**
Specific courses within the University Core are listed on the first page of this catalog section.

**University Core (46 Hrs)**
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)
See the Academic Program Requirements section of this Catalog for additional requirements.

**ORIENTATION REQUIREMENT**
Orientation (1-3 Hrs)
UNIV 1121 First Year Evangel OR UNIV 1123 Success at MACU

**REQUIRED PRIOR TO MAJOR COURSES**
Business Required Courses (12 Hrs)
BUAD 1103 Introduction to Business
OR UNIV 2503 Professional Development Review
BUAD 2503 Business and Professional Communications
ECON 2503 Survey of Economics
MGMT 2103 Business Software Applications

**MAJOR REQUIREMENTS**
Business Administration and Ethics Major (30 Hrs)
ACCN 2103 Principles of Financial Accounting
ACCN 2203 Principles of Managerial Accounting
BUAD 3403 Business Finance
BUAD 4103 Legal Environment of Business
BUAD 4303 Human Resource Administration
MGMT 3213 Applied Business Management
MGMT 4103 Group and Organizational Communication
MGMT 4413 Strategic Management
MGMT 4433 Managing Change
MKTG 3103 Principles of Marketing

**Electives (31-33 Hrs)**
Any Electives (31-33 Hrs). At least sixteen (16) hours should be from upper division hours.
The following are not required but recommended:
BUAD 2603 Personal Finance
BUAD 4403* Church and Nonprofit Finances
BUAD 4503 Small Business Management
BUAD 4703* Business Ethics
BUAD 4803* Management of Nonprofit Organization
BUAD 4901-3 Honor Studies
PMIN 4233* Nonprofit/American Church Law
*These four courses constitute a nonprofit and church related studies.

Students may choose to replace the electives above with one of the optional concentrations listed below or Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take upper division elective hours in order to meet this graduation requirement.

**Total University Core** 46
**Total Orientation** 1-3
**Total Required Prior to Business Major** 12
**Total Business Admin. and Ethics Major** 30
**Total Electives** 31-33
**Total Required Hours** 122

**BUSINESS ADMINISTRATION AND ETHICS**
OPTIONAL CONCENTRATIONS

**Sports Management Concentration (33 Hrs)**

**Required Courses** (18 Hrs)
MKTG 3143 Consumer and Market Behavior
SMGT 3113 Leadership and Ethics in Sports
SMGT 3123 Sociology of Sports
SMGT 3513 Sports Fundraising and Sponsorship
SMGT 4123 Sports Facilities Management
SMGT 4223 Sports Law and Risk Management

Choose fifteen (15) hours of any electives

**Management Information Systems Concentration (31 Hrs)**

**Required Courses** (18 Hrs)
MISE 3203 Networking/Architecture/Cybersecurity
MISE 3603 IT Management
MISE 4403 Project Planning and Implementation
MISE 4603 Languages
MISE 4643 Database Management
MISE’ 4663 Business Intelligence/Data Analytics

Choose Ten to Thirteen (13) hours of any electives
Christian Ministries, B.S
Effective: 10/26/2016

Provides a foundation in biblical and theological studies from a Wesleyan tradition, the Christian Ministries degree equips students to pursue advanced ministry-related studies, and is a stepping stone to MACU’s Master of Ministry degree for those who want to pursue the next level of study.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

### University Core (46 Hrs)
- Bible/Theology (12 hrs)
- Communication (9 hrs)
- U.S. History and Government (6 hrs)
- Science (6 hrs plus 1 hr of lab)
- Math (3 hrs)
- Social Sciences (3 hrs):
  - *PSYC 1103 Introduction to Psychology
- Humanities (6 hrs – 3 hrs must be literature):
  - *PHIL 1203 Critical Thinking

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred).  See the Academic Program Requirements section of this Catalog for additional requirements.

<table>
<thead>
<tr>
<th>Orientation Requirement</th>
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<tbody>
<tr>
<td><strong>Orientation (6 Hrs)</strong></td>
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<tr>
<td>UNIV 1123 Success at MACU</td>
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<tr>
<td>PMIN 1003 Program Orientation</td>
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<table>
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<tr>
<th>Major Requirements</th>
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<tr>
<td><strong>Christian Ministries Major (42 Hrs)</strong></td>
</tr>
<tr>
<td>BINT 2103 Basic Principles of Inductive Bible Study</td>
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<tr>
<td>BINT 3103 Synoptic Gospels</td>
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<tr>
<td>BIOT 3713 Prophetic Books/Eschatology</td>
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<tr>
<td>PMIN 1103 Foundations of Ministry</td>
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<td>PMIN 2603 Christian Education Ministry and Discipleship</td>
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<td>PMIN 3103 Homiletics I</td>
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<td>PMIN 3303 Christian Worship</td>
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<td>PMIN 3343 Church Growth and Health</td>
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<td>PMIN 4103 Pastor’s Role in Church Administration</td>
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<td>PMIN 4303 Leadership Formation</td>
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<td>PMIN 4603 Pastoral Counseling</td>
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<tr>
<td>THEO 3403 The Person and Work of the Holy Spirit</td>
</tr>
<tr>
<td>THEO 3603 Spiritual Formation and Ministry OR THEO 4303 Church of God Theology</td>
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<tr>
<td>THEO 4403 Theology of Ministry</td>
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</table>

<table>
<thead>
<tr>
<th>Electives (28 Hrs)</th>
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<tbody>
<tr>
<td>Choose thirty (28 Hrs) from any area.*</td>
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</table>

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take at least seven (7 Hrs) of upper division elective hours in order to meet this graduation requirement.

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<td>Total Orientation</td>
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<td>Total Christian Ministries Major</td>
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<td>Total Electives</td>
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<tr>
<td>Total Required Hours</td>
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</table>
The B.S. in Communication, Media, and Ethics prepares students for the necessary tools of online engagement in an increasingly digital personal and professional world. Majors will come to appreciate the overlapping and even contradictory procedures and practices that go into media production and consumption, ultimately leading to the creation of culture and its social persuasion on societies. Courses examine social media in theory and practice, digital media literacy, communication practices and principles applicable to spreadable media and convergence cultures. Furthermore, internship and understudy programs provide opportunities for hands-on, real-world application. Critical media literacy will translate passive leisure habits into dynamic time management skills and new media training. Ultimately, students will gain exposure to the strategic areas of Media Studies, Public Relations, and Social Media within the Communication Studies discipline.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)
See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (3 Hrs)
UNIV 1123 Success at MACU

Major Requirements
Communication, Media and Ethics Major (42 Hrs)
COMM 2113 Media Culture and Social Influence
COMM 2123 Introduction to Computer Mediated Communication
COMM 2143 Digital Media Literacy
COMM 2803 Writing for Mass and Social Media
COMM 3213 Organizational and Professional Communication
COMM 3233 Media Law and Ethics
COMM 3433 Media Studies in Research and Design
COMM 3533 Public Relations, Advertising, and Brand Management
COMM 4413 Communication and Cultural Change
COMM 4513 Digital Persuasion in the Social Media Age
COMM 4603 Creating Social Media Presence and Cultural Movements
COMM 4803 Media Studies, Public Relations, Social Media Capstone

COMM Electives (6 Hrs)
*Choose 6 (of 12) hours minimum COMM electives.
COMM 3603 Mass Communication Perspectives
COMM 3613 Intercultural and Cybercultural Communication
COMM 3903 Integrated Marketing and Public Relations
COMM 4103 Special Topics in Media Studies

Electives (31 Hrs)
*Choose thirty-three (33) hours from any area.

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take at least ten (10 Hrs) of upper division elective hours in order to meet this graduation requirement.

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<td>Total Electives</td>
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<tr>
<td>Total Required Hours</td>
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</table>
Criminal Justice and Ethics, B.S.
Effective: 04/01/2017

The Criminal Justice and Ethics program is designed to provide current and prospective law enforcement professionals with a wide range of knowledge relevant to the issues they face in the communities they serve. The Criminal Justice and Ethics Degree offers training in soft skills, including: collaboration (community partnerships), problem solving (crisis intervention); conflict resolution (de-escalation techniques), and communication (communicating with the mentally ill). Criminal Justice instructors are practitioners who have or are currently working in the field, allowing for an emphasis on practical application for criminal justice professionals.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)
See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (3 Hrs)
UNIV 1123 Success at MACU

Major Requirements
Criminal Justice Administration Major (39 Hrs)
CRJS 3003 Victimology
CRJS 3103 Introduction to Criminal Justice
CRJS 3113 Criminology
CRJS 3503 Criminal Law I
CRJS 3513 Criminal Law II
CRJS 3703 Criminal Procedures
CRJS 3813 Community Relations
CRJS 4003 Cultural Diversity: The Color of Justice, Race, Ethnicity and Crime in America
CRJS 4103 Identification, Collection, and Preservation of Evidence
CRJS 4113 Principles of Investigation
CRJS 4403 Police Administration
CRJS 4513 Interview and Interrogation Techniques
CRJS 4533 Anti-Terrorism and Homeland Security

Electives (34 Hrs)
*Choose (thirty-four) 34 hours from any area.

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take at least four (4 Hrs) of upper division elective hours in order to meet this graduation requirement.

Total University Core 46
Total Orientation 3
Total Criminal Justice Administration Major 39
Total Electives 34
Total Required Hours 122
Digital Marketing, B.S.
Effective: 08/01/2018

The B.S. in Marketing focuses on the foundational theories and strategic applications associated with retailing, promotion, consumer and market behavior, market research and statistics, accounting, computer applications, finance, business law, economics and human resources, applicable within any organization. This program also provides a foundation on which students can pursue graduate studies in a related field.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)
See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1-3 Hrs)
UNIV 1121 First Year Evangel
OR UNIV 1123 Success at MACU

Required prior to Major Courses:
Accounting Required Courses (6 Hrs)
BUAD 1103 Introduction to Business
OR UNIV 2503 Professional Development Review
BUAD 2503 Business and Professional Communications

Major Requirements
Digital Marketing Major (45 Hrs)
BUAD 3403 Business Finance
BUAD 4703 Business Ethics
ECON 2503 Survey of Economics
MGMT 3103 Accounting for Managers
MKTG 3143 Consumer and Market Behavior
MKTG 3243 Business & Marketing Intelligence Statistics
MKTG 3253 Digital Marketing Channels
MKTG 3263 Market Analysis, Research & Reporting
MKTG 3273 Marketing Automation, CRM, & Sales
MKTG 3483 Advertising, Public Relations, & Customer Experience
MKTG 3533 Brand and Product Management
MKTG 4113 International Marketing
MKTG 4603 Social Media Marketing
MKTG 4803 Content Management

Electives (22-24 Hrs)
Choose any twenty-two (22) to twenty-four (24) hours of any electives.

Total University Core 46
Total Orientation 1-3
Total Prior to Major 6
Total Marketing Major 45
Electives 22-24
Total Required Hours 122
Designed for those dedicated to developing the hearts and minds of young children for future success, the B.A. in Early Childhood Education equips students to identify and address each child’s individual needs so they may positively impact and guide them through these critical years of development. Students will examine traditional theory as well as contemporary teaching methods to gain the knowledge and practical skills required to become effective teachers in the classroom, whether in a public or private school setting.

**University Core**
Specific courses within the University Core are listed on the first page of this catalog section.

**University Core (46 Hrs)**
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab):
* NATS 1014 General Biology and Lab
* NATS 2103 Environmental Science
Math (3 hrs):
* MATH 1513 College Algebra
Social Sciences (3 hrs):
* PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature):
* ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  * GEOG 2603 Human World Geography

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

**Orientation Requirement**
**Orientation (1Hr)**
UNIV 1121 First Year Evangel

### Major Requirements

**Additional General Education (20 Hrs)**
- BIOL 3404 Ecology
- ENGL 2403 World Lit. Sur: Renaissance to Modern Era
- HIST 1103 History of World Civilization I **OR**
- HIST 1203 History of World Civilization II
- MATH 2103 Algebra for Teachers
- MATH 2203 Math for Teachers I
- MATH 2303 Math for Teacher II
- NATS 2101 Environmental Science Lab

**Early Childhood Education (28 Hrs)**
- ECED 3103 Nutrition and Physical Development in Early Childhood
- ECED 3203 Early Childhood Development and Learning
- ECED 3223 Literacy Methods for Early Childhood
- ECED 3243 Math and Science Methods for Young Children
- ECED 4103 Family and Community Relationships in Early Childhood Education
- ECED 4203 Guidance, Observation and Assessment of Young Children
- EDEL 3403 Children’s Literature
- EDEL 3503 Methods of Elementary Music and Art Integration
- EDEL 4304 Diagnostic and Prescriptive Reading/Prac

**Professional Education (30 Hrs)**
- EDUC 2101 MACU Teacher Education Orientation
- EDUC 2102 Education Foundations
- EDUC 3103 Educational Psychology
- EDUC 3233 Probability and Statistics for Teachers
- EDUC 3303 Development Across the Life Span
- EDUC 4203 Instructional Strategies I
- EDUC 4213 Instructional Strategies II
- EDUC 4223 The Exceptional Child
- EDUC 4909 Student Teaching

**Foreign Language (6 Hrs)**
Six (6) hours from same language and consecutive

<table>
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<th>Requirement</th>
<th>Hours</th>
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<td>Total Additional General Education Courses</td>
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<td>Total Early Childhood Education Courses</td>
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<td>Total Professional Education Courses</td>
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<td>Total Foreign Language</td>
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<tr>
<td>Total Required Hours</td>
<td>131</td>
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</tbody>
</table>

**Additional Degree Requirement:**
- Acceptance into the School of Teacher Education
- Completion of program requirements identified in the Teacher Ed. Handbook*
Designed to align with the rigorous standards set forth by the Association for Childhood Education International (ACEI), the B.A. in Elementary Education focuses on traditional theory, fundamental coursework and contemporary teaching methods so students may gain comprehensive knowledge blended with real-world classroom experience and biblical principles to positively teach and guide children through the all-important elementary years. Students will be equipped to identify and address each child’s individual needs, seek licensure in elementary education, and ultimately become effective teachers in the classroom, whether in a public or private school setting. In addition to covering the traditional course subjects of math, social studies and English, to name a few, the program also includes: child/adolescent and educational psychology, probability and statistics for teachers, instructional strategies, and exceptional children.

**University Core**

Specific courses within the University Core are listed on the first page of this catalog section.

**University Core (46 Hrs)**

- Bible/Theology (12 hrs)
- Communication (9 hrs)
- U.S. History and Government (6 hrs)
- Science (6 hrs + 1 hr of lab):
  - *NATS 1014 General Biology and Lab
  - *NATS 2103 Environmental Science
- Math (3 hrs):
  - *MATH 1513 College Algebra
- Social Sciences (3 hrs):
  - *PSYC 1103 Introduction to Psychology
- Humanities (6 hrs – 3 hrs must be literature):
  - *ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  - *GEOG 2603 Human World Geography

*These courses are required pre-requisites for the major.

Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

**Orientation Requirement**

**Orientation (1Hr)**

UNIV 1121 First Year Evangel

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**Major Requirements**

**Additional General Education (20 Hrs)**

- BIOL 3404 Ecology
- ENGL 2403 World Lit. Sur: Renaissance to Modern Era
- HIST 1103 History of World Civilization I **OR**
- HIST 1203 History of World Civilization II
- MATH 2103 Algebra for Teachers
- MATH 2203 Math for Teachers I
- MATH 2303 Math for Teachers II
- NATS 2101 Environmental Science Lab

**Elementary Education (28 Hrs)**

- EDEL 3203 Methods of Read. in Intermediate Grades
- ECED 3223 Literacy Methods for Early Childhood
- EDEL 3303 Methods of Elementary Science
- EDEL 3503 Methods of Elementary Music/Art Integ.
- EDEL 4304 Diagnostic and Prescriptive Reading/Pract
- EDEL 4503 Methods of Elementary Language Arts
- EDEL 4603 Methods of Elementary Social Studies
- EDEL 4803 Methods of Elementary Math
- EDEL 3403 Children’s Literature

**Professional Education (30 Hrs)**

- EDUC 2101 MACU Teacher Education Orientation
- EDUC 2102 Education Foundations
- EDUC 3103 Educational Psychology
- EDUC 3233 Probability and Statistics for Teachers
- EDUC 3303 Development Across the Life Span
- EDUC 4223 The Exceptional Child
- EDUC 4203 Instructional Strategies I
- EDUC 4213 Instructional Strategies II
- EDUC 4909 Student Teaching

**Foreign Language (6 Hrs)**

Six (6) hours from same language and consecutive

**Total University Core** 46
**Total Orientation** 1
**Total Additional General Education Courses** 20
**Total Elementary Education Courses** 28
**Total Professional Education Courses** 30
**Total Foreign Language** 6
**Total Required Hours** 131

**Additional Degree Requirement:**

___ Acceptance into the School of Teacher Education
___ Completion of program requirements identified in the Teacher Ed. Handbook**
The B.A. in Elementary/Secondary Vocal Music Education follows the rigorous standards set forth by the Oklahoma Commission for Teacher Preparation (OCTP). This degree program focuses on teaching music at the elementary and secondary levels, thereby developing children in grades K-12 through music. Students will not only gain theoretical knowledge of music and its importance in educating children, but will also gain practical skills through experiential learning, so they may seek licensure in elementary/secondary vocal music education and become effective teachers in the classroom, whether in a public or private school setting. In addition to covering the subjects of child/adolescent and educational psychology, probability and statistics for teachers, instructional strategies, and exceptional children, the program also includes: music teaching methods, history of music literature, music theory, aural skills, conducting, electronic music/media, and vocal diction, pedagogy and history.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab):
  *NATS 1014 General Biology and Lab
  *NATS 2103 Environmental Science
Math (3 hrs):
  *MATH 1513 College Algebra
Social Sciences (3 hrs):
  *PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature):
  *ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  *GEOG 2603 Human World Geography I OR SOCI 2243 Intro to Cultural Anthropology

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1Hr)
UNIV 1121 First Year Evangel

Major Requirements
Elementary/Secondary Vocal Music (23 Hrs)
MUSI 2101 Aural Skills I
MUSI 2102 Music Theory I
MUSI 2201 Aural Skills II
MUSI 2202 Music Theory II
MUSI 3152 Conducting
MUSI 3252 Advanced Conducting
MUSI 3301 Aural Skills III
MUSI 3302 Music Theory III
MUSI 4301 Aural Skills IV
MUSI 4302 Music Theory IV
MUSI 3501 Vocal Pedagogy
MUSI 3611 Vocal Diction
MUSI 4212 History and Literature of Music I
MUSI 4222 History and Literature of Music II
MUSI 2401 Live Audio Techniques

Applied Music and Ensemble Courses (22 Hrs)
Music majors must be enrolled in the Applied Music Ensemble Courses each semester designated by the School of Music and in accordance with the School of Music Handbook. Please contact the Music Program’s Chair before enrolling in these courses.
AMUE 1211-4281 Concert Choir (7 Hrs)
AMUS 1111-4181 Piano (4 Hrs)
AMUS/IMUS 1311-4781 Voice/Instrument (11 Hrs)

Professional Education (36 Hrs)
EDUC 2101 MACU Teacher Education Orientation
EDUC 2102 Education Foundations
EDUC 3103 Educational Psychology
EDUC 3233 Probability and Statistics for Teachers
EDUC 3303 Development Across the Life Span
EDUC 4203 Instructional Strategies I
EDUC 4213 Instructional Strategies II
EDUC 4223 The Exceptional Child
EDUC 4403 Methods of Teaching Music in Elem. Sch
EDUC 4503 Methods of Teaching Music in Secondary Sch
EDUC 4909 Student Teaching

Foreign Language (6 Hrs)
Six (6) hours from same language and consecutive

Total University Core 46
Total Orientation 1
Total Elementary/Secondary Vocal Music Courses 23
Total Applied Music and Ensemble Courses 22
Total Professional Education Courses 36
Total Foreign Language 6
Total Required Hours 134

Additional Degree Requirement:
____ Acceptance into the School of Teacher Education
____ Completion of program requirements identified in the Teacher Ed. Handbook.
  Students must pass a piano proficiency exam.
____ Music majors must attend the designated music recitals each semester they are enrolled as a student. See School of Music Handbook for additional information.
____ Students must present a Senior level recital.
The B.A. in Literary and Cultural Studies focuses on American, English and world literature, and literary criticism. It also includes specialized literature and upper division courses in writing. This synthesis of courses builds students’ knowledge of world literature, its impact on the development of culture and its reflection of cultural values; competence in literary analysis and critical thinking skills; effective research and writing skills, and an ability to apply both to independent study; competence in varied fields of cultural study such as anthropology, sociology, religion, and communication; and insight into the interrelatedness of literature and culture.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities Required courses (6 hrs):
  * ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  * GEOG 2603 Human World Geography

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1Hr)
UNIV 1121 First Year Evangel

English Major (33 Hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>ENGL 2103</td>
<td>British Literature Survey I</td>
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<tr>
<td>ENGL 2203</td>
<td>British Literature Survey II</td>
</tr>
<tr>
<td>ENGL 2403</td>
<td>World Literature Survey: The Renaissance to the Modern Era</td>
</tr>
<tr>
<td>ENGL 2503</td>
<td>American Literature Survey: Before 1865</td>
</tr>
<tr>
<td>ENGL 2603</td>
<td>American Literature Survey: Since 1865</td>
</tr>
<tr>
<td>ENGL 3503</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>ENGL 3513</td>
<td>Major Figures</td>
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<tr>
<td>ENGL 3923</td>
<td>Cultural Theory and Popular Culture</td>
</tr>
<tr>
<td>ENGL 4203</td>
<td>Modern Grammar</td>
</tr>
<tr>
<td>ENGL 4303</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENGL 4533</td>
<td>Critical Approaches to Literature</td>
</tr>
</tbody>
</table>

Literature and Cultural Studies (39 Hrs)
Students may choose to replace the Literature and Cultural Studies courses with a Multidisciplinary option. (See options in the Academic Program Requirements section.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3523</td>
<td>Special Topics</td>
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<tr>
<td>ENGL 3703</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>ENGL 3713</td>
<td>Ethnic American Literature</td>
</tr>
<tr>
<td>ENGL 3733</td>
<td>Native American Literature</td>
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<tr>
<td>ENGL 4313</td>
<td>Life and Teachings of C.S. Lewis</td>
</tr>
<tr>
<td>ENGL 4503</td>
<td>History of the English Language</td>
</tr>
<tr>
<td>ENGL 4543</td>
<td>Culture Language and Popular Culture</td>
</tr>
<tr>
<td>ENGL 4803</td>
<td>Form and Genre in Literature</td>
</tr>
<tr>
<td>HUMN 2113</td>
<td>The African American Experience</td>
</tr>
<tr>
<td>HUMN 3303</td>
<td>World Religions in America</td>
</tr>
<tr>
<td>HUMN 4413</td>
<td>The Hispanic-American Experience</td>
</tr>
<tr>
<td>HUMN 4613</td>
<td>Hist/Lit of the Native American Southwest</td>
</tr>
<tr>
<td>MISS 3403</td>
<td>Cross Cultural Communications</td>
</tr>
<tr>
<td>SOCI 3023</td>
<td>World Relig. and Heretical Move.</td>
</tr>
<tr>
<td>SOCI 4203</td>
<td>The Ethnicity in America</td>
</tr>
<tr>
<td>SOCI 2243</td>
<td>Intro to Cultural Anthropology</td>
</tr>
</tbody>
</table>

Choose fifteen (15) hours from the following literature and cultural courses.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3543</td>
<td>Studies in Poetry</td>
</tr>
<tr>
<td>ENGL 3723</td>
<td>Nobel Prize Winning Authors</td>
</tr>
<tr>
<td>ENGL 4143</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENGL 4523</td>
<td>Young Adult Literature</td>
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<tr>
<td>ENGL 4653</td>
<td>Capstone Research</td>
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<tr>
<td>ENGL 4993</td>
<td>Honor Studies</td>
</tr>
<tr>
<td>HUMN 2113</td>
<td>The African American Experience</td>
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Foreign Language (6 Hrs)
Six (6) hours from same language and consecutive

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<th>Course Code</th>
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</tr>
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<td>SOCI 2243</td>
<td>Intro to Cultural Anthropology</td>
</tr>
</tbody>
</table>

Total University Core 46
Total Orientation 1
Total English Major 33
Total Literature and Cultural Studies 39
Total Foreign Language 06
Total Required Hours 125
Health Care Management and Ethics, B.S.  
Effective: 9/01/2017

As the Health Care sector continues to expand, organizations need Health Care Managers more than ever – and this degree plan is designed to prepare students to enter this workforce with special knowledge and confidence. Focus is placed on the “hands-on” practice and business aspects of Health Care Management systems, to provide the student knowledge and skills that can be immediately applied in a variety of settings, such as private practices, clinics, auxiliary services, or hospitals. Courses such as Human Resources, Legal Environment, Medical Language, Operations, and Information Systems go beyond traditional business content to address the unique application of these topics within the Health Care industry. Consideration of Christian principles with respect to ethical and moral dilemmas in Health Care is an important component of each course.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)

See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (3 Hrs)
UNIV 1123 Success at MACU

Required prior to Major Courses
Health Care Management Required Courses (6 Hrs)
BUAD 2503 Business and Professional Communications
MGMT 2103 Business Software Applications

Major Requirements
Health Care Management Major (30 Hrs)
BUAD 3403 Business Finance
HC 3203 Introduction to Health Care Management
HC 3213 Fundamentals of Medical Practice Management
HC 3313 Health Care Human Resource Management
HC 3503 Legal Aspects of Health Care Management
HC 4103 Health Care Economics
HC 4203 Health Care Operations Management
HC 4303 Health Care Information Systems
MGMT 2303 Management Principles
MGMT 4303 Accounting for Managers

Electives (37 Hrs)
Choose thirty-seven (37) hours from any area. At least thirteen (13) hours should be from upper division hours.

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take at least thirteen (13 Hrs) of upper division elective hours in order to meet this graduation requirement.

Total University Core 46
Total Orientation 3
Total Required Prior to Major Courses 6
Total Business Management Major 30
Total Electives 37
Total Required Hours 122
Management and Ethics, B.S.  
Effective: 01-01-2017

Designed to develop students’ knowledge, analytical and communication skills, the B.S. in Management and Ethics program prepares graduates to lead employees in a variety of organizations so they may address future challenges, as well as interpret and convey financial information.

University Core Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
- Bible/Theology (12 hrs)
- Communication (9 hrs)
- U.S. History and Government (6 hrs)
- Science (6 hrs plus 1 hr of lab)
- Math (3 hrs)
- Social Sciences (3 hrs)
- Humanities (6 hrs – 3 hrs must be literature)

See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (3 Hrs)
UNIV 1123 Success at MACU

Required prior to Major Courses
Management Required Courses (9 Hrs)
- BUAD 2503 Business and Professional Communications
- MGMT 2103 Business Software Applications
- MGMT 2303 Management Principles

Major Requirements
Management and Ethics Major (30 Hrs)
- BUAD 3403 Business Finance
- BUAD 4303 Human Resource Administration
- MGMT 2203 Goals Priorities, and Attitudes
- MGMT 4103 Group and Organizational Communication
- MGMT 4203 Managing People: Groups and Leadership
- MGMT 4303 Accounting for Managers
- MGMT 4433 Managing Change
- MGMT 4523 Case Studies in Management Ethics
- MKTG 3103 Principles of Marketing

Electives (34 Hrs)
Choose thirty-four (34) hours from any area. At least thirteen (13) hours should be from upper division hours.

Students may choose to replace the electives above with the optional concentration listed below.

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take at least thirteen (13) Hrs of upper division elective hours in order to meet this graduation requirement.

Total University Core 46
Total Orientation 3
Total Required Prior to Major Courses 9
Total Management and Ethics Major 30
Total Electives 34
Total Required Hours 122

MANAGEMENT AND ETHICS OPTIONAL CONCENTRATION

Management Information Systems Concentration (34 Hrs)
Required Courses (18 Hrs)
- MISE 3203 Networking/Architecture/Cybersecurity
- MISE 3603 IT Management
- MISE 4403 Project Planning and Implementation
- MISE 4603 Languages
- MISE 4643 Database Management
- MISE 4663 Business Intelligence/Data Analytics

Choose fifteen (16) hours of any electives
The B.S. in Mathematics provides a comprehensive understanding of the nature of mathematics and its relation to the sciences, philosophy and other liberal arts. In addition to general education and Bible coursework, course topics include geometry, calculus, linear algebra, abstract algebra, statistics, differential equations and mathematical modeling to provide a foundation on which graduates may begin a career in teaching, applied mathematics and research or pursue graduate studies.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs):
* MATH 1513 College Algebra
Social Sciences (3 hrs)
Humanities (6 hrs – 3 hrs must be literature)

*These courses are required pre-requisites for the major and/or discipline. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1Hr)
UNIV 1121 First Year Evangel

Major Requirements
Mathematics Core (29 Hrs)
MATH 2114 Calculus I and Analytic Geometry
MATH 2214 Calculus II
MATH 2313 Calculus III
MATH 3103 Linear Algebra
MATH 3403 Discrete Math
MATH 3703 Introduction to Statistics
MATH 4203 Mathematical Statistics
MISE 4103 Programming Concepts OR
MISE 4603 Languages
MATH 4113 Mathematical Modeling

Mathematics Theory Application (22)
MATH 1303 Plane Trigonometry
MATH 3303 History of Math
MATH 4003 College Geometry I
MATH 4013 Differential Equations
MATH 4103 Abstract Algebra
MATH 4303 College Geometry II
PHYS 1134 General Physics I OR
PHYS 2104 Physics I

Electives (24 Hrs)
Any Electives (24 Hrs). At least seven (7 Hrs) should be from upper division.

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take upper division elective hours in order to meet this graduation requirement.

Students may choose to replace combination of 30-39 courses in the Mathematics Theory Application courses and/or electives with a Multidisciplinary option (See Multidisciplinary options in the Academic Program Requirements section). Substitutions in math core may be made per advisor approval.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total University Core</td>
<td>46</td>
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<tr>
<td>Total Orientation</td>
<td>1</td>
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<td>Total Mathematics Core</td>
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<td>Total Math Theory Application</td>
<td>22</td>
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<tr>
<td>Electives</td>
<td>24</td>
</tr>
<tr>
<td>Total Required Hours</td>
<td>122</td>
</tr>
</tbody>
</table>
This degree prepares students to communicate, lead, care, and think biblically and theologically as they enter into entry-level ministry positions. Students may fulfill various roles within church ministry and nonprofit or parachurch organizations including pastor, teacher, leader, and administrator or pursue graduate studies. In addition to the foundational Bible and theology courses, other courses will address Christian formation, evangelism and discipleship, worship, homiletics, youth ministry, church administration, pastoral care, inductive Bible study methodology, Church of God (Anderson) and Wesleyan theology, nonprofit and American church law, and experiential learning opportunities.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs):
*PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature):
*PHIL 2103 Introduction to Philosophy and Ethics

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1Hr)
UNIV 1121 First Year Evangel

Major Requirements
Bible/Theology (30 Hrs)
BINT 3103 The Synoptic Gospels or
BINT 3603 Hebrews and General Letters
BINT 3633 Pastoral Letters
BINT 3703 History of Christian Thought
BIOT 3513 Isaiah or
BIOT 3903 The Pentateuch
THEO 2103 Systematic Theology I
THEO 2203 Systematic Theology II
THEO 3403 The Person and Work of Holy Spirit
THEO 4303 Church of God Theology
THEO 4403 Theology of Ministry
THEO 4923 Special Topics in Theology

Professional Ministry (27 Hrs)
PMIN 1103 Foundations of Ministry
PMIN 1203 Christian Formation
PMIN 3103 Homiletics I
PMIN 3123 Evangelism and Discipleship
PMIN 3203 Homiletics II

PMIN 3713 Workshop in the Ordinances
PMIN 4233 Nonprofit/American Church Law
PMIN 4303 Leadership Formation
PMIN 4893 Practicum in Pastoral Care I

Electives (21 Hrs)
Choose 21 hours of electives.

The following are not required but recommended:
BUAD 4403 Church and Nonprofit Finances
ENGL 3503 Advanced Composition
ENGL 4303 Shakespeare
ENGL 4313 Life and Teachings of C.S. Lewis
PMIN 4973 Pastoral Care in the Local Church
PSYC 4813 Professional Ethics and Conduct
PSYC 3303 Development Across the Lifespan
PSYC 3633 Psychology of Addictions & Subst Abuse
PSYC 3903 Stress Management
PSYC 4343 Psychology of Motivation and Emotions

Applied Learning Courses
PMIN 3133 Introduction to Spiritual Direction
PMIN 3643 Stephen Ministry
PMIN 4113 Internship in Professional Ministries
PMIN 4893 Practicum in Pastoral Care I
PMIN 4983 Practicum in Pastoral Care II

Students may choose to replace the electives above with one of the optional concentrations listed below or Multidisciplinary option. (See Multidisciplinary options in the Academic Program Requirements section).

Total University Core 46
Total Orientation 1
Total Bible/Theology 30
Total Professional Ministry 27
Elective 21
Total Required Hours 125

MINISTRY LEADERSHIP OPTIONAL CONCENTRATIONS
Pastoral Care Concentration (21 Hrs)
PMIN 3643 Stephen Ministry
PMIN 3303 Christian Worship
PMIN 4973 Pastoral Care in the Local Church
PMIN 4983 Practicum in Pastoral Care II
PSYC 4813 Professional Ethics and Conduct

Electives (6 Hrs)
Choose 6 hours of electives.

Youth Ministry Concentration (21 Hrs)
PMIN 3153 Youth Ministry Methods and Curriculum
PMIN 3303 Christian Worship
PMIN 3513 Youth Ministry
PMIN 4503 Church’s Ministry to Families
PSYC 3633 Psychology of Addictions and Substance Abuse

Electives (6 Hrs)
Choose 6 hours of electives.
Music, B.S.
Effective: 01/01/2019

The B.S. in Music and Worship focuses on the various aspects of music ministry within the church or ministry. In addition to the comprehensive general education and biblical coursework, students will study history and literature of music, class voice, hymnology, conducting, music theory, and electronic music and media so they may become successful members and leaders of a music ministry team or pursue graduate studies.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
- Bible/Theology (12 hrs)
- Communication (9 hrs)
- U.S. History and Government (6 hrs)
- Science (6 hrs plus 1 hr of lab)
- Math (3 hrs)
- Social Sciences (3 hrs):
  * PSYC 1103 Introduction to Psychology
  * MUSI 1113 Appreciation of Music and Fine Arts

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1Hr)
UNIV 1121 First Year Evangel

Major Requirements
Music Courses (23 Hrs)
- MBUS 2401 Live Audio Techniques
- MUSI 2101 Aural Skills I
- MUSI 2102 Music Theory I
- MUSI 2201 Aural Skills II
- MUSI 2202 Music Theory II
- MUSI 3151 Conducting
- MUSI 3251 Advanced Conducting
- MUSI 3301 Aural Skills III
- MUSI 3302 Music Theory III
- MUSI 4301 Aural Skills IV
- MUSI 4302 Music Theory IV
- MUSI 4212 History and Literature of Music I
- MUSI 4222 History and Literature of Music II
- MUSI 4242 Music Ministry
- MUSI 4702 Arranging

Concentration Options (53 Hrs)
Students must choose one (1) of the following areas of concentration. Music Ministry or Recording Arts.

Music Ministry Concentration (28 Hrs)
- MBUS 3141 Music Industry Internship
- MUSI 4602 Hymnology/Music Text
- MUSI 4201 Survey of Sacred Music Literature
- PMIN 1103 Foundations of Ministry
- PMIN 1203 Christian Education Ministries
- PMIN 3103 Homiletics I
- PMIN 3303 Christian Worship
- PMIN 3513 Youth Ministry
- PMIN 4303 Leadership Formation
- THEO 2103 Systematic Theology I
- THEO 2203 Systematic Theology II

Applied Music and Ensemble Courses (25 Hrs)**
- AMUE 1011-4281 Ensemble (7 Hrs)
- AMUE 1411-2411 Praise Band (1 Hrs)
- AMUS 1111-4181 Piano (4 Hrs)
- AMUS/IMUS 1311-4781 Voice/Instrument (13 Hrs)

Recording Arts Concentration (26 Hrs)
- ACCN 2103 Principles of Financial Accounting
- ACCN 2203 Principles of Managerial Accounting
- BUAD 4103 Legal Environment of Business
- MBUS 2702 Music Publishing
- MBUS 3112 Recording Techniques I
- MBUS 3111 Recording Techniques I Lab
- MBUS 3122 Recording Techniques II
- MBUS 3121 Recording Techniques II Lab
- MBUS 3141 Music Industry Internship
- MGMT 3213 Applied Business Management
- MKTG 3103 Principles of Marketing
- MUSI 2752 MIDI Production

Applied Music and Ensemble Courses (27)**
- AMUE 1011-4281 Ensemble (7 Hrs)
- AMUE 1411-2411 Praise Band (1 Hrs)
- AMUS 1111-4181 Piano (4 Hrs)
- AMUS/IMUS 1311-4781 Voice/Instrument (15 Hrs)

**NOTE: Music majors must be enrolled in the Applied Music Ensemble Courses each semester designated by the School of Music and in accordance with the School of Music Handbook. Please contact the Music Program’s Chair before enrolling in these courses.

Total University Core 46
Total Orientation 1
Total Music and Worship Ministry Courses 23
Total Concentration Courses 26-28
Total Applied Music and Ensemble Courses 25-27
Total Required Hours 123

Additional Degree Requirement:
Students must pass a piano proficiency exam.
Music majors must attend the designated music recitals each semester they are enrolled as a student. See School of Music Handbook for additional information.
Students must present a Senior level recital
The B.S. in Psychology program provides students with an in-depth perspective of human behavior, psychological principles, and an introduction to common psychological issues, synthesizing knowledge from the areas of family life studies, psychology, and sociology with biblical studies and general education coursework to provide a solid foundation for understanding human relations in our complex society. Designed to equip students to positively impact their communities through human service careers within the education, social, government, or medical sectors, this program also lays the groundwork for advanced study in the fields of counseling, clinical psychology, experimental psychology, or industrial/organizational psychology and the pursuit of counseling licensure.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab)
Math (3 hrs)
Social Sciences (3 hrs):
  *PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature)

*These courses are required pre-requisites for the major. Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1-3 Hrs)
UNIV 1121 First Year Evangel
OR UNIV 1123 Success at MACU

Major Requirements
Psychology Major (36 Hrs)
PSYC 3303 Development Across the Life Span
PSYC 3633 Psych of Addictions and Substance Abuse
PSYC 3703 Introduction to Statistics OR PSYC 3713 Psychological Statistics
PSYC 3803 Introduction to Research Methods
PSYC 3813 Cognitive Psychology
PSYC 4213 Physiological Psychology and Neuroscience

Psychology Major (continued)
PSYC 4313 Multicultural Psychology
PSYC 4333 Positive Psychology
PSYC 4343 Psychology of Motivation and Emotions
PSYC 4703 Psychology of Abnormal Behavior
PSYC 4803 Personality Development
PSYC 4813 Professional Ethics and Conduct

Electives (37-39 Hrs)
Any Electives - At least 4 hours should be from upper division hours. The following are not required but recommended:
  PSYC 2303 Social Psychology
  PSYC 2403 Child/Adolescent Psychology
  PSYC 3103 Psychology of Learning
  PSYC 3113 History and Systems of Psychology
  PSYC 3123 Industrial Organizational Psychology
  PSYC 3903 Stress Management
  PSYC 4233 Performance and Sports Psychology
  PSYC 4403 Small Groups: Principles/Practices
  PSYC 4603 Pastoral Counseling
  PSYC 4903 Internship: Field Experience

A student must have a minimum of 40 hours of 3000 and 4000 level courses in order to receive a Bachelor degree. Please note: This may require the student to take upper division elective hours in order to meet this graduation requirement.

Students may choose to replace above electives with the concentration (below) or Multidisciplinary option (see Multidisciplinary option at the beginning of the Academic Program Requirements Section of this catalog.

Total University Core 46
Total Orientation 1-3
Total Psychology Major 36
Total Electives 37-39
Total Required Hours 122

CRIMINAL JUSTICE CONCENTRATION (37-39 HRS)
CRJS 3003 Victimology
CRJS 3103 Introduction to Criminal Justice
CRJS 3503 Criminal Law I
CRJS 3703 Criminal Procedures
CRJS 3813 Community Relations
CRJS 4513 Interview and Interrogation Techniques
CRJS 4533 Anti-Terrorism and Homeland Security

Choose sixteen to eighteen (16-18) hours of any electives
Secondary Education, B.A.
Effective: 08/01/2017

Designed to align with rigorous standards set forth by Specialized Professional Associations (SPA) standards, the B.A. in Secondary Education equips those called to teach secondary education in the student's chosen area of specialization of either, English, Math, or Social Studies in public or private school settings. Students will gain theoretical knowledge and practical methodologies for successfully teaching to this age group as they prepare for a future beyond high school. Through experiential learning, students will gain hands-on experience so they may become effective teachers in the classroom. In addition to covering the subjects of child/adolescent and educational psychology, probability and statistics for teachers, instructional strategies, and exceptional children, the program also includes: English - English teaching methods, literature, composition, creative writing, modern grammar, language and culture, and critical approach to literature; Math - secondary math methods, calculus, algebra, statistics, discrete math, and the history of math; or Social Studies - social studies teaching methods, world geography, U.S. history, American and Oklahoma history, macroeconomics, state and local government, historiography/research, cultural anthropology, and social psychology.

University Core
Specific courses within the University Core are listed on the first page of this catalog section.

University Core (46 Hrs)
Bible/Theology (12 hrs)
Communication (9 hrs)
U.S. History and Government (6 hrs)
Science (6 hrs plus 1 hr of lab):
  * NATS 1014 General Biology and Lab
  * NATS 2103 Environmental Science
Math (3 hrs):
  * MATH 1513 College Algebra
Social Sciences (3 hrs):
  * PSYC 1103 Introduction to Psychology
Humanities (6 hrs – 3 hrs must be literature):
  * ENGL 2303 World Literature Survey: The Ancient World to the Renaissance
  * GEOG 2603 Human World Geography

*These courses are required pre-requisites for the major.
Upon completion of the above courses, corresponding University Core requirements will be satisfied. (These courses are required for this major regardless of previous degrees conferred). See the Academic Program Requirements section of this Catalog for additional requirements.

Orientation Requirement
Orientation (1HR)
UNIV 1121 First Year Evanget

Major Requirements
Professional Education (33 Hrs)
EDUC 2101 MACU Teacher Education Orientation
EDUC 2102 Education Foundations
EDUC 3103 Educational Psychology
EDUC 3233 Probability and Statistics for Teachers
EDUC 3303 Development Across the Life Span
EDUC 4203 Instructional Strategies I

Professional Education (continued)
EDUC 4213 Instructional Strategies II
EDUC 4223 The Exceptional Child
EDUC 4909 Student Teaching

Methods of Teaching
Choose area of specialization see below and corresponding methods course (3 hrs)
EDUC 4803 Methods of Teaching Secondary English or
EDUC 4703 Methods of Teaching Secondary Math or
EDUC 4603 Methods of Teaching Secondary Social Studies

Secondary Education Areas of Specialization (44-45 Hrs)
Students may choose one area of specialization for their program of study (English, Math, or Social Studies).

Secondary English (45 Hrs)
ENGL 2103 British Literature Survey I
ENGL 2203 British Literature Survey II
ENGL 2403 World Lit. Sur: Renaissance to Modern Era
ENGL 2503 Amer. Lit Sur: Before 1865
ENGL 2603 Amer. Lit Sur: Since 1865
ENGL 3503 Advanced Composition
ENGL 3513 Major Figures OR
ENGL 3523 Special Topics
ENGL 3703 Creative Writing
ENGL 3713 Ethnic American Literature
ENGL 4203 Modern Grammar
ENGL 4303 Shakespeare
ENGL 4503 History of English Language
ENGL 4523 Young Adult Literature
ENGL 4533 Critical Approach to Literature
ENGL 4543 Language and Popular Culture

Secondary Mathematics (44 Hrs)
MATH 1303 Plane Trigonometry
MATH 2114 Calculus I and Analytic Geometry
MATH 2214 Calculus II
MATH 2313 Calculus III
MATH 3103 Linear Algebra
MATH 3303 History of Math
MATH 3403 Discrete Math
MATH 3703 Introduction to Statistics
MATH 4003 College Geometry I
MATH 4103 Abstract Algebra
MATH 4203 Mathematical Statistics
MATH 4303 College Geometry II

Electives (6 Hrs)
 Select 3 hours from within the Math discipline and 3 hours from any area.

Continued on Next Page
Secondary Education Areas of Specialization
(Continued)

Secondary Social Studies (45 Hrs)

ECON 2303  Macroeconomics
GEOG 2503  Physical World Geography
GEOG 2603  Human World Geography
HIST 1203  History of World Civilization II
HIST 2203  American History II
HIST 3903  Oklahoma History
HIST 4103  Colonial Period
HIST 4203  19th Century U.S. History
HIST 4213  20th Century U.S. History
HIST 4323  Directed Readings in History
HIST 4403  Historiography/Research
POLS 2203  State and Local Government
SOCI 1103  Introduction to Sociology
SOCI 2243  Introduction to Cultural Anthropology
SOCI 2303  Social Psychology

Foreign Language (6 Hrs)
Six (6) hours from same language and consecutive

Total University Core 46
Total Orientation 1
Total Secondary Areas of Specialization Courses 44-45
Total Professional Education Courses 33
Total Foreign Language 6
Total Required Hours 130-131

Additional Degree Requirement:
___ Acceptance into the School of Teacher Education
___ Completion of program requirements identified in the Teacher Ed. Handbook*
The Master of Business Administration (M.B.A) program is a dynamic course of study geared toward today’s rapidly changing business environment. Grounded in traditional business theory, the program is integrated with practical application, timeless biblical principles and Christian values. Professionals enhance their existing knowledge with a deeper understanding of effective business practices, including: strategic planning and execution, resource management, and how to lead new and expanding enterprises, businesses, and organizations.

DEGREE REQUIREMENTS
See the Academic Program Requirements section of this Catalog for additional requirements.

M.B.A. Core Requirements (18 Hrs)
Students are required to complete a Business Case Study.
ACCN 5133 Managerial Accounting
ECON 5223 Managerial Economics in a Globalized Environment
FINC 5333 Modern Corporate Finance
MGMT 5113 Organizational Behavior and Leadership
MGMT 5323 Human Resource Management
MGMT 5413 Legal Environment and Ethics (Christian Worldview)

Additional M.B.A. Course Requirements (18 Hrs)
MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior
MGMT 5353 Communication in Professional Organizations
MGMT 6313 Management Science/Operations Management
MGMT 6423 Strategic Business Management

Choose six (6) additional hours from the list below to complete a general M.B.A. degree.
MGMT 6433 Exec. Seminar Series: International Business
MGMT 6443 International Business Strategies
MKTG 5113 Global Marketing and Multi-Cultural Communication

Total M.B.A. Required Hours – 36

M.B.A. OPTIONAL EMPHASES
Students may choose to replace the additional degree requirements above with one of the following emphases:

CPA Accounting Emphasis (18 Hrs)*
ACCN 5153 Advanced Accounting Information Systems
ACCN 5163 Business Taxation
ACCN 5173 Advanced Auditing
ACCN 6113 Advanced Theories of Financial Accounting

Choose six (6) additional hours from the list below to complete a general M.B.A. & CPA Accounting Emphasis:
ACCN 5143 Advanced Cost Accounting
ACCN 5193 Advanced Business Law for Accountants
ACCN 6213 CPA Exam Preparation I
ACCN 6223 CPA Exam Preparation II

Total MBA & CPA Accounting Emphasis Required Hrs – 36
*Required Prerequisites for students who do not have a Bachelor’s degree in Accounting. **If student has not completed Intermediate Accounting II, there may be additional prerequisite courses that must be taken prior to enrollment in course.

ACCN 3913 Intermediate Accounting II*
ACCN 3933 Income Tax Accounting I
ACCN 4443 Advanced Financial Accounting OR Equivalent
ACCN 4633 Auditing

Health Care Management Emphasis (24 Hrs)
MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior
MGMT 5353 Communication in Professional Organizations
MGMT 6313 Management Science/Operations Management
MGMT 6423 Strategic Business Management
HC 5213 Health Care Management
HC 5223 Health Care Legal Environment
HC 5233 Health Care Finance
HC 5243 Health Care Information Systems

Total MBA & Health Care Management Emphasis Required Hrs – 42

Human Resource Management Emphasis (27 Hrs)
MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior
MGMT 5353 Communication in Professional Organizations
MGMT 6313 Management Science/Operations Management
MGMT 6423 Strategic Business Management
HR 5213 Compensation and Benefit
HR 5223 Human Resource Development
HR 5233 Recruiting and Selection
HR 5243 Labor-Law and Employee Relations
HR 6213 Knowledge for Professional Certification

Total MBA & Human Resource Mgmt. Emph. Required Hrs – 45

International Business Emphasis (24 Hrs)
MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior
MGMT 5353 Communication in Professional Organizations
MGMT 6313 Management Science/Operations Management
MGMT 6423 Strategic Business Management
ECON 5233 International Economics
MGMT 6403 International Business Law
MGMT 6443 International Business Strategies
MKTG 5113 Global Marketing and Multi-Cultural Communications

Total MBA &Intl. Business Emphasis Required Hrs – 42

Management Accounting Emphasis (24 Hrs)
MGMT 5233 Marketing Analysis and Strategy, Sales and Consumer Behavior
MGMT 5353 Communication in Professional Organizations
MGMT 6313 Management Science/Operations Management
MGMT 6423 Strategic Business Management
ACCN 5143 Advanced Cost Accounting
ACCN 5153 Advanced Accounting Information Systems
ACCN 5163 Business Taxation
ACCN 5173 Advanced Auditing

Total MBA & Mgmt. Accounting Emphasis Required Hrs – 42
Graduate study in the field of counseling is designed to strengthen the academic and professional competence of the student by developing the capacity for independent study, mastering research skills appropriate to the field of study and building the analytical creative, integrative, and evaluative techniques as applied to a specialized field of study.

Each of the counseling program’s four emphases are designed to instruct students in the scientific method, to enhance professional counseling skills, to integrate knowledge of the discipline along with a Christian faith-based perspective and to prepare students for success in the workplace and in ministry settings.

## Degree Requirements

See the Academic Program Requirements section of this Catalog for additional requirements.

### M.S. Counseling Core requirements (33 Hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5113</td>
<td>Psychopathology</td>
</tr>
<tr>
<td>COUN 5213</td>
<td>Theories of Counseling and Psychotherapy</td>
</tr>
<tr>
<td>COUN 5313</td>
<td>Indiv. Counsel &amp; Psychotherapy Techniques</td>
</tr>
<tr>
<td>COUN 5513</td>
<td>Marriage and Family Systems and Treatment</td>
</tr>
<tr>
<td>COUN 5713</td>
<td>Human Development</td>
</tr>
<tr>
<td>COUN 5913</td>
<td>Research Methods</td>
</tr>
<tr>
<td>COUN 6133</td>
<td>Multicultural Counseling and Treatment Planning for Individuals and Families</td>
</tr>
<tr>
<td>COUN 6233</td>
<td>Ethics and Professional Studies</td>
</tr>
<tr>
<td>COUN 6433</td>
<td>Assessment of Individuals/Families in Counseling</td>
</tr>
<tr>
<td>COUN 6973</td>
<td>Practicum</td>
</tr>
<tr>
<td>COUN 6983</td>
<td>Internship</td>
</tr>
</tbody>
</table>

### M.S. Counseling Optional Emphases

Student must choose one of the following emphases. The courses listed above will be required in addition to the courses listed under the emphasis chosen.

#### Clinical Mental Health Counseling Emphasis (27 Hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5123</td>
<td>Career Counseling and Development</td>
</tr>
<tr>
<td>COUN 5563</td>
<td>Clinical Psychopharmacology in Counseling</td>
</tr>
<tr>
<td>COUN 5613</td>
<td>Marital and Family Treatment Techniques</td>
</tr>
<tr>
<td>COUN 5813</td>
<td>Tests and Measurement</td>
</tr>
<tr>
<td>COUN 6333</td>
<td>Advanced Counseling and Psychotherapy Techniques</td>
</tr>
<tr>
<td>COUN 6533</td>
<td>Interventions for Individuals and Families in Crisis and Trauma</td>
</tr>
<tr>
<td>COUN 6633</td>
<td>Chemical Dependency Counseling</td>
</tr>
<tr>
<td>COUN 6733</td>
<td>Child/Adolescent Psychopathology and Counseling</td>
</tr>
<tr>
<td>COUN 6833</td>
<td>Group Dynamics and Counseling</td>
</tr>
</tbody>
</table>

**Total Clinical Mental Health Counseling Emphasis Required Hrs – (60)**

#### Addiction & Substance Abuse Couns. Emphasis (27 Hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5123</td>
<td>Career Counseling and Development</td>
</tr>
<tr>
<td>COUN 5233</td>
<td>Alcohol and Drug Addiction</td>
</tr>
<tr>
<td>COUN 5333</td>
<td>Addiction in the Family &amp; Assess. Theory</td>
</tr>
<tr>
<td>COUN 5433</td>
<td>Addiction in the Family Counseling</td>
</tr>
<tr>
<td>COUN 5533</td>
<td>Pharmacology of Drugs of Abuse</td>
</tr>
<tr>
<td>COUN 5643</td>
<td>Addiction and Substance Abuse Counseling Theory &amp; Techniques</td>
</tr>
<tr>
<td>COUN 6333</td>
<td>Advanced Counseling and Psychotherapy Techniques</td>
</tr>
<tr>
<td>COUN 6533</td>
<td>Interventions for Individuals and Families in Crisis and Trauma</td>
</tr>
<tr>
<td>COUN 6833</td>
<td>Group Dynamics and Counseling</td>
</tr>
</tbody>
</table>

**Total Addiction and Substance Abuse Counseling Emphasis Required Hrs – (60)**

#### Marital, Couples, and Family Counseling/Therapy Emphasis (27 Hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5123</td>
<td>Career Counseling and Development</td>
</tr>
<tr>
<td>COUN 5413</td>
<td>Interpersonal Communication in Counseling and Relationships</td>
</tr>
<tr>
<td>COUN 5613</td>
<td>Marital and Family Treatment Techniques</td>
</tr>
<tr>
<td>COUN 6353</td>
<td>Human Sexuality in Counseling</td>
</tr>
<tr>
<td>COUN 6463</td>
<td>Clinical Issues of Aging, Death and Dying</td>
</tr>
<tr>
<td>COUN 6533</td>
<td>Interventions for Individuals and Families in Crisis and Trauma</td>
</tr>
<tr>
<td>COUN 6633</td>
<td>Chemical Dependency Counseling</td>
</tr>
<tr>
<td>COUN 6733</td>
<td>Child/Adolescent Psychopathology and Counseling</td>
</tr>
<tr>
<td>COUN 6833</td>
<td>Group Dynamics and Counseling</td>
</tr>
</tbody>
</table>

**Total Marital, Couples, and Family Counseling/Therapy Emphasis Required Hrs – (60)**

**Note:** The following courses may be required for your state licensure. They are in addition to the courses required above and will add 3-9 hrs. to the required course total.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6353</td>
<td>Human Sexuality in Counseling</td>
</tr>
<tr>
<td>COUN 6363</td>
<td>Community Counseling</td>
</tr>
<tr>
<td>COUN 6863</td>
<td>Psychopathology Diagnostics and Treatment Design</td>
</tr>
<tr>
<td>COUN 6993</td>
<td>Advanced Internship</td>
</tr>
</tbody>
</table>

**Total Clinical Mental Health Counseling with Possible Add’l State Required Hrs – (63-9)**
Educational Leadership, M.Ed.
Effective: 08/01/2013

The Master of Education in Educational Leadership program is designed for those who seek to positively transform the lives of educators, children, families and communities through educational leadership as a principal, assistant principal or other administrative position within educational institutions. This program equips students to be effective, ethical leaders within the field of education administration by exercising executive and management skills, fiscal responsibility, social equity, and quality communication.

DEGREE REQUIREMENTS
See the Academic Program Requirements section of this Catalog for additional requirements.

M. Ed. Educational Leadership Requirements (32 Hrs)
ED 5111 Program Orientation
ED 5113 Research Methods
ED 5123 Fundamentals of Public School Leadership
ED 5133 Current Issues in Public Education
ED 5213 Public School Law
ED 5223 Evaluation and Supervision of Personnel and Instruction
ED 5233 The Principalship
ED 5313 Public School Finance
ED 5323 Advanced Educational Psychology
ED 5332 School Administration Practicum and Portfolio I
ED 5423 Measurement and Evaluation in Public Schools
ED 5432 Building-Level Internship

Total M.Ed. Educational Leadership Required Hrs - 32
Leadership, M.A.
Effective: 08/01/2017

Designed for those who desire to be transformative, visionary leaders in a variety of professional settings around the world, the Master of Arts in Leadership program deepens understanding of theoretical foundations and applies practical principles to develop effective leadership skills that can immediately be applied within the workplace.

**DEGREE REQUIREMENTS**

*See the Academic Program Requirements section of this Catalog for additional requirements.*

**M.A. Leadership Core Requirements (18 Hrs)**
- ML 5111 Program Orientation
- ML 5123 Organizational Culture and Behavior
- ML 5143 Leadership Theory and Practice
- ML 5163 Training and Development
- ML 5243 Leading Change
- ML 5313 Project Management
- ML 6022 Research Presentation OR ML 6112 Case Study Presentation

**Additional Degree Requirements (18 hours)**
- ML 5133 Introduction to Quantitative Methods of Administrative Data
- ML 5263 The Adult Learner
- ML 5333 Research Methods
- ML 5343 Financial Development and Resource Management
- ML 5353 Decision Making
- ML 5363 Communication for Leadership

**Total M.A. Leadership Required Hours 36**

**M.A. Leadership Optional Emphases**

Students may choose to replace the additional degree requirements above with one of the following emphases:

**Business Management Emphasis (18 Hrs)**
- ACCN 5133 Managerial Accounting
- ECON 5213 Economic Theory and Application
- MGMT 5233 Marketing Analysis and Strategy
- MGMT 5413 Legal Environment
- ML 5363 Communication for Leadership
- PMIN 5123 Business Management from a Christian Worldview

**Total Business Management Emphasis Required Hrs – 36**

**Higher Education Emphasis (18 Hrs)**
- HEA 5313 Higher Education History and Administration
- HEA 5323 Higher Education Law
- HEA 5333 Higher Education Budgeting and Finance
- ML 5133 Introduction to Quantitative Methods of Administrative Data
- ML 5263 The Adult Learner
- ML 5333 Research Methods

**Total Higher Education Emphasis Required Hrs – 36**

**Public Administration Emphasis (18 Hrs)**
- ML 5133 Introduction to Quantitative Methods of Administrative Data
- ML 5153 Public Budgeting and Finance
- ML 5233 Public Policy Implementation
- ML 5253 Legislative Process and Behavior
- ML 5333 Research Methods
- ML 5363 Communication for Leadership

**Total Public Administration Emphasis Required Hrs – 36**

**Transformational Leadership Emphasis (18 Hrs)**
*Requires special permission from the Dean of the College of Adult and Graduate Studies.*

- ML 5133 Introduction to Quantitative Methods of Administrative Data
- ML 5333 Research Methods
- ML 5403 Bethel Studies I
- ML 5413 Bethel Studies II
- ML 5423 Bethel Studies III
- ML 5433 Bethel Studies IV

**Total Transformational Leadership Emphasis Required Hrs – 36**
Ministry, M.Min.
Effective: 05/23/2018

Designed for pastors, lay leaders and those dedicated to serving others through Christian ministry, the Master of Ministry degree develops a theological foundation in biblical Exegesis, spiritual formation and church history while delving into contemporary leadership, strategic planning, and evangelism techniques that can immediately be applied. Required practicums allow students to apply their newfound knowledge within a church setting. This degree is not for those seeking to teach theology at the university level, but rather, it prepares students to effectively teach, mentor, preach, evangelize, disciple and serve as administrators within the local church, para-church or other church-related ministry as they train and encourage others in Christian service.

DEGREE REQUIREMENTS
See the Academic Program Requirements section of this Catalog for additional requirements.

Master of Ministry Core Requirements (18 Hrs)
BINT 5023 Introduction to Inductive Methodology or
BINT 5703 Guided Study
BIOT 5133 Selective Genres of Old and New Testaments
PMIN 5203 Self-Assessment and Development
PMIN 5333 Church History and Christian Movements
PMIN 6933 Christian Education and Ministry Integrative Practicum Capstone
THEO 5213 Wesleyan-Arminian Theology

Additional Degree Requirements (18 hours)
PMIN 5033 Churches Ministry to Families
PMIN 5313 Homiletics
PMIN 5323 Biblical Leadership, Coaching, and Ethics
PMIN 5463 Evangelism in a Post Modern Era
PMIN 5473 Leading Strategic Change
THEO 5233 Spiritual Formation from a Wesleyan Perspective

Total M.Min. Required Hours 36

M.MIN. OPTIONAL EMPHASES
Students may choose to replace the additional degree requirements above with one of the following emphases:

Leadership Emphasis (18 Hrs)
ML 5111 Program Orientation
ML 5123 Organizational Culture and Behavior
ML 5143 Leadership Theory and Practice
ML 5243 Leading Change
ML 5263 The Adult Learning
ML 5313 Project Management
ML 6112 Case Study Presentation
Total M.Min. & Leadership Emphasis Required Hrs – 36

Pastoral and Crisis Care Emphasis (18 Hrs)
COUN 5713 Human Development
COUN 5213 Theories of Counseling and Psychotherapy
COUN 6533 Interventions for Individuals and Families in Crisis and Trauma
COUN 5233 Alcohol and Drug Addiction
PMIN 6946 CPE Unit 1(6 credit hours)
Total M.Min. & Pastoral and Crisis Care Emphasis Required Hrs - 36
Non-Degree Certificates

“Jesus increased in wisdom and stature and in favor with God and Man.” Luke 2:52

Addiction and Substance Abuse Counseling Certificate
Effective: 04-01-16

The Certificate Program in Addiction and Substance Abuse Counseling is for students who already have a master’s degree in a counseling related area who wish to qualify for the Licensed Alcohol and Drug Counseling/Mental Health (LADC/MH). The program provides the necessary coursework to qualify students for the Licensed Alcohol and Drug Counseling (LADC) and the Licensed Alcohol and Drug Counseling / Mental Health (LADC/MH).

Certificate Requirements

- COUN 5233 Alcohol and Drug Addiction
- COUN 5333 Addiction in the Family and Assessment Theory
- COUN 5433 Addiction in the Family Counseling
- COUN 5533 Pharmacology of Drugs of Abuse
- COUN 5643 Addictions and Substance Abuse Counseling Theory and Techniques
- COUN 6973 Practicum
- COUN 6983 Internship**

**Note: The LADC/MH will require 3 hours of practicum/internship. This certificate requires only the 3 hour COUN 6973 Practicum course if the student comes into the program having already completed a 3 hour practicum/internship course in addictions and substance abuse. If the student has not completed a program with a 3 hour practicum/internship course in addictions and substance abuse the COUN 6983 Internship course will be required in addition to the COUN 6973 Practicum to increase the total practicum/internship hours required to 6 hours and total certificate hours to 21 hours.

Total Required 18 to 21 hours

Church Staff Leadership Certificate
Effective: 04/01/16

The Church Staff Leadership Certificate program will equip church staff leaders with basic knowledge of the Bible, individual and collective leadership skills, management of self and others, effective communication skills, and an awareness of essential information that addresses church tax and law standards.

Certificate Requirements:

- BINT 2303 Survey of Romans
- BUAD 4403 Church and Non-Profit Finances
- COMM 3843 Conflict Resolution
- MGMT4203 Managing People: Groups and Leadership
- PMIN 1103 Foundations of Ministry
- PMIN 4233 Non-profit and American Church Law
- PMIN 4303 Leadership Formation
- PMIN 4803 Professional Staff Relationships

Total Required 24 hours
Criminal Investigations Certificate  
Effective: 09/01/17

This certificate program will equip police officers with basic knowledge of the investigative process, including: interview and interrogation skills, criminal law, criminal procedures, interdiction techniques, and the standards for identifying, collecting and preserving evidence.

Certificate Requirements:

CRJS 3503 Criminal Law I  
CRJS 3513 Criminal Law II  
CRJS 3703 Criminal Procedure  
CRJS 4103 Identification, Collection, and Preservation of Evidence  
CRJS 4113 Principles of Investigation  
CRJS 4513 Interview and Interrogation Techniques  
CRJS 4523 Patrol, Criminal Interdiction and Drug Trafficking

Total Required 21 hours

Educational Leadership Certificate  
Effective: 11/01/18

The Educational Leadership certificate program prepares graduates for K-12 building-level administration. Graduates will be equipped to work effectively as a school administrator with students, parents, and other educators. The program emphasizes ethical leadership, fiscal responsibility, social equity, and quality communication through curriculum and directed field experiences. The program is designed to meet national requirements of the Educational Leadership Constituent Council (ELCC).

Certificate Requirements:

ED 5111 Program Orientation  
ED 5233 The Principalship  
ED 5123 Fundamentals of Public School Leadership  
ED 5213 Public School Law  
ED 5223 Evaluation and Supervision of Personnel and Instruction  
ED 5313 Public School Finance  
ED 5332 School Administration Practicum and Portfolio  
ED 5432 Building-level Internship

Choose One (3 hours):  
Students may choose one of the following courses to complete their educational requirements.  
ED 5133 Current Issues in Public Education  
ED 5323 Advanced Educational Psychology  
ED 5423 Measurement and Evaluation in Public Schools

Total Required 23 hours
Victim Advocacy Certificate  
Effective: 09/01/17

This certificate program will prepare students to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.

Certificate Requirements:

CRJS 3103 Introduction to Criminal Justice  
CRJS 3503 Criminal Law I  
CRJS 4513 Interview and Interrogation Techniques  
CRJS 3003 Victimology  
CRJS 3413 Domestic Violence  
CRJS 4013 Human Trafficking

Total Required 18 hours

Women in Ministry Leadership Certificate  
Effective: 04-01-16

The Women in Ministry Leadership Certificate program is designed to encourage and empower women to define and develop her calling to bi-vocational or vocational ministry. Students will explore the unique roles of women in the Bible, investigate historical and contemporary influential female leaders, be challenged to assess one’s gifts, talents and skills for leadership and service in the church and ministry/work setting, and foster study skills to better prepare oneself for teaching and preaching. Students may apply credit hours earned to the Christian Ministries Bachelor’s Degree program.

Certificate Requirements:

BINT 2103 Basic Principles of Inductive Bible Study  
BINT 2303 Survey of Romans  
BINT 3713 Foundations of Ethics: Life and Teachings of Jesus  
NATS 1303 Health and Wellness  
PMIN 1103 Foundations of Ministry  
PMIN 2913 Women in Ministry  
PMIN 4303 Leadership Formation  
THEO 3813 Judeo Christian Ethics

Total Required 24 hours
Worship Arts and Leadership Certificate
Effective: 04/27/16

The Worship Arts and Leadership Certificate is designed to prepare students for leadership in worship settings by giving them a broad understanding of the history, literature, art form, and application of worship arts and leadership from a biblical perspective.

**Historical (4 credit hrs)**
- PMIN 3303 Christian Worship
- PMIN 3301 Christian Worship Lab

**Art Form (8 hrs)**
- AMUS 1022 Preparatory Piano
- AMUS 1312 Voice
- MUSI 1103 Basic Musicianship
- MUSI 1101 Basic Musicianship Lab

**Literature (3 hrs)**
- MUSI 1113 Appreciation of Music and Fine Arts

**Practical Application (6 hrs)**
- MUSI 4242 Music Ministry
- AMUE 4241 Music Ministry Lab
- PMIN 2703 Church Multi-Media Media Ministry

**Leadership (3 hr)**
- GLDR 3313 Leadership in Worship Ministry

**Total Required 24 Hours**
Course Descriptions

All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as “lower division,” those numbered 3000-4999 are “upper division,” and those numbered 5000 and above are “graduate-level.”

Lower division courses are considered to be introductory, survey, and foundational courses. As a general rule, lower division courses are prerequisites to upper division work. Upper division courses are indicated by the 3000 and 4000 or higher numbers. These are considered to be more specialized, abstract, and concerned with evaluation of critical issues and questions and the application of principles of scholarship. At least fifty percent of courses in any major must be in upper division courses.

The first digit of the course number indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification:

Course descriptions are listed alphabetically by course number and include the combined course offerings of the College of Arts and Sciences and the College of Adult and Graduate Studies.

Course Levels:
- 0000 to 0999 are developmental courses offering no college credit.
- 1000 to 1999 are primarily freshman level.
- 2000 to 2999 are primarily sophomore level.
- 3000 to 3999 are primarily junior level.
- 4000 to 4999 are primarily senior level.
- 5000 to above are primarily for post-baccalaureate students, except by academic dean permission.

Understanding the Course Numbers:
The first number of a course indicates the course level. The middle two numbers are the departmental sequence, and the last number of a course indicates the number of semester hours credit assigned to the course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCN 2103 Principles of Financial Accounting (3 cr.)</td>
<td>Fundamental accounting relationships; completion of the accounting cycle; accounting process for merchandising enterprises; receivables, payables, and inventories; deferrals, accruals, and intangible assets; and formation.</td>
<td></td>
<td>Offered every fall semester.</td>
</tr>
<tr>
<td>ACCN 2203 Principles of Managerial Accounting (3 cr.)</td>
<td>Accounting systems, concepts, and principles; formation, organization, and operations of corporations and partnerships; departments and branches; statement analysis, cost, and management.</td>
<td>Prerequisite: ACCN 2103.</td>
<td>Offered every spring semester.</td>
</tr>
<tr>
<td>ACCN 3903 Intermediate Accounting I (3 cr.)</td>
<td>This course will focus on valuation and other theoretical problems in accounting for cash, temporary investments, receivables, inventories, long-term investments, plant and equipment, and intangible assets.</td>
<td>Prerequisites: ACCN 2203</td>
<td>Offered every fall semester.</td>
</tr>
<tr>
<td>ACCN 3913 Intermediate Accounting II (3 cr.)</td>
<td>This course will focus on the study of stockholders' equity, dilutive securities, investments, issues related to income determination including revenue recognition, accounting for income taxes, pensions, leases and error analysis, preparation and analysis of financial statements, including price level changes and statement of changes in financial position.</td>
<td>Prerequisite: ACCN 3903.</td>
<td>Offered every spring semester.</td>
</tr>
<tr>
<td>ACCN 3923 Cost Accounting (3 cr.)</td>
<td>This course will study the development of cost accumulation and reporting systems that complement a firm's strategy and structure; how activity-based cost management systems increase competitiveness by helping a firm manage its costs, processes, and people.</td>
<td>Prerequisite: ACCN 3913.</td>
<td>Offered every spring even numbered years.</td>
</tr>
<tr>
<td>ACCN 3933 Income Tax Accounting I (3 cr.)</td>
<td>This course will examine Federal income taxation and individual, corporate, and partnership income tax laws and regulations. Emphasis will be on developing a broad perspective on structure, administration, rationale of federal income tax system.</td>
<td>Prerequisite: ACCN 3913.</td>
<td>Offered every fall, even numbered years.</td>
</tr>
<tr>
<td>ACCN 3943 Income Tax Accounting II (3 cr.)</td>
<td>This course will focus on the study of taxation of corporations, partnerships from organization through liquidation; relative merits of conducting business through partnership, corporation, proprietorship, S corporation; introduction to tax research.</td>
<td>Prerequisite: ACCN 3933.</td>
<td>Offered every spring, odd numbered years.</td>
</tr>
<tr>
<td>ACCN 3953 Accounting Information Systems (3 cr.)</td>
<td>A study of the structure, flow, and use of financial and non-financial data in computer-based environments with a heavy emphasis on ensuring data integrity. Conceptual data modeling using business rules, normalization, structured query language (SQL), and physical database design and data administration. Course includes cross-functional team project with phased deliverables.</td>
<td>Prerequisite: ACCN 3913.</td>
<td>Offered every spring, odd numbered years.</td>
</tr>
<tr>
<td>ACCN 4173 Governmental and Non-Profit Accounting (3 cr.)</td>
<td>Governmental and Non-Profit Accounting covers accounting principles applicable to federal, state and local governments and other non-profit entities. This course includes fund accounting principles used in recording assets, liabilities, equity, revenues and expenditures along with analysis and interpretations of financial statements of governmental and non-profit entities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ACCN 4443 Advanced Financial Accounting (3 cr.) | This course is designed to impart a detailed understanding of alternative accounting
principles and practices and their effects on balance sheet valuation and income statements, including critical evaluation of these alternatives. Subjects covered include: foreign currency transactions, partnership accounting and accounting for non-profit organizations and governmental entities. **Prerequisite:** ACCN 3913. Offered every fall, odd numbered years.

**ACCN 4623 Accounting Legal Environment (3 cr.)** This course familiarizes students with the fundamentals of external financial reporting for business enterprises and not-for-profit entities. The financial accounting segment of the course focuses on the preparation, analysis, and limitations of financial statements in accordance with generally accepted accounting principles (GAAP). The conceptual framework that serves as the basis on which financial reporting standards are developed is also discussed. The managerial accounting segment of the course covers such internal reporting issues as break-even analysis, capital budgeting, cost behavior patterns, and cost allocation. The legal component of the course addresses the formation of different types of business entities (e.g., corporation and partnership) and the regulatory role that the SEC, PCAOB, and Sarbanes-Oxley play in financial reporting. Offered every fall, even numbered years.

**ACCN 4633 Auditing (3 cr.)** This course will study the general framework underlying auditing, role of audit standards in planning and conduct of audits, effect of regulation, ethics, liability, and audit practices. **Prerequisite:** ACCN 3913. Offered every fall, odd numbered years.

**ACCN 4903 CPA Exam Preparation (3 cr.)** The course is designed to assist students in preparing for the CPA exam. It is designed to cover a portion of the topics covered on the national examination required to become a certified public accountant. This course will focus on a review of ethics, a CPA’s professional and legal responsibilities, federal tax law, and business law. The class will include requirements designed to test understanding of these subjects as required on the CPA examination.

**ACCN 5133 Managerial Accounting (3 cr.)** This course introduces the financial statement, their sources and functions, and managerial control systems involved with the accounting process, including variance analysis and budgeting. It serves as an overview of the accounting function and its use in the management of the functional units within the organization.

**ACCN 5143 Advanced Cost Accounting (3 cr.)** This course will study the development of cost accumulation and reporting systems that complement a firm’s strategy and structure; how activity-based cost management systems increase competitiveness by helping a firm manage costs, processes, and people. **Prerequisite:** ACCN 3913.

**ACCN 5153 Advanced Accounting Information Systems (3 cr.)** This course studies the framework of accounting information systems by combining knowledge about the accounting transaction cycles, information technology, and business process design.

**ACCN 5163 Business Taxation (3 cr.)** This course reviews organizational tax strategies for capital structures, business operations, new business, business domestic expansion, international growth.

**ACCN 5173 Advanced Auditing (3 cr.)** This course examines auditing principles, concepts, and standards including a review organizational decision financial reporting and resolution of ethical issues.

**ACCN 5183 Survey of Financial Accounting (3 cr.)** This three credit course deals with accounting and financial reporting procedures used by business and not-for-profit entities; emphasis on accounting concepts and use of accounting information in making economic decisions.

**ACCN 5193 Advanced Business Law for Accountants (3 cr.)** This advanced course seeks to equip the student with an in-depth understanding of business law specifically as it relates to the legal issues that are encountered by certified public accountants. This course is designed to further the students’ knowledge and understanding of the law in such areas as the Uniform Commercial Code, contracts, securities regulation, organizational structure and formation, ethics, the Sarbanes-Oxley Act, property and insurance, and other forms of government regulation of business.

**ACCN 6113 Advanced Theories of Financial Accounting (3 cr.)** This advanced course in the theories of financial accounting presents an in-depth analysis of the historical development of accounting theory and its application to current and future accounting issues. The course enhances critical thinking skills by synthesizing the professional accountant’s understanding and knowledge of accounting theory with the resolution of real world accounting problems. The course incorporates a global perspective with respect to the development and analysis of accounting standards.

**ACCN 6213 CPA Exam Preparation I (3 cr.)** This course is designed to assist students in preparing for the CPA exam. This course will focus on topics relevant to the first two parts of the CPA exam, namely, the Financial Accounting and Reporting Exam and Business Environments and Concepts Exam. This course will expose students to similar content, format, and solutions as those found on the actual exam.

**ACCN 6223 CPA Exam Preparation II (3 cr.)** This course is designed to assist students in preparing for the CPA exam. This course will focus on topics relevant to the last two parts of the CPA exam, namely, the Regulation Exam and Auditing Exam. This course will expose students to similar content, format, and solutions as those found on the actual exam.

**AMUE [Applied Music Ensembles]**

**AMUE 1011-4081 Vocal Ensemble (1 cr. each)** The group will be required to have regular practice sessions and to have one session each week with a member of the music faculty. Music major may count only (2) two hours toward ensemble requirements. **Prerequisite:** Approval of music instructors. Offered every semester.

**AMUE 1111 Music Ensemble Lab (1 cr.)** The Music Ensemble Lab will consist of a series of lectures and video presentations dealing with the subject of developing both vocal and instrumental ensembles, and the artistic side of music in today’s world. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. This Lab will work on group dynamics as well as artistic temperament.

**AMUE 1211-4281 Concert Choir (1 cr. each)** An organization of mixed voices that studies and performs sacred works selected for their spiritual value as well as their intrinsic worth. Performances include a spring concert tour. Membership is selected. Meets two periods a week. **Prerequisites:** Approval of music instructors. Offered every semester.

**AMUE 1311-4381 Instrumental Ensemble (1 cr. each)** To further develop instrumental skills, gain a broader appreciation for instrumental music, and increase poise through public performance. Offered every semester.
AMUE 1401 Praise Band Lab (1 cr.) The Praise Band Lab will consist of a series of lectures and video presentations dealing with the subject of music ministry and relational skills. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. The purpose of this class will be to help the student develop their ability to lead a group of instrumentalists and singers in a productive and efficient team effort. In this class, the student will develop greater skills in rehearsal techniques as they pertain to the use of multiple instruments.

AMUE 1411-2441 Praise Band (1 cr. each) The purpose of this class will be to help the student develop their ability to manage multiple musical instruments used in performance and rehearsal settings for church worship applications. In this class, the student will develop greater skills in rehearsal techniques as they pertain to the use of multiple instruments. Cross-training on various instruments in order to communicate more clearly the proper blends and stylistic nuances will be gained. In addition, the set-up and proper use of sound systems will be addressed. Offered every semester.

AMUE 1511-4581 Hand Bell Choir (1 cr. each) This ensemble will teach hand bell repertoire, both sacred and secular. Performances WILL include chapel and assemblies in area schools. Also, the mechanics of developing a hand bell choir in the local church will be learned. Emphasis will be on developing personal skills and conducting hand bell choirs. Prerequisites: Approval of music instructors. Offered on demand.

AMUE 4242 Music Ministry Lab (2 cr.) The Music Ministry Lab will consist of a series of lectures and video presentations dealing with the subject of music ministry and management skills. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. This course is designed to sharpen the student’s skills as a participant and leader of music ministries. This course will aid music students in dealing with specific problems they will face as a worship leader in the local church. Emphasis is given to their role as minister, personnel relationships, development of graded choir program, evaluation of music, and establishing a music library.

AMUS [Applied Music]

AMUS 1011-4081 Preparatory Piano (1 cr. each) A class piano environment to prepare students up to a fourth-grade level based on the ten-grade system. Offered every semester.

AMUS 1111-4181 Intermediate Piano (1 cr. each) One half-hour lesson per week. Music from the standard piano literature fourth- through sixth-grade level. Prerequisite: Proficiency at sight-reading a hymn. Offered every semester.

AMUS 1141 Class Voice (1 cr.) A course for the beginning voice student, giving an overview of the basic techniques involved in good standing, laying a foundation for private vocal instruction, and defining the terminology of singing. Solo and group singing of exercises and songs. Offered every semester.

AMUS 1211-4281 Advanced Piano (1 cr. each) One half-hour lesson per week. Music from the standard piano literature seventh- through tenth-grade level. Prerequisite: AMUS 1111-4181. Offered every semester.

AMUS 1311-4381 Voice (1 cr. each) One half-hour lesson per week. Prerequisite: AMUS 1141. Offered every semester.

AMUS 1411-4481 Organ (1 cr. each) One half-hour lesson per week. Prerequisite: Ability to play the piano at the fifth-grade level and sight-read hymns. Offered every semester.

AMUS 1511 Class Piano (1 cr.) This is an introductory course offered to provide students an opportunity to learn basic piano skills, technique, and to provide a foundation for the proficiency skills required of all music majors.

AMUS 1611-4681 Music Theater – Minor Roles and Chorus (1 cr. each) Admission to this class is by approval of the director. Study, preparation, and public performance of entire Broadway musicals or selected portions thereof. Coaching in dramatic as well as musical aspects is included. Prerequisite: Approval of director. Offered on demand.

AMUS 1712-4782 Music Theater – Lead Roles and Minor Roles (1 or 2 cr. each) Admission to this class is by approval of the director. Study, preparation, and public performance of entire Broadway musical or selected portions thereof. Coaching in dramatic as well as music aspects. The number of credit hours is determined by the instructor and is based upon the demands of the roles. Prerequisite: Approval of director. Offered on demand.

AMUS 1811-1821 Keyboard Harmony (1 cr. each) Designed to teach the principles of playing for congregational singing, accompanying, and preludes, offertories, and postludes for the worship service. Includes the principles of pedaling, techniques of improvising, transposing, and modulation. Prerequisite: Ability to play piano music at a fourth-grade level. Offered every semester.

AMUS 4221 Accompanying (1 cr.) Practical experience in accompanying vocal and instrumental solos and ensembles, with special emphasis on sight-reading. Prerequisite: Level 4 piano. Offered on demand.

BILA [Bible Languages]

BILA 2103-2203 New Testament Greek (3 cr. each) A study of the fundamentals of Okine Greek. Emphasis is placed upon development of ability to translate. Prerequisite: ENGL 1103 and ENGL 1203. 2103 is offered every fall and 2203 is offered every spring semester.

BILA 3103-3203 New Testament Greek Exegesis (3 cr. each) Exegesis of selected portions from the Greek New Testament, word studies and a further mastery of the basic principles of syntax. Both semesters will count toward the Bible major. Prerequisites: BILA 2103-2203. Offered every fall and spring semester.

BINT [Bible New Testament]

BINT 1203 Introduction to the New Testament (3 cr.) An introduction to the inter-testamental period to the beginnings of Christianity will be surveyed. A survey of the content and meaning of each New Testament book will be studied against the religious, literary, social, political, and economic background of the first century. Offered every spring semester.

BINT 1223 Introduction to the Bible (3 cr.) Introduction to the Bible is an interactive course written to engage each student in a clear understanding and application of the 66 books of the Judaic-Christian protestant Bible. In this course, the student will be introduced to the rich histories, stories, religions, and cultures surrounding the Old Testament and New Testament. These testaments have profoundly influenced our culture and ideas for thousands of years, and they continue to present us with unique challenges for how to live today and in the...
future. Students will learn about the authority, inspiration, and literary context of the Bible. Through interactive media and discussions, the student will learn about the historical context in which both Testaments were written and each single book. The student will use the current textbook to discover the different ways the Bible can be read, its influence over Western thought, and core themes like creation, covenant, prophesy, love, and divine kingdom. Students should leave the course with both an enriched understanding of what the world of the Bible is all about and how it can be read and interpreted in relation to contemporary life. Offered every semester.

**BINT 2103 Basic Principles of Inductive Bible Study (3 cr.)** This course will introduce the basic principles of the Inductive Bible study method: observation, interpretation, composition and application.

**BINT 2303 Survey of Romans (3 cr.)** This course will highlight Paul's purpose, mission for writing, and theological themes, such as righteousness through faith, the need for salvation, and fundamentals for living the Christian life.

**BINT 3103 The Synoptic Gospels (3 cr.)** An exegetical study of selected passages in the Gospels of Matthew, Mark, and Luke. Attention is also given to the Synoptic relationship, authorship, date, and message of each book. **Prerequisite:** BINT 1203. Offered fall semester: even numbered years.

**BINT 3123 Bethel New Testament 1 (3 cr.)** This course focuses on eleven major biblical themes. Students are exposed to these ideas through historic and thematic lessons based in the books of the New Testament. The Bethel Series challenges students to develop a comprehensive knowledge of the Bible by reading through Old Testament Scriptures and assigned textbooks, memorizing book and chapter locations of those themes, completing assigned external supplemental readings, participation in threaded discussions, viewing external media links that support class content, and applying those biblical themes and principles to daily living. Students may earn the Bethel Series Teacher Certification awarded by The J.E. Massey Center for Ministry & Leadership and The Adult Christian Education Foundation. Certification and/or college credit can be earned when the student declares his or her intention upon registration and completion of all course work.

**BINT 3223 Bethel New Testament 2 (3 cr.)** This course focuses on nine major biblical themes. Students are exposed to these ideas through historic and thematic lessons based in the books of the New Testament. The Bethel Series challenges students to develop a comprehensive knowledge of the Bible by reading through Old Testament Scriptures and assigned textbooks, memorizing book and chapter locations of those themes, completing assigned external supplemental readings, participation in threaded discussions, viewing external media links that support class content, and applying those biblical themes and principles to daily living. Students may earn the Bethel Series Teacher Certification awarded by The J.E. Massey Center for Ministry & Leadership and The Adult Christian Education Foundation. Certification and/or college credit can be earned when the student declares his or her intention upon registration and completion of all course work. **Prerequisite:** BINT 3203 Bethel Old Testament 2, BINT 3123 Bethel New Testament 1.

**BINT 3303 Romans (3 cr.)** An exegetical and expository study of the book of Romans. The date and place of writing, destination, and occasion are studied, but primary emphasis centers on discussion and studies which will directly help the student appreciate the value, strength, and theological importance of this particular letter. **Prerequisite:** BINT 1203 or BINT 1223. Offered every semester.

**BINT 3603 Hebrews and General Letters (3 cr.)** A thorough study of the letters to the Hebrews, along with James I and II; Peter I and II; III John, and Jude. The study of Hebrews includes consideration of the letters' relationship to Old Testament backgrounds and of the concept of Jesus as the great high priest of the new covenant. Doctrinal and practical teachings of each book are examined and homiletical and teaching values are given special attention. **Prerequisite:** BINT 1203. Offered fall semester: odd numbered years.

**BINT 3633 Pastoral Letters (3 cr.)** An examination of the pastoral letters of Paul to Timothy and Titus utilizing the inductive method of Bible study. Students will be introduced to the inductive Bible study methodology, which will focus on survey of books as wholes, as well as specific parts of the text in light of their context within the book. Specific attention will be given to the evaluation of personal qualifications for pastoral ministry and practical application of ministerial leadership within the church. **Prerequisites:** BIOT 1103; BINT 1203; THEO 1103. Offered every spring.

**BINT 3703 History of Christian Thought (3 cr.)** A survey of key events and figures in the history of Christian thought from the conclusion of the New Testament to the present. Offered every fall semester.

**BINT 3713 Foundations of Ethics: The Life and Teachings of Jesus (3 cr.)** A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one’s everyday life.

**BINT 3733 Life and Ministry of Jesus (3 cr.)** A comparative study of the four Gospels focusing on the life, teachings, and ministry of Jesus Christ, His death and resurrection, with a view toward applying His life-changing principles to one’s everyday life. Offered every semester.

**BINT 3813 Foundations of Ethics: The Life and Teachings of Paul (3 cr.)** A study of the letters written by the Apostle Paul noting the ethical implications, including practical applications, for contemporary society.

**BINT 4993 Honor Studies (3 cr.)** Honor Studies are open only to advanced upper division students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. **Prerequisites:** Ninety (90) hours and approval of instructor and school chair. Offered on demand.

**BINT 5023 Introduction to Inductive Methodology (3 cr.)** This course introduces students to the Inductive methodology of Bible study. Students will discover and apply interpretation to scripture by exploring 5 major questions: who, what, when, where and how.

**BINT 5103 Biblical Interpretation (3 cr.)** This course examines the various methodologies in biblical studies and evaluates them as to their relevance and usefulness for teaching and preaching without sacrificing a high view of Scripture and its authority for faith and practice. Students will identify and evaluate their own assumptions about the Bible while developing tools and methods for proper Biblical interpretation.

**BINT 5113 Exegesis of Representative Passages (3 cr.)** Hermeneutical work and inductive methodology will be explored as foundational to accurate study, interpretation and teaching/ preaching of the Biblical
text.

BIOL 1214 Biology I (Majors) (4 cr.) Biology I is a course for biology majors. It is a systematic study of biological principles beginning at the molecular level and advancing to the cellular level. The concepts covered include prokaryote and eukaryote cell form and function, cell membrane transport, cell metabolism, cell energetics, protein synthesis, and genetics. Laboratory is a required and integral component introducing students to the scientific method, experimentation, and analytical evaluation. Offered every fall semester.

BIOL 1314 Biology II (Majors) (4 cr.) Biology II is the continuation of Biology I and is a course for biology majors. It is a systematic study of biological principles progressing to the ecological realm. The concepts covered include plant and animal form and function, taxonomy, evolution, biodiversity, and ecology. Laboratory is a required and integral component introducing students to research methods, dissection, and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I or instructor approval. Offered every spring semester.

BIOL 2114 General Zoology (4 cr.) General Zoology is a course for biology majors. It is an introduction to animal form and function of invertebrates and vertebrates, concluding with animal behavior. The concepts covered include animal form and function, taxonomy, physiological systems, anatomical comparisons, and conservation. Laboratory is a required and integral component introducing students to animal dissection and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval. Offered every fall semester.

BIOL 2214 General Botany (4 cr.) General Botany is a course for biology majors. It is an introduction to the principles of botany, beginning at the cellular level and advancing to the organismal level. The concepts covered include plant anatomy, physiology, genetics, reproduction, and taxonomic relationships. Laboratory is a required and integral component introducing students to morphological comparisons and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval. Offered every spring semester.

BIOL 2314 Human Anatomy and Physiology I (4 cr.) Human Anatomy is for students planning to major in nursing or other health professions. It is a comprehensive study of the structures and functions of cells, tissues, organs, organ systems, and the human body. The systems covered include, integumentary, skeletal, muscular and nervous. Laboratory is a required and integral component introducing students to dissection, and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval. Offered every fall semester.

BIOL 3214 Human Physiology (4 cr.) Human Physiology is a systematic study introducing students to body human body functions. The concepts covered include, homeostatic regulation, cell interactions, enzymes, and hormonal influence of systems within the human body. Laboratory is a required and integral component introducing students to physiological experimentation and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, or instructor approval.

BIOL 3305 Microbiology (5 cr.) Microbiology is a course for biology majors. It is a comprehensive study of microorganism form, physiology, reproduction, genetics and diversity. Laboratory is a required and integral component introducing students to microbiology laboratory techniques and analytical evaluation. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 Chemistry I, or instructor approval.

BIOL 3334 Cell Biology (4 cr.) Cell Biology is a course for biology majors. It is a comprehensive study of prokaryotic and eukaryotic cells with a comparison in metabolism, energetics, and autogenous regulation, with an emphasis in biochemistry and cellular changes during the life cycle of cells. Laboratory is a required and integral component introducing students to laboratory techniques required to study cells. Prerequisite: C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

BIOL 3354 Genetics (4 cr.) Genetics is a course for biology majors. It is a comprehensive study of chromosomal aberrations, pedigree analysis, hereditary traits, DNA damage and repair, epigenetics, and genetic engineering. Laboratory is a required and integral component introducing students to Mendelian laws, mutations, natural and artificial selection. Prerequisite: C or better in BIOL 1214 Biology I, BIOL
1314, CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

BIOL 3363 Evolution (3 cr.) Evolution is a course for biology majors. It is a comprehensive study of genetic mutations, genetic drift, population adaptations, and evolution by natural selection of various life forms. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314 Biology II, CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

BIOL 3404 Ecology (4 cr.) An introductory course in the study of the relationships of organisms to the environment. Procedures used by ecologists to describe and analyze plant and animal communities will be experienced in the field and laboratory. Laboratory experiences designed to facilitate understanding of the principles of ecology as studied in BIOL 3404. Offered every spring semester. **Prerequisites:** MATH 1513, NATS 1014 or BIOL 1214, NATS 2101 and NATS 2103. Offered every spring semester

BIOL 4124 Histology (4 cr.) Histology is a course for biology majors. It is a comprehensive study of human and animal tissue with an emphasis in mammalian tissue form and function. Laboratory is a required and integral component introducing students to laboratory techniques required to study cells and tissue. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314, CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

BIOL 4144 Plant Anatomy and Taxonomy (4 cr.) Plant anatomy and taxonomy is a course for biology majors. It is a systematic study of vascular plant morphology and classification with an emphasis in Oklahoma trees and flowering plants. Laboratory is a required and integral part of this course with fieldwork included. **Prerequisite:** C or better in BIOL 1214 Biology I, BIOL 1314, CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

BIOL 4213 History of Science (3 cr.) This course surveys historical science discoveries, principal events, and the progression of scientific methodologies within the biological and physical sciences. Critical evaluation of major scientific works beginning with Greek philosophers and progressing through the modern era will be emphasized. **Prerequisite:** C or better in 9 hours in upper division coursework, or instructor approval.

BIOL 4314 Embryology (4 cr.) This course is designed for students preparing for a health-professions graduate program or medical school. It is a systematic study of organismal development with an emphasis in subphylum Vertebrata. The concepts covered include meiosis I and II, fertilization, cleavage patterns, gastrulation, morphogenesis, organogenesis, and developmental physiology. Laboratory is a required and integral component introducing students to anatomical comparisons and analytical evaluation. **Prerequisite:** C or better in BIOL 3334, or instructor approval.

BIOL 4501 Biology Research (1 cr.) This 1 hour course is required for all biology majors during their junior or senior year. It will cover past classic works and current research topics in STEM fields. An emphasis will be placed upon literature reviews, presentation of findings and scholarly communications. **Prerequisite:** MATH 3703 Introduction to Statistics.

BIOL 4901 Special Topics in Biology (1 cr.) This course is designed to further enhance knowledge on certain topics within a specialized area. It is intended for students who want to progress their expertise beyond the regular course curriculum during their junior or senior year. Students may enroll in this course up to a maximum of 3 semesters.

BIOT [Bible Old Testament]

BIOT 1103 Introduction to the Old Testament (3 cr.) A general introduction to the background and history of the Hebrew people in the Old Testament period. This embraces the sacred writings, prophets, and culture of the Hebrew people against the historical, social, political, literary, economic, and religious background of mankind to the end of the Old Testament period. Offered every fall semester.

BIOT 3103 Bethel Old Testament 1 (3 cr.) This course focuses on nine major biblical themes. Students are exposed to these ideas through historic and thematic lessons based in the books of the Old Testament. The Bethel Series challenges students to develop a comprehensive knowledge of the Bible by reading through Old Testament Scriptures and assigned textbooks, memorizing book and chapter locations of those themes, completing assigned external supplemental readings, participation in threaded discussions, viewing external media links that support class content, and applying those biblical themes and principles to daily living. Students may earn the Bethel Series Teacher Certification awarded by The J.E. Massey Center for Ministry & Leadership and The Adult Christian Education Foundation. Certification and/or college credit can be earned when the student declares his or her intention upon registration and completion of all course work.

BIOT 3203 Bethel Old Testament 2 (3 cr.) This course focuses on eleven major biblical themes. Students are exposed to these ideas through historic and thematic lessons based in the books of the Old Testament. The Bethel Series challenges students to develop a comprehensive knowledge of the Bible by reading through Old Testament Scriptures and assigned textbooks, memorizing book and chapter locations of those themes, completing assigned external supplemental readings, participation in threaded discussions, viewing external media links that support class content, and applying those biblical themes and principles to daily living. Students may earn the Bethel Series Teacher Certification awarded by The J.E. Massey Center for Ministry & Leadership and The Adult Christian Education Foundation. Certification and/or college credit can be earned when the student declares his or her intention upon registration and completion of all course work. **Prerequisite:** BIOT 3103 Bethel Old Testament 1.

BIOT 3113 Psalms and Poetic Literature (3 cr.) A study of the Psalms and selected poetry as representative of Hebrew poetic writings. Particular attention is given to the content, lyrical structure, historical background, use in worship, doctrinal and prophetic significance, and devotional values of Old Testament poetic literature. **Prerequisite:** BIOT 1103. Offered fall semester: odd numbered years.

BIOT 3513 Isaiah (3 cr.) A study of Isaiah and his contribution to Hebrew prophecy. An analytical treatment of the book of Isaiah, including its history, critical problems, main ideas, and thought. Particular attention is given to the messianic passages. **Prerequisite:** BIOT 1103. Offered fall semester: odd numbered years.

BIOT 3613 Foundations of Ethics: Hebrew Wisdom Literature (3 cr.) A study of Job, selected Psalms, Proverbs, and Ecclesiastes, emphasizing the doctrinal depth, spiritual value, and ethical implications of these books.

BIOT 3713 Prophetic Books/Eschatology (3 cr.) A study of prophetic literature in the Old and New Testaments, and the biblical teaching on the kingdom of God, Christ’s second coming, and theories on Christ’s
BIOT 3903 The Pentateuch (3 cr.) A study of the first five books of the Old Testament with special emphasis on historical background, beginnings of the Israelite nation, and Hebrew worship. Prerequisite: BIOT 1103. Offered spring semester: even numbered years.

BIOT 4993 Honor Studies (3 cr.) Honor Studies are open only to advanced upper division students who have demonstrated initiative and capability in individual study and research. The course is designed to give students the opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. Prerequisites: Ninety (90) hours and approval of instructor and school chair. Offered on demand.

BIOT 5133 Selective Genres of Old and New Testaments (3 cr.) Students continue to enhance their inductive methodology application to scripture through select portions of poetic and historical literature from the Old Testament and from the New Testament Gospels and Pauline letters.

BUAD Business

BUAD 1103 Introduction to Business (3 cr.) A survey of the field of business administration. How business is owned, organized, managed, and controlled. Offered every fall semester.

BUAD 2503 Business and Professional Communications (3 cr.) Principles of effective communication in a business environment. Practice in the preparation of letters, reports, and other forms of business writing. Prerequisites: ENGL 1103 and ENGL 1203. Offered every spring semester.

BUAD 2603 Personal Finance (3 cr.) A general education course dealing with the problems of the consumer in the American economic system; sales promotion, buying habits, health and medical care, housing, government aid, income, budgeting, savings, insurance, and personal financial planning are included. Offered fall semester: even numbered years.

BUAD 3313 Fund Accounting (3 cr.) Exploration of the inflows and outflows of spendable resources in nonprofit settings. Studies accounting methods which cluster data into separate fund entities to account for each body of resources restricted to specially designated uses, as well as enterprise accounting systems related to auxiliary services. The course objective is to review generally accepted accounting principles as a base on which to examine the differences necessitated by fund accountability, such as fund balances, encumbrances, appropriations, and internal control of auxiliary services. Specialized accounting principles that relate to such nonprofit entities of the tax-exempt sector as religious, charitable, educational, civic, health care and governmental units and agencies will be included. Offered on demand.

BUAD 3403 Business Finance (3 cr.) Financial principles and functions with applications to business organizations, including investment, dividend decision, and an introduction to the models and tools used for financial analysis. Offered every fall semester

BUAD 4103 Legal Environment of Business (3 cr.) Law and the legal system, social forces that make the law, business response to the social and legal environment; governmental regulation and federal regulatory agencies which impact business decision-making; the study of the legal concepts of torts and contracts. Offered every spring semester.

BUAD 4303 Human Resource Administration (3 cr.) Human relations and adjustment in all forms of institutional and business organizations. The course deals with such problems as proper placement of the individual, training, incentive, methods of supervision, discipline, promotion, and retirement. Offered every spring semester.

BUAD 4403 Church and Nonprofit Finances (3 cr.) A managerial course that includes nonprofit property and church property management with emphasis on those activities necessary to acquire, dispose, maintain, repair, and use nonprofit facilities; legal requirements; managerial policies and procedures relative to site location, building committees, inspections, and scheduling. Offered spring semester: odd numbered years.

BUAD 4503 Small Business Management (3 cr.) Designed to acquaint the student with the problems encountered in a small business enterprise. Managerial functions and processes as related to the small business environment are covered. Offered fall semester: even numbered years.

BUAD 4703 Business Ethics (3 cr.) Designed to raise the moral recognition level of students; to provide them with the apparatus to make moral decisions in a business context; to consider ethical problems in advertising, accounting, finance, marketing, and personnel as illuminated by Christian principles. Offered fall semester: odd numbered years.

BUAD 4803 Management of Nonprofit Organizations (3 cr.) Basic control concepts are the same in both profit-oriented and nonprofit organizations, with a strong thrust in the latter to provide a maximum of service at an acceptable quality level, as evaluated by cost-benefit analyses. This course covers the peculiar constraints on goals and strategies, the dominance of professional personnel, and difference in governance. The objective is to define and outline performance measurement of NOP’s and to explore political and constituency influence on goals and objectives. Prerequisite: Permission of the department head. Offered spring semester: odd numbered years.

BUAD 4901-4903 Honor Studies (1-3 cr.) Honor Studies in business administration related topics are open to students who have demonstrated the initiative and capability to take part in individual study and research. The course(s) is/are designed to give students opportunity to do advanced work in an area of particular interest to them, under supervision of a selected member of the faculty. The instructor, the department head, and the dean must approve the offering of the course and its format. All work must be completed within one regular semester or one summer. Prerequisite: Approval of instructor and school chair. Offered on demand.

CHEM [Chemistry]

CHEM 1105 Chemistry I (5 cr.) Chemistry I is required course for biology and chemistry majors. It is a systematic study of atomic and molecular structure, chemical bonding properties, chemical reactions, stoichiometry and conservation of mass. Laboratory is a required and integral component to learning scientific experimentation safety protocol, and proper reporting of results. Prerequisite: ACT Math 22 or above, MATH 1103 College Algebra, or instructor approval.

CHEM 1205 Chemistry II (5 cr.) Chemistry II is required for biology and chemistry majors. It is a systematic study of chemical kinetics, intermolecular forces, reaction rates, thermochemistry, and electrochemistry. Laboratory is a required and integral component to learning scientific experimentation safety protocol, and proper
reporting of results. **Prerequisite:** C or better in CHEM 1105 Chemistry I or instructor approval.

**CHEM 2102 Organic Chemistry Laboratory (2 cr.)** Laboratory is a required and integral component to learning scientific experimentation safety protocol, measurements, and synthesis, purification, and separation techniques. **Prerequisite:** C or better in CHEM 2103 or concurrent enrollment in CHEM 2103.

**CHEM 2103 Organic Chemistry I (3 cr.)** Organic Chemistry I is a required for biology and chemistry majors. It is a systematic study of various organic molecules with an emphasis in stereochemistry, reactivity, nomenclature and classification of reaction types. **Prerequisite:** C or better in CHEM 1105 Chemistry I, CHEM 1205 Chemistry II, or instructor approval.

**CHEM 2203 Organic Chemistry II (3 cr.)** Organic Chemistry II is a continuation of CHEM 2105. It is a systematic study of various organic molecules, advanced stereochemistry, chemical reactivity, organic reaction mechanisms, and methods for organic molecule synthesis. **Prerequisite:** C or better in CHEM 2103, or instructor approval.

**CHEM 3104 Principles of Biochemistry (4 cr.)** Biochemistry is a course designed for students preparing for a health-professions graduate program or medical school. It is a systematic study of biologically important compounds with an emphasis in thermodynamics, bioenergetics, metabolic pathways, cell regulatory processes, and enzyme activities. **Prerequisite:** C or better in CHEM 2105, CHEM 2205, or instructor approval.

**COMM (Communications)**

**COMM 1103 Fundamentals of Public Speaking (3 cr.)** This course prepares students to research, write, and deliver speeches that can influence across a variety of professional settings, purposes, occasions, and audiences. Students will review and analyze recent and historical speeches, and learn to recognize, formulate, and present compelling and informative persuasive speeches. Digital presentation methods will also be discussed.

**COMM 1203 Communication in Interpersonal Relationships (3 cr.)** This course stresses communication as the basis for all relationships. The goal of the course is twofold: To present current interpersonal communication theory and to provide insights as to our relationships with others. **Offered every semester**

**COMM 2103 Speech (3 cr.)** This class is designed to teach different communication techniques, conversation skills, and to assist the student in evaluating his/her presentation style. The course will involve the student in group discussion and activities, and support the student in making a class presentation.

**COMM 2113 Media, Culture, and Social Influence (3 cr.)** This course encourages students to examine and analyze the media’s influence on groups and individuals in today’s society. Students will expand their media literacy through a critical evaluation of mass media including, but not limited to journalism, television, the entertainment industry, publishing, advertising, radio, and social media. Traditional media will be examined as well as rapid technology. By course end, students will have a firm understanding of mass communication as a social, political, cultural and economic force in modern society.

**COMM 2123 Introduction to Computer Mediated Communication (3 cr.)** Introduction to Computer Mediated Communication (or CMC) will immerse students in a deeper understanding of the practical, professional, and scholarly uses and approaches to understanding how communication not only functions but also continually evolves in an increasingly digitized world. Courses will explore theoretical foundations in CMC, with discussions and assignments bent toward applying knowledge of CMC toward corporate and social situations.

**COMM 2143 Digital Media Literacy (3 cr.)** Digital Media Literacy offers a foundational introduction into better understanding how mass medias and mediums create, disseminate, and even manipulate knowledge and information, for good and for ill. Students will engage a survey of broad readings designs to deepen visual, cultural, and linguistic “literacy” as a method for better understanding how the Internet and digital cultures function to shape communication. Assignments and readings intentionally reflect the messy nature of contemporary media, and students will gain access and exposure to a wide spectrum that combines digital journalism with scholarly publication.

**COMM 2203 Oral Interpretation (3 cr.)** This course is designed to develop the student's ability to project an enthusiasm for the oral performance of scripture and other forms of literature. The skills developed include material selection, analysis, and performance procedures. **Prerequisite:** COMM 1103. **Offered fall semester: odd numbered years.**

**COMM 2213 Introduction to Public Relations (3 cr.)** This course takes a contemporary look at the integrated world and functions of public relations, one of the fastest-growing career fields in our global information society. Through class discussion and case studies, the course will explore the essential practices of public relations including: writing for print, electronic, and social media; workplace communication. An introduction to PR databases such as Bacon’s, MediaMap, and Lexis-Nexis will also be included.

**COMM 2503 Introduction to Play Production (3 cr.)** This course of study is designed to provide the learner with a basic knowledge of the rudiments of the art and craft of play production. The units of study to which the learner is introduced are: play selecting, play directing, tryouts and casting, lighting, staging, costuming and make-up, properties, management and backstage organization. Active involvement of the learner in all aspects of play production is expected. Lab fee required. **Prerequisite:** COMM 1103 or COMM 2203. **Offered spring semester: even numbered years.**

**COMM 2601 Play Production (1 cr.)** This course deals with the basic principles of play production, i.e. characterization, character interaction, set design, makeup, costuming, etc. Students produce a three-act play. **Offered on demand.**

**COMM 2603 Professional Communication (3 cr.)** This course focuses on writing about technical or specialized topics describing how one composes written presentations clearly describing research or performing of some activity. The focus of technical writing includes the analysis and description of tasks and information used in professional and work settings to support empowering readers to accomplish goals or perform task requirements. Oral communication, a critical part of most jobs, will involve students making professional oral presentations of reports.

**COMM 2803 Writing for Mass and Social Media (3 cr.)** This course serves as an introduction to and an examination of the various writing styles and techniques required by communication professionals in our digital age. Students will learn how to meet the demands of the marketplace for persuasive, professional writing skills for broadcast, print, web, or social media. Careful attention will be given to the roles of
informing, persuading, and motivating while learning to communicate with clarity and impact. Includes basic interview skills and an introduction to journalistic ethics.

COMM 2901 Pre-Professional Internship I (1 cr.) This course is designed to provide introductory-level application experience for the communication major emphasizing public relations. Students will work in public relations campaigns primarily at the clerical level. This experience, coupled with group meetings to contextualize the campaign tasks, is designed to prepare the student for the next level of internship, which involves decision making roles in a public relations campaign. Weekly participation in internship group with other student interns and a communication faculty member is an integral part of this course. Prerequisites: Chair approval. Offered every semester.

COMM/PMIN 3103 Homiletics I (3 cr.) The thrust of this course will be a study of the fundamental principles of sermon preparation. The lives and works of renowned speakers will be studied via video, audio, and printed texts. The emphasis will be on analyzing the content, methods, and skills that have distinguished these noted speakers. The steps of learning from the text, interpreting a text, arriving at a message, and designing a sermon will be followed in preparing the message. Students will gain experience in the preparation of their own sermons. Prerequisite: COMM 1103. Offered every fall semester.

COMM 3113 Interpersonal Communication in the Workplace (3 cr.) This course helps students understand the basic theories and principles associated one-on-one (dyadic) communication. Students will learn to identify the barriers to effective communication; use body language (nonverbal communication) to reinforce the meanings you wish to convey; recognize, appreciate, and work with different personality types; and overcome personal barriers to communicate effectively and persuasively. Classic and emerging theories, as well as "real-life" practice, equip students with the skills of effective interpersonal communication for professional and day-to-day life.

COMM/PMIN 3203 Homiletics II (3 cr.) Students will be guided in the techniques and skills of sermon delivery. They will gain experience in the preparation and delivery of their own sermons in class and in chapel services. Videotaping facilities of the university will be utilized in recording a student's performance for the benefit of review and improvement of skills in oral delivery. Prerequisite: COMM/PMIN 3103. Offered every spring semester.

COMM 3213 Organizational and Professional Communication (3 cr.) Students examine the complex interaction of social and psychological forces operating in the workplace—as well as the broader context of human communication. Coursework will reveal how image and identity are fundamental to core practices of corporate communication, advertising, press releases, internal communication, fundraising, among other types of communications. Students will learn to develop effective strategies for a communicating effectively within organizations, and between organizations and their constituencies.

COMM 3233 Media Law and Ethics (3 cr.) Students will be introduced to legal and ethical practices in the public relations discipline. Copyright, liability, and contracts in public relations will be emphasized.

COMM 3413 Research Methods for Communication (3 cr.) Students will study the goals, objects, and methods of communication research. Some terms and applications of statistics are introduced with the goal of equipping students to evaluate the effectiveness of communication driven projects.

COMM 3433 Media Studies in Research and Design (3 cr.) Students will use client interview skills and subsequent research to develop strategies to meet identified public relations needs for a client assigned to the student. The results of the research are used to design specific, implementable components of a public relations campaign that will be presented to the client for approval. Clear, measurable goals of the public relations campaign will be articulated. The course will culminate in a draft of a contract for public relations work between the student and the client. Prerequisite: COMM 3233.

COMM 3533 Public Relations, Advertising, and Brand Management (3 cr.) Students will oversee the implementation of the public relations campaign components designed in COMM 3433. Elements of the campaign will be assigned to students in other relevant courses. The COMM 3533 student will be responsible for establishing timelines, working with other students who are engaged in implementing the campaign components, maintaining communication with the client, and generally overseeing the progress of the campaign. Prerequisite: COMM 3433.

COMM 3603 Mass Communication Perspectives (3 cr.) This course examines the relationships between media, culture, and society, and reveals how various media platforms are used to influence individuals, groups, and society at large. Students will be exposed to the roles and responsibilities of media in relation to societal, political, and economic institutions. Close attention will be given to media’s influence on human behavior, including voting behaviors, and violent and antigovernment behavior. Prerequisite: COMM 2113.

COMM 3613 Intercultural and Cyber-cultural Communication (3 cr.) The rise of digital communication has made it possible for companies and organizations to form partnerships worldwide. This course examines the theories and provides essential skills for effective communication between individuals and groups from different cultures. Students will learn to think and communicate in global contexts and learn to appreciate and respect cultural differences. Experts in the field will address how to people and organizations from diverse communities can work together effectively. Special consideration will be given to recognizing and evaluating the behavioral, communicative, political, religious, and ethical issues. Prerequisite: COMM 2113.

COMM 3702 Professional Internship II (2 cr.) This course is designed to provide intermediary level application experience for the communication major emphasizing public relations. Students will work in public relations campaigns at a decision making level. This experience, coupled with group meetings to contextualize the campaign tasks, is designed to prepare the student for the next level of internship, which involves design and directing roles in a public relations campaign. Weekly participation in internship group with other student-interns and a communication faculty member is an integral part of this course. Prerequisites: Chair approval and COMM 2901. Offered every semester.

COMM 3843 Conflict Resolution (3 cr.) This course is about conflict resolution between individuals and groups. It concentrates on key skills used to deal with differences between parties. Students will learn about their own personal communication styles with special emphasis on active listening and other communication techniques utilized to enhance conflict resolution and mediation. Independent readings, class assignments, case study exercises, and class discussions will be used to increase the understanding of the students’ personal approaches to dealing with conflict, both in personal and professional settings. The
students’ conflict resolution styles will be measured by instruments which provide insight into individual preferences and frequently used styles.

COMM 3903 Integrated Marketing and Public Relations (3 cr.) This course goes deeper into the functions of public relations to expose students to advanced functions of the PR professional including: strategic messaging; corporate communication; influencing and measuring public opinion; story and pitch presentations; campaign planning and management; risk and crisis management; and reputation and brand management, among others. Particular attention is given to the methods and processes of building support for a cause, movement, organization, or institution and moving constituents toward a desired goal. Prerequisite: COMM 2213.

COMM 4103 Special Topics in Media Studies (3 cr.) Special Topics in Media Studies is intentionally designed as a rotating survey course that specializes in a niche area of media studies. The course presents students an opportunity to engage media studies at a deeper level, whether understanding and assessing media from the position of content, context, audiences, or industries. Special Topics in Media Studies will enhance critical thinking and analytic skills and teach students how to shift media consumption from a passive leisurely activity to an active socially engaged role.

COMM 4113 Political Communication in Digital Age (3 cr.) This course will examine emerging communication methods and messages applied in our digital age and their impact on society. Students will be exposed to relevant theories and apply them to the interpretation and analysis of current political and social campaigns in the media. Media platforms, communication approaches and styles, marketing communication campaign strategies, and ghostwriting will be examined. The course will also look at the definition and nature of leadership (heads of states, corporations, and organizations), and the critical responsibilities of communicating vision and mission.

COMM 4203 Conflict and Communication (3 cr.) This course looks at common conflict communication that exists in interpersonal relationships and societal groups. Topics include relationship conflict, language and violence, protest language, social conflict, and structures for resolution and management. Students will review key theories, research, and practices of conflict communication while emphasizing constructive conflict management by making the message the focus of conflict.

COMM 4413 Communication and Cultural Change (3 cr.) This course provides a study of the emerging role of communication as a means to facilitate social, economic and political change in society. Theories from interpersonal and organizational communication will be examined, as will case studies of persuasive strategies employed in recent social movements here in America and abroad. Prerequisite: COMM 2113.

COMM 4513 Digital Persuasion, in the Social Media Age (3 cr.) This course examines the theories and practices of communication that affect change in society and how people think, feel, and act toward another entity (person, organization, idea, group, or product, etc.). Students will examine persuasion campaigns and strategies while being exposed to the social, scientific, and interpersonal theories and their social influences. Prerequisite: COMM 2113.

COMM 4533 Public Relations Research and Presentation (3 cr.) Students will utilize a variety of tools to measure the effectiveness of the public relations campaign implements in COMM 3533. The measurements will account for specific goals outlined for the campaign in COMM 3433. Basic data collection and analysis skills will be emphasized along with techniques for how to effectively design and deliver presentations to clients regarding the results of the analysis. The course will culminate in a presentation to the client. Prerequisites: COMM 3433 and COMM 3533.

COMM 4603 Creating Social Media Presence and Cultural Movements (3 cr.) This course reviews one of the most significant shifts in consumer media behavior in history, social media. Students will develop the practical knowledge required to create and manage a successful social media presence; learn the new definitions of “community” in a digital culture; and learn to use this media to move constituents toward their cause or to act on their organization’s behalf. Theories of motivation and influence will be examined.

COMM 4803 Media Studies, Public Relations, Social media Capstone (3 cr.) This course is designed to provide leadership level application experience for the communication major emphasizing public relations. Students will work in public relations campaigns at a design and directing level. Weekly participation in internship group with other student-interns and a communication faculty member is an integral part of this course. Prerequisites: Chair approval and COMM 3702. Offered every semester.

COMM 4993 Honor Studies (3 cr.) Honor studies in communications are open only to student who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. The instructor of the course must approve the offering of the course and its format. All work must be completed within one regular semester or summer. Prerequisite: Ninety (90) hours and approval of instructor and school chair. Offered on demand.

COUN [COUNSELING]

COUN 5113 Psychopathology (3 cr.) The ability to systematically perform differential diagnosis and establish the larger context for understanding the diagnosis is essential to the professional counselor. Using case studies, students will perform a structured protocol for performing a differential diagnosis with the current DSM disorders. The following primary skills will be developed: Recognizing criteria of abnormality to increase sensitivity to identifying relevant symptomology, performing the structured steps of a diagnosis, recognizing co-occurring disorders to understand the range of issues needed for treatment planning, performing a differential diagnosis to distinguish the correct diagnosis from similar conditions, identifying the influence of medical conditions on symptomology, predicting the impact of crisis and trauma on symptomology and functioning to further quality treatment planning, and systematically appropriately ruling out malingering, factitious disorder, adjustment disorders, and substance etiology to finalize a correct diagnosis.

COUN 5123 Career Counseling and Development (3 cr.) The cornerstone of career counseling is recognizing that it touches all aspects of human life, for it involves political, economic, educational, philosophical, and social progress and change along with understanding the whole person as a member of complex social systems. The specialized content of career counseling includes initial career choice, the connection between career and personal problems, adaptations to changes in the workplace, multiple career dilemmas, and maintenance of a balanced lifestyle. The interactions of career, life, and gender roles on marriages, couples, and families will be an important focus of this course. Students will develop a comprehensive approach for skillfully performing career counseling that also incorporates personal concerns
by examining and applying career assessment theory, performing major theories of career counseling and decision-making, integrating career assessment information and major types of resource information, and employing research on trends in the world of work.

COUN 5213 Theories of Counseling and Psychotherapy (3 cr.) The foundation of counseling knowledge is the in-depth understanding of established theories of counseling. Students will perform a comprehensive study of the prominent theories of counseling and psychotherapy, issues related to their application involving diversity, the roles of spirituality and wellness as it relates to mental health and addiction clients, and how to practically apply the theories based on individual issues and needs. The study of the theories includes personality theories, theories of motivation, theories of change, and ways to analyze case studies to make high quality clinical decisions for treatment. Students will experience a special focus on theoretical reasoning in both explaining the theories and fully elucidating case examples in order to develop an integrated foundation upon which the more detailed study of the counseling field will build.

COUN 5233 Alcohol and Drug Addiction (3 cr.) The foundation of the study of addiction counseling requires the understanding of human behavior and how it applies to addiction and elements of substance abuse. This course presents a comprehensive framework of the history and development of addiction. Students will identify factors impacting addiction, including socialization, which increases the likelihood of a person, community, or group to be at risk for or resilient to psychoactive substance use disorders. The evolution of the roles and settings of the addiction counselor, along with the ethical and legal issues involved in addiction and substance abuse counseling, will be considered.

COUN 5313 Individual Counseling and Psychotherapy Techniques (3 cr.) The crucial skills and strategies of counseling and psychotherapy establish a basic structure applicable to many different theories that counselors can employ and integrate into their own natural style of helping. Students will study and apply the multi-culturally sensitive micro-skills approach to provide the critical background for competence in listening, influencing, and structuring an effective counseling session with individuals, families, couples, and marriages. Through practice sessions, students will master a basic structure for the session applicable to many different theories including developing an empathic relationship and working alliance with the client, drawing out the client’s story with special attention to strengths and resources, setting clear goals with the client, enabling the client to restructure and think differently about concerns, issues, and challenges, and helping the client move to action outside the session. Students will acquire skills for identifying and addressing common issues in working with clients’ spiritual/religious issues to promote optimal functioning to increase meaning and purpose in life. Strength and character assessment and feedback will be employed to promote counselor dispositions in performing the counseling process.

COUN 5333 Addiction in the Family and Assessment Theory (3 cr.) Counselors, working with individuals and families involving addiction, require a comprehensive understanding of theories of addiction, assessment and diagnosis, treatment setting and planning, and the etiological theories of substance abuse. Students will study the major theories and methods currently employed in the assessment and treatment of substance abuse and addiction. An emphasis is placed on the evaluation of substance abuse patterns and the assessment of various treatment alternatives. The social aspects of family risks and resiliencies will be extensively studied incorporating racial, ethnic, and cultural issues. Foundations for culturally and developmentally relevant education programs that raise awareness, support addiction and substance abuse prevention, and enhance the recovery process will be developed incorporating gender and sexual orientation differences, mutual-help groups, and public policy. Students will learn to develop treatment plans using the procedures a counselor or program practices to identify and evaluate individuals’ strengths, weaknesses, and problems, spiritual and other biopsychosocial factors and needs.

COUN 5413 Interpersonal Communication in Counseling and Relationships (3 cr.) Increased knowledge of fundamental patterns for improving communication through the use of language and language patterns allows students to master promoting change-work in individual, couples, marital, family counseling, and coaching. Students will advance their resourcefulness in applying communication to form or enrich relationships. Students will demonstrate an enhanced level of applying communication processes that presuppose a structure of healing assumptions within the framework of the communication. The range of skills involves students eliciting high quality information, formulating solution-focused questions, and demonstrating the application of well-organized communication processes in performing counseling and coaching. Students learn to address clients’ mental health and relationship issues by building communication that is designed to indirectly presuppose meanings that transform limiting thought-frames into positive frames – promoting optimism, hope, and healing attitudes – as the context for beneficial change in clients. Drawing from positive psychology, emotional and social intelligence, and neuro-linguistic communication a range of themes will be addressed to include: Rapport, bonding and connecting, nurturing, attachment and love, compassion, male/female differences, optimal functioning, and increasing meaning and purpose in life.

COUN 5433 Addiction in the Family Counseling (3 cr.) A major focus of this course is for students to learn to skillfully perform addiction and substance abuse counseling including the adaptation of individual, group, marital, and family treatment techniques. An emphasis will be given to the acquisition of the competencies for students to apply strength-based therapeutic strategies and interventions incorporating an understanding of biology and addiction across the life span with the treatment of eating disorders, gambling, shopping, sex, other behavioral addictions, and co-occurring mental disorders or disabilities. Additionally, strategies for prevention, retaining sobriety, and relapse prevention of addiction and substance abuse will be acquired for working with individuals and families. Students will study processes for addressing the treatment issues and characteristics of diverse racial, ethnic, and cultural populations as well as the social aspects of addiction which includes: Family risks and resiliencies, gender distinctions, and sexual orientation differences.

COUN 5513 Marriage and Family Systems and Treatment (3 cr.) Family therapy has a revolutionary emphasis on systems thinking and the search for identifiable and recurrent family patterns to be explored in this course. Students will examine the history and development of marriage, couple and family counseling including foundational theories and principles of family development, the contemporary family, family subsystems, individual and interpersonal relationships, and grasping the influence of larger systems – race, social class, gender, ethnicity, sexual orientation – on the functioning of the family and its individual members. Students will utilize systemic theories to describe problems and structure solutions by acquiring knowledge of the models of marital and family counseling. Students will examine the fundamentals of the family including adopting a family relationship framework, family development, diversity in family functioning, systems theory and
systemic thinking, and the development and practice of family therapy. The range of theories examined includes: Psychodynamic models, transgenerational models, experiential models, the structural model, the strategic models, behavioral and cognitive-behavioral models, social construction models, and population-based family treatments.

COUN 5533 Pharmacology of Drugs of Abuse (3 cr.) The counselor who treats addiction and substance requires a strong foundational knowledge of the nature of drugs of abuse and their impact. This course focuses on basic behavioral pharmacology; the behavioral analysis of drug effects; tolerance and conditioning of drug effects; the nervous system and neurological functioning as it relates to psychological disorders, the effects of medications and other substances on the individual's cognitive, social, emotional, and behavioral functioning; and characteristics of dependence and addiction. Students will examine the pharmacokinetics of drug action(s), the side effects of psychoactive and psychotherapeutic drugs, the development of tolerance, the development of dependency and issues regarding withdrawal, and cross addiction(s). Additional study will include: The self-administration of drugs, alcohol and its effects, tranquilizers and sedative hypnotics, inhaled substances, tobacco and nicotine, caffeine and the methylxanthines, psychomotor stimulants, the opiates, antipsychotic drugs, antidepressants and mood stabilizers, cannabis, and hallucinogens.

COUN 5563 Clinical Psychopharmacology in Counseling (3 cr.) The foundations of therapeutic and behavioral effects of psychoactive drugs will be extensively explored in this course. The effects of medications on the nervous system, neurological functioning, cognitive processing, and emotional and behavioral functioning will be studied. Decision-making processes for prescribing medications will be explained so that counselors can understand the part medications may play in treatment. Organized by disorder and, within each disorder, by medication, this course is designed to familiarize counselors with the basic terminology and models of pharmacokinetics. This study includes research on side effects, contraindications, the efficacy of all major medications prescribed for mental health disorders, and the effects of withdrawing from psychopharmacological medications.

COUN 5613 Marital and Family Treatment Techniques (3 cr.) Couples, marital, and family counselors need to be empowered to apply theoretical concepts and develop real-world skills and essential competencies performed in the roles and setting of counseling with a strong understanding of the structures of marriages, couples, and families. Students will be engaged in an active learning process applying family therapy theories using theory-informed case conceptualization, clinical assessment, treatment planning, and progress notes. Students will learn to effectively determine factors to address by identifying clients' presenting issues in alignment with a set of research-based qualities that promote stable, satisfying, and durable relationships. Students will demonstrate how to apply an array of the following theories: Systemic and Strategic Therapies, Structural Family Therapy, Experiential Family Therapies, Intergenerational and Psychoanalytic Family Therapies, Cognitive-Behavioral and Mindfulness-Based Couple and Family Therapies, Cognitive Interpersonal Therapy, Solution-Based Therapies, Collaborative and Narrative Therapies, Group Treatments for Couples and Families. A range of fundamental relationship skills will be studied that counselors can incorporate into their practice: Communication danger signs, handling conflict, problem solving, clarifying core beliefs and expectations, addressing issues and hidden issues, forgiveness, commitment, preserving and enhancing fund, friendship, and sensuality.

COUN 5643 Addiction and Substance Abuse Counseling Theory and Techniques (3 cr.) The application of theories and techniques of counseling with a special emphasis on models/methods of alcohol and substance abuse/addiction/dependency counseling is important for the addiction and professional counselor. The current treatment research, the application of theoretical models, and the successful methods in the treatment process of addiction and substance abuse will be extensively examined. Understanding the causes, social implications, treatment (including the principles and philosophies of self-help), cultural competency, and prevention methods and skills will be extensively studied.

COUN 5713 Human Development (3 cr.) The foundations of biological, neurological, and physiological factors along with systemic and environmental factors affecting human development, functioning, and behavior is the primary focus of this course. Ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan will be included. Students will explore theoretical and research approaches in the study of the development of human abilities and behavior throughout the lifespan - childhood, adolescence, and adulthood. Topics include developmental research methodology, variables influencing development, and basic developmental processes in physical, motor, perceptual, cognitive, linguistic, emotional, social, and personality development. Applications of developmental theory to counseling are emphasized.

COUN 5813 Tests and Measurement (3 cr.) Accomplished counselors integrate knowledge and skills in the areas of assessment, evaluation, and testing to perform systematic appraisal of the needs, abilities, and characteristics of clients, couples, and families. Students will synthesize the assessment process to perform accurate differential diagnoses, align theories of counseling for treatment, and utilize the complete assessment and testing process to culminate in writing comprehensive mental health reports and to construct complete treatment plans. Using the essential skills of assessment, students will use test related statistics, validity, reliability, and test item analysis to systematically evaluate tests and their construction. Students will further enhance expertise in following rules of administration and interpretation of various assessment instruments including: Intelligence tests, personality instruments, projective tests, neuropsychological tests, and disorder specific tests.

COUN 5913 Research Methods (3 cr.) Highly qualified counselors comprehend research and the scientific method behind the conclusions presented. Students will compose a well-written research presentation demonstrating an experimental design for a study by constructing a hypothesis clearly delineating dependent and independent variables and explaining the framework for performing the study. The research project will include the significance, the potential impact on mental health research based on a comprehensive review of the literature, and an appropriate research design. The nature and design of experimental, observational, quasi-experimental, survey, and correlational studies will be examined related to behavioral observation. Students will assess the quality of research studies to include proper design, correct utilization of descriptive and inferential statistics, accurate analysis of the research data, and the appropriateness of the conclusions drawn from the data.

COUN 6133 Multi-Cultural Counseling and Treatment Planning for Individuals and Families (3 cr.) Providing professional counselors with multicultural counseling theory and practices for culturally competent interventions within the broad range of important areas of cultural...
diversity along with the in-depth study of factors resulting in diagnostic symptomatology is a major focus of this course. The scope of cultural diversity includes race, ethnicity, sexual orientation, disability, socioeconomic disadvantage, and military service correlated with how these impact diagnostic interviewing, assessment methods, treatment planning, and the counseling relationship. Significantly enhancing diagnostic interviewing and assessment skills, students will extensively explore the etiology and underlying dynamics of the range of the current DSM diagnoses, design appropriate evidence-based treatment plans, and develop strategies for modifying treatment plans and processes related to cultural diversity.

COUN 6233 Ethics and Professional Studies (3 cr.) The detailed study of the legal and ethical codes for professional licensure establishes a framework for ethical decision-making essential to quality practice. The major focus of study is the American Counseling Association's ACA Code of Ethics along with investigation of other professional ethical codes. Case studies presenting common dilemmas and conflicts are extensively analyzed to identify potential risks and areas of concern, to recognize the ethical standards involved, and to understand essential principles for preventing ethical violations or properly resolving ethical issues. Students will examine the theoretical and philosophical issues fundamental to fully comprehending the codes. Major themes of study include the following: Professional socialization / relationships, the role of the professional organization, confidentiality and privacy, proper assessment and interpretation of data, supervision and training, distance counseling, technology and social media, the legal responsibilities and liabilities involving record keeping, third party reimbursement and other considerations pertaining to independent practice and inter-professional cooperation, ethics, and family law. Students will learn advocacy processes for addressing institution and social barriers that impede equity and success for clients.

COUN 6333 Advanced Counseling and Psychotherapy Techniques (3 cr.) The application of a range of treatment interventions aligned with the major theories of counseling establishes the framework for effective result-oriented counseling. Students will learn to skillfully apply counseling theory in real-world settings by intense study of theory-specific approaches to case conceptualization and treatment planning. Students will examine the evidence base for each theory as well as unique applications for specific culturally and sexually diverse populations. Students will design and perform counseling sessions based on the conceptualization of treatment that incorporates a wide range of treatment interventions. Models for performing treatment can include distress tolerance skills, emotion regulations skills, cognitive thinking strategies, cognitive-behavioral methodologies, belief processing and cognitive reframing, therapeutic relaxation and mindfulness, thinking strategies, experiential changes techniques, psycho-physiological methods, and advanced therapeutic language skills.

COUN 6353 Human Sexuality in Counseling (3 cr.) Human sexuality issues will be explored with an emphasis on assessment and intervention in mental health counseling practice. The course is designed for counselors whose work will bring them into contact with clients experiencing problems and concerns with their sexuality. The course will develop: a) students' knowledge base related to human sexuality, b) an understanding of the varied sexuality issues which may be encountered in professional counseling practice, c) students' skills in assessment and intervention skills with sexuality issues, and d) increased awareness of one's personal perceptions, attitudes and affect related to sexuality issues. Course participants will become more effective in identifying, assessing and intervening with human sexuality related counseling issues.

COUN 6363 Community Counseling (3cr.) The fundamental concern of community counseling involves increasing client functioning by providing ways to integrate professional services that accommodate individuals and communities in meeting mental health and social needs. The areas of application can include mental health agencies, organizations and work settings, businesses, schools, courts, hospitals, the military, churches, and social institutions. The general goal is for students to learn to promote positive changes, mental health, and empowerment at individual and systemic levels that impact the individual person and families within community entities.

COUN 6433 Assessment of Individuals and Families in Counseling (3 cr.) Mental health assessment provides the counselor with information for performing correct diagnoses, developing treatment plans, uncovering the dynamics underlying psychopathology as part of the total assessment of individuals and families. Students will acquire assessment interviewing skills to include biopsychosocial assessment to increase competence in making and explaining diagnoses with assessments relevant to individual counselors as well as marriage, couple and family counselors. Students will analyze case studies to develop the skills for determining the appropriateness of performing assessment, selecting types of assessment instruments and writing mental health reports. Students will administer and interpret a personality inventory and learn the purpose, basics of interpretation, and rules of administration of various assessment instruments including: Intelligence tests, personality instruments, projective tests, neuropsychological tests, and disorder specific tests.

COUN 6463 Clinical Issues of Aging, Death and Dying (3cr.) Issues of aging, death and dying from a multidisciplinary perspective. This complex field encompasses a wide range of human experiences, emotions, expectations, and realities. This course provides a historical, cultural, biological, sociological, psychological, and spiritual perspective of aging, death, and dying in our society and around the world. Information and skills needed to address ethical and legal concerns related to palliative and end-of-life care will be presented. Palliative care focuses on symptom control and amelioration of suffering, which are often underemphasized in conventional healthcare training. Theories of grieving and the grief reaction, as well as the empirically-based therapeutic interventions available to support and care for the bereaved are covered in this course.

COUN 6533 Intervention for Individuals and Families in Crisis and Trauma (3 cr.) Competent professional counselors need to use methods for the practical application of research for professional development in the wider range of human issues and psychopathology. By discovering and providing research-supported information regarding a range of problems, students will become proficient in developing quality treatment plans and skilled interventions to increase the coping and resilience of individuals and families confronted with crises and trauma. The range of problem situations and psychopathological issues include: Issues impacting marriages (financial, work, dual-careers, in-laws, affairs, partner in prison, disasters, abortion); Children in the family (having children, child rearing practices, living together); singleness, separation, divorce, second marriages and beyond, blended families, step-parenting, ex-spouse, being a custodial parent, losing custody, family violence and spousal abuse (physical and sexual abuse, child abuse and neglect), addictions and substance abuse, chronic illness, hospitalizations, dying partner, effect of partner death, effect of a child's
death, gay and lesbian relationships, impact of mental illness, suicide and para-suicidal behavior, homicidally, bullying, adolescent acting out behavior, sexuality and issues of desire, sexual dysfunction, impact of unemployment and under-employment, impact of changes in the socioeconomic standing of the family.

COUN 6633 Addiction and Chemical Dependency Counseling (3 cr.) This course will examine the historical foundations of chemical dependency counseling along with the theoretical and practical acquisition of Models of Addiction and Recovery. Alcoholism and substance abuse; readiness to change; counseling methods, tests and assessments for chemical dependency; and specific knowledge of alcohol and drug research will be a focus of this course. Potential for co-occurring disorders will be explored along with the impact of addiction on families, marriages and couples. Strategies will be examined to reduce the negative effects of substance use dependence and to help clients identify the impact of addiction on life, the effects of continued harmful use or abuse, and the benefits of a life without addiction. To achieve this, students will evaluate and identify individualized strategies and treatment for different populations as well as client stages of dependence and change on recovery.

COUN 6733 Child/Adolescent Psychopathology and Counseling (3 cr.) Students performing differential diagnoses of disorders of childhood and adolescents according to the current DSM, explaining the disorder with an understanding of normative and non-normative aspects of development, and demonstrating the adaptation of a range of counseling theories specifically for working with that population is the primary purpose of this course. Students will examine the principles and practices of developmental psychopathology to comprehend the maladaptive patterns of emotion, cognition, and behavior in order to formulate treatment plans that promote resilience and optimum development and wellness. Students will apply theoretical models and intervention strategies to address an array of developmental, educational, personal, social, and behavioral problems to include such issues as the following: Disasters, crisis, trauma, death, violence, divorce, substance abuse, victimization of abuse, or debilitating medical conditions.

COUN 6833 Group Dynamics and Counseling (3 cr.) Applying the various theoretical models to group counseling and analyzing group dynamics in a therapeutic setting is important for the professional counselor. Students will extensively study the basic elements of group process, deal with ethical and professional issues special to group work, and determine how to apply key concepts and techniques of approaches to group counseling. Students will participate in an applied lab activity to experience the group process to acquire skills in group psychotherapy methods and demonstrate effective facilitation of a counseling group. Methods for receiving referrals, adapting groups to various settings, assessing appropriate membership, and preparing participants for receiving appropriate benefits from the group process will be presented.

COUN 6863 Psychopathology Diagnostics and Treatment Design (3 cr.) Diagnostic skills are comprised of a complex set of principles and guidelines and are supported by a firm grasp of case conceptualization and hypothesis building. The course will include practice in diagnostic skills, case conceptualization, and treatment planning. This course will build a) a working knowledge of the diagnostic process, including differential diagnosis, and the use of diagnostic tools; b) a working knowledge of the diagnostic criteria for mental and/or emotional disorders; c) an ability to discern pertinent diagnostic information from a case study, assessment, or intake; d) an understanding of the relevance and potential biases of commonly used diagnostic tools as they apply to diverse populations; e) an ability to identify and make use of resources for case conceptualization and intervention; f) an ability to work collaboratively in group diagnostic and treatment teams; and, g) an understanding of culturally relevant diagnostic processes.

COUN 6900 Practicum/Internship Counseling Forum (3 Cr.) The orientation to the practicum / internship field experience for the professional counselor will be presented. Students will be provided with documents required to begin qualifying for the field experience. Students will be enrolled in a practicum / internship university supervision group with a university supervisor in which they will participate throughout their field experience concluding by students enrolling in and completing one of the following courses: COUN 6933-9 Practicum/Internship for Clinical Mental Health Counseling or COUN 6943-9 Practicum/Internship for Addiction and Substance Abuse Counseling or COUN 6953-9 Practicum/Internship for Marital, Couples and Family Counseling/Therapy.

COUN 6973 Practicum (3 Cr.) Supervised clinical experience and practice in counseling fieldwork in the Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Martial, Couples, and Family Therapy (depending on the student’s degree emphasis) as approved by the School Chair. The Practicum occurs concurrently with course work and follows guidelines set forth in licensure preparation and CACREP standards. The Practicum will total a minimum of 100 hours of over a minimum of a 10-week period.

COUN 6983 Internship (3 Cr.) Advanced supervised clinical experience and practice in counseling fieldwork in the Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Martial, Couples, and Family Therapy (depending on the student’s degree emphasis) as approved by the School Chair. The Internship occurs concurrently with course work and follows guidelines set forth in licensure preparation and CACREP standards. The Internship will total a minimum of 600 hours of service. Minimum totals can be increased to accommodate various state practicum requirements for online students.

COUN 6993 Advanced Internship (3 Cr.) Advanced supervised clinical experience and practice in counseling fieldwork in the Clinical Mental Health Counseling, Addictions and Substance Abuse Counseling, or Martial, Couples, and Family Therapy (depending on the student’s degree emphasis) as approved by the School Chair. The Advanced Internship occurs concurrently with course work and follows guidelines set forth in licensure preparation and CACREP standards. The Advanced Internship will total a minimum of 600 hours of service. COUN 6993 will be utilized for students in states requiring additional internship hours to accommodate various state practicum requirements for online students.

CRJS (Criminal Justice)

CRJS 3003 Victimology (3 cr.) This course examines a wide range of victimization experiences from the perspective of the victim, their families, and society. Crimes studied include robbery, burglary, carjacking, assault and battery, rape, domestic violence, stalking, homicide, arson, child sexual abuse and exploitation, child pornography crimes, federal crimes, identity theft, terrorism, and Internet crimes. Emphasis is on exploring the etiology of trauma, motivational issues of offending, response patterns to victimization, secondary trauma effects of victimization, and community and media response.

CRJS 3103 Introduction to Criminal Justice (3 cr.) An examination of the major components of the Criminal Justice system - law enforcement,
courts and corrections - including historical and social perspectives; the roles and functions of various agencies; and the processes involved in the administration of justice.

CRJS 3113 Criminology (3 cr.) Criminology is an introductory course in the study of criminal behavior, focusing on the various theories of crime causes. This course focuses on criminal behavior, intercultural aspects, societal reaction to crime, and criminological methods of inquiry.

CRJS 3203 Effective Personal Management for Criminal Justice Professionals (3 cr.) A study to assist the criminal justice professional in managing self-perception, positive attitudes, and personal and career goals.

CRJS 3303 Criminal Justice Philosophy and Practice (3 cr.) A social, political, legal, and philosophical examination of contemporary criminal justice policy. Includes an analysis of ethical issues confronting the police, courts, and corrections and their impact on criminal justice practitioners.

CRJS 3403 Management Principles for Criminal Justice Agencies (3 cr.) A study of the five parts of managing organizations: planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to criminal justice agencies.

CRJS 3413 Domestic Violence (3 cr.) Domestic violence between adults including spousal abuse and elder abuse are examined. Aspects include the psychological and sociological factors of violence, dominance, and control. The officer’s communication in such a setting including intercultural aspects are stressed. The legal perspective includes discussion of proactive arrest policies, restraining orders, and anti-stalking legislation.

CRJS 3503 Criminal Law I (3 cr.) Emphasizes the provisions of the Constitution which directly relate to the powers of both federal and state law enforcement officers and prosecutors, and limitations on these officers. Decisions and constitutional issues relevant to the first, fourth, fifth, sixth, eighth, and fourteenth amendments will be stressed.

CRJS 3513 Criminal Law II (3 cr.) An examination of the nature of the criminal acts of substantive criminal law including defining the necessary elements and punishments of each act.

CRJS 3703 Criminal Procedures (3 cr.) Students will study the entire criminal justice process, from police investigation to post-conviction appellate review of convictions.

CRJS 3813 Community Relations (3 cr.) Basic concepts and principles of community relations with major emphasis on understanding human beings and how to utilize this information in a practical way.

CRJS 4003 Cultural Diversity: The Color of Justice, Race, Ethnicity, and Crime in America (3 cr.) This course is an examination of current issues and social problems relating to the administration of justice in a culturally diverse society. Special focus of the course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is a cross cultural communication, implementing cultural awareness training, multicultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups.

CRJS 4013 Human Trafficking (3 cr.) Critically examines the global problem of human trafficking. Using a historical and comparative framework, this course reveals variation in human trafficking patterns in different regions of the world and efforts to combat human trafficking by means of prevention, protection, prosecution, and partnership.

CRJS 4103 Identification, Collection, and Preservation of Evidence (3 cr.) This course exposes students to crime scene evidence, collection techniques, protection of the scene, interview skills, and the various uses of modern technology in preserving and analyzing evidence. An analysis of the rules of evidence with an emphasis on the conceptual and definitional issues of admissibility, relevancy, materiality, weight, burden of proof, presumptions, types of evidence, judicial notice, evidentiary privileges, best evidence, opinion evidence, and hearsay evidence and its exceptions.

CRJS 4113 Principles of Investigation (3 cr.) The course is intended to develop general understanding of the science of inquiry and provide presentation of techniques, skills and limitations of the modern criminal investigation. Consideration includes all aspects of criminal investigation, as a system of thought and action. Discussion is centered on methods applied in detecting, examining and interpreting factual and legal dimensions of criminal cases. The course also examines concepts and methods of investigation of specific forms of crime (homicide, rape, robbery, etc. ...).

CRJS 4203 Administrative Communications (3 cr.) A study of key managerial communication concepts and skills used to diagnose communication problems and to communicate agency information and policies. Includes oral and written communication systems and techniques for the manager with emphasis on interviews, conferences, discussions, listening, small group, and intra- and interagency communications.

CRJS 4303 Methods of Operations Supervision (3 cr.) Emphasis is on the functions of the supervisor as the link between middle management and the operative work force. To supervise is to oversee people, and supervision is, therefore, a function of all managers. The first-line supervisor is in a unique position to influence positively the productivity and morale of rank-and-file workers. This course focuses on three major functions of the supervisor: leading, producing, and training. It applies methods and techniques that have been used successfully in government and business to develop effective supervisors.

CRJS 4402 Police Operation Patrol (2 cr.) This course is designed to acquaint the student with the methods of planning and control for operations. Topics include planning for personnel, equipment, supplies, and facilities; budget development and administration; scheduling; equipment and facilities maintenance; and quality control and maintenance.

CRJS 4403 Police Administration (3 cr.) The student will evaluate policies and procedures that are utilized in all phases of police administration. These include judicial decisions, which impact the legal status of the operation of police agencies. Additionally, administrative issues inherent in both large and small police organizations are assessed including: the history and context of police administration, police organizational tasks, leadership in the police organization, the role of the police manager, and the role of citizen oversight. Oversight committees addressing police accountability for community enforcement services are analyzed.

CRJS 4503 Contemporary Issues in Criminal Justice (3 cr.) An analysis of
issues germane to criminal justice in a changing society. Explores topics relevant to issues and trends in law enforcement, courts, and corrections.

CRJS 4513 Interview and Interrogation Techniques (3 cr.) This course is designed to familiarize students with basic communication concepts as well as basic concepts, processes, techniques, and legal aspects of interview and interrogation used in the field of criminal justice. The course will address the differences and similarities between interview and interrogation; different types, uses, and processes of interviews; various forms of verbal and nonverbal communication; and specialized types of interviews, such as probing, selection, counseling, and persuasive. Prerequisite: CRJS 3113 and COMM 1103.

CRJS 4523 Patrol, Criminal Interdiction and Drug Trafficking (3 cr.) All traffic stops are unpredictable situations that can lead to a simple warning or citation to the apprehension of violent and dangerous suspects. The student will learn how to detect various types of criminals on traffic stops, including drug and contraband smuggling. Additionally, the course will examine the current interdiction strategies being used at the local, state, and federal levels. Prerequisite: CRJS 3113.

CRJS 4533 Anti-Terrorism and Homeland Security (3 cr.) This course examines emergency planning, risk analysis of communities, and creation of comprehensive plans. Threat assessment, staffing, agency coordination, and communication are addressed to create resilient and vigilant communities. Case studies are examined and discussed, including natural and manmade disasters, radicalism, and acts of terrorism. The course bridges the core strategies and philosophies of community policing and homeland security. Prerequisite: CRJS 3113.

CRJS 4704 Field Experience (4 cr.) Designed to broaden the educational experience through appropriate observational work assignments.

ED [Education]

ED 5111 Program Orientation (1 cr.) Introduction to graduate studies and requirements for the School Principal program.

ED 5113 Research Methods (3 cr.) This course is an introduction to historical, experimental, descriptive, and survey research as they relate to seeking solutions to problems within the field of education. Research techniques, the analysis of research results, and the uses of research are examined in this course.

ED 5123 Fundamentals of Public School Leadership (3 cr.) Basic principles and practices in modern school administration will be studies including: Basic Theories of Administration and Leadership, Developing a Strong School Climate and Culture, Improving School Climate and the Learning Environment, Elements of School Culture and How to Mold Organizational Culture, The Principal as an Instructional Leadership, The Organizational Leadership Role of the Principal, Ethical Decision-Making, and Leadership and Student Success - Data Driven Decision-Making.

ED 5133 Current Issues in Public Education (3 cr.) A study of the trends, issues, and problems in education related to the student, program, school organization, staff, material and Master of Education, the school building, and the process of innovation and change.

ED 5143 Educational Psychology: Psychology behind Learning (3 cr.) This course focuses on theories and principles of psychology as they relate to education, particularly with respect to motivation, learning and development in students. Educators will apply these ideas toward the development of strategies designed to improve instructional experiences for a variety of student populations.

ED 5153 Language Acquisition, Literacy, and Reading (3 cr.) This course supports the educator with best practices for ongoing language development for all student-learners. Skills and resources designed to support building student vocabulary, fluency, and reading comprehension will be introduced and applied. In addition, the role of student-learner as communicator will be explored.

ED 5163 Classroom Management and Safe Learning Environments (3 cr.) This course emphasizes the use of consistent, creative, compassionate and effective educator management skills while providing emotional, social, and physical security in the classroom. Educators will research and acquire management tools for building confidence, community and accountability for both teachers and student-learners. In addition, the role of teacher as a model and decision-maker will be examined.

ED 5213 Public Law (3 cr.) Examination of federal and state constitutional provisions, statutes, judicial decisions, and agency regulations which affect education. Special emphasis upon current and emerging issues. Topics will include: Governance of Education at the State and Local Levels, Special Education, Dismissal and Nonrenewal of Employees, Tort Liability, Church-State Issues, Pupil Discipline Issues, and Freedom of Expression for Employees and Students.

ED 5223 Evaluation and Supervision of Personnel and Instruction (3 cr.) The role of the administrator as an instructional leader. Topics will include: Application of leadership theory to clinical supervision, evaluation of faculty and staff and an examination of the administrator’s role as an instructional leader; Evaluation of instructional approaches and programs; and Curriculum evaluation, development, current issues, and trends related to elementary, middle/junior high, and high schools.

ED 5233 The Principalship (3 cr.) A study of principles of K-12 public school administration with an emphasis on organizational structure and the leadership role of the principal. Approaches to problem-solving are also stressed. Topics will include: Visionary and Instructional Leadership, Developing a Strong School Climate and Culture, Developing a School Improvement Plan, Promoting Community Collaboration and Public Relations, Politics of Education, and Leading Organizational Change.

ED 5243 Instructional Strategies and Best Practices (3 cr.) This course examines strategies and practices used in education to support academic growth for all student-learners. Educators will evaluate the implementation of approaches that build student success and explore the role of students as individual learners.

ED 5253 Assessment, Data Monitoring, and Applied Practice (3 cr.) This course explores the use of assessment as a guide to support student-learner success. Educators will research evaluation methods and models and learn to use data for decision-making and planning.

ED 5263 Advocacy for Learning and Creating a Community of Diverse Learners (3 cr.) This course explores the responsibilities of educators to actively consider the needs of various student-learner populations (i.e., students with exceptional needs, socioeconomic disadvantages, ethnic diversities, cultural and religious beliefs, and family dynamics) and the
best practices for addressing them. Educators will research and acquire proactive approaches to build inclusion and community within a school, as part of a classroom setting and through authentic relationship building. In addition, the role of teacher as advocate for student-learners and learner needs will be examined.

ED 5313 Public School Finance (3 cr.) Sources of school finance control of expenditures, and general principles of financial administration. Topics will include: Education Finance Issues including Bond Issues, Insurance, Basic Budgeting Procedures, and Risk Management; Strategic Planning, and Personnel Issues.

ED 5323 Advanced Educational Psychology (3 cr.) Advanced study of psychological principles and theories related to education.

ED 5332 School Administration Practicum and Portfolio (2 cr.) Supervised practical experiences dealing with the administration of public schools. Students will develop and refine competencies in the application of theory to administration practices. A program portfolio will also be submitted and reviewed according to departmental guidelines. (130 practicum/internship hours)

ED 5343 Curriculum Design and Action Research for Improved Practice (3 cr.) This course supports educators as curriculum designers who utilize data-driven lesson planning to meet the needs of student-learners. Educators will investigate best practices in curriculum design and acquire a clear understanding of the benefits of utilizing the action research process to guide decision-making.

ED 5353 Communication and Technology in Education: Etiquette and Trends (3 cr.) This course explores expectations and boundaries of written and spoken communication by educators. Students will study the etiquette of various forms of communication used to express information to stakeholders. In addition, through this course of study, the role of technology as a growing tool for classroom instruction, assessment, and communication will be analyzed.

ED 5363 Teacher Leadership and Professional Contribution (3 cr.) This course examines the numerous aspects of the educator as a professional leader. Educators will study leadership concepts and opportunities in the field. In addition, the role of the educator as a contributor to the profession of education will be explored.

ED 5423 Measurement and Evaluation in Public Schools (3 cr.) An introductory course in statistical methods designed primarily for graduate students in the behavioral and social sciences. The course presents basic statistical concepts with an emphasis on the logic of inferential statistics.

ED 5432 Building-level Internship (2 cr.) Supervised practical experiences dealing with the administration of public schools. Students will develop and refine competencies in the application of theory to administration practices. A program portfolio will also be submitted and reviewed according to departmental guidelines. (130 practicum/internship hours)

ED 5443 Legal and Ethical Issues in Education (3 cr.) This course explores law, policy and ethics within the field of education. Educators will explore precedents set through case law and acquire resources that support expertise in educational decision-making. In addition, through this course of study, the role of the educator as an ethical leader and community model will be analyzed.

ED 5453 Capstone in Curriculum and Instruction (3 cr.) This course brings together the application of skills and concepts developed throughout the program. Educators will submit reflections on experiences as an ongoing learner and evidence of mastery pertaining to program outcomes and expectations, culminating in a portfolio of resources to support the role of teacher-leader in the field of education.

ECED [Early Childhood Education]

ECED 2102 Methods of Early Childhood Education/Introduction to Early Childhood (2 cr.) This course helps students identify developmentally appropriate programs for young children including: child care, Head Start, special education and public school early childhood programs. Students should be able to describe and apply concepts in ages and stages of child development, the value of play, state and national standards related to developmentally appropriate early childhood education, and issues and trends in the early childhood education profession.

ECED 3103 Nutrition and Physical Development in Early Childhood (3 cr.) This course examines basic health, safety and nutrition concepts that meet the needs of the young child in group settings. Psychological issues related to the nutrition of children, recognition of communicable diseases in young children, child abuse prevention and recognition, age-appropriate safety issues as well as state and federal regulations will be studied. Content also includes a study of the principles of creating developmentally appropriate physical development curriculum for young children.

ECED 3203 Early Childhood Development and Learning (3 cr.) This course addresses developmentally appropriate practices and the teacher’s role in supporting the education and development of young children ages birth through eight. An emphasis is placed on curriculum planning including goals and objectives, environment, materials, and settings which meet standards set forth by the National Association for the Education of Young Children (NAEYC) and the Oklahoma Priority Academic Student Skills. Field experiences required.

ECED 3223 Literacy Methods for Early Childhood (3 hrs.) This course focuses upon the National Association for the Education of Young Children (NAEYC) and Oklahoma State Reading/ English Language Arts Standards as they relate to Early Childhood grade level indicators, with emphasis on reading and writing processes and applications. The focus will be on teaching children to consider themselves to be readers and writers from the time they can listen to a story or hold a pencil. Comprehension strategies such as predicting & confirming, retellings, language experience activities, and literature circles and literature response activities will be tied in with age appropriate experiences for the authoring process, literature appreciation, and authentic oral and silent reading practices. Appropriate use of authentic assessment techniques, language/literacy immersion, multicultural literature, techniques for teaching to the multiple intelligences and the use of research and technology in the teaching of reading will help teacher candidates learn to teach to the individual. A supervised (ten) 10 hour field experience in an early childhood setting will include activities developing reading related materials (such as an interactive bulletin board), planning and teaching lessons with the guidance of the professor and the cooperating teacher, and field experience reports reflecting upon classroom observations and activities as they relate to concepts studied in class. Offered every fall semester.
ECED 3243 Math and Science Methods for Young Children (3 hrs.) This course is designed to prepare early childhood professionals to promote mathematical and scientific concepts in children from birth - grade 3. Topics include one to one correspondence, sorting, building shapes, measuring, estimating, classifying, patterns, terms, graphing, observing, predicting, problem solving and discovery through inquiry based hands-on exploration. Five (5) hours of field observations in a specified early learning environment are required. Offered every fall semester.

ECED 4103 Family and Community Relationships in Early Childhood Education (3 cr.) This course is an overview of the roles and relationships of the family and community related to early childhood education as well as the physical, cognitive, social, and emotional growth of the child in a diverse society. The content includes benefits of and strategies for developing positive, collaborative relationships with families in an early childhood setting ages birth through eight.

ECED 4203 Guidance, Observation and Assessment of Young Children (3 cr.) This course examines observation/assessment techniques and the incorporation of information gathered in an effort to implement a high quality early childhood classroom. Observations and assessments are key elements in planning and differentiating instruction that fosters growth and development in young children. This course is designed to introduce and support students' development of skills related to the observation and interpretation of children's daily activities and behaviors. Child guidance and classroom management issues will be addressed as they pertain to general education, special education and children from diverse backgrounds.

ECON [ECONOMICS]

ECON 2303 Macroeconomics (3 cr.) Macroeconomics principles, such as national income, production, employment, the money and banking system, the modern theory of national income, economic growth, inflation, and the problems of economic stabilization. Offered fall semester: odd numbered years.

ECON 2403 Microeconomics (3 cr.) Surveys microeconomic principles, applications to the firm, concepts of demand, supply, pricing, and resource allocation under various competitive conditions. Offered spring semester: even numbered years.

ECON 2503 Survey of Economics (3 cr.) The course defines and illustrates practical applications of the five key principles of economics (Opportunity Cost, Marginal Principle, Voluntary Exchange, Diminishing Returns, and Real-Nominal) throughout the course. The course covers both Microeconomic and Macroeconomic disciplines. The course will provide the student with practical economic exposure that will be beneficial to the student’s in future managerial positions. Offered every semester.

ECON 5213 Economic Theory and Application (3 cr.) The course covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. Both macroeconomic and microeconomic principles are covered.

ECON 5223 Managerial Economics in a Globalized Environment (3 cr.) This course applies the principles of economics to rational business operations. The course will focus on managerial economics: demand theory, pricing and elasticity, forecasting and production levels, costs, capital allocation, distribution, and consumption. Students will explore such economic concepts as opportunity costs, the concepts of supply versus demand, profit maximization, and monetary systems. Economic geopolitical events with cause and effect relationships will be highlighted throughout the course.

ECON 5233 International Economics (3 cr.) This course reviews the determinants of aggregate output, employment, wages, unemployment, consumption, investment, international trade flows, interest rates, exchange rates, prices and inflation in open economies; sources and nature of economic growth; effects of domestic and foreign monetary and fiscal policies; effects of trade and exchange rate policies.

EDEL [Elementary Education]

ACEI/IRA standards are instrumental in design focus of EDEL classes.

EDEL 3103 Methods of Reading for Primary Grades (3 cr.) This course is specifically designed to focus on research-based language acquisition, pre-reading skills, at-risk learners, and the reading process. Emphasis is on the five non-negotiable elements in reading instruction (phonemic awareness, phonics, vocabulary, fluency, and comprehension) and different approaches for teaching reading (visual and standard phonics, sight method, language experience approach, whole language, individualized and group instruction, and tutoring systems). Factors that influence child development and learning (uniqueness, family, teacher, multi-cultural, the brain and learning styles) will also be studied. Oklahoma Academic Standards (C3) will be basic to the class content. Five (5) hours of field experience is required in reading, grades K-3. Prerequisite: EDUC 2101, EDUC 2102, and acceptance into the Teacher Education Program. Offered every fall semester.

EDEL 3203 Methods of Reading in the Intermediate Grades (3 cr.) This course is specifically designed to build a framework for understanding the literacy development, assessment and instruction of reading for students in the intermediate (fourth through eighth) grades. Attention will be given to the five components of reading instruction, especially fluency, word identification, vocabulary and comprehension. Reading approaches, reading as it relates to language and literature, reading in the content area, study skills, and readers with special needs will also be addressed. Classroom management, motivational techniques, rights of students, teachers, and parents will be studied. Oklahoma Academic Standards will be aligned to the classroom content. Five (5) hours of field experience are required. Prerequisite: EDUC 2101, EDUC 2102, and EDUC 4203, EDEL 3103 Methods of Reading in the Primary Grades which is taken concurrently with this course and acceptance into the Teacher Education Program. Offered every fall semester.

EDEL 3303 Methods of Elementary Science (3 cr.) This course includes the study of curriculum, concepts, methods, and materials in science and health education in the elementary school. Emphasis will be placed on cognitive development for children in primary grades and intermediate/middle school grades, objectives designed to increase understanding of scientific methods, laws and principles, classroom management, community/parent relations, and the use of technology in the science classroom. Oklahoma Academic Standards (C3) will be basic to the class content. Five (5) hours of field experience is required. Prerequisite: EDUC 2101, EDUC 2102, or BIOL 1214, NATS 2101, NATS 2103, and acceptance into the Teacher Education program. Offered every fall semester.

EDEL 3403 Children's Literature (3 cr.) This course is designed to help the student acquire a wide acquaintance with children's literature, both old and new, and to learn ways and means to develop, stimulate and guide children's reading of literature presented. In addition, it will assist future teachers in guiding children toward a more comprehensive creative and insightful utilization of literary materials. Prerequisite: EDUC 2101, EDUC 2102, and acceptance into the teacher education program.
EDEL 3503 Methods of Elementary Music and Art Integration (3 cr.) This course is designed to teach methods of general music and visual art in grades K-8. The emphasis will be to integrate music and art into the core subjects to enhance students' academic performance, social skills, content learning, and to become an integral part of the students' lives. The six essential components needed for an elementary classroom music program will be addressed (listening, moving/dancing, singing, reading, making and playing instruments, and creating). Classroom management of time, materials, and students will be included. Art/music appreciation and creativity will be taught and encouraged. The Priority Academic Student Skills (PASS) will be basic to the class content. Five (5) hours of field experience is required in art/music classes K-8. Prerequisite: EDUC 2101, EDUC 2102, EDUC 4203 and EDUC 4213 and accepted into the Teacher Education Program. Offered every fall semester.

EDEL 4304 Diagnostic and Prescriptive Reading with Reading Practicum (4 cr.) Teacher candidates enrolled in this course will explore a wide range of issues and factors related to language and literacy assessment and instruction. They will also examine the best practices for and develop proficiency in supporting children's language and literacy development from first through eighth grades. In the practicum, teacher candidates will assess a student; interpret assessment findings; identify their strengths and needs as language and literacy learners; and choose instructional strategies for tutoring purposes in order to develop their students' ability to become strategic readers and writers. Oklahoma Academic Standards (C3) fifteen (15) hours of field experiences is required. Prerequisites: EDUC 2101, EDUC 2102, ECED 3223, EDEL 3203, and acceptance into Teacher Education Program. Offered each fall semester.

EDEL 4503 Methods of Elementary Language Arts (3 cr.) This course includes methods of instruction in grammar, spelling, handwriting, purposeful writing, listening, speaking, visual literacy, and reading the genre of children's literature for the elementary language arts program. Attention is given to evaluation of curriculum, classroom management and organization, assessment of reading and writing, educational media, and the importance of language arts skills in all subject areas. Oklahoma Academic Standards (C3) will be basic to the class content. Five (5) hours of field experience is required in K-8 language arts classrooms. Prerequisites: EDUC 2101, EDUC 2102, EDUC 4203, and EDUC 4213 and acceptance into the Teacher Education Program. Offered every spring semester.

EDEL 4603 Methods of Elementary Social Studies (3 cr.) This course draws upon the various disciplines of social studies. Technology resources, classroom diversity needs, classroom management, character values including respect and responsibility, and citizenship education will be studied. Models of civic courage, democratic ideals and practices, tragedies and victories of the American way (liberty and justice for all) will be subjects of study. Debate and decision making are part of the Social Studies curriculum. The competencies of National Council for the Social Studies are incorporated into the objectives of the course. Oklahoma Academic Standards (C3) will be basic to the class content. Five (5) hours of field experience in social studies classrooms are required. Prerequisites: EDUC 2101, EDUC 2102, EDUC 4203 and EDUC 4213 and acceptance in the Teacher Education Program. Offered every spring semester.

EDEL 4803 Methods of Elementary Math (3 cr.) This course has as its focus the methods and materials, including technology for teaching elementary school mathematics. The purpose of the course is to help pre-service students become confident in their ability to teach mathematics so they can do the same for their future students. It is predicated upon a constructivist approach to teaching elementary mathematics as recommended by the NCTM Principles and Standards for School Mathematics. Oklahoma Academic Standards (C3) Emphasized are the content of elementary mathematics, and the methods and materials useful to teach it. Five (5) hours of field experience is required. Prerequisites: MATH 1513, EDUC 2101, EDUC 2102, EDUC 4203 and EDUC 4213 and acceptance in the Teacher Education Program. Offered every fall semester.

EDUC [Professional Education]
EDUC 2101 MACU Teacher Education Orientation (1 cr.) This course is intended to introduce teacher candidates to the requirements for state certification set forth by the Oklahoma Commission for Teacher Preparation (OCTP). Teacher candidates will also be introduced and learn the Global Vision Conceptual Framework and other MACU education requirements. Before being accepted in the School of Teacher Education, all students are required to pass this course. Prerequisite: Completed 21 hours of general education. Co-requisite: EDUC 2102. Offered every semester.

EDUC 2102 Educational Foundations (2 cr.) This course is intended to introduce teacher candidates to the field of education. Historical, philosophical, sociological, and curricular foundations of American education; current issues of multicultural education, governance, and support of American education; and legal issues will be explored. Co-requisite: EDUC 2101. Offered every semester.

EDUC 3103 Educational Psychology (3 cr.) This course includes basic and current learning theories, psychological principles applied to learning, and classroom management and assessment. Twenty-five (25) hours of field experience is required. Prerequisite: PSYC 1103, EDUC 2101 and EDUC 2102. Offered every spring semester.

EDUC 3233 Probability and Statistics for Teachers (3 cr.) The study of rational numbers, decimal notations, real numbers, probability, and statistics. Collection, recording, and data analysis to enable data-based decisions will also be explored.

EDUC/MUSI 3652 Methodology of Orff, Kodaly, and Dalcroze (2 cr.) An in depth study concentrating on special instructional techniques of Orff, Kodaly, and Dalcroze. Vocal Music teacher education only.

EDUC/PSYC 3303 Development Across the Life Span (3 cr.) This course is a study of human development and the nature of those social structures which impact it, especially the development of personality, attitudes, habits, intelligence, and Christian ideals. Prerequisite: PSYC 1103.

EDUC 4203 Instructional Strategies, Management, and Assessment I (3 cr.) This course provides practice in the educational theories of effective instructional strategies, classroom management, and a variety of assessments, especially alternative and authentic assessments; and the involvement of parents/caregivers and the community in the learning process. Offered every spring semester.

EDUC 4213 Instructional Strategies, Management, and Assessment II (3 cr.) This course further develops the knowledge base ad skills from EDUC 4203 Instructional Strategies, Management, and Assessment I. Prerequisite: EDUC 4203. Offered every fall semester.
EDUC 4223 The Exceptional Child (3 cr.) This course is an introduction to the characteristics, needs, problems, and behavior patterns of exceptional children; and the various educational approaches used with them. Topics central to special education today – inclusion, diversity, assistive technology, collaboration, and multidisciplinary teams, will all be studied. The intellectual, physical, emotional, and behaviorally handicapped children will be studied, as well as gifted children and handicapped adults. Ten (10) hours of field experiences in special education and gifted classes will be required. Offered every fall semester.

EDUC 4403 Methods of Teaching Music in the Elementary School (3 cr.) Basic principles, theories, procedure, lesson planning, introduction to (but NOT certification of) Orff and Kodaly, and materials necessary for teaching general vocal music at the elementary level. Evaluation, curriculum, media, research applications and implications of music. Twenty (20) hours of field experience is required. Prerequisite: EDUC 2101, EDUC 2102, EDIC 4203 and EDUC 4213 and acceptance into the Teacher Education Program. Offered fall semester: odd numbered years.

EDUC 4503 Methods of Teaching Music in the Secondary School (3 cr.) Basic principles, theories, procedures, curriculum, evaluation, media, and materials necessary to teach choral/vocal music at the secondary level. Includes development of teaching units and the study of basic research and pedagogy of teaching choral music; Male Glee Club, Female Glee Club, Show Choir, A Cappella Choir/Concert Choir, and Mixed Chorus. Twenty (20) hours of field experience is required. Prerequisite: EDUC 2101, EDUC 2102, EDUC 4203 and EDUC 4213. Offered fall semester: odd numbered years.

EDUC 4603 Methods of Teaching Secondary Social Studies (3 cr.) This course is designed for prospective secondary social studies teachers, the course provides the teacher candidate opportunities to learn and demonstrate knowledge, skills, and dispositions appropriate for teaching social studies. Attention is given to curriculum design, classroom management, assessment, research-based best practices, interdisciplinary approach to social studies, technology in the social studies classroom, and professional development. Oklahoma Academic Standards (C3) will be basic to the class content. Thirty (30) hours of field experience is required. Prerequisite: EDUC 2101, EDUC 2102, EDUC 4203 and EDUC 4213, 30 hours in social studies, and acceptance into the teacher education program. Offered spring semester: odd numbered years.

EDUC 4703 Methods of Teaching Secondary Mathematics (3 cr.) A course that provides familiarization with the goals and techniques of teaching mathematics, current research on mathematics education, and materials associated with teaching mathematics at the secondary level. This course is designed to be taken the semester before student teaching. Prerequisite: EDUC 2101, EDUC 2102, EDUC 4203 AND EDUC 4213, and MATH 2313. Offered spring semester: even numbered years.

EDUC 4803 Methods of Teaching Secondary English (3 cr.) This course is designed for prospective secondary English teachers. This course concentrates on teaching English as a written form of communication. The focus will be on inquiry, reflection, and design; the processes of writing; the relationship of reading and writing; grammar and usage; development of teaching units and curriculum; classroom applications; authentic assessment of writing; writing and instructional media; the relationship between writing and other forms of communication, the development of the teacher as researcher; the teacher as model; and research and professional issues in this area. Oklahoma Academic Standards (C3) will be basic to the class content. Thirty (30) hours of Field experience is required. Prerequisites: EDUC 2101, EDUC 2102, EDUC 4203 AND EDUC 4213 ENGL 4203, and acceptance into the Teacher Education Program. Offered fall semester: even numbered years.

EDUC 4909 Student Teaching (9 cr.) This course gives the student teacher firsthand experience in the school setting through observation/teaching in an accredited school. He or she will spend sixteen weeks in this course with fourteen weeks in the actual classroom under the supervision of both a cooperating teacher at a cooperating public school and the university supervisor. A teacher work sample and video tapes will be completed. Prerequisite: completion of classes in specialization and professional education. Offered every semester.

ENGL [English]

ENGL 0103 Introduction to College English (3 cr.) This is a study in the essentials of English grammar, usage, sentence structure, mechanics, spelling, and paragraph writing. Students who score below 17 on either the English or Reading subtest of the ACT will be placed in this class. Offered every semester.

ENGL 1103 English Composition I (3 cr.) This is a study of the essentials of writing for audience and purpose with an emphasis on persuasive writing, critical thinking, and style. Prerequisite: ACT score of 17 or higher; passing the CAGS AA Writing and Reading Placement Assessment, UNIV 0171, or ENGL 0103. Offered every semester.

ENGL 1203 English Composition II (3 cr.) This course emphasizes research writing techniques, persuasive writing, critical thinking, style, and the influence of language. Prerequisite: Grade of a “C” or above in English 1103. Offered every semester.

ENGL 1403 Honors English Composition (3 cr.) This course focuses on a systematic analysis of the components of effective writing including critical thinking skills, idea generating, essay pre-planning, drafting, and revising of writing projects. Additionally, students will write critical responses to assigned readings. Open to students with an ACT English score of 22 or higher. The course will fulfill the ENGL 1103 requirements. Credit may be earned for only one of the courses ENGL 1103 or ENGL 1403. Offered on demand.

ENGL 2103 British Literatures Survey I (3 cr.) This course is a study of English literature from the Old English period to the restoration and 18th century with an emphasis on literary analysis, literary theory, and the relationship of literature and cultural milieus. Prerequisite: ENGL 1103 and ENGL 1203. Offered fall semester: even numbered years.

ENGL 2203 British Literatures Survey II (3 cr.) This course is a study of English literature from the Romantic period to the present with an emphasis on and the relationship between literature, historical setting and cultural milieus. Offered spring semester: odd numbered years.

ENGL 2303 World Literature Survey: The Ancient World to the Renaissance (3 cr.) This course is a study of both western and nonwestern literature from antiquity to 1650 with an emphasis on literary analysis, and the relationship between literature, historical setting and cultural milieus. Prerequisite: ENGL 1103 and ENGL 1203. Offered every fall semester.
ENGL 2403 World Literature Survey: The Renaissance to the Modern Era (3 cr.) This course is a study of both western and nonwestern literature from 1650 to the present with an emphasis on literary analysis, and the relationship between, literature, historical setting and cultural milieu. Prerequisite: ENGL 1103 and ENGL 1203. Offered every spring semester.

ENGL 2503 American Literature Survey: Before 1865 (3 cr.) This course is a study of American literature from the pre-colonial era to 1865 with an emphasis on literary analysis, and the relationship between, literature, historical setting and cultural milieu. Offered fall semester: odd numbered years.

ENGL 2603 American Literature Survey: Since 1865 (3 cr.) This course is a study of American literature from 1865 to the present with an emphasis on literary analysis, literary theory, and the relationship of between, literature, historical setting and cultural milieu. Offered spring semester: even numbered years.

ENGL 2903 Essay Writing (3 cr.) Essay writing assumes that the student has basic mastery of English usage and mechanics. After a brief review of usage and mechanics, this course will spend a great deal of time emphasizing critical thinking and logic skills which are necessary in order to critique or write a college level essay. This course will also emphasize the writing styles appropriate for various audiences. The majority of the writing assignments will consist of journal entries and five-paragraph essays. There will also be an emphasis on basic research methods and techniques for writing research essays. Required for any College of Adult and Graduate Studies undergraduate student who did not earn a B or better in ENGL 1103 and ENGL1203.

ENGL 3503 Advanced Composition (3 cr.) This course is a study of practice, theory, research, and assessment of writing strategies with emphasis on style, editing, the range of print and non-print text, and the relationship between text and the social environment. Prerequisites: ENGL 1103 and ENGL 1203. Offered fall semester: even numbered years.

ENGL 3513 Major Figures (3 cr.) This course provides in-depth study of specific authors and their associated literary movements. Content will vary but will emphasize major authors and their works organized around a theme or era. Prerequisites: Junior standing or special permission. Offered every fall semester.

ENGL 3523 Special Topics (3 cr.) This course is designed to address topics of special interest in the language arts content field. Topics will vary according to student interest and/or curriculum improvement needs. Prerequisites: Junior standing or special permission. Offered every spring semester.

ENGL 3543 Studies in Poetry (3 cr.) This course provides intensive study of the works of selected poets. Prerequisites: ENGL 1103 and ENGL 1203. Offered fall semester: odd numbered years.

ENGL 3703 Creative Writing (3 cr.) This course provides instruction in the scope of the creative experience in language arts with an emphasis on writing short stories, poetry, and drama. Prerequisites: ENGL 1103 and ENGL 1203. Offered spring semester: odd numbered years.

ENGL 3713 Ethnic American Literature (3 cr.) This course studies the literature of American ethnic groups, particularly African Americans, Asian Americans, Hispanic Americans, and Native Americans and may include works by peoples identified with other societal groups. Various genres as written by these groups will be studied. Offered spring semester: even numbered years.

ENGL 3723 Nobel Prize Winning Authors (3 cr.) This course will be a study a study of Prize-Winning authors and their works. Particular attention will be given to their literary contributions, personal backgrounds, the historical contexts that engendered their writing. Offered spring semester: even numbered years.

ENGL 3733 Native American Literature (3 cr.) A study of Native American literature including the oral tradition, storytelling and mythology, focusing on selections by contemporary writers. The class will emphasize works by Native American writers and works associated with Oklahoma and by Oklahoma Native American nations. Offered fall semester: odd numbered years.

ENGL 3923 Cultural Theory and Popular Culture (3 cr.) A study of the relationship between literature and culture. The course will survey a variety of texts such as memoir, folk writing, and traditional fictive genres as they relate to culture. Analysis and contextualization of contemporary media such as film, television, music and hypertexts will also be included. Prerequisites: ENGL 1103 and ENGL 1203. Offered fall semester: even numbered years.

ENGL 4143 Women in Literature (3 cr.) This course offers focused study on literature written by women from one or several literary periods. The approach will be thematic, regional, historical, etc. Prerequisites: ENGL 1103 and ENGL 1203. Offered spring semester: even numbered years.

ENGL 4203 Modern Grammar (3 cr.) This course is a study of semantics, syntax, morphology, phonology, and grammars of the English language with emphasis on the role of cultural contexts. Prerequisite: ENGL 1103, ENGL 1203, and six (6) hours of literature. Offered spring semester: even numbered years.

ENGL 4303 Shakespeare (3 cr.) This is a study of a selection of Shakespearean tragedies and a tragicomedy comedies, and histories with emphasis on literary analysis and the moral and spiritual value of the works. Prerequisite: ENGL 1103 and ENGL 1203. Offered fall semester: even numbered years.

ENGL 4313 Life and Teachings of C.S. Lewis (3 cr.) C.S. Lewis is widely recognized as not only one of the 20th century’s greatest Christian thinkers and apologists, but also as a man of immense literary talent. This course will seek to explore the thoughts and ideas of Lewis and the impact of his writings through study of both his fiction and nonfiction works. Offered spring semester: odd numbered years.

ENGL 4503 History of the English Language (3 cr.) This course is a study of the development of the English language, stressing changes in phonology, morphology, vocabulary, syntax, and orthography of Old, Middle, and Modern English. Authors and works important to the history and development of the English language will also be studied. Prerequisites: ENGL 1103, ENGL 1203, and six (6) hours of literature. Offered fall semester: odd numbered years.

ENGL 4523 Young Adult Literature (3 cr.) This course concentrates on the evaluation and analysis this course concentrates on the evaluation and analysis works written for and by young adults. The interests, problems and attitudes of young adults in contemporary society, as they impact the literature, will be considered. This course concentrates on
the evaluation and analysis of works written for and by young adults. The interests, problems, and attitudes of young adults in contemporary society, as they impact the literature, will be considered. Offered fall semester: odd numbered years.

ENGL 4533 Critical Approaches to Literature (3 cr.) This course is a survey of literary critical theory with deeper study of selected schools of literary criticism. Study of major literary critics and their contributions. Offered spring semester: even numbered years.

ENGL 4543 Language and Popular Culture (3 cr.) This course concentrates on the complexities of teaching the English language to both first language and second language learners with focus on the interrelationship of reading, writing, speaking, listening, viewing, and thinking; visual forms of language; the many varieties of the English language; the impact of cultural and societal events on language; the impact of language on teachers, students and curriculum design; language and self-image; and research and professional issues in this area. Prerequisite: ENGL 4203. Offered spring semester: odd numbered years.

ENGL 4653 Capstone Research (3 cr.) A culminating research project for the English: Literary and Cultural Studies major. In consultation with English faculty, the student will complete a research project exploring literary and cultural studies in an aspect specific to the student’s interests and goals. To be taken during the student’s final semester of enrollment. Offered on demand.

ENGL 4803 Form and Genre in Literature (3 cr.) A firm grasp of how to examine the formal and generic qualities of literary works provides an important foundation for close reading skills and thorough critical analysis of texts. This course explores such qualities in fiction, drama, poetry, non-fiction, and media, and examines how aesthetic choices impact the processes of meaning-making and interpretation. Prerequisites: ENGL 1103 and ENGL 1203. Offered fall semester: odd numbered years.

ENGL 4993 Honor Studies (3 cr.) Honor Studies in English are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor. All work must be completed within one regular semester or one summer. Prerequisites: Ninety (90) hours and approval of instructor and school chair. Offered on demand.

FINC [Finance]
FINC 1103 Financial Planning (3 cr.) This course is designed to develop student knowledge required to become an advisor in the retiree marketplace and for advisors who want a comprehensive understanding of the issues faced during the distribution phase of life. The program is not only designed as an educational program but also contains elements which address marketing education and a marketing programs methods for organizations involved in the retirement advising business. The mission of the class is to produce the financial advisors to retirees in the US marketplace.

FINC 5333 Modern Corporate Finance (3 cr.) This course examines corporate utilization and allocation of monetary resources. Capital budgeting, the time value of money, security valuation, debt-equity structure, international finance weighted average cost of capital, and other financial issues are examined with a view toward providing the student with decision-making tools for risk and investment analysis.

GEOG [Geography]
GEOG 2503 Physical Geography (3 cr.) This course analyzes the distribution of natural features of earth’s environment. Landforms, soils, minerals, water, climate, flora and fauna, and the relationships between these phenomena are expired. Offered every spring semester.

GEOG 2603 Human Geography (3 cr.) This course covers the major organizing concepts of economic and cultural geography. It explores people’s geographic behavior in terms of spatial organization on the earth’s surface, as well as their development of regional political systems. Offered every fall semester.

GLDR [GIANT Leadership]
GLDR 3113 Leadership in Worship Ministry (3 cr.) Powered by GIANT Worldwide, Leadership in Worship Ministry will introduce participants to the foundation principles of “Becoming a Leader Worth Following.” The Course will help students identify, strengthen, and grow their CORE Leadership quotients (IQ, EQ & PQ), through GIANT World Wide Accelerators, GIANT Visual Tools and experiencing applied leadership principles through participation in weekly CORE Groups.

HC [Health Care Management]
HC 3203 Introduction to Health Care Management (3 cr.) A study of the five parts of managing health care organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations. Prerequisite: MGMT 2303.

HC 3213 Fundamentals of Medical Practice Management (3 cr.) This course will introduce students to the terminology, current issues, and changing role of management in the medical practice. Consideration will be given to the legal, ethical, regulatory, technological, practical, and inter-relational aspects of healthcare business management, so that the student may gain a better understanding of the language, planning, and analysis skills necessary to successful organization and administration of the medical practice.

HC 3313 Health Care Human Resource Management (3 cr.) This course reviews the management of human resources, with particular focus on healthcare services environments. It is designed to provide an understanding of the key concepts, principles and practices of Human Resource Management. Topics include recruitment, selection and retention practices, performance evaluation, employee evaluation, employee training and development, compensation and benefit issues, promotion, job design and analysis, legal issues affecting the healthcare workplace, management/labor relations and workplace safety within contemporary health care service organizations. Trends in human resource management in healthcare are also addressed.

HC 3503 Legal Aspects of Health Care Management (3 cr.) This course is structured to present an overview of the general legal rules and concepts governing numerous aspects of the health care industry. The main focus of this course will be on the law as it relates to the delivery of health care in hospitals, nursing homes, medical offices and other medical care environments. The course will analyze the concepts associated with modern tort law as it applies to health care and will also review other areas of law that impact health care including contracts, criminal law, employment law, and other laws governing business.
organizations.

HC 4103 Health Care Economics (3 cr.) Course provides an overview of health care markets. Topics reviewed include supply and demand of medical care, economic tools for health care institutions, impact of government on the health care market, industry market studies, and health care reform. Prerequisite: ECON 2303, ECON 2403, or ECON 2503.

HC 4203 Health Care Operations Management (3 cr.) Course focuses on organizational structure of the health care delivery system and administrative processes including productivity and quality improvement, planning, problem solving, decision making, marketing, human resources management, and counseling.

HC 4303 Health Care Information Systems (3 cr.) An examination of the application of computer and communication technologies for analyzing, forecasting, planning, and health care management functions.

HC 5213 Health Care Management (3 cr.) This course will review the unique nature of planning, organizing, and leading performed by managers in health care organizations. The course will include a review of the functional disciplines of management including; marketing, accounting, finance, legal, information systems, human resource behavior and management, and management science and their application in the health care environment.

HC 5223 Health Care Legal Environment (3 cr.) This course will focus on the law as it relates to the delivery of health care in hospitals, nursing homes, medical offices and other medical care environments. The course will analyze the concepts associated with modern tort law as it applies to health care and will also review other areas of law that impact health care including contracts, criminal law, employment law, and other laws governing business organizations.

HC 5233 Health Care Finance (3 cr.) This course provides an overview of the health care financial issues and explores the current financial climate. Issues in reimbursement structures, regulatory mechanisms, and cost controls are discussed. For profit and not for profit financial statements and annual audits are reviewed and analyzed.

HC 5243 Health Care Information Systems (3 cr.) This course provides an introduction to technological tools that support health care administration, management, and decision making.

HEA/ML Higher Education Administration

HEA/ML 5133 Intro to Qualitative Methods of Administrative Data (3 cr.) Introduction to the basis and use of quantitative methods in government administration. Subjects include systematic research in public administration, measurement theory, bivariate analysis, and hypothesis testing and statistical inference.

HEA/ML 5134 Adult Learner and Instructional Design (4 cr.) Students explore the basic theories and current research in adult education. This course draws from both developmental psychology and adult education to explore the stages of human development, issues concerning adult learning ability, how and why adults learn, and how to determine that learning has taken place.

HEA 5323 Higher Education Law (3 cr.) The course examines U.S. law and court cases pertaining to higher education institutions including an overview of the legal issues involving college and university personnel. Pertinent state and federal statutes will also be used to explain the legal rights and responsibilities of college and university administrators.

HEA 5333 Higher Education Budgeting and Finance (3 cr.) Problems and issues of finance on post-secondary institutions will be addressed. Examines how to develop successful fiscal policy initiatives. A sufficient understanding of the technical material and the political processes involved. The course will also include the impact of budget activities on all areas of administration for higher-education.

HEA 5314 Higher Education History and Administration (3 cr.) This course examines the development of American higher education. It will help students understand the origins of contemporary practices and problems in higher education. The course also gives an overview of organization and administration operations and analyses of social, political and legal influences on colleges and universities.

HIST [History]

HIST 1103 History of World Civilization I (3 cr.) A survey of world history from Antiquity to the Medieval Era. Offered every fall semester.

HIST 1203 History of World Civilization II (3 cr.) A survey of world history from the Medieval Era to present. Offered every spring semester.

HIST 2103 American History I (3 cr.) A Survey of American History to 1877. Offered every fall semester.

HIST/HUMN 2113 The African-American Experience (3 cr.) This course is a multi-disciplinary exploration of the major contours of African-America history, literature, and arts. Temporally, it covers the introduction of Africans to America as slaves through the civil rights movement. The class seeks to include contributions to the subject from the areas of history, sociology, literature, and the arts. Offered on demand.

HIST 2203 American History II (3 cr.) A survey of American History from 1877 to the present. Offered every spring semester.

HIST/POLS 3503 History of the Constitution of the United States (3 cr.) This class is an in-depth survey of the background of this nation's basic governmental document and a careful examination of its authors (often referred to as the Founders), exactly what they wrote, and their intentions as they wrote it.

HIST 3513 History/Literature of Native American Southwest (3 cr.) This course has two focuses – first to explore the major features of Native American history of the southwest and second, to explore the religious affirmations of this group through a literary review of their mythology.

HIST 3903 Oklahoma History (3 cr.) This course is a study of the development of Oklahoma from the early Spanish exploration to the present, including the Indian treaties, coming of settlers, territorial days, and development since statehood. Prerequisite: HIST 2103 and HIST 2203. Offered fall semester: odd numbered years.

HIST 4103 Colonial Period (3 cr.) This class is an exploration of the establishment and growth of the early United States. This includes a historical emphasis not only upon the United States' colonial roots and political development, but also its social structures and cultural institutions. Prerequisites: HIST 2103 and HIST 2203. Offered fall semester: odd numbered years.
HIST 4203 19th Century United States (3 cr.) This course seeks to understand the history of the United States in the 19th century. While generally focusing on America’s territorial, political, industrial and international maturation, this class also explores pivotal events and movements, such as the Civil War, Populism, and the Second Great Awakening. 
**Prerequisites:** HIST 2103 and HIST 2203. Offered spring semester: even numbered years.

HIST 4213 Twentieth Century United States History (3 cr.) A close examination of the United States in this century, beginning with the assassination of William McKinley and coming forward to the present. Special attention will be given to such major events as World Wars I and II, the Great Depression and the New Deal, America’s position of world leadership, and the Civil Rights movement. 
**Prerequisites:** HIST 2103 and HIST 2203. Offered fall semester: even numbered years.

HIST 4313 Modern Latin American History (3 cr.) This course is a historical survey and analysis of Mexico, Central America and the Caribbean. Temporally, the course begins with the Columbian-Native American encounter, proceeds to study the conquest and colonization of the region, the struggles for national independence and nation building and then more recent hemispheric relationships. 
**Prerequisites:** HIST 1103, HIST 1203, and GEOG 2503. Offered spring semester: even numbered years.

HIST 4323 Directed Readings in US History (3 cr.) Readings in selected topics in history to develop factual knowledge, analytical skills, interpretive understanding, and writing skills. Students will engage a variety of media about a chosen subject in US History for the purpose of completing a paper and essay exam in their chosen topic to prepare them for the OSAT in United States History. The students in this class will work with the instructor on an individual basis.

HIST 4403 Historiography/Research (3 cr.) This course possesses two goals. First, the class desires to introduce the student to the critical issues of the discipline of history. This includes issues of both methodology and theory. Second, the course seeks to develop the student’s competence in the area of historical research. This includes being able to develop a topic, securing and evaluating sources, and producing a coherent and insightful academic paper. 
**Prerequisites:** HIST 1103 and HIST 1203, and at least junior standing. Offered spring semester: odd numbered years.

HIST/HUMN 4413 The Hispanic-American Experience (3 cr.) This course is a multi-disciplinary exploration of the major contours of Hispanic-American history, literature, and arts. Temporally, it begins with the Spanish conquest of North America through the recent explosion of the Hispanic population in the United States. The class seeks to include contributions to the subject from the areas of history, sociology, literature, and the arts. Offered on demand.

HIST/HUMN 4613 History/Literature of the Native American Southwest (3 cr.) This course has two focuses – first to explore the major features of Native American history of the southwest and second, to explore the religious affirmations of this group through a literary review of their mythology. Offered on demand.

HIST 4993 Honor Studies (3 cr.) Honor Studies in History are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. 
**Prerequisite:** Ninety (90) hours and approval of instructor and school chair. Offered on demand.

**HR [Human Resources]**

HR 5213 Compensation and Benefits Administration (3 cr.) This course explains and explores the diversity of benefit offerings while discussing the complimentary and distinctively different nature of each in terms of the total compensation package. The evolution of the power of benefits, the challenges associated with administration of benefits, and the laws that govern such administration are also examined.

HR 5223 Human Resource Development (3 cr.) This course examines the dynamics of creating and implementing strategies to improve the effectiveness of employee contributions throughout an organization. This involves the analysis of opportunities to enhance position growth, skills development, performance management etc., to help ensure culture of individual success as well as organization success.

HR 5233 Recruiting and Selection (3 cr.) This course examines the process of recruiting through identification of key sources of talent including the use social media, traditional media, and other creative approaches to identifying pools of eligible talent. The process of selection is then pursued by exploring the processes of screening through the point of extending an offer and onboarding.

HR 5243 Labor Law and Employee Relations (3 cr.) This course delves deeply into the body of employment law that guides and informs the human resource professional's conduct, decisions, and performance of key responsibilities within both union and non-union environments. The course will examine statutory and “case” law and regulations at all levels that have an impact on the employee/employer relationship.

HR 6213 Capstone; HR Body of Knowledge for Professional Certification (3 cr.) This course is specifically designed as a comprehensive review and analysis of the “body of knowledge” and creating a substantive level of familiarity and understanding of the professional field of human resources required to effectively and knowledgeable work within an effective human resource department. The intent of the course is not only to provide a level of knowledge to work effectively, but also to prepare the student to sit for the professional certification through the certifying organization of their choice.

**HUMN [Humanities]**

HUMN/HIST 2113 The African-American Experience (3 cr.) This course is a multi-disciplinary exploration of the major contours of African-American history, literature, and arts. Temporally, it covers the introduction of Africans to America as slaves through the civil rights movement. The class seeks to include contributions to the subject from the areas of history, sociology, literature, and the arts. Offered on demand.

HUMN 3111 Global Issues (1 cr.) In this course, students recognize and understand important issues affecting cultures globally and the consideration of these issues as students interact with citizens from different global areas. This course will explore intercultural awareness of issues of food, energy, and/or water through the lens of gender, the economy, and power. The course will also explore issues involved in international travel and communication. At the end of the course, students will reflect on these issues as they travel internationally and
interact with global communities. This course is a requirement for students who participate in a study abroad program.

**HUMN 3213 Publishing Digital Images (3 cr.)** This course addresses the technical, aesthetic, and conceptual challenges implicit with creating and publishing digital photographs and video online on various forms of social media such as blogs, microblogs and websites. The class is structured on a studio model, in which students can expect to be spending most of their time in the field taking pictures and in class or online working on projects as they learn to utilize visual images for presentation of digital images in various forms of social media.

**HUMN/MISS 3303 World Religions in America (3 cr.)** This course focuses on the world’s major religions – Islam, Buddhism, Hinduism, and Anism within an American context. Utilizing a comparative religions approach, and will seek to provide an intellectual and experiential understanding of these faiths’ theology and worship. Of special interest will be the adaptation of these religions to an American setting as well as American cultural interactions with these faiths.

**HUMN/SOCI 4203 The Ethnicity in America (3 cr.)** This course seeks to give an overview of the major ethnic groups in America with an emphasis upon their arrival and integration with American society at large. In addition, this course also covers the issues of race relations, the source and nature of group tensions, as well as communication and cross-cultural issues that would inform interaction with, and evaluation of, various groups. Offered on demand.

**HUMN/HIST 4413 The Hispanic-American Experience (3 cr.)** This course is a multi-disciplinary exploration of the major contours of Hispanic-American history, literature, and arts. Temporally, it begins with the Spanish conquest of North America through the recent explosion of the Hispanic population in the United States. The class seeks to include contributions to the subject from the areas of history, sociology, literature, and the arts. Offered on demand.

**HUMN/HIST 4613 History/Literature of the Native American Southwest (3 cr.)** This course has two focuses – first to explore the major features of Native American history of the southwest and second, to explore the religious affirmations of this group through a literary review of their mythology. Offered on demand.

**IMUS [Instrumental Music]**

**IMUS 1311-4381 Strings (1 cr. each)** One half-hour lesson per week. Emphasis will be placed on scales, bowing, sight-reading, reading rhythm charts, theory, and performing standard repertoire. Open to all levels, beginner to advanced. Offered every semester

**IMUS 1511-4581 Woodwinds (1 cr. each)** One half-hour lesson per week. Emphasis will be placed on scales, sight-reading, reading rhythm charts, theory, and performing standard repertoire. Open to all levels, beginner to advanced. Offered every semester.

**IMUS 1611-4681 Guitar (1 cr. each)** One half-hour lesson per week. Emphasis will be placed on scales, chording, reading rhythm charts theory, and performing standard guitar literature. Open to all levels, beginner to advanced. Offered every semester.

**IMUS 1711-4781 Brass (1 cr. each)** One half-hour lesson per week. Emphasis will be placed on scales, arpeggios, theory, and performing standard musical literature. Open to all levels, beginner to advanced.

**MATH [Mathematics]**

**MATH 1103 College Math (3 cr.)** Exploration of various topics designed to give the student an appreciation of mathematics and to expose the student to mathematical problems within numerous disciplines. **Prerequisite:** UNIV 0171 or ACT score of 16 or above. Offered every semester.

**MATH 1303 Plane Trigonometry (3 cr.)** In the first part of this course, properties of triangles and trigonometric functions and their applications are explored. Topics include: trigonometric functions, identities, graphs, inverses, and laws. In the second part of this course, a graphical approach to functions will be explored with extensive use of graphing calculators to explore problems and solutions, not just rote memorization. Problem-solving techniques and the programming of graphing calculators will also be taught. **Prerequisite:** ACT Math score of 18. Offered every fall.

**MATH 1513 College Algebra (3 cr.)** This course is a study of the processes of algebra, polynomials, algebraic fractions, graphing linear systems. It is designed for students planning to major in business and natural science programs. **Prerequisite:** ACT Score of 22 or above or complete MATH 1103 with a grade of “B” or approval of Instructor. Offered every semester.

**MATH 2103 Algebra for Teachers (3 cr.)** The elementary major will be presented with a tactile approach to Algebraic concepts. Students will reason mathematically, solve problems, and encourage full participation, design and present lessons that use the hands-on approach to teaching an algebraic concept. Students will develop portfolios and grade lab homework. The (NCTM) standards are presented and explored. Offered every fall semester.

**MATH 2114 Calculus I and Analytic Geometry (4 cr.)** An introduction to the basic concepts of Calculus including limits, derivatives and integrals using graphical, numerical, recurrence relations and symbolic points of view. Emphasis will be placed on using Calculus in problem solving and problem solving techniques will be taught. *(lab included)* **Prerequisites:** MATH 1513 or high school credit for Calculus. Offered every fall.

**MATH 2203 Math for Teachers I (3 cr.)** This course is concerned with the professional development of future elementary teachers in areas of mathematics such as: the nature of mathematics, the contributions of different cultures toward the development of mathematics, and the role of mathematics in culture and society. Mathematical concepts will include but not be limited to: problem solving, sets, numbers, numeration, whole number operations, computation, number theory, fractions, decimals, ratio, proportions, percent and integers. Calculators, computers, and other technological devices will be evaluated. Offered every spring semester.

**MATH 2214 Calculus II (4 cr.)** A continuation of Calculus I. A rigorous development of differential and integral Calculus. Topics on limits, continuity, differentials, and integration theory will be covered. Applications of derivatives and integrals and infinite series and power series will be explored. Problem solving techniques will be used and the basics of logic will be used to prove theorems vital to Calculus. *(lab included)* **Prerequisite:** MATH 2114. Offered every spring semester.

**MATH 2303 Math for Teachers II (3 cr.)** This course is concerned with the planning for and teaching mathematical experiences, dispositions toward teaching mathematics, and teacher responsibilities. Geometric shapes, measurement, geometry using triangle congruence and similarity, geometry using coordinates and transformations, fractals,
and geometric constructions. Calculators, computers, and the internet will be utilized. Offered every fall semester.

MATH 2313 Calculus III (3 cr.) A continuation of Calculus II. Vectors in the plane, parametric equations, three-dimensional vectors, solid analytic geometry, and differential Calculus of functions of more than one variable with applications to directional derivatives, gradients, and line integrals are some of the topics covered. Multiple integrals will be introduced in rectangular, polar, cylindrical, and spherical coordinates. Proofs of certain theorems will be explored. **Prerequisite:** MATH 2214. Offered every fall semester.

MATH 2503 Business Math (3 cr.) Business Math provides solid, practical, and up to date coverage of fractions, formulas, and algebra. It will introduce business topics such as bank services, payroll, taxes, risk management, interest, annuities, depreciation, and financial statements. **Prerequisite:** for CAS Act score of 16 or above. Prerequisite for CAGS: passing the CAGS AA Math Placement Assessment or passing UNIV 0171.

MATH 3103 Linear Algebra (3 cr.) A study of the generalization of the properties of straight lines. Topics include: linear equations, matrices, determinants, vectors, vector spaces, linear transformations, Eigen values and eigenvectors. **Prerequisite:** MATH 1513. Offered every spring.

MATH 3303 History of Math (3 cr.) A survey of the historical development of mathematics. The focus of the course is on the progression of mathematical concepts from their origin to the present. Mathematicians who made significant contributions are highlighted. **Prerequisite:** MATH 1513. Offered every fall semester: even numbered years.

MATH 3403 Discrete Math (3 cr.) An introduction to the fundamental ideas of discrete mathematics and a foundation for the development of more advanced mathematical concepts. Some topics covered include: Number Theory, Sets and operations on sets, logic, permutations and combinations, functions, trees, graph theory and groups. **Prerequisite:** MATH 1513. Offered fall semester: odd numbered years.

MATH/BUAD/PSYC 3703 Introduction to Statistics (3 cr.) The course is a complete introduction to basic statistics as a method of analysis. Statistics is a powerful tool that is used in the business world and in the behavioral science area extensively. This course will provide the student with a working knowledge of statistical terms and formulas. The student will use Microsoft Excel as the medium technology throughout the course. Microsoft Excel spreadsheet program is required for this course. **Prerequisite:** MATH 1513. Offered every semester.

MATH 3713 Statistics Review (3 cr.) This course is a review of basic statistical terms and processes. This class will prepare the student for a post-graduate level Quantitative Methods course if they have not had a statistics course at the undergraduate level or have not had a statistics course for a long period of time and need to be refreshed on the statistical analysis processes. This course will review statistical terms and formulas. If a student has not had an undergraduate Statistics course it will give them the background in statistics that will be necessary to be successful at the post-graduate level. The student will be using Microsoft Excel as the medium of technology throughout this statistics course Microsoft Excel spreadsheet program is required for this course.

MATH 4003 College Geometry I (3 cr.) This course is designed to be a “voyage” through plane geometry and its various branches. The student will be introduced to properties of axiomatic systems and investigate each system. Discussions on Euclidean and non-Euclidean Geometries will be included. Extensive use of Geometer’s Sketchpad software will be required with several laboratory investigations. **Prerequisite:** MATH 2313. Offered fall semester: even numbered years.

MATH 4013 Differential Equations (3 cr.) Ordinary differential equations of first order, higher order linear equations, Laplace transform methods, series methods; numerical solution of differential equations. Application to physical sciences and engineering. **Prerequisite:** MATH 2313. Offered spring semester: odd numbered years.

MATH 4103 Abstract Algebra (3 cr.) A study of three themes: arithmetic, congruence, and abstract structures which are developed for integers, polynomials, rings and groups. Numbers, number theory and number systems will be taught. **Prerequisite:** MATH 3403. Offered spring semester: even numbered years.

MATH 4113 Mathematical Modeling (3 cr.) Mathematical modeling is a mathematical tool for solving real world problems. In this course students study a problem-solving process. They learn how to identify a problem, construct or select appropriate models, figure out what data needs to be collected, test the validity of a model, calculate solutions and implement the model. Emphasis lies on model construction in order to promote student creativity and demonstrate the link between theoretical mathematics and real world applications. **Prerequisite:** MATH 2313. Offered spring semester: odd numbered years.

MATH 4203 Mathematical Statistics (3 cr.) A study of combinatorics; probability, random variables, discrete and continuous distributions, generating functions, moments, special distributions, multivariate distributions, independence, distributions of functions of random variables, hypothesis testing, analysis of variance, and regression. **Prerequisites:** MATH 3703 and MATH 2313. Offered fall semester: odd numbered years.

MATH 4303 College Geometry II (3 cr.) This course is designed to be a “voyage” through plane geometry and its various branches. The student will be introduced to properties of axiomatic systems and will investigate each system, including rings and groups. Discussions on non-Euclidean geometries will be included. Extensive use of Geometer’s Sketchpad software will be required with several laboratory investigations. **Prerequisite:** MATH 4003. Offered spring semester: odd numbered years.

MBUS [MUSIC BUSINESS]

MBUS 2401 Live Audio Techniques (1 cr.) An Overview of the techniques and equipment used in live audio. Topics discussed include basic acoustic principles, microphones, microphone placement techniques, speakers and monitors, sound boards, cables, signal processing, basic live mixing techniques, live streaming options, and live recording.

MBUS 2702 Music Publishing (2 cr.) The history, functions, and operations of music publishing, including copyright acquisition, songwriter contracts, performance licensing, mechanical licensing, print publishing and synchronization rights.

MBUS 2752 MIDI Production (2 cr.) A study of the tools and techniques used for producing music with MIDI and digital sequencing software. Computer generated synthesis, external sound modules, and digital samplers will be covered.
MBUS 3111 Recording Techniques I Lab (1 cr.) This lab focuses on critical listening skills vital for Recording Techniques I. Time is spent listening to balance, blend, and effect usage in recorded music, as well as deeper group listening analysis on student projects. Offered fall semester even numbered years.

MBUS 3112 Recording Techniques I (2 cr.) Recording Techniques I introduces students to the recording environment. It allows the student to become familiar with recording equipment, procedures and techniques, and to gain an awareness of the music recording process. Recording Techniques I and II fosters skills in the use of recording equipment such as microphones, mixing consoles, signal processing and noise reduction devices, and sound recorders (stereo and multi-track). Students will gain an understanding of studio/live recording, and acoustics. Offered fall semester even numbered years.

MBUS 3121 Recording Techniques II Lab (1 cr.) This lab focuses on critical listening skills vital for Recording Techniques II. Time is spent listening to balance, blend, and effect usage in recorded music, as well as deeper group listening analysis on student projects. Offered spring semester odd numbered years.

MBUS 3122 Recording Techniques II (2 cr.) This course is a continuation of Recording Techniques I. Recording Techniques II continues to develop the skills from Recording Techniques II. It allows the student to become familiar with recording equipment, procedures and techniques, and to gain an awareness of the music recording process. Recording Techniques II fosters skills in the use of recording equipment such as microphones, mixing consoles, signal processing and noise reduction devices, and sound recorders (stereo and multi-track). Students will gain an understanding of studio/live recording, and acoustics. Prerequisite: MBUS 3113. Offered spring semester even numbered years.

MBUS 3141 Music Industry Internship (1 cr.) This course provides students with the opportunity and responsibility to work in various companies in the music industry during their participation in the Music Business Program. Internships are essential to the understanding of how the theory of the classroom is applied to the practices of particular business; they are the key to placement. Internships may be local, national or international. Internships are encouraged in all years after the freshman year of a student's participation in the Music Business program; all will count towards the course requirements. Offered Every Semester.

MGMT [Management]

MGMT 2103 Business Software Applications (3 cr.) Introduces the basic features of Microsoft Office, Windows basics and file management. Develops familiarity with Word, Excel, and PowerPoint. Students demonstrate their ability to use a personal computer for word processing, spreadsheet, and presentation applications through weekly labs and projects.

MGMT 2203 Goals, Priorities and Attitudes (3 cr.) An introduction to developing personal and career goals, the setting of priorities within these goals, and building a positive self-concept along with the attitudes incumbent with this personal regard that will allow the goals and priorities to be realized.

MGMT 2303 Management Principles (3 cr.) A study of the basic functions of managers and the skills needed to be successful in today's business environment. It introduces students to the challenges posed by the changing cultures in the workplace. The fundamental characteristics of organization structure will be reviewed, as well as the similarities and differences of leadership and management.

MGMT 3213 Applied Business Management (3 cr.) This three-credit-hour course provides an introduction to the principles of management. The emphasis is on understanding organizational theory, human relations, interpersonal communications, production, business ethics, and the development of management thought.

MGMT 3403 Research and Ethical Decision Making

Rational decisions are always related to access pertinent information. In this module the students ensure they have the ability to access this information, to organize and analyze data, and have necessary statistical tools to draw conclusions and make decision. Each student will select a topic and review the expectations and due dates for the research project.

MGMT 3501 Research and Ethical Decision Making

The Management and Ethics research Project is a major research effort designed to enhance knowledge in an area related to one's work or community, improve writing skills, improve presentation skills, and provide research skills to assist in effective decision making. In this module, the students define the topic, locate the sources, begin the research and writing, and make the first oral presentation.

MGMT 3603 Principles of Business Administration (3 cr.) This course is designed to introduce the student to the principles and functions of business. Business will be studied as a part of a total social, political and economic environment. The various functional areas of business will be discussed: economic systems, forms of business ownership, small business, management, human relations, marketing, accounting, finance, stock market and business law.

MGMT 3703 Applied Business Statistics (3 cr.) This course will introduce student to the basic concepts in statistics, probability theory and basic quantitative research methods. You will learn how to collect, organize, summarize, describe and analyze data as well as how to use spreadsheet and statistical software. Student will learn how to formulate and test hypotheses, to interpret statistical information and to perform some basic forecasting.

MGMT 4103 Group and Organizational Communication (3 cr.) An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

MGMT 4203 Managing People: Groups and Leadership (3 cr.) Groups are the building blocks of organizations. Nearly everyone participates in both formal and informal groups at work. It is essential that managers understand groups because group processes directly affect creativity, problem solving, decision-making and productivity. This module provides insight into group formation and process, their power and influence in organizations and varying styles of leadership.

MGMT 4303 Accounting for Managers (3 cr.) The acquisition, analysis, and reporting of financial information are important to the individual manager and the organization. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for effective decision-making.
MGMT 4413 Strategic Management (3 cr.) This course introduces the strategic, tactical, operational issues that arise in management of production and service operations; product and process design, facilities planning, quality management, materials management, operations planning and scheduling, emerging technologies in production and service management. This serves as a capstone for the program.

MGMT 4433 Managing Change (3 cr.) An inherent aspect of leadership is managing change. This course will explore the various change theories and available options for designing, implementing and managing change. The students will learn how to develop their own change protocols, lead people through turbulent times including lay-offs due to downsizing and outsourcing, and be a bastion of hope and support exhibiting a Christ-like attitude to one’s employees.

MGMT 4523 Case Studies in Management Ethics (3 cr.) Reading, discussion and development of papers pertaining to relevant case studies involving personal and organizational ethical issues and problems to actual situations.

MGMT 4604 Management and Ethics Research Project
A continuation of the process begun in Module 5. The research project is the culmination of more than a year’s research and writing on a topic of employer or community interest. During the is module, the project documentation is evaluated and a final oral presentation of the findings is presented to the group.

MGMT 4703 Entrepreneurship (3 cr.) This course will explore the options available and means by which an entrepreneurial venture may be created and will help to develop an understanding of all functional areas of a small business as they relate to managing operations. Emphasis will be placed on the importance of the business plan and how to develop one.

MGMT 5113 Organizational Behavior (3 cr.) This course introduces the theories of behavior in human management. A critical analysis is performed on the contributions to the organizational behavior discipline and its research as applied to the business environment. The student will apply the theories of its research as applied to the business environment. The student will apply the theories of culture development, time management, job design, change, motivation, leadership development, communication, small group dynamics, and negotiation in the business setting.

MGMT 5223 Marketing Analysis and Strategy (3 cr.) This course examines the marketing functions and strategies related to the product, place, price and promotion of goods or services provided by the organization. The student will become familiar with the elements of a marketing plan and will be capable of analyzing complex situations leading to feasible solutions.

MGMT 5323 Human Resource Management (3 cr.) This course focuses on the human resource management functions in profit and nonprofit organizations. Major topics include: human resource planning, legal requirements, job analysis and design, recruitment, selection, placement, training and development, performance appraisals, career development, compensation and benefits, and reward systems. It will examine how diverse human resource management functions contribute to corporate profitability and why they are critical to an organization’s long-term survival. Students will explore the interdependencies between human resource and organizational strategies.

MGMT 5353 Communication in Professional Organizations (3 cr.) This course is designed to groom the aspiring business professional leader to deliver professional, concise, powerful, and audience appropriate communication by utilizing the most acceptable tools, modes and media available. This will also sensitize the professional to appropriate communication etiquette and protocols to help ensure the credibility and effectiveness of the intended

MGMT 5413 Legal Environment (3 cr.) This course examines the impact of laws and the legal system on the business environment and managerial decision making. Major topics include: contracts, commercial transactions, agency relationships, organization choices, federal-state-local governance with special emphasis on EEOC and ADA issues, property law, and hiring practices. Special emphasis will be placed on recent court cases impacting the business arena.

MGMT 6313 Management Science (3 cr.) This course is an in-depth study of the application of the scientific approach to managerial decision making. Students will become familiar with the quantitative methods used in solving business problems. Using mathematical modeling, the student will formulate computer-based solutions to problems related to operations, marketing, finance, and other functions encountered in organizations.

MGMT 6403 International Business Law (3 cr.) This course introduces students both to the central concepts of comparative legal systems and to major contemporary political economic trends that are reshaping the context in which private international transactions are conducted in North America, Europe, East Asia, and other countries.

MGMT 6423 Strategic Business Management (3 cr.) This course demonstrates the strategic linkage between the functional disciplines (marketing, accounting, finance, legal, information systems, human resource behavior and management, and management science) within the strategic management process. This course focuses on how managers originate, implement, and assess strategies and serves as a capstone for the MBA program.

MGMT 6433 Executive Seminar Series: International Business (3 cr.) Seminar A: Business Case Study, Seminar B: MBA Major Field Test. This course explores the impact of international economic, political, cultural, technological, and governmental environments on world trade and business competition. Topics reviewed include trade practices, industry structure, value creation, free trade and trade agreements, national ethical behavior, branding strategies, and promotional practices.

MGMT 6443 International Business Strategies (3 cr.) This course focuses on strategic frameworks and skills that are critical to successfully compete in the global marketplace. Topics include the content of an economic environment, and the cultural, ethical and legal issues that arise when conducting business internationally. Students will learn how companies enter foreign markets and grow international subsidiaries, succeed in mergers and acquisitions, and cooperate in joint ventures and strategic alliances.

MISE [Management Information Systems]
MISE 3203 Networking/Architecture/Cybersecurity (3 cr.) A study of the basic concepts of distributed processing, including data communication equipment, protocols, local and wide area networks and the associated topologies. Stresses structure, interoperability, load analysis, and performance analysis. The need to protect industries from
outside attacks will be stressed through Cybersecurity.

MISE 3603 IT Management (3 cr.) The student will cover a broad range of IT Management areas, including web development and how it is used in business; outsourcing, contracts, clou[d versus internal management of data. The course will be a basic overview of IT management and the role it plays in business environments.

MISE 4103 Programming Concepts (3 cr.) This course introduces computer concepts and procedures. Simple, commonly encountered data processing algorithms will be used as examples. Program organization will be introduced from the perspective of sequence, selection, iteration and modular programming techniques. The development of effective documentation will be introduced and required with each programming assignment. Prerequisite: MISE 4703.

MISE 4403 Project Planning and Implementation (3 cr.) This course provides the foundation for understanding the broad concepts of successful planning, organization, and implementation within the realm of software development, enhancement, and recon-figuration. This course uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project scoping, estimating, budgeting, scheduling, tracking, and controlling.

MISE 4603 Languages (3 cr.) The student will learn various computer languages to solve typical business computer problems involving Input/output definitions, program loops, control structures, and use of Sequential and Indexed file organizations. Prerequisite: MISE 4703.

MISE 4643 Database Management (3 cr.) This course will introduce the student to the basics of a relational database design. The student will learn to develop a relational database and use structured query language (SQL) to make database calls. The course is designed to provide a student with a sound overview of databases and a strong introduction to the use of SQL. (Pre-requisite MISE 4603 Languages)

MISE 4663 Business Intelligence / Data Analytics (3 cr.) The course will focus on the analysis and modeling of data. A major aspect of business is to provide a model to management to make sound decisions. The student will learn how to access data, glean applicable information and then present this data in a manner meaningful to decision makers. (Pre-requisites MISE 4603 Languages and MISE 4643 Database Management)

MISS (Missions)
MISS 2203 Introduction to Missions (3 cr.) An introductory study of the biblical basis of missions. Matters relating to the call to mission, history of missions, and communication in the cultural context will be explored. Offered every fall semester. Miss 2303 models of home, urban, and foreign missions ministry (3 cr.) A study of the major issues and forces on the mission's scene today. Features an investigation into various models of ministry which have been used in various mission contexts with a view to developing models of mission’s ministry for the coming decade. Offered on demand.

MISS/PSYC 2243 Introduction to Cultural Anthropology (3 cr.) A study of the cultures of people throughout the world, including the principles behind Human the various aspects of culture. The course is designed to provide an understanding of cross-cultural problems which can assist in a more effective communication of Gospel as well as a better understanding of the person's own culture. Prerequisites: SOCI 1103 and PSYC 1103. Offered spring semester: Odd numbered years.

MISS/PMIN/SOCI 3023 World Religions and Heretical Movements (3 cr.) A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also some typical American cults are included. Offered fall semester: even numbered years.

MISS/SOCI 3203 Social Work in the Church (3 cr.) A survey of the special efforts of the church in the field of social work in the alleviation of human need. Attention is given to the church's role in the rapidly changing social structures of world cultures and the manifestation of the Gospel through Christian charity. Prerequisites: SOCI 1103 and 1203. Offered fall semester: even numbered years.

MISS 3243 Church Planting (3 cr.) A study of the need for planting new churches and of some typical methods used in this work. Prerequisite: PMIN 1103. Offered spring semester: odd numbered years.

MISS/HUMN 3303 World Religions in America (3 cr.) This course focuses on the world’s major religions – Islam, Buddhism, Hinduism, and Animism – within an American context. Utilizing a comparative religions approach, and will seek to provide an intellectual and experiential understanding of these faiths' theology and worship. Of special interest will be the adaptation of these religions to an American setting as well as American cultural interactions with these faiths.

MISS 3403 Cross Cultural Communications (3 cr.) A study of communicating the Christian message cross-culturally. Special attention will be given to cultural adaptations of Christianity in the light of Biblical faith. Concerns related to cross-cultural living will also be explored. Offered spring semester: even numbered years.

MISS 4513 Internship (3 cr.) Guided field experience in mission’s ministry. All students anticipating a career in the mission’s enterprise are encouraged to participate. Prerequisite: Twelve (12) hours in Missions. Offered on demand.

MKTG [Marketing]
MKTG 3103 Principles of Marketing (3 cr.) An introduction to the marketing of goods and services in advanced market economics; study of the marketing mix, pricing, distributional activities, consumer behavior, and marketing research. Offered every fall semester.

MKTG 3143 Consumer and Market Behavior (3 cr.) A study of personal and group behavior patterns in the acquisition of goods and services in the marketing environment. Offered every fall semester. Prerequisite: MKTG 3103.

MKTG 3243 Business & Marketing Intelligence Statistics (3 cr.) A practical course designed to teach students how to understand, visualize, and present marketing data. Students will use business intelligence and statistics to support data-driven marketing decision-making. This course will provide students with an understanding of how to craft a presentation sing data to help generate revenue and growth. Offered spring semester: odd numbered years in CAS. Prerequisite: BUAD 3403.

MKTG 3253 Digital Marketing Channels (3 cr.) Students will delve into major digital advertising and product promotion channels such as, Search Engine Optimization (SEO), Search Engine Marketing (SEM), Pay Per Click (PPC), and mobile advertising. Lead generation, revenue generation and digital influence will be topics of discussion. Students will
develop digital channel campaigns as well as seek certification from the most current and relevant platforms. Offered spring every odd year in CAS.

MKTG 3263 Marketing Analysis, Research & Reporting (3 cr.) Marketing Research will help students get to know customers and markets at a deeper level through research design, research projects, data analysis and reporting. Emphasis will be placed on the presentation of findings, insights and recommendations to key stakeholders. Offered spring every odd year in CAS.

MKTG 3273 Marketing Automation, CRM & Sales (3 cr.) Marketing Automation is the backbone of coordinated, cost-effective marketing campaigns that reach target audiences at the right time with the correct product. This course will introduce the student to major marketing automation platforms, how they work, campaign set-up, campaign Key Performance Indicators (KPIs) and reporting. Offered spring every even year in CAS.

MKTG 3483 Advertising, Public Relations & Customer Experience (3 cr.) This course combines advertising, public relations and customer experience. Students will create persuasive messages for a variety of marketing channels and platforms. Crisis management and reputation management will also be incorporated as well as the management of overall customer experience. Offered fall every odd year in CAS.

MKTG 3533 Brand and Product Management (3 cr.) An introduction to advertising and sales promotion including the various communication channels used to spread product information about goods, services and ideas to prospective customers. Offered fall every odd year in CAS.

MKTG 4113 International Marketing (3 cr.) In an increasingly global economy, digital marketers need to be increasingly aware of the cultural economic and social aspects of marketing around the world. Topics will include cultural dynamics and practices, customs, export logistics, consumer preferences and pricing as part of understanding international marketing strategies. Offered fall every odd year in CAS.

MKTG 4333 Marketing Management (3 cr.) This course includes topics related to the decision making process in marketing including marketing research, product development, advertising and promotion, cost and demand analysis, completion, pricing, packaging, and sales forecasting. Prerequisites: BUAD 3103, MKTG 3133, MKTG 3143, MKTG 3153, and MKTG 3163.

MKTG 4603 Social Media Marketing (3 cr.) Students will be educated and trained in social media marketing to attract engagement, develop brands, generate revenue, monitor reputations, communicate and generate influence within target audiences. The course will include key performance metrics, platforms and the steps necessary to develop a successful social media campaign. Offered fall every odd year in CAS.

MKTG 4803 Content Management (3 cr.) Content marketing has become the backbone of digital marketing through engagement, branding, storytelling, lead generation email marketing and numerous other channels. Students will learn how to effectively generate content, measure impact and evaluate content-focused campaigns. Offered fall every odd year in CAS.

MKTG 5113 Global Marketing and Multi-Cultural Communications (3 cr.) This course analyzes domestic versus international perspective; identification and evaluation of opportunities and risks in non-U.S. markets; research problems in global markets; effects of international organizations, foreign exchange, macroeconomic policies, local law, and cultural differences on consumer behavior and marketing decisions; multinational versus global marketing strategies (entry, product adaptation, channel logistics, pricing, and promotion); emphasis on practical applications.

ML [Master of Arts Leadership]
ML 5111 Program Orientation (1 cr.) This course serves as an orientation to the Master of Leadership and Master of Leadership Public Administration degree programs explaining the program elements of mentorship, research, scholarly writing, collaboration and the Christian worldview including social equity.

ML 5121 Business Management Program Orientation (1 cr.) This course serves as an orientation to the Master of Arts in Leadership Business Management emphasis degree program. The objective of this course is to help students to develop the skills to analyze and address leadership challenges and opportunities in the business environment. Achievement of this goal will be accomplished by introducing the student to some of the central ideas and frameworks in the field of management and the application of these ideas and frameworks to analyze managerial and organizational situations.

ML 5123 Organizational Culture and Behavior (3 cr.) This course examines organizational culture in terms of its history, setting, characteristics, components, and different types of interventions. Students will consider the perspectives of sociology and other social sciences as they explore personal and organizational values, communication and social networks, community trends, and forecasting for the future. Every leader who has served more than one organization is well aware of the likelihood of differences, but is often inadequately trained to diagnose and create workable solutions to the problems facing the particular group they are leading.

ML/HEA 5133 Intro to Qualitative Methods of Administrative Data (3 cr.) Introduction to the basis and use of qualitative methods in government administration. Subjects include systematic research in public administration, measurement theory, bivariate analysis, and hypothesis testing and statistical inference.

ML 5143 Leadership Theory and Practice (3 cr.) This course explores the history and development of leadership theory as in the students’ current organizational settings. Although leadership and management are not the same, they are often confused. The unique features of each are studied along with practical application of case studies of current leaders as well as from history. Managers develop subordinates, leaders develop followers, and the most highly successful leaders develop leaders. Students will evaluate their own leadership style using the Leadership Practices Inventory developed by Kouzes and Posner. Students will gain hands-on experience by analyzing their performance in a current or new leadership role.

ML 5153 Public Budgeting and Finance (3 cr.) Examines how to develop successful fiscal policy initiatives. A sufficient understanding of the technical material and the political processes involved in making tax and spending policy. Economic policy and the impact on a state or municipality will be studied.

ML 5163 Training and Development (3 cr.) This course addresses the core aspects of instructional systems design as applied to workforce learning and performance. Learners apply key
principles involved in assessing, designing, developing, implementing, and evaluating employee development and performance improvement programs. Learners gain hands-on experience by creating an active training event.

**ML 5201-5203 Directed Studies (1-3 cr.)** Directed Studies in the graduate discipline are to allow students who have demonstrated the initiative and capability to take part in individual study and/or research related to their major. Students enrolled in this course will be able to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. All work must be completed within one regular semester or one summer. **Prerequisite:** Permission of the Chair of the program and Dean of the College of Adult and Graduate Studies. Offered on demand.

**ML 5233 Public Policy Implementation (3 cr.)** Examines the ethical implementations of public law. Develops an understanding of different analytic strategies for assessing if a program is being instituted as designed and is reasonably connected to its articulated goals.

**ML 5243 Leading Change (3 cr.)** Leaders often attempt changes that they believe are critical to the survival of the organization only to find those changes are resisted by the very people the leader is attempting to help. People’s response to change depends on the degree to which they understand the need for change, are involved in the change process, and understand the implications the change has for their roles. This class explores the processes necessary to identify the need for change using appropriate models, plan the process of change, obtain authorization for the change and motivate the appropriate stakeholders to ensure success.

**ML 5253 Legislative Process and Behavior (3 cr.)** Facilitates a better understanding of the: workings of the federal and state government; legislative process; relationship between bicameralism, federalism and the republican form of government; and the roles of elected representatives and the legislative staffs.

**ML 5263 The Adult Learner (3 cr.)** Learners explore the basic theories and current research in adult education. This class draws from both adult development and adult education to explore the stages of human development, issues concerning adult learning ability, how and why adults learn, and how to make sure that learning has taken place.

**ML 5313 Project Management (3 cr.)** This course presents the technical, managerial and organizational concepts and tactics associated with managing projects. Topics include the skills, tools, and techniques for projecting activities to achieve project requirements while using processes of initiating, planning, executing, monitoring and controlling, and closing. Students will be required to evaluate a recent change process in which they participated, created a project management structure for a needed change project, and to initiate the change process in their own setting using project management models.

**ML 5333 Research Methods (3 cr.)** This course is designed to acquaint students with research methods including qualitative and quantitative procedures, sampling procedures, and survey design as well as how to design a study, ethical issues, data collection, and presentation of data.

**ML 5343 Financial Development and Resource Management (3 cr.)** Leaders must be able to find the money to fund the budget for the planned programs to accomplish the mission of the group they are leading. Funding, budgeting, and financial accountability are prerequisite to success in any organization. This class explores the skills necessary for budgeting, stewardship, donor development, funding, accountability and ethical use of resources. While not an accounting course the differences between for-profit, not-for-profit, and cash flow accounting requirements are explored.

**ML 5353 Decision Making (3 cr.)** Leadership decisions must often be made with incomplete evidence. This course provides an understanding of various forces which influence the process of making and implementing decisions. Students will learn leadership decision making from individual, small group, and social environment contexts, as well as values of good decisions and the unintended consequences of poor decisions.

**ML 5363 Communication for Leadership (3 cr.)** This course focuses on the philosophy and behaviors associated with leadership communication in various contexts. Emphasis is placed on unique aspects of messages as individuals enact leadership roles. Includes an overview of emerging technologies, use of social media and multimedia, and an analysis of the social and behavioral effect of these technologies on human interaction in intra- and inter-agency contexts.

**ML 5403 Bethel Studies I (3 cr.)** Bethel Studies I focuses on nine major historical themes that challenge students to develop a comprehensive understanding of the first part of the Old Testament, based on ethical and transformational leadership. Participation in threaded discussions and external media links that support class content, as well as specific examples from biblical examples, foster student understanding and practical knowledge of contemporary issues of leadership and management, giving the student tools to develop a transformational leadership style.

**ML 5413 Bethel Studies II (3 cr.)** This course continues an examination of historic books of the Old Testament through eleven major themes related to transformational leadership. Assigned and supplemental readings, combined with external media, provide a foundation to build on prior leadership concepts. Participation in threaded discussions fosters student understanding and practical knowledge of contemporary issues of leadership and management. **Prerequisite:** ML 5403 - Bethel Studies I

**ML 5423 - Bethel Studies III (3 cr.)** This course focuses on eleven major themes related to historic books of the New Testament. Students are exposed to these themes through participation in threaded discussions, use of external media links that support class content, and examination of specific examples from historic transformational leadership examples found in the New Testament. **Prerequisite:** ML 5413 - Bethel Studies II

**ML 5433 - Bethel Studies IV (3 cr.)** This course focuses on nine major themes related to historic books of the New Testament. The Bethel series challenges students to develop a comprehensive knowledge of ethical and transformational leadership through readings, discussions, media, and examples drawn from biblical individuals. The Bethel Series fosters student understanding and practical knowledge of contemporary issues in leadership and management, with an emphasis on the development of a transformational leadership abilities. **Prerequisite:** ML 5423 - Bethel Studies III

**ML 6112 Case Study Presentation (2 cr.)** Students will present their case study. The written report of the case study will conform to APA standards. The project will include analysis of the data collected. Students will also present their findings orally from
ML 6022 Research Presentation (2 cr.) Students will present their research project. The written report of the project will conform to APA standards in accordance with the Research Guide. The project will include statistical analysis of the data collected. Students will also present their findings orally from an outline.

MUSI [MUSIC THEORY]

MUSI 1101 Basic Musicianship Lab (1 cr.) The Basic Musicianship Lab will consist of a series of lectures and video presentations dealing with the subject of the music theory. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. A basic course dealing with the nomenclature, notational symbols and organization of music.

MUSI 1103 Basic Musicianship (3 cr.) A basic course dealing with the nomenclature, notational symbols and organization of music. Drills to acquaint the student with sight singing and keyboard. Approximately one-third of the time will be used to develop basic conducting skills for congregational singing as well as knowledge of hymnology. Designed for the non-music majors with insufficient background to begin MUSI 2102. Course will not count toward the music requirements for the music major. Offered every semester.

MUSI 1113 Appreciation of Music and Fine Arts (3 cr.) Contribution of the arts in the historical past to the present. There is some discussion of methods and procedures involved in the creation of an "art." Offered fall semester: odd numbered years.

MUSI 2001 Music Theory I Lab (1 cr.) The Music Theory Lab will consist of a series of lectures and video presentations dealing with the subject of the music theory. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. A basic course dealing with the nomenclature, notational symbols and organization of music. Melody writing based on the development of a motive, triads and inversions, tonal (V-I) and modal bases, harmonic progression, structure of the phrase and period, non-harmonic tones, writing for various non-transposing instruments and voices.

MUSI 2101 Aural Skills I (1 cr.) Basic technique of dictation, sight singing, and rhythmic reading. To be taken concurrently with MUSI 2102. Offered every fall semester.

MUSI 2102 Music Theory I (2 cr.) Melody writing based on the development of a motive, triads and inversions, tonal (V-I) and modal bases, harmonic progression, structure of the phrase and period, non-harmonic tones, writing for various non-transposing instruments and voices, text setting, keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 2101. Offered every fall semester.

MUSI 2201 Aural Skills II (1 cr.) Sight-singing and dictation of major and minor scales, intervals, triads, rhythmic groups and tonal melodies. To be taken concurrently with MUSI 2202. Prerequisite: MUSI 2101 or passing grade on placement examinations. Offered every spring semester.

MUSI 2202 Music Theory II (2 cr.) Imitation and rhythmic independence in 2, 3, and 4 voice writing; second inversion triads, cadences; harmonic rhythm; modulation using a pivot chord; seventh and ninth chords; instrumental transposition, keyboard, ear training and sight singing drills. To be taken concurrently with MUSI 2201. Prerequisite: MUSI 2102. Offered every semester.

MUSI 3151 Conducting (1 cr.) A practical course designed to prepare the music major in the basic conducting patterns. The course includes a survey of the history of hymnology and some emphasis on the planning of services. Considerable emphasis is given to the practical physical aspects of conducting, leading to advanced conducting skills. Prerequisite: Approval by the School of Music Chair. Offered fall semester: even numbered years.

MUSI 3251 Advanced Conducting (1 cr.) Continued emphasis on the techniques and skills required for the conducting of graded choirs. Choral literature of cantatas, major chorale works are examined and evaluated. Practical experience in choir directing is included. Some emphasis is given to the skills required in instrumental directing. Prerequisite: MUSI 3151. Offered spring semester: odd numbered years.

MUSI 3301 Aural Skills III (1 cr.) Sight-singing and dictation of chromatic chords, rhythmic groups, more difficult tonal melodies, and four-part work. To be taken concurrently with MUSI 3302. Prerequisite: MUSI 2201. Offered every fall semester.

MUSI 3302 Music Theory III (2 cr.) Sequence, eleventh, and thirteenth chords including augmented and Neapolitan sixth chord, melodies and harmonies with other bases including the serialization of pitch, alto, and tenor clefs, keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 3301. Prerequisite: MUSI 2202. Offered every fall semester.

MUSI 3403 Counterpoint (3 cr.) Two, three, and four voice contrapuntal writing after the style of Bach (18th Century). Prerequisite: MUSI 3302. Offered every spring semester.

MUSI 3422 Piano Pedagogy (2 cr.) Stressing comprehensive musicianship in the teaching of piano. Methods of teaching harmony, transposition, repertoire, and technique to the earliest beginner utilizing peer interaction for maximum results. Methods of establishing good business policies are also covered. Offered on demand.

MUSI 3501 Vocal Pedagogy (1 cr.) Vocal Pedagogy is the study of the anatomy and acoustics of the voice with a survey of teaching materials, and solo and ensemble repertoire, intended for music education majors, performance majors, and choral directors. This course will provide the vocal student with a deeper understanding of the vocal process, physiology, and nature of the vocal mechanism.

MUSI 3522 Survey of Piano Literature (2 cr.) An overview of the important repertoire for solo piano from the Baroque to the present. The various genres of composition written for the piano will be traced and students will be expected to insightfully and sensitively critique various recordings and performances studies in this class. Prerequisite: Permission of the instructor is required to enroll. Offered on demand.

MUSI 3602 Singing Diction (2 cr.) A study of the sounds and rules of pronunciation of English, Italian, and Latin, and its application to song texts and libretti. Offered on demand.

MUSI 3611 Vocal Diction (1 cr.) Vocal Diction focuses on learning correct singing diction in English, Italian, Latin, German and French through the learning and use of the International Phonetic Alphabet. Students will learn to use the International Phonetic Alphabet in which one symbol
stands for a single sound, to “translate” pronunciation in each of the five languages studied from the orthographic letters into the IPA, applying this usage to performance of standard and contemporary art song and choral repertoire.

MUSI 3622 Vocal Diction II (2 cr.) This class will study the proper pronunciations for lyrics of German and French musical literature. The student is expected to effectively apply these guidelines in their own speech and singing.

MUSI 4201 Survey of Sacred Music Literature (1 cr.) This course is a study of the history and development of hymns and music texts in the church with a specific focus on the hymnology of the Church of God. Consideration will also be given to hymns written in the 20th and 21st centuries. Texts will be evaluated on the criteria of: worthy subject, literary quality, rhythmic flow, rhyme scheme, metrical patterns, and matching texts to music.

MUSI 4212 History and Literature of Music I (2 cr.) Ancient to 1600. A survey of Western art music from its origins in classical Greek culture through the contrapuntal techniques of the 16th century. Development of awareness of styles and formal procedures through the study of representative composers and works. Prerequisite: Junior in standing. Offered every spring semester.

MUSI 4222 History and Literature of Music II (2 cr.) Baroque to Classical (1600-1825). A continuation of History and Literature I: With a focus on Ancient to 1600 with emphasis on Baroque and Classical eras. A survey of Western art music from 1600 through 1825. Development of awareness of styles and formal procedures through study of representative composers and works. Prerequisite: Junior in standing in Music. Offered every spring semester.

MUSI 4242 Music Ministry (2 cr.) A course for the music major with specific emphasis on meeting the particular problems a student will face as a minister of music in the local church. Emphasis is given to his role as minister, personnel relationships, development of graded choir program, evaluation of music, establishing a music library, and other ways in which the full church music program can be developed to help the entire congregation reach its full potential in Christian worship. Prerequisite: Junior/Senior standing. Offered spring semester: even numbered years.

MUSI 4262 Vocal Literature (2 cr.) Vocal Literature provides an introduction to art song literature for the solo voice. Repertoire in Italian, German, French, English, Spanish, and Russian will be included. The main emphasis will be on songs for the solo voice; some examples from opera, oratorio, and vocal chamber music will also be discussed.

MUSI 4301 Aural Skill IV (1 cr.) Sight-singing and dictation of advanced chords, altered chords and a tonal harmonies. Error detection in listening examples and an introduction to tuning. To be taken concurrently with MUSI 4302. Prerequisite: MUSI 3301

MUSI 4302 Music theory IV (1 cr.) Modern cords, diatonic modes, pentatonic scales, alternate harmonies, atonal analysis, twelve-tone serialism, new directions in twenty-first century music and keyboard, ear training, and sight singing drills. To be taken concurrently with MUSI 4301. Prerequisite: MUSI 3302

MUSI 4602 Hymnology/Music Text (2 cr.) This course is a study of the history and development of hymns and music texts in the church with a specific focus on the hymnology of the Church of God. Texts will be evaluated on the criteria of: worthy subject, literary quality, rhythmic flow, rhyme scheme, metrical patterns, and matching texts to music. Prerequisites: Junior/Senior standing. Offered fall semester: odd numbered years.

MUSI 4702 Arranging (2 cr.) This course is a study of arranging for various vocal ensembles with particular emphasis upon functional church music. Prerequisite: MUSI 3403. Offered on demand

MUSI 4903 Honor Studies (3 cr.) Honor Studies in Music are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. Prerequisite: Ninety (90) hours and approval of instructor and school chair. Offered on demand.

NATS [Natural Science]

NATS 1011 General Biology Lab (non-majors) (1 cr.) General Biology Lab is for the non-biology major. Laboratory experiences designed to facilitate understanding of the biological concepts principles studied in NATS 1013. A one hour lab session each week. Offered every semester.

NATS 1013 General Biology (non-majors) (3 cr.) General Biology is for the non-biology major. A study of past and present concepts regarding the growth, reproduction, structure, genetics, evolution, and interrelations of biological life. Offered every semester.

NATS 1014 General Biology and Lab (non-majors) (4 cr.) General Biology and Lab is for the non-biology major. A study of past and present concepts regarding the growth, reproduction, structure, genetics, evolution, and interrelations of biological life. Lab - Laboratory experiences designed to facilitate understanding of the biological concepts. A one hour lab session each week. Offered every semester.

NATS 1303 Health and Wellness (3 cr.) Addresses and explores the components of personal health blended with the presentation and understanding of ENGL information relating to fitness and wellness. Physical fitness and wellness along with the other ingredients of this course will create an understanding of how to improve health, have a higher quality of life, and longevity. (Science, general education elective, elective)

NATS 2101 Environmental Science Lab (1 cr.) Laboratory experience is an integral component introducing students to environmental issues and analysis. Offered every semester.

NATS 2103 Environmental Science (3 cr.) Environmental Science is open to all undergraduates. It is an introductory study of the basic principles of physical science as applied to ecology, current environmental problems and control measures, with an emphasis on human impact, modern technology, and natural ecosystems, social, political, and economic processes. Offered every semester.

NATS 2301 Plant Biology Lab (1 cr.) Laboratory experiences designed to facilitate understanding of the principles of plant biology studied in NATS 2303. A two hour lab session each week. Offered on demand.

NATS 2303 Plant Biology (3 cr.) A survey of the morphology, anatomy,
physiology, biochemistry, and genetics of plants, emphasizing the similarities and differences that exist among the various types of plant life. Offered on demand.

**NATS 2501 Introduction to Meteorology Lab (1 cr.)** Laboratory experiences designed to facilitate understanding the relationship between geography and weather and the tools used in forecasting weather. Students will examine different types of weather data and the ways in which they are collected. Additionally, students will compile and present weather and climate data.

**NATS 2503 Introduction to Meteorology (3 cr.)** This course is intended to introduce students to the field of meteorology, teach them important and useful terminology and aspects of the atmosphere, and offer them a heightened understanding of solar radiation, global circulation, environmental issues, winds, stability, precipitation processes, weather systems and severe weather. Basic physical principles, societal impacts, and weather analysis will be explored. **Prerequisite:** ENGL 1203.

**NATS 2601 Astronomy Lab (1 cr.)** Laboratory experiences introduce students to astronomical observations to study objects in the sky. Some activities are designed to facilitate and understanding of how objects from great distances are studied from the earth. Students explore the constellations, moon, planets, and other objects of our universe.

**NATS 2603 Astronomy (3 cr.)** This course intended to introduce students to the field of Astronomy. As an introduction to astronomy, this course covers Earth-Sky relationships, and overview of the Solar System, the Sun, the stars, our Galaxy, other galaxies, the large-scale structure of the Universe and cosmology.

**PHED [Physical Education]**

**PHED 1411-4482 Jogging (1-2 cr. each)** Study of the history of jogging followed by a series of physical tests. Actual jogging in as many different surroundings as possible. Offered every semester.

**PHED 3311-3382 Intercollegiate Sports (1-2 cr. each)** Physical education credit will be given for participation in inter-collegiate athletics where a person is a member of the varsity athletics. Determination of the credit is made by the Athletic Director Offered every semester.

**PHIL [Philosophy]**

**PHIL 1203 Critical Thinking (3 cr.)** Designed to enhance students’ capacity to think clearly and critically. We will consider numerous real-world examples of how people reason well and how they reason poorly – including examples from editorials, news reports, billboards, television, movies, and everyday conversation. (Philosophy and ethics, sociology, history, general education elective, elective)

**PHIL 2103 Introduction to Philosophy and Ethics (3 cr.)** Students will be challenged to think critically, clearly, correctly, and comprehensively about their basic values and beliefs and to defend a biblically sound Christian worldview through an introduction to selected issues in logic, epistemology, metaphysics, worldviews, and ethics. **Prerequisite:** Sophomore standing. Offered every fall semester.

**PHIL 3203 Making of the Modern Mind (3 cr.)** An understanding of philosophical concepts; beginning with the Greeks through Augustine and concluding with the significant philosophical system of the western world and eastern philosophy. Evaluation of these systems relative to personal faith and values will assist in developing a statement of philosophy by the individual student.

**PHIL 4103 History and Philosophy of Education (3 cr.)** An analysis of the historical, cultural, and psychological influences upon individual and group behavior in education. Secular and religious philosophies of education will be considered. **Prerequisite:** EDUC 3103 and junior/senior standing. Offered on demand.

**PHIL 4993 Honor Studies (3 cr.)** Honor Studies in Philosophy are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. **Prerequisites:** Ninety (90) hours and approval of instructor and school chair. Offered on demand.

**PHYS [Physics]**

**PHYS 1133 General Physics I (3 cr.)** General Physics I is an algebra based course. This course includes mechanics in one and two dimensions, thermodynamics and/or waves. **Prerequisites:** College algebra or equivalent.

**PHYS 1134 General Physics I (with Lab) (4 cr.)** This is an algebra based course. This course includes mechanics in one and two dimensions, thermodynamics and/or waves; with laboratory. **Prerequisites:** College algebra or equivalent.

**PHYS 1233 General Physics II (3 cr.)** General Physics II is an algebra based course. This course is a continuation of PHYS 1133 and includes electricity and magnetism, light, thermodynamics and/or waves, and may also include modern physics. **Prerequisites:** PHYS 1133.

**PHYS 1234 General Physics II (with Lab) (4 cr.)** This is an algebra based course. This course is a continuation of PHYS 1134 and includes electricity and magnetism, light, thermodynamics and/or waves, and may also include modern physics; with laboratory. **Prerequisites:** PHYS 1134.

**PHYS 2104 Physics I (4 cr.)** An introduction to Physics, Mechanics, Work, Energy, Water, heat, sound. Laboratory experiments coordinated with lecture topics in Physics I (mechanics, work, energy, water, heat and sound. **Prerequisite:** MATH 2503 or consent of instructor. Offered every Fall Semester.

**PHYS 2203 Mathematical Physics (3 cr.)** An application of differential equations, vectors, and other techniques to physical problems. Physical principles of both classical and modern physics formulated as mathematical problems in differential and integral calculus. **Prerequisite:** PHYS 2204. MATH 2214. Offered every fall semester.

**PHYS 2204 Physics II (4 cr.)** An introduction to light, optics, magnetism and electricity. Laboratory experiments coordinated with lecture topics in Physics II (Light, optics, magnetism and electricity). **Prerequisite:** PHYS 2104. Offered every spring semester.

**PHYS 2211 Modern Physics Laboratory (1 cr.)** Basic application of theories of measurement, instrumentation and error to laboratory research. Experiments in classical and modern physics including measurements of fundamental constants, vacuum technology, Mossbauer Effect, and Hall Effect and advanced experiments in nuclear and particle physics. **Prerequisite:** PHYS 1234 or consent of instructor.
Offered every fall semester.

PHYS 2213 Modern Physics (3 cr.) Introduction to relativity; atomic, molecular and solid state physics. Introduction to quantum mechanics, nuclear and elementary particle physics. Prerequisite: PHYS 1234. Offered every fall semester.

PHYS 2223 Classical Mechanics (3 cr.) Static and dynamic aspects of particle and rigid body mechanics, including Lagrange’s equations and generalized coordinates will be explored. Prerequisite: PHYS 1234. Offered spring semester: even numbered years.

PHYS 3113 Thermodynamics (3 cr.) General theory and applications of thermodynamics, kinetic theory and statistical mechanics will be explored. Prerequisite: PHYS 1234. Offered spring semester: even numbered years.

PHYS 3123 Optics (3 cr.) Intermediate description of electromagnetic wave propagation; topics in geometrical and physical optics including interference diffraction, polarization, and laser physics; lab exercises in physical and geometrical optics. Prerequisite: PHYS 2213, PHYS 2203. Offered spring semester: even numbered years.

PHYS 3133 Electromagnetism (3 cr.) Electrostatics, electric and magnetic properties of matter, Maxwell’s equations and their solutions, propagation and radiation of electromagnetic waves. Prerequisite: PHYS 2213, PHYS 2203. Offered spring semester: even numbered years.

PHYS 4113 Quantum Mechanics (3 cr.) An introduction to nonrelativistic quantum mechanics; the Schroedinger equation and its application to simple systems. Prerequisite: PHYS 2213, PHYS 2203. Offered fall semester: even numbered years.

PHYS 4123 Electronics (3 cr.) An introduction to applications in electronics for scientists. Passive components, AC circuit theory, transistors and amplifiers, operational amplifiers and applications. Prerequisite: PHYS 3133. Offered spring semester: odd numbered years.

PMIN (Professional Ministries)

PMIN 1003 Program Orientation (3 cr.) This course is an Orientation to MACU and the Christian Ministries Degree Completion Program.

PMIN 1103 Foundations of Ministry (3 cr.) This is the first course in ministry for those who are preparing for ministry. Serious attention will be given to the nature of a call to ministry and an appropriate response. Through various testing instruments, observation and interview, the student will assess his/her temperament, interest, and gifts for ministry and/or other careers. Each person will receive assistance in setting personal and educational goals. Offered every semester.

PMIN 1203 Christian Formation (3 cr.) The course description will be reworded as follows: An overview of what Christian Education is and how it is accomplished. Foundations, materials and methods, and parachurch organizations are examined, as well as introduction to spiritual practices and the importance of personal spiritual formation and its effects on Christian Education. Prerequisite: PMIN 1103. Offered every spring semester.

PMIN 2603 Christian Education Ministry and Discipleship (3 cr.) An overview of the task and goals of Christian Education and its foundational role in the formation of Christian disciples. Historical, biblical, theological concepts will be utilized in practical applications. Prerequisite: PMIN 1103.

PMIN 2703 Church Multi-Media Ministry (3 cr.) Instruction and hands-on experience in the use of communication tools for local church ministry. Students will be instructed in the basic set-up and function of video projectors, sound systems and basic stage lighting. This will include the use of computers in ministry, power-point and other media programs. The use of drama, video and other worship aids will be included. Media in worship will be the focus of this course. This class will replace counterpart and is an elective in the Specialized Ministries Major. Offered fall semester: odd numbered years.

PMIN 2903 Rural/Urban Church Ministry (3 cr.) Emphasis on the special needs and challenges of small town/rural churches and urban/city churches. Special attention will be given to small congregations with limited potential for growth. The course will develop or display how ministry is accomplished in each setting. Offered fall semester: odd numbered years.

PMIN/MISS/SOCI 3023 World Religions and Heretical Movements (3 cr.) A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also some typical American cults are included. Offered fall semester: even numbered years.

PMIN/COMM 3103 Homiletics I (3 cr.) The thrust of this course will be a study of the fundamental principles of sermon preparation. The lives and works of renowned speakers will be studied via video, audio, and printed texts. The emphasis will be upon analyzing the content, methods, and skills that have distinguished these noted speakers. The steps of learning from the text, interpreting a text, arriving at a message, and designing a sermon will be followed in preparing the message. Students will gain experience in the preparation of their own sermons. Prerequisite: COMM 1103. Offered every fall semester.

PMIN 3113 Principles of Classroom Teaching (3 cr.) The basic principles involved in teaching in the church are given a thorough study. The course is designed to develop individual teaching skills, give guidance in the preparation of lesson plans and give experience in working with the needs and problems of learners. Prerequisites: PMIN 1103 and PMIN 1203. Offered fall semester: odd numbered years.

PMIN 3123 Evangelism and Discipleship (3 cr.) A study of the nature, purpose and process of biblical evangelism and its application to various ministries. A study of New Testament discipleship principles and their application, with a special emphasis upon building disciplined relationships and small group ministry. Offered every fall semester.

PMIN 3133 Introduction to Spiritual Direction (3 cr.) An introductory study of the history and principles of the practice of spiritual direction to help other Christ-followers live a life of intimacy and responsiveness to God’s voice. Prerequisites: PMIN 1203; and Junior standing or instructor permission. Offered spring semester: even numbered years.

PMIN 3153 Youth Ministry Methods and Curriculum (3 cr.) A study of developing and arranging youth ministry methods, program activities, and curriculum content, and investigating scope and sequence in youth ministry. Principles for the effective organization, administration, and implementation of youth ministry in the local church or in a Para-church organization will be the focus of this course. Offered fall semester: even numbered years.

PHYS 2213 Modern Physics (3 cr.) Introduction to relativity; atomic, molecular and solid state physics. Introduction to quantum mechanics, nuclear and elementary particle physics. Prerequisite: PHYS 1234. Offered every fall semester.
PMIN/COMM 3202 Homiletics II (3 cr.) Students will be guided in the techniques and skills of sermon delivery. They will gain experience in the preparation and delivery of their own sermons in class and in chapel services. Videotaping facilities of the university will be utilized in recording a student’s performance for the benefit of review and improvement of skills in oral delivery. Prerequisite: COMM/PMIN 3103. Offered every fall semester.

PMIN 3301 Christian Worship Lab (1 cr.) The Christian Worship Lab will consist of a series of lectures and video presentations dealing with the subject of Christian Worship and Spiritual Leadership. It will include a portion of musical rehearsals to help musicians develop their rehearsal skills. This course is designed to sharpen the student’s skills as a participant and leader of worship services.

PMIN 3302 Christian Worship (3 cr.) This course is designed to sharpen the student’s skills as a participant and leader of worship services. A study is made of the principles and foundations of worship, the history of liturgies and forms and current expressions of public and private worship. The elements of worship are noted with an emphasis upon maintaining a central theme Prerequisite: PMIN 1103.

PMIN 3313 Children’s Ministry (3 cr.) A study of the characteristics and needs of children twelve years and under. The course involves an investigation of objectives, agencies, methods, materials, and equipment employed in ministering to them. Guidance in organizing, administrating, and supervising the children’s program in the church is given. Special attention is given to principles underlying the evangelization and spiritual growth of children. Prerequisite: PMIN 1103 and PMIN 1203. Offered fall semester: odd numbered years.

PMIN 3334 Church Growth and Health (3 cr.) Introduction to church growth is designed to explore biblical and theological basis for church growth and evangelism. Sociological and leadership factors inform the student of ministry growth and evangelism. Sociological and leadership factors inform the student of ministry. Principles of church growth will be learned and prepared for future application. Prerequisite: PMIN 1103. Offered fall semester: even numbered years.

PMIN 3513 Youth Ministry (3 cr.) A study of the educational development, attitudes, needs, and problems of junior high and senior youth. The student will examine the youth culture, various models of youth ministry and construct a personal philosophy for ministering to/for/by and with youth. Attention is given to planning an adequate program for ministering to youth through a team approach. Prerequisite: PMIN 1103 and PMIN 1203. Offered every spring semester.

PMIN/PSYC 3623 Dynamics of the Family in Crisis (3 cr.) An examination of various crises which a family can experience throughout its various states, and the resources both within the family and external to it that can help family members through the crisis. Prerequisite: PSYC 1103. Offered every fall semester.

PMIN 3643 Stephen Ministry (3 cr.) Practical training in providing distinctively Christian, one-on-one care giving is offered in this course. Students will be trained in a local church setting in the skills required in Christian care giving. Emphasis will be on providing an organized system of ongoing care for the local congregation. Offered every spring semester.

PMIN 3713 Workshop in the Ordinances and Special Services (3 cr.) This course will feature a study of the ordinances of the Christian church including baptism, foot-washing, and communion along with special services as marriage, funerals, dedications, and ordination. Biblical and theological backgrounds and practical aspects are emphasized. Actual services will be constructed. Attention will be given to appropriate use of music, Scripture, prayer, and other worship aids. Students will be expected to participate in both simulated worship services and regular worship services conducted by the class members. Prerequisite: PMIN 1103. Offered spring semester: odd numbered years.

PMIN 4103 The Pastor’s Role in Church Administration (3 cr.) This course provides information, guidelines, and procedures for effectively administering the work of the local church. Items addressed include: Biblical basis of pastor’s role in administration, setting objectives, bylaws and business meetings, office management, state and national relationships, financial stewardship, and the minister’s personal ethics. Prerequisite: PMIN 1103 PMIN 1203, and junior/senior standing. Offered fall semester: odd numbered years.

PMIN 4113-4213 Internship in Professional Ministries (3 cr. each) The advanced student is provided an opportunity to gain practical experience by working in the area of professional ministries in which he anticipates he will be most involved in his professional ministry. Any of the specialization concentration areas selected as a major or minor by the student may be strengthened by actual field experience in that area of vocational ministry. The student will work under a trained specialist in the chosen area to gain first-hand experience in his vocational choice. (Areas include: adult ministries, children’s ministries, Christian education, discipling ministries). Prerequisites: Advanced standing and approval of the department chairperson. Offered on demand.

PMIN 4233 Nonprofit and American Church Law (3 cr.) The major focus is the legal rights, duties, and liabilities of nonprofit organizations and directors, officers, employees and volunteers relevant to (1) forming a nonprofit organization and establishing and maintaining tax-exempt status; (2) designated funds, reporting requirements, fiduciary duties and responsibilities, and liability; (3) clergy-penitent privilege, child and elder abuse reporting, and confidentiality; and (4) sexual misconduct, risk management, and lawsuits between Christ-followers. Some attention will be given to alternative means of conflict resolution and selected church and clergy tax and first amendment issues. Offered fall semester: even numbered years.

PMIN 4303 Leadership Formation (3 cr.) This course will introduce the student to basic leadership principles and methods. Students will be exposed to various leadership styles. Students will understand the principles of a personal leadership style, vision, mission and purpose. The student will examine the role of change, inspiration/motivation and servant leadership. Prerequisites: PMIN 1103. Offered every spring semester.

PMIN 4313 The Role of the Associate Pastor in Ministry (3 cr.) From candidacy to ministry development, this course will enable the student to be effective from the first day of ministry. Key program issues will include recruiting, training, areas of specialization, being the second person, and serving on a staff. Offered fall semester: odd numbered years.

PMIN/PSYC 4503 The Church’s Ministry to Families (3 cr.) Major concern will be the biblical foundation, objectives, organization, and administration of a program of family life education in the local church.
Includes an analysis of two parent, single parent, and other parental arrangements. **Prerequisites:** PMIN 1103, PMIN 1203, junior/senior standing. Offered fall semester: even numbered years.

**PMIN/PSYC 4603 Pastoral Counseling (3 cr.)** A study of counseling from a Christian perspective as it relates to helping persons deal more effectively with personal, spiritual, and non-pathological problems. Specific issues will be examined. Attention will be given to the development of counseling skills and role-playing. **Prerequisites:** PSYC 1103. Offered every spring semester.

**PMIN 4803 Professional Staff Relationships (3 cr.)** Principles, practice of successful relationships with senior pastor and staff personnel. **Prerequisite:** PMIN 1103 and junior/senior standing. Offered spring semester: even numbered years.

**PMIN 4893 Practicum in Pastoral Care I (3 cr.)** This course will focus on the development of skills and understanding in order to adequately provide Christian care for persons in life crisis. Through classroom lectures required readings and supervised work in the clinical environment, students will be given the opportunity to demonstrate the practices involved in providing appropriate pastoral care. Offered every semester.

**PMIN 4973 Pastoral Care in the Local Church (3 cr.)** This course will focus on the advanced development of pastoral care skills and framing an understanding for adequately administrating a care giving ministry. Particular attention will be given to establishing and maintaining a community of care in a Christian congregation. Offered spring semester: even numbered years.

**PMIN 4983 Practicum in Pastoral Care II (3 cr.)** The goal of this course is to further develop each student’s ability to give quality pastoral care to persons in life crisis. Particular emphasis will be placed on experiences designed to aid the student in providing distinctively Christian care in times of medical and emotional trauma. **Prerequisites:** PMIN 4893. Offered on demand.

**PMIN 4993 Honor Studies (3 cr.)** Honor Studies are open only to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under the supervision of a selected member of the faculty. **Prerequisite:** Ninety (90) hours and approval of instructor and school chair. Offered on demand.

**PMIN 5033 Church’s Ministry to Families (3 cr.)** The major focus of this course is to provide biblical programming that addresses the systems and needs of family life in the local church and community. Parental arrangements and family structures of contemporary society will be studied.

**PMIN 5123 Business Management from a Christian Worldview (3 cr.)** This course examines the influence that social, cultural, and religious environments exert on institutional behavior, particularly focused on the development of an appreciation for the Christian worldview. Included are the changing nature of the business system, the policy process, corporate power, and organizational and societal reaction to these environmental forces. The roots of ethical behavior and the societal benefits of proper ethical behavior will also be examined.

**PMIN 5203 Self-Assessment and Development (3 cr.)** This course explores the first step in becoming an effective minister: self-understanding. Students analyze their preferred ways of interacting with others along the four continuums described by Myers and Briggs, clarify their relational voice, identify their spiritual gifts, and articulate their desired master role in ministry. The assets of personal characteristics, experiences, passions, relationships and expertise inform the self-assessment and development process.

**PMIN 5233 Servant Leadership and Business Ethics (3 cr.)** This course provides both a practical and philosophical structure for the interdisciplinary study of executive behavior, as well as an examination of the principles of leadership with a focus or the model of Servant Leadership. Global competition has heightened today’s corporate stressors along with managerial expectations resulting in a demand for well grounded, ethical, critical thinkers providing quality leadership. Case studies are incorporated so as to assist the student in gaining experience in analyzing problems, utilizing theory tools and models, and implementing ethical and rational outcomes.

**PMIN 5313 Homiletics (3 cr.)** A study of the methodology in organizing material into proper sermonic form. Students will apply valid methods of textual analysis and outline construction. (Content includes: Developing a Sermon Series; Steps in Sermon Preparation, Propositional Preaching; Outlining the Sermon; Developing the Theme of the Sermon; prepare for expository preaching; the process of expository preaching; and practice in sermon presentation) Guidance on preaching effectively to diverse groups of hearers in light of cultural challenges in a variety of congregational and community contexts is given.

**PMIN 5323 Biblical Leadership, Coaching, and Ethics (3 cr.)** Essential biblical principles bearing on the purpose and character of leadership will be analyzed within the biblical context and in terms of the contemporary understanding of leadership and coaching others in a diverse society. Strategies for establishing and maintaining moral and ethical integrity in one’s life and ministry will be explored.

**PMIN 5333 Church History and Christian Movement (3 cr.)** The course will explore the rise of the Church under persecution, orthodoxy vs. heresy, doctrinal developments, the rise of the Roman Papacy and opposition to it during Middle Ages, Protestant Reformation, the development of modern denominationalism, modern Roman Catholicism, the ecumenical movement and current developments. The range of various denominations and faith groups within Christianity will be explored.

**PMIN 5463 Evangelism in a Post Modern Era (3 cr.)** An emphasis is given in discovering how the entire church can be involved in ministries which produce a growing “discipling” Christian community. New Testament principles and strategies of evangelism and discipleship will be studied as well as their application through contemporary methodologies. Students will also be challenged to creatively develop evangelistic strategies applicable to their current church or ministry setting.

**PMIN 5473 Leading Strategic Change (3 cr.)** “Where there is no vision, the people perish” (Proverb 29:18). These words formulate the theme for this course. In a changing world, church leaders and churches are called to examine and re-examine the vision and mission of their organization. This course will provide key administrative principles in not only strategically planning for change, but understanding when and how to implement change.

**PMIN 6933 Christian Education and Ministry Integrative Practicum Capstone (3 cr.)** Materials, methods and administration of Christian
educational programs for the spiritual, intellectual and relational needs of individuals and families will be explored. This course also provides guidance to students in the preparation, activity, presentation, and writing of their capstone ministry project report.

PIMIN 6946 Clinical Pastoral Education (CPE) Unit 1 (6 cr.) This course introduces students to pastoral care and crisis care ministries. Students will explore mental health, pastoral care, and trauma (family and individual). Students engage in weekly debriefing sessions, textbook readings, didactics, reflection papers, theological reflection, and clinicals (patient visits, trauma care). This training is useful for congregational and workplace ministries, hospices, prisons, and hospitals (6 credit hours). Students who go on to earn a total of 4 units of CPE will meet the criteria expected for employment in chaplaincy.

POL [Political Science]


POL 2103 Introduction to Public Administration (3 cr.) This course provides an introduction to public administration in America by examining theoretical foundations, traditional management functions and current issues in government and the non-profit sector.

POL 2203 State and Local Government (3 cr.) Analysis of the position of the state in the federal system; state and local government in the United States; constitution of the state, constitutional development, functions and problems of state government. Prerequisite: POLS 1103. Offered spring semester: odd numbered years.

POL 3104 Constitutional Law (4 cr.) The course includes preparation of powers, taxation, police powers of the government, zoning, and eminent domain. Also, the course examines the relationships between the federal, state, and local governments and how they are related to American Indian governments. Additionally, the course emphasizes provisions of the Constitution which directly relate to law enforcement powers.

POL 3203 Effective Personal Management (3 cr.) This is a study to assist the Public Administration professional in managing self-perception, positive attitudes, and personal and career goals.

POL 3213 Management Principles of Public Administration (3 cr.) A study of the five parts of managing organizations: planning, organizing, staffing, leading and controlling/evaluating with the presentation of principles for application to public administration.

POL/HIST 3503 History of the Constitution of the United States (3 cr.) This course is an in-depth survey of the background of this nation’s basic governmental document and a careful examination of its authors (often referred to as the Founders), exactly what they wrote, and their intentions as they wrote it.

POL 4113 Methods-Operations Supervision (3 cr.) Emphasis is on the functions of the supervisor as the link between middle management and the operative work force. To supervise is to oversee people and supervision is, therefore, a function of all managers. However, the first-line supervisor is in a unique position to influence positively the productivity and morale of rank-and-file workers. This course focuses on three major functions of the supervisor: leading, producing, and training. It applies methods and techniques that have been used successfully in government to develop effective supervisors.

POL 4313 Politics in Government Budgeting (3 cr.) Students will determine the stages of the government budget process, examine the various political factors that influence the budgeting process, and examine the resolution, reconciliation, and appropriations processes. The roles of the executive and the legislative branches will be examined as well as the complex rules and procedures that influence government policies and financial outcomes.

POL 4613 Operations Planning and Control (3 cr.) This course is designed to acquaint the student with the methods of planning and control for operations. Topics include planning for personnel, equipment, supplies, and facilities; budget development and administration; scheduling; equipment and facilities maintenance; and quality control and maintenance.

POL 4713 Administrative Communication in Public Administration (3 cr.) A study of key managerial communication concepts and skills used to diagnose communication problems and to communicate agency information and policies. Includes oral and written communication systems and techniques for the manager with emphasis on interviews, conferences, discussions, listening, small group, and intra- and interagency communications.

PSYC [Psychology]

PSYC 1103 Introduction to Psychology (3 cr.) An introductory course designed to acquaint the student with a broad view of the field of psychology. It should introduce the student to the major concepts of the field including its history and development. Attention will be given to concepts such as learning, motivation, personality, stress, consciousness, intelligence and reasoning, as well as cognitive, social, moral and psychological development. Offered every semester.

PSYC/SOCI 2103 Introduction to Social Work (3 cr.) A survey of the fields of social work, their history, problems and techniques. Prerequisites: SOCI 1103 and SOCI 1203. Offered spring semester: even numbered years.

PSYC/SOCI 2203 Marriage and Family (3 cr.) Consideration of factors in self-understanding and interpersonal relations. Mat selection, changing roles of men and women and problems of marital adjustments are investigated. Socialization of children and problems of parenthood are considered. The effects of family violence including children and spousal abuse will be discussed. Prerequisite: PSYC 1103. Offered every semester.

PSYC/SOCI 2303 Social Psychology (3 cr.) A study of the nature of the social structures which man has developed and their influences on the functioning of human individuals and groups. Emphasis is given to interactive processes involved in socialization, leadership, attitude formation, motivation, cognition, and self-concept formation. Prerequisites: PSYC 1103 and SOCI 1103. Offered spring semester: even numbered years.

PSYC 2403 Child and Adolescent Psychology (3 cr.) This course is a study of human development from conception through adolescence. Major theoretical approaches of physical, cognitive, psychosocial development will be examined. This study will include parent/child, sibling, and other relationships as they relate to developmental processes and stages. Study will be divided into five periods of childhood: prenatal, infancy and toddlerhood, early childhood, middle childhood, and adolescence.
Prerequisite: PSYC 1103 or SOCI 1103. Offered every spring semester.

PSYC 3103 Psychology of Learning (3 cr.) Topics include basic learning theories, psychological principles applied to learning theories, psychological principles of behavioral, emotional, belief change and applications to psychology, instruction and educational practice. 
Prerequisite: PSYC 1103. Offered every fall semester.

PSYC 3113 History and Systems of Psychology (3 cr.) A survey of psychological thought from early philosophical roots to modern concepts of psychology as a science. Topics include the philosophy of mind, key psychological ideas that changed the world with an emphasis placed on developments since the first psychological laboratory in 1879.

PSYC 3123 Industrial Organizational Psychology (3 cr.) This course will serve as an introductory course to the area of Industrial Organizational Psychology as a potential career field. The course will offer a broad description and examination of the psychological principles used in the world of work. Students will examine major theories, their applications in the work place and research conducted on those theories. The role of psychologists in job analysis, employee selection processes, employee training, performance appraisal processes, worker motivation, job satisfaction and skills analysis, eliminating stress in the workplace, group and team communications as well as the leadership skills leading to maximal outcomes will all be discussed in this course. The course will move beyond theory to an overview of the applications of those theories in practice as well. Prerequisite: PSYC 1103. Offered Spring Semester: even numbered years.

PSYC/EDUC 3303 Development Across the Life Span (3 cr.) This course is a study of human development and the nature of those social structures which impact it, especially the development of personality, attitudes, habits, intelligence, and Christian ideals. Prerequisite: PSYC 1103.

PSYC 3313 Behavior Modification and Applied Psychology (3 cr.) This course will introduce the application of scientific methodology to the resolution of problems in human behavior. The special focus of this course will be the research and theoretical advances in the field of behavior modification and its application to the modifying of behavior through systematic manipulation of the response-contingent environmental consequences. Prerequisite: PSYC 1103.

PSYC 3413 Experimental Psychology (3 cr.) The examination of fundamentals of the scientific method as applied to research in psychology to include: Research design, sampling, measurement, analytical, evaluative, and interpretive skills needed to understand the professional research literature. Both qualitative and quantitative methods will be explored to prepare learners for the integration project. Prerequisite: PSYC 3713 and COMM 2603.

PSYC/SOCI 3603 Gerontology (3 cr.) A study of human development from mature adulthood through retirement age until death with emphasis on the biological, personal, family, and sociological change affecting the aging adult. Prerequisite: PSYC 1103 or SOCI 1103. Offered spring semester; even numbered years.

PSYC/PMIN 3623 Dynamics of the Family in Crisis (3 cr.) An examination of various crises which a family can experience throughout its various stages, and the resources both within the family and external to it that can help family members through the crisis. Prerequisite: PSYC 1103. Offered every fall semester.

PSYC 3633 Psychology of Addictions and Substance Abuse (3 cr.) This is an introductory course in alcohol and drug counseling. It will focus on the historical, theoretical, and practical aspects of abuse, addiction and chemical dependency counseling. Prerequisite: PSYC 1103. Offered every spring.

PSYC/BUAD/MATH 3703 Introduction to Statistics (3 cr.) The course is a complete introduction to basic statistics as a method of analysis. Statistics is a powerful tool that is used in the business world and in the behavioral science area extensively. This course will provide the student with a working knowledge of statistical terms and formulas. The student will use Microsoft Excel as the medium technology throughout the course. Microsoft Excel spreadsheet program is required for this course. Offered every fall semester.

PSYC 3713 Psychological Statistics (3 cr.) This course provides a foundation study of descriptive and inferential, parametric and non-parametric statistical techniques used in psychological research, including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi-square and simple analysis of variance. Prerequisite: MATH 1103 or MATH 2503.

PSYC 3803 Introduction to Research Methods (3 cr.) The purpose of this class is to introduce students to the various methods of doing research in the behavioral sciences. Surveys, longitudinal, cross-sectional, naturalistic observations and experimental designs will be studied. Each student will complete a research project using knowledge gained from this class and the statistics class, which precedes it. Students will have the opportunity to present and display these projects at the University’s Public Annual Research Day Research Poster Presentation. Prerequisites: PSYC 1103 and PSYC/BUAD/MATH 3703. Offered every spring semester.

PSYC 3813 Cognitive Psychology (3 cr.) The exploration of the theory and application of how people accomplish complex cognitive tasks. Emphasis is on research based on human information processing theories which includes pattern recognition, attention, memory organization, language comprehension, problem solving, and decision making are among topics that are presented. Prerequisite: PSYC 1103.

PSYC 3903 Stress Management (3 cr.) This course is designed to acquaint students with the basic principles of stress management and their application to personal and occupational stress situations. Prerequisite: PSYC 1103.

PSYC 4103 Biblical Concepts of Mental Health (3 cr.) This course will be a study of biblical concepts of mental health. Applications will be made from the teaching of Jesus to personality, psychopathology, and developmental disorders. Special emphasis will be given to issues of shame, guilt, anger, resentment and the concept of forgiveness.

PSYC 4233 Performance and Sports Psychology (3 cr.) This course is designed to assist students to both learn and understand the application of psychological principles in the area of Sports Psychology and Performance. Various psychological theories and research in the areas of personality, motivation, arousal and regulation, anxiety, competition and cooperation, leadership and imagery will be explored as they relate to human performance as well as emotional, physical and psychological well-being. Psychological development will be discussed as it relates to character and sportsmanship development. The course will serve as an introduction to how these theories and principles are applied in the field of Performance and Sports Psychology. Prerequisite: PSYC 1103.
PSYC 4213 Physiological Psychology and Neuroscience (3 cr.) Survey of neuroanatomy and brain structures, neural activity, genetics, and the neurochemical and biochemical basis related to emotions, behavior, mental disorders, and human development. Prerequisite: PSYC 3303.

PSYC/EDUC 4223 The Exceptional Child (3 cr.) This course is an introduction to the characteristics, needs, problems, and behavior patterns of exceptional children; and the various educational approaches used with them. Topics central to special education today – inclusion, diversity, assistive technology, collaboration, and multidisciplinary teams will all be studied. The intellectual, physical, emotional, and behaviorally handicapped children will be studied as well as gifted children and handicapped adults. Five (5) field experiences in special education and gifted classes will be required. Offered every fall semester.

PSYC 4303 Principles of Counseling (3 cr.) This course is designed to introduce students to the principles and practices of the counseling process. The techniques of major religious and secular approaches to counseling will be studied. Prerequisite: PSYC 1103. Offered every fall semester.

PSYC 4313 Multicultural Psychology (3 cr.) The course will explore ethnic and socio-cultural diversity from a psychological perspective. The study will focus on how diversity affects interpersonal and institutional processes along with its impact on psychological functioning and the utilization of psychological knowledge. Prerequisite: PSYC 1103.

PSYC 4333 Positive Psychology (3 cr.) Positive psychology is the study of how human beings prosper even in the face of adversity. Its goal is to identify and enhance the human strengths and virtues that make life worth living and allow individuals and communities to thrive. The study will examine the paradigm shift from pathology to strengths-based psychology. The focus will include pleasure and positive experience, happiness, positive thinking, flow, character strengths, values, and talents, wellness, and positive interpersonal relationships. Prerequisite: PSYC 1103.

PSYC 4343 Psychology of Motivation and Emotions (3 cr.) The research into motivational and emotional processes and their practical application will be studied. The areas of study include basic motivational concepts and theories, basic emotions, underlying physiological and neurological processes, and social and cultural concepts. Prerequisite: PSYC 1103.

PSYC/COMM 4403 Small Groups: Principles and Practices (3 cr.) This course deals with both the theoretical and practical processes of group relationships. Task accomplishment, decision making, leadership styles and member roles are examined. The course is designed as a learning laboratory stressing the practical application of the principle studies. Prerequisite: PSYC 1103. Offered every spring semester.

PSYC/PMIN 4503 The Church’s Ministry to Families (3 cr.) Major concern will be the biblical foundation, objectives, organization, and administration of a program of family life education in the local church. Includes an analysis of two parent, single parent, and other parental arrangements. Prerequisites: PMIN 1103, PMIN 1203, and Junior/Senior standing. Offered fall semester: even numbered years.

PSYC/PMIN 4603 Pastoral Counseling (3 cr.) A study of counseling from a Christian perspective as it relates to helping persons deal more effectively with personal, spiritual, and non-pathological problems. Specific issues will be examined. Attention will be given to the development of counseling skills and role-playing. Prerequisites: PSYC 1103. Offered every spring semester.

PSYC 4613 Advanced Pastoral Counseling (3 cr.) The class is designed to provide a practical supervised counseling experience for students who have successfully completed Pastoral Counseling 4603. Students will participate in simulated counseling situations, writing session plans and progress reports. Prerequisite: PSYC 1103, PSYC 4303, and PSYC 4603. Offered on demand.

PSYC 4703 Psychology of Abnormal Behavior (3 cr.) This class will provide students a general introduction to the study of abnormality and the disordered experiences making up such abnormality. The major diagnostic categories, clinical treatment approaches and problems of studying abnormal living will be examined. Prerequisite: PSYC 1103. Offered every fall semester.

PSYC 4803 Personality Development (3 cr.) This course provides a general introduction to the classical theories of personality in American psychology and introduces the student to the objectives and challenges of a scientific study of personal life. Emphasis will be given to a critical evaluation of personality theories in light of current knowledge and biblical perspectives. Prerequisite: PSYC 1103. Offered every spring semester.

PSYC 4813 Professional Ethics and Conduct (3 cr.) This course addresses the legal requirements and behavioral expectations for behavioral science professional. It is designed to equip students entering the field with necessary information with which to function in a professional manner as behavioral science practitioners. Prerequisite: PSYC 1103. Offered spring semesters: even numbered years.

PSYC 4833 Psychology Integration Project (3 cr.) Students will apply evaluation criteria to critique their review of the literature and the incorporation of content from the academic courses to identify and correct weaknesses in their analysis and proposed solution. Students will compose a written and integrated comprehensive report describing the review of the literature, the course content utilized in the project, the analysis of the issues, and the proposed solution culminating in an oral presentation of their Research Project. Prerequisite: PSYC 3413.

PSYC 4893 Special Topics in Psychology (3 cr.) This course is designed to address topics of special interest in the psychology content field. Topics will vary according to student interest and/or curriculum improvement needs. Prerequisites: Instructor permission. Offered on demand.

PSYC 4904 Internship: Field Experience (4 cr.) This course is designed to be the capstone experience for the behavioral science major. Students will work in a clinical setting under the supervision of a qualified on-site clinical supervisor. Weekly participation in internship group with other student-interns and a behavioral science faculty member is an integral part of this course. Prerequisites: Thirty (30) hours in behavioral science and senior standing. Offered every semester.

PSYC 4993 Honor Studies (3 cr.) Honor Studies are open to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under supervision of a selected member of the faculty. The instructor of the course must approve the offering of the course and its format. All work
must be completed within one regular semester or one summer.  
Prerequisites: Ninety (90) hours and approval of the instructor and School Chair. Offered on demand.

Rsch [Research]
Rsch 3403 Research and Ethical Decision Making (3 cr.) The first course in the research block focuses the fundamentals of research applied in a range of differing fields. Both quantitative data analysis and qualitative methods will be explored allowing students to form the foundations for their research project including selecting an appropriate researchable topic and performing a review of the literature – this will correspond to Chapters 1 and 2 in a formal research project. Students will continue the study of statistics related to correlation, experimental design, and regression analysis. Prerequisite: COMM 2603.

Rsch 3713 Statistics for Research (3 cr.) This course provides a foundational study of the conceptual and computational principles of statistics used in research including descriptive and basic inferential statistical techniques along with parametric and non-parametric methods. Topics include frequency distributions, measures of central tendency, probability, and hypothesis testing. Introduction to the concepts related to t-tests, correlation, regression analysis, Chi-square, and simple analysis of variance will be presented. Prerequisite: MATH 1103 or MATH 2503.

Smgt [Sports Management]
Smgt 3113 Leadership and Ethics in Sports (3 cr.) This course examines the ethical issues individuals face in Sport Management settings. Emphasis is placed on ethical dilemmas sport managers encounter in the daily operation of commercial, recreational, and educational athletic programs. In addition, students study leadership theories and practices as they relate to sports organizations and its effects on employee motivation in an athletic setting. Offered every spring semester; even numbered years.

Smgt 3123 Sociology of Sports (3 cr.) This course examines diverse ways organized sports reflect and influence the values and social structures of society. Students analyze major political, economic, and social functions of sports in historical and cross-cultural contexts. Topics include women and sports, violence, race and sports, and the changing functions of collegiate and professional athletics. Offered every spring semester; even numbered years.

Smgt 3513 Sports Fundraising and Sponsorship (3 cr.) This course examines skills, strategies and techniques needed for successful revenue generation in the sport industry. In addition, students examine corporate sponsorship and its impact on the sport industry from a sales and marketing perspective. Offered every fall semester; odd numbered years.

Smgt 4123 Sports Facilities Management (3 cr.) This course is designed to provide learning experiences in managing sport facility operations, planning new sport facilities, and renovating and maintaining new facilities. An understanding of sports facilities, their design, and management will be gained through field study, speakers, and standard classroom material. Offered every fall semester; odd numbered years.

Smgt 4223 Sports Law and Risk Management (3 cr.) This course provides a presentation of the basic legal system, its terminology, and principles as applied to professional and amateur sports. Emphasis is on identifying and analyzing legal issues, the ramifications of those issues, and the means of limiting the liability of sport organizations. Offered every spring semester; even numbered years.

Soci [Sociology]
Soci 1103 Introduction to Sociology (3 cr.) A study of the nature of social relations, social institutions, social processes and the products of these relationships. The nature of culture, communication, socialization, mobility, social control and other sociological concepts are considered. Offered every fall semester.

Soci 1203 Social Problems (3 cr.) The impact of technological change, social change, and mobility in Western society is examined. Conflicts concerning social values and social disorganization are studied as these apply to a variety of familial, economic, religious, and other interpersonal situations. Prerequisite: Soci 1103. Offered every spring semester.

Soci/Psyc 2103 Introduction to Social Work (3 cr.) A survey of the fields of social work, their history, problems and techniques. Prerequisite: Soci 1103 and Soci 1203. Offered spring semester: even numbered years.

Soci/Psyc 2203 Marriage and Family (3 cr.) Consideration of factors in self-understanding and interpersonal relations. Mate selection, changing roles of men and women and problems of marital adjustments are investigated. Socialization of children and problems of parenthood are considered. The effects of family violence including children and spousal abuse will be discussed. Prerequisite: Psyc 1103. Offered every fall semester.

Soci/Miss 2243 Introduction to Cultural Anthropology (3 cr.) A study of the cultures of people throughout the world, including the principles behind the various aspects of culture. The course is designed to provide an understanding of cross-cultural problems which can assist in a more effective communication of Gospel as well as a better understanding of the person’s own culture. Prerequisites: Soci 1103 and Psyc 1103. Offered spring semester: Odd numbered years.

Soci/Psyc 2303 Social Psychology (3 cr.) A study of the nature of the social structures which man has developed and their influences on the functioning of human individuals and groups. Emphasis is given to interactive processes involved in socialization, leadership, attitude formation, motivation, cognition, and self-concept formation. Prerequisites: Psyc 1103 and Soci 1103. Offered spring semester: even numbered years.

Soci/Miss/Pmin 3023 World Religions and Heretical Movements (3 cr.) A study of the major living religions of today: Animism (Folk Religions), Hinduism, Buddhism, Confucianism, Shintoism, Taoism, Islam, and Judaism. Also some typical American cults are included. Offered fall semester: even numbered years.

Soci/Miss 3203 Social Work in the Church (3 cr.) A survey of the special efforts of the church in the field of social work in the alleviation of human need. Attention is given to the church’s role in the rapidly changing social structures of world cultures and the manifestation of the Gospel through Christian charity. Prerequisites: Soci 1103 and Soci 1203. Offered fall semester: even numbered years.

Soci 3303 Food Insecurity (3 cr.) This course provides an overview of the definition and scope of food insecurity at the local, national, and global levels. It will cover the concept of food insecurity, explain how it
is defined and measured, and provide a picture of the extent of the issue at multiple levels. The course will also examine elements that contribute to food insecurity in these different contexts. Additionally, students will be exposed to intervention strategies that are designed to reduce food insecurity and some of the local and global organizations that are working to develop and implement them.

SOCI 3403 Water Scarcity (3 cr.) This course provides an overview of the definition and scope of water scarcity and conflict at the local, national, and global levels. It will cover the concept of water scarcity, explore the issue of water rights, examine causes for the current water shortages across parts of the globe, and provide a picture of the political and personal issues faced by countries and individuals when dealing with a shortage of clean water. Economic, political, and environmental factors will be examined. Additionally, students will be exposed to intervention strategies that are designed to increase the availability of clean water and some of the local and global organizations that are working to develop and implement them.

SOCI/PSYC 3603 Gerontology (3 cr.) A study of human development from mature adulthood through retirement age until death with emphasis on the biological, personal, family, and sociological change affecting the aging adult. Prerequisite: PSYC 1103 or SOCI 1103. Offered spring semester: even numbered years.

SOCI 4113 Internship in Sociology (3 cr.) Opportunities are provided for the student to gain practical experience in some field of social work related to the church. The student is supervised by the instructor and is required to make written reports and evaluation of his work. Prerequisite: Twelve (12) hours of sociology, approval of instructor, and approval of department head. Offered on demand.

SOCI/HIST 4203 The Ethnicity in America (3 cr.) This course seeks to give an overview of the major ethnic groups in America with an emphasis upon their arrival and integration with American society at large. In addition, this course also covers the issues of race relations, the source and nature of group tensions, as well as communication and cross-cultural issues that would inform interaction with, and evaluation of, various groups.

SOCI 4993 Honor Studies (3 cr.) Honor Studies are open to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. Prerequisites: Ninety (90) hours and approval of

SPAN [Spanish]

SPAN 1104 Elementary* Spanish I (4 cr.) Emphasis is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary constructs, and learning simple conversational patterns. Offered every fall semester.

SPAN 1204 Elementary* Spanish II (4 cr.) A continuation of the skill-building processes of elementary Spanish 1104, with an introduction to more difficult grammatical constructs, grammar, and the practice of more complex conversational patterns. Prerequisite: SPAN 1104. Offered every spring semester.

THEO [Theology]

THEO 1103 Biblical Life and Witness (3 cr.) An introduction to the basic teachings of the Bible, for the purpose of helping the student understand how to live a Christian life, and how to witness to others about what God can do. Offered every semester.

THEO 2103 Systematic Theology I (3 cr.) An introductory study of what it is possible for us to know about God, humanity, sin, salvation, sanctification, the church, and the end of the world. Prerequisites: BIOT 1103, BINT 1203, and THEO 1103. Offered every fall semester.

THEO 2203 Systematic Theology II (3 cr.) A continuation of the introductory study of what it is possible for us to know about god, humanity, sin, salvation, sanctification, the church, and the end of the world. Prerequisites: THEO 2103. Offered every spring semester.

THEO 2303 Introduction to Christian Theology (3 cr.) An introduction to the nature (what is it?), and the task (how do you do it?), and the shape (how does it fit together?) of Christian knowledge and God, humanity, sin, salvation, sanctification, the church, and the end of the world. Prerequisites: BINT 1203.

THEO 3403 The Person and Work of the Holy Spirit (3 cr.) The person and work of the Holy Spirit is studied in the light of Biblical teaching (with an emphasis on a Wesleyan perspective). The activity of the Holy Spirit is traced through the Old and New Testaments, with special emphasis upon the teaching of Christ and Pauline Pneumatology. The historical development of the doctrine is also considered. Prerequisite: THEO 2103-2203. Offered fall semester: even numbered years.

THEO 3603 Spiritual Formation and Ministry (3 cr.) The purpose in this class will be to explore and practice disciplines of Christianity which are foundational for a dynamic Christian life and ministry. Such a lifestyle will ultimately lead to a life of holiness, as a part of the experience of sanctification and the ongoing process of holy living. Prerequisite: PMIN 1003.

THEO 3813 Judeo-Christian Ethics (3 cr.) A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, right obligations, and opportunities.

THEO 3823 Biblical Concepts of Leadership (3 cr.) A study of the concepts of leadership in the context of the scriptures. Applications of the concepts for both personal and career goals.

THEO 3833 Foundations of Ethics: Christian Theology (3 cr.) A systematic study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin, salvation, and related topics. These themes will be examined through the focus of New Testament literature with an emphasis on their ethical implications.

THEO 4203 Eschatology (Last Things) (3 cr.) A study of the biblical teachings on the kingdom of God, the second coming of Christ, the Millennial theories and the final destiny of humankind. Prerequisite: Twelve (12) hours Bible/Theology. Offered spring semester: odd numbered years.

THEO 4303 Church of God Theology (3 cr.) This course studies the distinctive vision and contribution of writers in the Church of God Reformation Movement (Anderson) to the understanding of the Christian life and sanctification, the Church, the eschatology in their historical context. Issues of church polity and collaborative Ministries
within this movement will also be considered. **Prerequisites:** BINT 1103 and BINT 1203. Offered fall semester: even numbered years.

**THEO 4403 Theology of Ministry (3 cr.)** This course clarifies and grounds the practical functions of pastoral ministry and congregational leadership in a biblical model of ministry as participation in God’s continuing activity of reconciliation. We will consider theologically the relationship between God’s and our ministry and some practical implications of this, as well as the role of personal formation in faithful ministry. **Prerequisites:** THEO 2203 or THEO 2303. Offered spring semester: odd numbered years.

**THEO 4923 Special Topics in Theology (3 cr.)** This course is designed to address topics of special interest in theology. Topics will vary according to student interest and/or curriculum improvement needs. **Prerequisites:** Junior standing or instructor permission. Offered spring semester: odd numbered years

**THEO 4993 Honor Studies (3 cr.)** Honor Studies are open to students who have demonstrated initiative and capability in individual study and research. The course is designed to give students opportunity to do advanced work in an area of particular interest to them, under supervision of a selected member of the faculty. The offering of the course and its format must be approved by the instructor of the course. All work must be completed within one regular semester or one summer. **Prerequisites:** Ninety (90) hours and approval of instructor and department head. Offered on demand.

**THEO 5213 Wesleyan-Arminian Theology (3 cr.)** The first half of this course will address the background and development of Arminian theology. It will demonstrate that classical Arminian theology has a rightful place in the Evangelical church in its relation to Reformed theology, and sustains important differences from Calvinism. The second half of this course will address the theology of John Wesley, focusing on God as “holy love” as a central theme and giving particular attention to the doctrine of Christian Perfection.

**THEO 5223 Theological Method (3 cr.)** The Wesleyan quadrilateral will provide the basis for lecture, readings and discussions on the role of Scripture, tradition, experience and reason in making theological decisions relating to ministry and church work. The implications of other contemporary theological methods for ministry will be explored.

**THEO 5233 Spiritual Formation From a Wesleyan Perspective (3 cr.)** This course will challenge students to explore and apply theological principles of Wesley’s Means of Grace as building blocks that empower and energize one to live and lead with spiritually-formed Christ-like character.

**UNIV [University Courses]**

**UNIV 0131 College Foundations 1 (1 cr.)** This skilled, competency-based remediation course provides individualized instruction in the essentials of math and English. Students placed in this one-hour course scored less than 50% on the English and/or math assessment.

**UNIV 0151 College Foundations 2 (1 cr.)** This skilled, competency-based remediation course provides individualized instruction in the essentials of math and English. Students placed in this one-hour course scored between 50% and 65% on the English and/or math assessment.

**UNIV 0171, College Foundations 3 (1 cr.)** This skilled, competency-based remediation course provides individualized instruction in the essentials of math and English. Students placed in this one-hour course scored between 65% and 75% on the English and/or math assessment.

**UNIV 1101 Becoming a Master Student (1 cr.)** This course provides the student with the opportunity to learn and adopt a variety of theories and techniques that promote success in academic pursuits and beyond. Offered every fall.

**UNIV 1121 First Year Evangel (1 cr.)** Designed for the first-year student, this course will explore the essential aspects of being a college student at MACU through the leadership curriculum of GIANT Worldwide and Clifton Strengthsfinder. These two methodologies will be combined for an in-depth introduction of MACU’s Issues Based Curriculum and to provide personal insight. Aspects to be explored include critical thinking, time management, goal setting, MACU’s mission and vision, and the unique aspects of being a MACU leader. Required for all College of Arts and Science students. Offered every semester

**UNIV 1123 Success at MACU (3 cr.)** This course will include strategies to succeed in college and in life. The objective of the course is to improve student academic performance by empowering the student to become an active, responsible learner who will prosper in college. Required for all college of adult and graduate studies undergraduate students unless waived by the academic dean or his/her designee.

**UNIV 1133 Study Skills for College Students (3 cr.)** This course provides in-depth study of specific strategies to engage students in learning and to develop the intrinsic motivation and responsibility for academic success across all content areas including: reading, taking notes, organizing study materials, strategies for test taking, writing skills, and strategies to prioritize their time for learning. The course seeks to develop the student’s self-confidence and model proactive planning for learning. Required for all College of Adult and Graduate undergraduate on-ground students once placed on probation.

**UNIV 1143 Study Skills for Online Learning (3 cr.)** This course provides in-depth study of specific strategies to engage students in learning and to develop the intrinsic motivation and responsibility for academic success across all content areas including: reading, taking notes, organizing study materials, strategies for test taking, writing skills, and strategies to prioritize their time for learning. The course seeks to develop the student’s self-confidence and model proactive planning for learning. Required for all College of Adult and Graduate Studies undergraduate online students once placed on probation.

**UNIV 2503 Professional Development Review (3 cr.)** Professional development guides students through the process of documenting college level learning that took place outside a college setting in order to earn college credit for that learning.
PERSONNEL DIRECTORY
ADMINISTRATION AND FACULTY

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Chief Diversity Officer

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Chief Compliance Officer

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Vice President for University Advancement

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Chief Academic Officer

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Chair

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Interim Chair

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Chair

School of General Education
Chet Horn, M.A.
Chair

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Chair, Dept. of Science

School of Music
Eddie Vandewalker, M.M.
Chair

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Dean

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Chair
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Jason Hall, Ph.D.  
Chair

**School of Business Leadership**  
William McMurry, M.B.A., M.L.A.  
Interim Chair

**Adult School of Psychology and Behavioral Science**  
Jennifer Maxfield-DeCarlo, Ph.D.  
Interim Chair

**Adult School of Christian Ministries**  
Kimberly Thomas, D.Min.  
Chair

**Institutional Effectiveness**  
Raymond Dillman, M.A.  
Director

**Library**  
Marsha Kendrick, M.Ed.  
Director of Library Services

**Registrar**  
Stephanie Davidson, M.S.  
University Registrar

Sarah Price, M.S.  
Associate Registrar

**Student Success**  
Morgan Thompson, M.Ed.  
Dean of Student Success

---

**UNIVERSITY DEPARTMENTS**

**BUSINESS AFFAIRS**  
Mici Sartin, C.P.A.  
*Vice President Financial Affairs, Chief Financial Officer and Chief Compliance Officer*

Gina Sanders, C.P.A.  
*Controller*

Michael Foote, M.B.A.  
*Business Office Director*

Darwina Marshall  
*Director of Human Resources*

**OFFICE OF FINANCIAL AID**  
Deaun Mass-Steed, M.B.A.  
*Director*

Shannon Hawkins  
*Assistant Director*

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Jody Allen, M.A.  
*Vice President/Chief of Operations and Chief Information Officer*

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*Director of Administrative Systems*

James Taylor, M.B.A.  
*Director of Technology*

**STUDENT AFFAIRS/SERVICES**  
Marcus Moeller  
*Athletic Director*

Matt Cossey  
*Campus Pastor*

Blake Carlson  
*Director of Student Life*

Amanda Harris  
*College of Adult and Graduate Studies Director of Student Services*

**ADMISSIONS**  
Paul Silvestri, Ed.D.  
*Associate Dean of CAGS and Director Enrollment Services*

Ashley Gotcher  
*Director of Admissions*

Nathan Phifer, M.B.A.  
*Associate Director for Enrollment*

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*Vice President for University Advancement*

Carol Alsip  
*Associate Director for Annual Campaigns*

Morgan Alsip  
*Executive Director of Church Relations*
ADMINISTRATION

**Fozard, John, Ph.D.**
*President, Chief Executive Officer*
B.S., Southern Illinois University; M.M., Anderson College School of Theology; Ph.D. Trinity College and Seminary, Newburg, Indiana.

**Allen, Jody, M.A.**
*Vice President/Chief of Operations and Chief Information Officer*
B.A., Angelo State University; M.A., University of Oklahoma.

**Alsip, Morgan, B.S.**
*Executive Director of Church Relations*
B.S., Mid-America Christian University.

**Cepeda, Enrique R., D.Miss.**
*Executive Director, Thomas School of International Studies*
B.Th., Gulf Coast Bible College; B.A., Warner Pacific College; M.Div., Asbury Theological Seminary; Th.M., Fuller Theological Seminary; D. Miss., Honorary Doctor in Divinity, Mid-America Christian University.

**Cossey, Matthew, B.S.**
*Campus Pastor*
B.S., Oklahoma City University

**Davidson, Stephanie, M.S.**
*University Registrar*
B.S., M.S., Mid-American Christian University

**Joseph, Eric Anthony, Ph.D.**
*Vice President for Strategic Initiatives and Chief Diversity Officer*

**Kendrick, Marsha, M.Ed. (Instructional Faculty)**
*Director of Library Services, M.Ed., Library Media*
B.A., University of Central Oklahoma; M.Ed., East Central University.

**Lease, Sharon, Ed.D.**
*Vice President for Academic Affairs and Chief Academic Officer*
B.A., Oklahoma City University; M.Ed., Millersville University; M.Ed., The University of Guam; Ed.D., The University of Oklahoma.

**Mass-Steed, Deaun, B.S., M.B.A.**
*Director of Financial Aid*
B.S. and M.B.A., University of Phoenix

**Sartin, Susan “Mici.” CPA**
*Vice President Financial Affairs, Chief Financial Officer and Chief Compliance Officer*

**Seaton, Steve, M.M.**
*Vice President for University Advancement*
B.A., Warner Southern College; M.M., Southwestern Baptist Theological Seminary.

**Spurgeon-Harris, Bobbie, Ed.D.**
*Executive Vice President*
B.S., Northwestern Oklahoma State University; M.S.S., and Ed.D., United States Sports Academy.

**Silvestri, Paul, Ed.D.**
*Associate Dean of CAGS and Director Enrollment Services*
B.S., University of Arizona; M.A., Liberty University; Ed.D., Argosy University.
COLLEGE OF ARTS AND SCIENCES FACULTY

FULL TIME FACULTY
The date in parentheses represents the year of becoming full-time faculty at MACU.

Barton, Pamela, M.A. (2016)
Instructor: School of Ministry
B.S., University of Central Oklahoma; M.A., Friends University.

Instructor: School of English
B.A., Southwestern Christian University; M.A., University of Central Oklahoma.

Associate Professor: Adult School Business Leadership
B.S., Cornell College; M.B.A., Mid-America Christian University.

Professor/Chair: School of Behavioral Science
B.S., M.S., and Ed.D., Texas Tech University.

Fernando, Deshani, Ph.D. (2017)
Associate Professor: School of Math and Science
B.S., University of Kelaniya, Sri Lanka; Ph.D., Oklahoma State University.

Fowlkes, Carol, Ph.D. (1998)
Professor/Chair: School of Math and Science
B.A. and M.Ed., Mid-America Nazarene College; Ph.D., Oklahoma State University.

Assistant Professor: School of Music
B.M.E. and B.S., Southern Nazarene University; M.M., Oklahoma City University.

Associate Professor: School of Teacher Education
B.A., Evangel University; M.A., Southern Nazarene University; M.A., University of Central Oklahoma.

Harris, Mark S., M.S., M.A. (2001)
Associate Professor/Chair: School of English
B.S. and M.S., Radford University; M.A., University of Central Oklahoma.

Professor: School of Teacher Education
B.S. and M.Ed., University of Central Oklahoma; Ph.D., University of Oklahoma.

Horn, Eddie Chet, M.A. (2016)
Associate Professor/Chair: School of General Education
B.A. Southwestern Oklahoma State University; M.A. University of Oklahoma.

Key, Justin, M.Div. (2012)
Assistant Professor: School of Ministry
B.A., Mid-America Christian University; M.Div., Asbury Theological Seminary.

Kihega, Harold, Ph.D. (2016)
Associate Professor/Chair: School of Math and Science
B.S., Cameron University; M.Ed., University of Central Oklahoma; Ph.D., University of Oklahoma.

Pickens Jr., Mark S., M.A. (2011)
Associate Professor: School of English
B.A., Oklahoma City University; M.A., University of Oklahoma.

Associate Professor/Chair: School of Teacher Education
B.S., Gulf-Coast Bible College; M.A., Northern Arizona University.

Sanders, Clifford, D.Min. (1992)
Professor/Chair: School of Ministry
B.A., Gulf-Coast Bible College; M.Div. and D.Min., Asbury Theological Seminary.

Assistant Professor: School of Business Leadership
B.S. and M.B.A., University of Phoenix.

Professor: School of Ministry
B.S., Oklahoma State University; M.A., Southern Nazarene University; J.D., University of Oklahoma College of Law.

Associate Professor/Chair: School of Music
B.M., East Central University; MM, University of Texas, Arlington, Texas.
COLLEGE OF ADULT AND GRADUATE STUDIES FACULTY
FULL-TIME FACULTY
The date in parentheses represents the year of becoming full-time faculty at MACU.

Arnold, Trina, MBA (2016)
Instructor: Adult School of Arts and Sciences
M.Ed., University of Central Oklahoma; MBA, Southern Nazarene University.

Instructor: Adult School of Arts and Sciences
A.S., Community College of the Air Force; B.S. and M.A., Mid-America Christian University.

Castleberry, Garret, Ph.D (2017)
Associate Professor: Adult School of Arts and Sciences
B.A., Southwestern Oklahoma State University; M.A., University of North Texas; Ph.D., University of Oklahoma.

Clouse, Patty, M.S. (2016)
Assistant Professor: School of Business Leadership
B.S. and M.S., Southern Nazarene University.

Hurdman, Michael, M.S. (2015)
Instructor: Adult School of Christian Ministries
A.A., Nazarene Bible College; B.S. and M.S., Southwestern Christian University.

Maxfield-DeCarlo Jennifer, Ph.D. (2012)
Professor/Interim Chair: Adult School of Psychology and Counseling
B.S. and M.S.W., University of Maryland; Ph.D., Capella University.

Professor: Adult School of Psychology and Counseling
B.S.E. and M.A., Truman State University; Ed.D., Oklahoma State University.

Assistant Professor/Interim Chair: School of Business Leadership
B.S., University of Central Oklahoma; M.B.A., University of Phoenix; M.L.A., Oklahoma City University.

Nance, Julie, M.Div. (2013)
Assistant Professor: Adult School of Christian Ministries
B.A., Anderson College; M.Div., Louisville Seminary.

Assistant Professor: Adult School of Psychology and Counseling
B.A., University of Missouri; M.A.Ed., Chadron State College; Ed.D., Oklahoma State University.

Pullen, Annette, Ph.D. (2018)
Assistant Professor: Adult School of Psychology and Counseling
A.A.S., Minnesota State College South East Technical; B.A. Argosy University; M.S. Capella University; Ph.D., Capella University.

Riesenmy, Kelly, Ph.D.
Assistant Professor: School of Business Leadership
B.A.; M.A., University of Missouri-Kansas City; Ph.D., Regent University.

Sloan, Stephen, J.D. (1991)
Professor: School of Business Leadership
B.A. and M.S., Southern Nazarene University; M.S. and J.D., University of Oklahoma.

Thomas, Kimberly, D.Min. (2000)
Professor/Chair: Adult School of Christian Ministries
B.S., Gulf-Coast Bible College; M.A., Texas Southern University; D.Min., Houston Graduate School of Theology.
<table>
<thead>
<tr>
<th>Name</th>
<th>College/University</th>
<th>Degrees</th>
</tr>
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<tbody>
<tr>
<td>Attanasi, Mark, M.B.A.</td>
<td>B.A., Southern Nazarene University; M.B.A., Keller Graduate School.</td>
<td></td>
</tr>
<tr>
<td>Arnold, Kimberly, M.M.</td>
<td>B.S., Southern Nazarene University; M.M., University of Oklahoma.</td>
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<tr>
<td>Bailey, Rachel, M.B.A</td>
<td>B.S. and M.B.A, Mid-America Christian University.</td>
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<tr>
<td>Balch, Stanley, J.D.</td>
<td>L.L.B., and J.D., University of Oklahoma; M.B.A., Oklahoma City University.</td>
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<tr>
<td>Bunch, Colby, M.M.</td>
<td>B.M., Oklahoma State University; M.M., University of Oklahoma.</td>
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<tr>
<td>Carlson, P. Blake, M.S.</td>
<td>B.S., Southern Nazarene University; M.S., Union Institute &amp; University.</td>
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<tr>
<td>Castleberry, Garret, Ph.D</td>
<td>B.A., Southwestern Oklahoma State University; M.A., University of North Texas; Ph.D., University of Oklahoma.</td>
<td></td>
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<tr>
<td>Cepeda, Enrique R., D.Miss.</td>
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