

VALOR CHRISTIAN COLLEGE



ACADEMIC CATALOG
2018 – 2019
COLUMBUS, OHIO

Valor Christian College has prepared this Academic Catalog on the basis of the best information available at the time of printing. Information contained in this Catalog is subject to change without notice or obligation.

Valor Christian College is a Christian educational ministry that admits students without regard to race, color, gender, nationality or ethnic origin.

Valor Christian College
P.O. Box 800 Columbus, OH 43216-0800, USA
Phone: (614) 837-4088 or (800) 940-9422
Fax: (614) 837-6904
www.valorcollege.edu



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2018 – 2019 ON CAMPUS ACADEMIC CALENDAR

<i>Fall Semester 2018 August 20, 2018 – December 14, 2018</i>	
Faculty Seminar	August 13, 2018
Residence Halls Open (Returning Students)	August 14, 2018
Orientation (Final Follow Up for Returning Students)	August 15, 2018
Residence Halls Open (New Students)	August 16, 2018
Orientation and Registration – (New Students)	August 17, 2018
Fall Semester Classes Begin	August 20, 2018
Late Registration Begins	August 27, 2018
Last Day to Add/Drop Classes	August 31, 2018
Labor Day Holiday (Campus Closed No Classes)	September 3, 2018
Spring Graduation Application Deadline (Students completing in Dec 2018)	September 7, 2018
Fall Break (No Classes)	Nov 1 - Nov 3, 2018
Last Day to Officially Withdraw from a Class	November 1, 2018
Thanksgiving Break (No Classes)	November 21-23, 2018
Last Day of Classes	December 7, 2018
Final Exams	December 10 - 14, 2018
Residence Halls Close	December 15, 2018 5:00 p.m.
Grades Due to Registrar	December 18, 2018 by 5:00 p.m.
<i>Spring Semester 2019 January 14 – May 10, 2019</i>	
Faculty Seminar	January 7, 2019
Residence Halls Open (Returning Students)	January 8, 2019
Orientation (Final Follow Up for Returning Students)	January 9, 2019
Residence Halls Open (New Students)	January 10, 2019
Orientation and Registration – (New Students)	January 11, 2019
Spring Semester Classes Begin	January 14, 2019
Martin Luther King, Jr. Holiday (Campus Closed-No Classes)	January 21, 2019
Late Registration Begins	January 22, 2019
Last Day to Add/Drop Classes	January 25, 2019
Spring Break (No Classes)	March 18 - 22, 2019
Last Day to Officially Withdraw from a Class	April 1, 2019
Good Friday (No Classes)	April 19, 2019
Last Day of Classes	May 3, 2019
Final Exams	May 6 - 9, 2019
Graduation Preparation and Practice	May 10, 2019
Grades due to Registrar	May 10, 2019 5:00 p.m.
Spring Graduation	May 11, 2019 10:00 a.m.
Residence Halls Close	May 12, 2019 5:00 p.m.

2018 – 2019 ONLINE ACADEMIC CALENDAR

Fall 2018 Session I

August 20 Fall Session I Classes Begin
August 24 Last Day to Add Classes
August 27 Last Day to Withdraw without Recording
September 28 Last Day to Withdraw While Passing
October 14 Final Examination / Last Day of Online Classes

Fall 2018 Session II

October 22 Fall Session II Classes Begin
October 26 Last Day to Add Classes
October 29 Last Day to Withdraw without Recording
November 30 Last Day to Withdraw While Passing
December 16 Final Examination / Last Day of Online Classes

Spring 2019 Session I

January 14 Spring Session I Classes Begin
January 18 Last Day to Add Classes
January 21 Last Day to Withdraw without Recording
February 22 Last Day to Withdraw While Passing
March 8 Final Examination / Last Day of Online Classes

Spring 2019 Session II

March 19 Spring Session II Classes Begin
March 22 Last Day to Add Classes
March 25 Last Day to Withdraw without Recording
April 26 Last Day to Withdraw While Passing
May 11 Final Examination / Last Day of Online Classes

A WORD FROM OUR FOUNDER



Dr. Rod Parsley with Ashton Parsley, Valor's Director of Student Life

Thank you for your interest in Valor Christian College!

If God has a call on your life, this is the place for you, because we have equipped men and women to serve Him in every sphere of influence in our society for more than 25 years.

Our graduates are prepared to impact the Kingdom of God as pastors, evangelists, music ministers, missionaries, business people and other professions through a unique blend of rigorous academic education, practical ministry application and Holy Ghost impartation. Our commitment is to transfer the anointing that rests on my life and ministry into yours – no matter how He has called you to serve Him.

As a Valor student you'll be part of a thriving local ministry with regional, national and worldwide influence. There are 14 major outreaches on our campus that welcome your enthusiasm and insights. There is a place for you to serve here as you develop skills that you can use in your own life and ministry! By the time you earn your degree at Valor, you will be ready to serve and lead everyone God has called you to reach wherever He leads you.

With your determination and drive propelling your experience here, there is no limit to what God can do in you, to you and through you while you are here! This is where you can seize the opportunity to fulfill your destiny in the Kingdom of God, and we are looking forward to taking that journey with you.

Be blessed as you respond to His call during your time at Valor!

Yours for the Harvest,

A handwritten signature in blue ink, appearing to read "Rod Parsley".

Dr. Rod Parsley
Founder and Chancellor

FROM OUR PRESIDENT

These are exciting days! The kingdom of heaven is advancing powerfully and Valor Christian College is positioned to faithfully serve what God is doing in the earth.

Our faculty and staff are academically qualified, practically equipped and spiritually committed. They all are fulfilling their calling with great skill, a heart of service and a spirit of excellence.

Our students are passionately devoted to Jesus and to His call upon their lives. They are thriving in this environment where education, spiritual impartation and practical ministry application are held as core values.

Our alumni are the proof of Valor's effectiveness. They serve throughout the world in various spheres of influence as pastors, church planters, missionaries, evangelists, music ministers, educators, media innovators and business leaders.

I am convinced that Valor Christian College is a place that God has raised up to empower students as part of a rising generation of revivalists—men and women through whom He will ignite the next Great Awakening.

Do these words resonate with your spirit? If so, then perhaps Valor is the place for you!

To God be the glory.

Sincerely,



Kenneth L. Grunden, D.R.E.
President
Valor Christian College



MISSION

Valor Christian College is a biblically based community of higher learning called to educate and equip Christian leaders in academic excellence, moral integrity, spiritual intensity and physical purity, to be agents of change and models of character and to serve Christ professionally in the advancement of His kingdom.

VISION

To be an internationally recognized, undergraduate Pentecostal and evangelical center of academic excellence and resource for the World Harvest Church, City Harvest Network and other Pentecostal and evangelical churches to educate and train effective, spirit-filled leaders who will change the world for Christ.

GOALS

Valor Christian College offers a solid postsecondary education to Christian ministers and lay workers. The College provides learning in a Pentecostal community that welcomes and includes students from various parts of the body of Christ—both denominational and non-denominational. Valor believes academic success and spiritual maturity are shared responsibilities between the student and the College.

To this end, Valor's goals enable the institution to fulfill its mission by:

1. Cultivating a community of learning centered on the presence of Christ and the authority of Scripture.
2. Providing high quality educational programs and curricula leading to an associate degree and the equipping of students for professional Christian service.
3. Integrating the intellectual and experiential aspects of spiritual formation and ministry development.
4. Facilitating opportunities for students to study the Scriptures in a collegiate setting and to make application in contemporary contexts.
5. Discipling students in a transformative culture of integrity and purity, equipping them to become models of Christian character.
6. Immersing students in the culture of Pentecostal spirituality for the purpose of empowering them for Christian life and mission.
7. Offering a strong core of general education courses to increase students' knowledge of the world in which they minister.
8. Equipping students for affecting change in every sector of society through the demonstration and advancement of God's kingdom in the earth.
9. Resourcing students, alumni, churches and marketplace leaders for ministry, authentic evangelism, Christian education and cultural transformation.
10. Promoting and modeling the importance of continuing education for the purpose of personal growth, vocational development and the establishing of a lifestyle of life-long learning.

CORE VALUES

Our vision flows out of the organizational core values and our church fellowship's doctrinal statement. The administration, faculty, staff, and board have developed the following value statements. At Valor Christian College we value:

Excellence

Excellence and Personal Professionalism. We believe the pursuit of excellence motivates us to be better citizens and competent professionals.

Integrity

Integrity before God and Man. We believe God is sovereign in the affairs of humankind, and we are accountable to Him for our actions and attitudes. We believe that we must be respectful of the people with whom we work and live, as we strive to be good, responsible citizens.

Learning

Personal Growth. We believe it strengthens and develops us to be lifelong learners in pursuit of excellence in education and practical experience in life and ministry.

Servanthood

A Servant's Heart. We believe we are called to care about individuals, understand they are created by God in His image, and strive to meet their spiritual and physical needs.

Stewardship

Careful Stewardship of Our Resources. We believe everything we have comes from God, and we need to use what we are given to fulfill the vision of the College and to maximize our God-given resources.

Teamwork

Teamwork and Clear Communication. We believe teamwork and clear communication build unity of purpose and enable us to do more together than we could individually.

Vision

A Clearly Defined Vision. We believe a clearly defined vision focused on the future, faithful to our founding principles and strategic in its approach will result in the fulfillment of our mission.

STATEMENT OF FAITH

We believe the Holy Scriptures to be given by inspiration of the Holy Spirit, infallible and God's revealed Word to man (Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:20-21; 2 Timothy 3:15-17; 1 Thessalonians 2:13).

We believe Scripture teaches there is only one true and living God who has chosen to reveal Himself as Father, Son and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22).

We believe man is a sinful being in need of redemption (Genesis 1:26-31, 3:1-7; Ecclesiastes 7:29; Psalm 51:5; John 6:44; Romans 5:12-21; 1 Corinthians 2:14).

We believe in the virgin birth of Jesus Christ, that He is the Son of God and the Son of Man, that He came to save man from condemnation of sin by offering His blood as an atonement, making it available to all who exercise faith in Him (Matthew 1:23; Luke 1:31,35; John 3:16; 1 Corinthians 15:3; 2 Corinthians 5:21).

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Luke 7:50; 1 Corinthians 1:18; 2 Corinthians 2:15; Romans 10:13-15; Luke 24:47; Titus 2:11, 3:5-7; Ephesians 2:8-9; 2 Timothy 1:9).

We believe the Scriptures ascribe to the Holy Spirit the acts and attributes of an intelligent being, and that the works of God such as creation, inspiration, giving of life and sanctification are also ascribed to the Holy Spirit (John 16:13; 1 Corinthians 2:11; Genesis 1:2; Acts 10:19, 13:2, 16:6, 13:4; John 16:8; Mark 3:29; Acts 7:51; Ephesians 4:30; 1 Corinthians 6:11,12; Job 33:4; 2 Peter 1:21; 1 Peter 3:18).

We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (1 Thessalonians 4:3; 1 John 2:29; Romans 8:5; Philippians 2:12,13).

We believe the baptism in the Holy Spirit is given to believers who ask for it (Joel 2:28; Acts 2:4).

We believe all humankind is subject to the death of the body as a result of original sin. The soul and spirit do not die, but immediately after death enter into a conscious state of happiness or misery according to the character here possessed by rejection or acceptance of the Savior (Romans 5:12; Ecclesiastes 12:7; Philippians 1:23).

We believe in the bodily resurrection of both the saved and the lost: the saved to everlasting life and the lost without Christ to everlasting damnation (Acts 24:15; Matthew 24:31-46; Revelation 22:11).

We believe in the personal, imminent return of our Lord and Savior, Jesus Christ (Acts 1:11; 1 Thessalonians 4:13-18).

We believe the redemptive work of Christ on the Cross provides healing for the human body in answer to believing prayer (James 5:14-15).

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female through genetic encoding and physiological manifestation before birth. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the family is God's foundational institution for human society (Matt 19:5-6; Eph 5:22-6:4). Marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, polygamy, bestiality, incest, pedophilia and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). Anyone engaged in such practices, should be called to turn from their sin and seek forgiveness through repentance and faith in Christ.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). However, persons who are actively and unrepentantly engaged in any sinful practice that contradicts or undermines the doctrine of Valor Christian College is grounds for discipline. A practice is sinful when it is contrary to the teachings of the Holy Bible.

We believe that in order to preserve the function and integrity of Valor Christian College as a part of the Body of Christ, and to provide a biblical role model to Valor Christian College students and alumni, it is imperative that all persons employed by Valor Christian College in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Valor Christian College.

HISTORY

Valor Christian College is located on the southeast side of Columbus, Ohio. The College campus is located on the property originally built by World Harvest Church. VCC is an institution of higher education offering courses in Bible and related areas of ministry. Valor has earned accreditation with the Association of Biblical Higher Education and is authorized by the Ohio Department of Higher Education to offer associate degrees and certificates in Bible and ministry related studies.

VCC began as World Harvest Bible Institute in 1990. Its first enrollees began classes in September 1990 and graduated in May of 1991. A second year program was added at the conclusion of the first year of classes, and the first group of second year graduates received their certificates in May of 1992. In 1993, the name was changed to World Harvest Bible College and then to Valor Christian College in March 2010.

In 1994, WHBC received recognition from the Ohio Board of Career Colleges and Schools (former PSC) for its certificate programs. In 1995, the College received recognition from the Veteran's Administration to provide training for veterans of the United States Armed Forces, in addition to receiving I-20 status with the United States Immigration and Naturalization Service. In the fall of that same year, the College received candidate status with the International Christian Accreditation Association (ICAA). WHBC received full accreditation with ICAA in 1997. In 2009, WHBC received professional accreditation with the Association of Independent Christian Colleges and Seminaries.

A third year Advanced Leadership program began in 2000, and courses of study and curriculum offerings continue to be developed and refined. In the fall of 2009, the College was approved by the Ohio State Board of Career Colleges and Schools to offer associate degrees in the following areas: Pastoral Leadership, Evangelism, Missions, Music Ministry, and Interdisciplinary Studies. In 2010 three additional associate degrees were approved in Communication/Media Ministry, Youth Ministry, and Advanced Leadership (Honors Program) and Children's Ministries in 2011. VCC is also approved to offer one year certificates in Evangelism, General Studies, Pastoral Studies and Music Ministry.

In the fall of 2016, the College was approved by the Ohio Department of Higher Education (ODHE) to offer associate of applied science degrees in the following areas: Advanced Leadership (formerly third year), Christian Ministries, Communications and Media, Evangelism, Missions, Music Ministry, Organizational Leadership, Organizational Management, Pastoral Leadership and Youth Ministry. VCC is also approved to offer one year certificates in Evangelism, General Studies, Pastoral Studies and Music Ministry. In fall 2018 Valor was approved by ODHE to offer an associate of applied science degree in Church Planting.

Valor Christian College students have enrolled from all 50 states and over 60 foreign nations. They continue to enjoy success fulfilling the Great Commission throughout the United States and around the world.



ABOUT THE CAMPUS

Valor Christian College is located on a beautifully landscaped campus in southeastern Columbus. The 137 acre campus borders modern athletic fields and Jack Johnson Stadium. The campus includes several buildings which house administrative and faculty offices, classrooms, gymnasiums and two residential halls. Several beautiful Columbus Metro Parks are also located nearby.

Canfield Hall

Canfield Hall is the primary administration and classroom building. The first floor houses administration and faculty offices, the library, computer lab, the Student Learning Center, student lounge, the Spot and one classroom. The second floor is composed of classrooms, a keyboard lab and the College's call center.

Cunningham Hall

Cunningham Hall is the primary residence hall for women. The two-story, air-conditioned facility accommodates 100 students in semi-private rooms. Special features include a laundry room, a spacious main lounge for visiting, and a kitchen area for preparing meals and snacks.

Jude Hall

Jude Hall is the primary residence hall for men. The two-story, air-conditioned facility accommodates 100 students in semi-private rooms. Special features include a laundry room, a spacious main lounge for visiting, and a kitchen area for preparing meals and snacks.

Gymnasium and Athletic Field

Bradley Hall houses the gymnasium. The athletic field provides students with a facility for intramural athletic activities. Softball and soccer can be played on this field and students are encouraged to utilize this field for physical development and well-being.

The Spot

The Spot is a popular campus venue. It is located in Canfield Hall between the library and faculty offices. The Spot offers students a fun environment to hang out and share life with their classmates while enjoying snacks and drinks during their free time.



ACCREDITATION AND PROFESSIONAL MEMBERSHIP STATUS

Valor Christian College provides solid biblical and theological training on the collegiate level. Valor offers four one-year certificates consisting of 30 credit hours: Pastoral Studies, Music Ministry, General Studies and Evangelism Studies. The College also offers eleven associate of applied science degrees: Advanced Leadership, Organizational Leadership, Organizational Management, Communications and Media, Evangelism, Christian Ministries, Missions, Music Ministry, Pastoral Leadership, Youth Ministry and Church Planting.

These certificates and degrees are approved by the Ohio Department of Higher Education and are designed to equip students for service in full-time ministry leadership, as well as to provide additional training and personal enrichment.

Approval for Training Veterans

Valor Christian College is approved by the Ohio Department of Veterans Services, State Approving Agency for Veterans Education and Training under the G. I. Bill education benefits, Title 38, U. S. Code. Interested parties should contact the nearest Veterans Administration Office or Valor's Financial Aid Office for more information. See Valor's "Principles of Excellence" for serving veterans and their family members (<http://valorcollege.edu/ServiceMembers>).

Licensure

Valor Christian College is authorized by the Ohio Department of Higher Education (ODHE).

Accreditation

Valor Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate level.

Articulation Agreements

Ohio Christian University (OCU). Ohio Christian University will transfer up to sixty (60) credit hours from Valor toward a B.A. degree at OCU. Most Valor students qualify for the OCU adult degree completion program, but all students must meet the admission requirements for their program of study at the university.

ACADEMIC PROCEDURES AND REQUIREMENTS

Educational Philosophy and Academic Freedom

In as much as Valor Christian College is an institution of higher learning, loyalty to and support of the institution and its programs are expected. In regard to academic freedom, the naturally sacred right of freedom of expression is recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any school. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity, and loyalty, there are appropriate limitations which society and a parent organization have a right to expect of its institutions which are most distinctly devoted to Christian principles.

These limitations do not extend to the suppression of any academic disciplines, [freedom of inquiry] or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All faculty members who speak or write publicly or in situations growing out of their official capacity on behalf of the school are expected to contribute to the objectives of the school by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Faith, the stated purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States. All are expected to show a respectful and sympathetic attitude toward the doctrines of the Church and toward American principles of government.

Philosophy of General Education

Philosophy

In order to provide for a coherent program of general education, there is a core of general educational requirements for all degree programs. The philosophy behind this approach is to encourage all students to develop a depth and breadth of knowledge that goes beyond their field of specialization. To ensure the fulfillment of this philosophy, VCC provides students with a broad base of skills and knowledge in humanities, social sciences/history, music, natural sciences/math, and composition.

Ministry formation is an integral part of a student's education and is covered in the various professional courses required in the student's degree program. However, VCC also integrates faith and learning across the curriculum to help the student understand a multicultural society and to be able to relate to various people groups. The general education requirements are listed at the beginning of every degree and are consistent with VCC's philosophy of providing a depth and breadth of knowledge to our students. All general education courses shall demonstrate the importance and integration of faith and learning as well as the importance of being a life-long learner who develops a biblical world view.

Rationale

Valor Christian College believes that general education courses help produce a more mature student and provide a firm foundation for the student to become a responsible citizen and productive member of a multicultural society. This core educational component coupled with training in critical thinking helps the student in his or her profession and specialized area of study. To reinforce the importance of general education, the College has integrated general education emphases throughout its curriculum. Each professor is expected to accentuate communication skills, computational skills and the role of history and society in each area of specialization. The faculty believes strongly that every student needs to know about the world in order to minister to the world.

Nondiscrimination Policy

Valor Christian College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and other school administered programs. The College reserves the right to withdraw a student for cause at any time.

HIPAA

Valor Christian College has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS) security and privacy regulations' requirement to protect the security of health information. In addition, we consider it our duty to protect the privacy and integrity of confidential information as required by law, professional ethics, and accreditation requirements.

FERPA

Valor Christian College complies with the Family Educational Rights and Privacy Act of 1974. Public Law 92-380. Student information may be used in-house by personnel for educational purposes. Otherwise all student records are treated confidentially unless the student has signed a release form. For Valor's complete FERPA statement, go to <http://valorcollege.edu/ferpa>.

Grievance Policy

Valor Christian College provides an atmosphere consistent with its goal of preparing students for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the big "college family" can live harmoniously and with consideration for one another, and for the ongoing purposes of the College.

The College deals fairly with all persons, whether students, staff, faculty, administration, business associates or guests. In the event that a grievance arises, students are urged to follow Scripture's instructions for conflict resolution. This process provides an opportunity for spiritual development for the student. The following guidelines are considered appropriate:

1. Stay calm. Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult;
2. Pray about the matter. God is interested in you as a person and in the kind of person you are becoming. Pray before starting a meeting with the other party;
3. Let God help you find the right approach to the solution of the problem. Prayer is an effective tool in bringing about resolution;
4. Discuss the matter with the person in charge of the area in which the problem occurs. Try to settle the matter early. Do not let problems build. The College administration expects that the person in charge of the area will make an honest effort to resolve the matter to the mutual satisfaction of all parties concerned;
5. If an understanding is not reached, discuss the matter with the next higher authority. This may be the administrative officer of the College in charge of the specific area involved. Inquire about the proper person to seek about the problem;
6. If no satisfaction is reached by this point, address a letter to the President stating the problem or request. The President will either make a decision or will present the matter to the President's Cabinet.

College personnel cannot always work instant solutions to all problems, but students are among friends who care and who will take all reasonable steps toward the solution of all legitimate problems they may encounter. An administrator or supervisor is required to respond within ten working days.

Students should first attempt to resolve a grievance with the instructor or the faculty advisor. If an issue is not resolved, students should present their grievance in writing to the Dean of Students. Students may also submit a grievance through the online format at the follow address: <http://www.valorcollege.edu/grievance> Please prayerfully consider Matthew 18:15-17 when filing any grievance.

ADMISSIONS

Valor Christian College is an institution of higher learning. Students in such an educational environment are exposed to academic challenges within the context of Christian principles. Students are expected to learn responsibility in their academic endeavors and realize that educational institutions operate on a system of merit. Valor Christian College offers Associate Degrees of Applied Science and One year certificates only.

Requirements for Admission

Valor Christian College accepts students without regard to race, color, or national origin provided all other entrance requirements are met. However, it is required that all students subscribe to and personally practice scripturally given standards of moral behavior.

1. The applicant should have a definite born-again experience.
2. The applicant must be a graduate of an accredited high school. High school graduates having less than a 2.0 cumulative grade point average (GPA) may be admitted on a limited load (i.e., academic probation) status. These students are limited to 13 credit hours or less during their first semester.
3. Non-high school graduates must pass the GED test.
4. Applicants who have been home-schooled at the high school level must provide a homeschooling transcript—an adequate compilation and summary of records verifying grades and completion. The transcript must include a graduation date, and it must be signed by the student's parents. If adequate records are not available, applicants must provide an official transcript or documentation indicating that they have taken and passed the GED examination and should provide ACT or SAT scores consistent with the current admissions policy of the College.
5. It is highly recommended that all students attending Valor Christian College carry health insurance.
6. ACT or SAT scores are requested of all applicants and should be sent to Valor Christian College prior to registration. These scores help to assure incoming students begin with a manageable course load and are assigned to appropriate Math and English classes. If needed, students will be placed in developmental classes. The Valor code number for the SAT is 5972 and the Valor code number for the ACT is 4899.

Valor Christian College reserves the right to reject any application or terminate any student at any time for reasons it considers adequate. The application committee also reserves the right to recommend a student for an online program regardless of campus selected.

Admission Process

1. The applicant must complete a formal application form supplied by the College or completed online at www.valorcollege.edu. The application must be accompanied by a \$50.00 non-refundable application fee (domestic students) or a \$75 non-refundable application fee (international students).
2. The applicant must submit a personal testimony, typed and consisting of 300-500 words. Please give attention to spelling and grammar.

3. Applicants must ask their high school to send to the Office of Admissions an official copy of their transcript. The transcript must include the date of graduation. If the student has taken the ACT or SAT, those scores and corresponding dates should also be included; otherwise, the scores must be submitted separately. Applicants who have already earned thirty (30) or more college credits with at least a "C" average do not need to submit a high school transcript. If the applicant has attended another college, an official transcript must be supplied by all colleges attended. Students with a desire to apply for financial aid must have earned 60 credits at another institution and are exempt from submitting a high school transcript.
4. A Pastoral recommendation from the applicant's present pastor who is not a family member.
5. Students from non-English speaking countries must submit a score for the Test of English as a Foreign Language (TOEFL). Proficiency in English will be demonstrated by the score on that test. The Valor code number for TOEFL is 7446. Note: The applicant should allow ample time for the application to be processed. Delay may be caused by failure of persons to complete reference forms or delay in receiving transcripts. The applicant will be advised of acceptance to the College.
6. All on-campus residents must submit a \$390.00 nonrefundable deposit upon acceptance.
 - i. If any baggage is shipped, such must be tagged with the applicant's name and sent prepaid to: Cunningham Hall (Ladies) or Jude Hall (Men) Student's name and Room #, c/o WHC Receiving, 30 Liberty Street, Canal Winchester, OH 43110.
 - ii. Regular mail is sent to: Applicant's Name, c/o VCC PO Box 800, Columbus, OH 43216-0800.
7. Orientation and class registration information will be sent as available.

International Applicants

An international applicant is defined as a person who is a citizen of a country other than the United States and is not a permanent resident as approved by the U.S. Immigration and Naturalization Service. There are some exceptions for those in U.S. territories. Further clarification may be obtained through the International Admissions Office.

Valor accepts international students who qualify to receive an F-1 visa. Applicants must meet the same spiritual, moral, and academic standards as U.S. citizens. In addition, certain financial and language criteria must be satisfied. Foreign students from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL). An international student application packet outlines these requirements in detail.

Admission of Veterans

Valor Christian College welcomes the opportunity to assist qualified veterans in their academic plans and preparation for their future in ministry. Veterans, war orphans, and dependents of disabled veterans who plan to attend the College and claim benefits under any of the federal or state educational programs should apply using the VA's online application <https://www.ebenefits.va.gov/ebenefits/homepage> for a Certificate of Eligibility. The Certificate of Eligibility should be presented to the Valor Financial Aid Department no later than the time of registration. All veterans except Post 9/11 Chapter 33 recipients who qualify for a 100% benefit should be prepared to meet the usual financial requirements which consist of

payment in full or a payment plan at the time of registration. Students must be enrolled for 12 or more semester hours to be eligible for full-time benefits. A student cannot receive educational benefits for audit courses. VA regulations require that students take courses that are applicable to their degree program and make satisfactory progress toward their degree. Veteran's benefits will be terminated for students who fail to maintain satisfactory progress or are dismissed for academic or disciplinary reasons. Students are required to notify the Valor Financial Aid Department and the VA Regional Office of enrollment changes and termination of enrollment. The VA toll-free number is 800-827-1000.

See Valor's "Principles of Excellence" for serving veterans and their family members (<http://valorcollege.edu/ServiceMembers>).

Readmission

Students who wish to re-enroll after interrupting their studies at Valor Christian College may secure an Application for Readmission from the Admissions Office or complete an application online. A nonrefundable reapplication fee of \$35 must be remitted by all students who interrupt their studies at Valor Christian College for one or more semesters or who have been under suspension from the College. The readmission application must be approved by the Admissions Committee before the student is permitted to re-enroll. A new pastoral reference form is required of all students who re-enroll. A \$390 nonrefundable security deposit must be submitted by those who will be living in one of the residence halls. Students who have interrupted their studies are subject to the academic policies in place at the time of their re-entry to Valor Christian College.

Students who have been dismissed from Valor Christian College may apply for re-admittance one year after dismissal, or as otherwise directed at the time of the dismissal. Students may be accepted on a probationary status for one semester upon providing satisfactory, written evidence that the condition for disqualification no longer exists. This policy includes students who leave during a semester without following the proper withdrawal procedure. See the Appeal Procedures section for further direction.

Music Ministry Applicants

Due to the structure of course requirements for the Music Ministry program, applicants will only be accepted into the program in the fall semester. If an applicant wishes to begin their attendance at VCC in the spring semester, they will not be permitted to enroll in any music classes until the fall. This translates into a longer fulfillment of requirements (at least five semesters).

The Valor Music Department will contact all accepted students who indicate a desire to pursue the Music Ministry concentration. Interested applicants will be required to submit a digital video demonstrating the musical skills to be reviewed for admission to the program prior to Orientation. The music faculty will determine whether or not the applicant has the potential to succeed in the Music Ministry concentration. Any student not accepted will be recommended for another program.

Married Student Family/Relocation Policy

Married students must relocate with their spouse and dependent children. Single parents must relocate with their dependent child(ren). Studies at Valor will not be a reason for separation from a marriage partner or child(ren). Students applying for one of Valor's one-year certificate programs may request special permission to relocate without their families for this limited period of time. The request must show how the applicant's family will be cared for during their absence.

Credit by Portfolio for Life Experience

The administration and faculty recognize that many students come to Valor Christian College with college-level experiences that may have been learned outside of the traditional classroom or the academy. Students who enroll in a degree program must apply for credit prior to the start of the semester. Documentation of experiences that will qualify will be requested for approval by the faculty and validated by the Vice President for Academic Affairs.

Notification of Acceptance

Applicants will be notified in writing of their acceptance with the signature of an Admissions Representative. Valor Christian College reserves the right to deny or revoke admission to any applicant, including, but not limited to the discovery of fraudulent information given in the admissions process, changes in the information given by the applicant, and/or conduct by the applicant that violates the Covenant Code of Honor. In the event the applicant is denied admission to Valor Christian College, the applicant will be notified in writing from the Admissions office. Valor reserves the right not to disclose information regarding the denial of an applicant. Any questions regarding the committee decisions may be addressed in writing to the Admissions Committee.

ENROLLMENT POLICIES AND RESIDENCY REQUIREMENTS

Concurrent Enrollment

Students may not enroll concurrently at another college or university.

Independent Study

Valor Christian College does not offer independent studies.

Residence Requirements

A minimum of 30 semester credit hours must be earned at Valor Christian College as a residency requirement in order to receive the degree of Associate of Applied Science Degree (30 credit hours may be transferred). Students must successfully complete all required courses for graduation from the institution. Students must complete their final 15 semester hours at Valor. These hours cannot be transferred in from another institution.

Course Cancellation

The Administration of Valor Christian College reserves the right to cancel any course that does not have sufficient enrollment. In the event that a course does not receive sufficient enrollment to facilitate a traditional on-ground learning context, additional avenues will be sought to assist students in completing the course for their program's requirements, provided the course is a required course and not an elective.

NEW STUDENT ORIENTATION AND REGISTRATION

All students entering their first semester at Valor Christian College are required to attend a mandatory registration and orientation session before they begin classes. Registration packets will be provided to students at the designated registration time. Unpaid tuition and fees will be collected, ID badges and proxy cards will be issued, parking stickers will be purchased and other vital information will be gathered. Classes will be scheduled and textbook information will be available at this time as well.

Students who are not present or fail to complete all phases of the Registration/Orientation process for fall or spring semesters will be assessed a **late registration fee of \$50.00**.

During orientation, the Student Handbook will be introduced, an overview of the library and computer lab will be presented, and other college policies will be discussed.

Accepted students must enroll in the semester of their acceptance. If a student must delay their enrolment then they must request a deferment. Failure to do so will require the student to reapply for admission to Valor.

Students must complete their respective program within 150% of their allotted timeframe.

Assessment and Testing

Valor Christian College consistently assesses the effectiveness of its educational programs and services. This process involves the participation of students in nationally recognized tests and surveys as well as those developed within the College. Information from these sources is used to help evaluate and improve the effectiveness of Valor's educational programs and services, and to make informed strategic planning decisions. Although the type and frequency of assessment instruments may vary according to the needs of the institution, Valor expects each student to engage in the assessment process to promote College excellence. Some of the instruments used may include (but are not limited to) the following:

- Student Satisfaction Inventory
- Course Evaluations
- Graduating Student Survey

New students will immediately engage in the assessment process prior to and during their orientation and registration week. Graduating seniors will participate in exit exams, assessments and surveys as part of the Capstone course.

Returning Student Orientation/Registration

All returning students are required to attend a mandatory orientation and registration session each semester of enrollment. Registration packets will be provided to students at the designated registration time. Unpaid tuition and fees will be collected, ID badges and proxy cards will be issued, parking stickers will be purchased, and other vital information will be gathered. All changes in policies and procedures will be reviewed, forms will be updated, classes will be scheduled, and textbook information will be available. Students who are not present or fail to complete all phases of the Registration/Orientation process for fall or spring semesters on their scheduled registration day will be assessed a late registration fee of \$50. Returning students will not be permitted to register until all outstanding financial obligations from the previous semester are paid in full.

Student Information

Valor maintains a current address and phone number for each student. Address forms are filled out at Registration. Included in this form is emergency contact information. If at any time during the semester a change of address or phone number is made, the student must make changes to their contact information in Populi. Students must also ensure that they have an updated FERPA form on file.

In addition, each accepted on-campus student must have a current medical form on file prior to moving into the residence hall.

FINANCIAL INFORMATION

General Statement

Valor Christian College requires all students to complete a payment plan each semester who do not pay their balance in full prior to registration. The Finance Office assists students in setting up a payment plan that result in full payment of the balance by the end of each semester. Students should plan their financial program carefully, seeking sponsorships from family, church, and personal employment to prepare for the financial expenses required for their educational journey. Any financial questions or concerns about payment schedules, payment options or balances should be directed to the Finance Office.

Valor Christian College reserves the right to change, without prior notice, any of the following tuition and fees. The tuition and fees listed represent pricing for the 2018-2019 school year. Please contact the Financial Office for further information.

No certificates, degrees or transcripts will be released until the student's account reflects a zero balance. Married students have a joint obligation to pay all bills before degrees, certificates and transcripts will be released.

All fees are nonrefundable.

Admission and Enrollment

Prospective students are encouraged to start inquiring about Valor Christian College early in their high school years. Students may be conditionally accepted as early as September of their senior year in high school. Upon acceptance, a student will be required to submit a \$150 enrollment fee. Any student registering after the official registration day will be considered late and will be assessed a late registration fee.

Application Fees

Domestic students	\$ 50.00
International students	75.00

Enrollment

Enrollment confirmation deposit (after acceptance)	150.00
Late registration	50.00

Tuition

Students taking 12-18 credit hours in a semester benefit from a significant savings per credit hour.

On-Ground Classes

Tuition	\$ 220.00	per credit hour
Package price (12-18 credit hrs)	2,640.00	total
Administrative fee (part-time: 1-11 credit hrs)	130.00	per semester
Administrative fee (full-time: 12+ credit hrs)	305.00	per semester
Technology fee	165.00	per semester

Online Classes

Tuition	\$ 220.00	per credit hour
Package price (12-18 credit hrs)	2,640.00	total
Technology fee	165.00	per semester
Administrative fee (part-time: 1-11 credit hrs)	130.00	per semester
Administrative fee (full-time: 12+ credit hrs)	305.00	per semester

Residence Fees

All single, incoming students who are 35 years of age or younger, with no children, are required to live in the residence halls. Students will be assigned rooms on a first-come, first-serve basis.

Prior to move in, each student is required to pay a \$300 Room and Board Fee which is non-refundable. Participation in one of the College's meal plans is mandatory for all residential students. (Petitions for medical exemption from the mandatory meal plan policy should be submitted to the finance office and must include a signed note from a physician.)

Residence Hall Fees

Dorm rent (double occupancy)	\$ 2,025.00	per semester
Dorm rent (single occupancy / private room) *	3550.00	per semester
Summer rent	506.25	per month
Room and Board Fee (due upon acceptance)	390.00	one time charge
Dorm Activities & Laundry	105.00	per semester
Technology fee	165.00	per semester

Meal Plans

10 meals per week	1250.00	per semester
15 meals per week	1420.00	per semester

Other

Storage fee (if storage space is needed)	15.00	per week
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* Limited availability

Each resident is required to read and sign a Residence Hall lease agreement which details payment arrangements and lease requirements prior to move in. This is a legally binding agreement and will be enforced if the student breaks the lease.

Academic Fees

Add/Drop/Withdraw class	10.00	per request
Change of academic program	30.00	
Credit by examination	65.00	per credit hour
Credit via CLEP	45.00	per credit hour
Diploma replacement	25.00	
Transcript request	5.00	per transcript
Reactivation application	35.00	Must reapply after one year

Fines

Disciplinary Fines

First Infraction	\$ 20.00
Second Infraction	20.00
Third Infraction – social probation	

Traffic and Parking

Traffic and Parking Violations (on campus)	50.00
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Library

Late return of books	.25	per day, per book
Lost book fine	25.00	plus replacement cost of book

Other Fees

ID/Proxy badge replacement	\$ 50.00	per incident
Dorm key replacement	50.00	per incident
Music Fee (Music Students)	100.00	per semester
Media Fee (Comm & Media Students)	100.00	per semester
Payment plan	50.00	
Late payment	40.00	per incident
Parking permit	55.00	
Graduation	100.00	

Payment Plan

A payment plan is required for students who meet the following criteria:

1. Students who do not pay the full amount due at registration.
2. Students who are not already awarded/package for Financial Aid.
3. Students who will not receive enough financial aid to cover their entire balance due.

A \$50.00 finance fee will be charged to the student's account balance. The payment plan is a monthly payment of 25% of the balance due on the first of the month from September 1st to December 1st. Example: \$4,900.00 times 25% = a monthly payment of \$1,225.00

Failure to make timely payments according to the schedule will result in additional late payment charges. Non-payment will also put students at risk of being locked out of their classes for the current semester and could be denied registration for future semesters until all payments have been made current.

Semester Cost Summary

The following figures provide a snapshot of what a typical full-time student might expect to pay after acceptance and upon entry at Valor Christian College. Costs will vary according to the student's selection of options. Prospective students should carefully review the preceding pages of financial information to gain a complete understanding of available options.

INITIAL DEPOSITS-NON REFUNDABLE	
<u>Enrollment Confirmation Deposit</u>	\$ 150.00
This deposit secures the student's seat at the College and allows the student to pre-register for classes.	
Upon acceptance, all students must pay this deposit toward their account.	
<u>Room and Board Fee</u>	390.00
This fee secures the student's room and initial board expenses.	
New students must pay this nonrefundable fee upon acceptance.	
Rooms are available on a first come, first serve basis.	
Total Amount Due Upon Acceptance	\$ 540.00
RESIDENT STUDENTS	
Tuition (12-18 credit hours)	\$ 2,640.00
Administrative Fee (12+ credit hours)	305.00
Dorm Rent (double occupancy)	2,025.00
Meal Plan (10 meals per week)	1250.00
Dorm Activities and Laundry Fee	120.00
Parking Permit	55.00
Technology Fee	165.00
Total Estimated Amount Per Semester	\$6,560.00
Payment Plan Option	
<i>Students who do not pay the full amount due at registration may apply for a payment plan. Payment plans are divided into 4 months with 25% of the balance due each month.</i>	
OFF CAMPUS STUDENTS	
Tuition (12-18 credit hours)	\$ 2,640.00
Administrative Fee (12+ credit hours)	305.00
Technology Fee	165.00
Parking Permit	55.00
Total Estimated Amount Per Semester	\$ 3,165.00
Payment Plan Option	
<i>Students who do not pay the full amount due at registration may apply for a payment plan. Payment plans are divided into 4 months with 25% of the balance due each month.</i>	

Parking Permit

A Parking Permit allows a student to park one operable vehicle in one parking space. All students with vehicles must bring a copy of their driver's license and current car insurance to registration. All vehicles without a Parking Permit will be subject to a fine. There is a \$55 non-refundable Parking Permit fee per semester. Parking permits are purchased during the Registration process.

Textbooks

Students are personally responsible for the purchase of their textbooks. All textbooks can be purchased through the Valor Virtual Bookstore. Instructors will not provide students with ISBNs for any textbooks. Students can access the Virtual Bookstore using the following link: <http://valorcollege.ecampus.com/>. This link can also be found by accessing the Valor homepage and clicking the Virtual Bookstore link at the very top of the page. Students simply click on their courses to view the various methods (if applicable) available to purchase their textbooks.

Title IV Financial Aid eligible students who have been awarded financial aid at least 10 days before the beginning of the payment period, who have registered for courses at least 10 days before the beginning of the semester, and whose awarded aid is in excess of their charges for tuition, fees, and as applicable room and board will be provided with the means to purchase books utilizing their excess financial aid. For additional information see <https://www.valorcollege.edu/pages/133-disbursement-for-books-and-supplies>

Method of Payment

All payments should be made to Valor Christian College. Payments may be mailed to:

Valor Christian College
Attention: Finance Office
P.O. Box 800 Columbus, Ohio 43216-0800

Forms of Payment Accepted

When mailing a payment, please send it out ten business days prior to due date to allow the payments to arrive on time. Payments should indicate the student's name and purpose (Rent, Tuition, etc.). Acceptable forms of payment include:

Cashier's checks (3.2% convenience fee is added to payment)
Ministry checks
Money orders (3.2% convenience fee is added to payment)
Cash (*Please do not mail cash payments.* 3.2% convenience fee is added to payment)
We do not accept Personal checks

Credit/Debit Card payments may be processed online through the student's Populi account. We accept American Express, Discover, MasterCard or Visa. Payments must reach the Valor Finance Office by 5:00 p.m. on or before the due date. 3.2% convenience fee is added to your payment. Late fees are assessed if payments are not received on time. Prospective students can pay enrollment fees and additional application fees through the Finance Office.

Valor Christian College reserves the right to change, without notice, the above tuition, deposits and fees.

Tuition Refund Policy

Fall Semester:

Fall 2018 Campus Refund Schedule:

- 100% refund – withdrawal prior to August 20th, 2018
- 75% refund – August 20th to August 24th
- 50% refund – August 27th to August 31st
- 25% refund – September 3rd to September 7th
- 0% refund – September 7th and after

Spring Semester:

Spring 2019 Campus Refund Schedule:

- 100% refund – withdrawal prior to January 14th, 2019
- 75% refund – January 14th to January 18th
- 50% refund – January 21st to January 25th
- 25% refund – January 28th to February 1st
- 0% refund – February 1st and after

Any student that withdraws from class or from the College must submit an official withdrawal form available at the Registrar's office as well as online. Refunds shall be processed within four to six weeks after a student has officially withdrawn. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn after fourteen days of the student's last date of attendance or participation in an academic activity. The last day of attendance will be the last day the student attends any class. In this case, the student will not be eligible for a refund. A student's withdrawal date can affect Federal Student Aid (<http://valorcollege.edu/AidAwardsTerms>).

Damage to Property

Students are responsible for any damage to common areas and residence hall rooms. Students are required to pay for all expenses incurred in order to return the room to its original condition.

FINANCIAL AID

Notice of Availability of Institutional and Financial Aid Information

As provided by the Higher Education Opportunity Act reauthorized in 2008, Valor Christian College students are entitled to access information related to the College, financial aid available at Valor, and the Family Educational Rights and Privacy Act of 1974 (FERPA). The information is accessible through the links provided in the Consumer Information Disclosure (<http://valorcollege.edu/ConsumerInfo>), and further information can be found in the Academic Catalog, the Student Handbook and the Valor Christian College website (<http://valorcollege.edu>). Students may request paper copies of any of this information by contacting the office of the Dean of Students.

Dean of Students
Valor Christian College
P.O. Box 800
Columbus, OH 43216-0800

Phone: (614) 837-4088

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

For information about Federal and Institutional Financial Aid Programs, contact:

Director of Financial Aid
Valor Christian College
P.O. Box 800
Columbus, OH 43216

Phone: (614) 837-4088
Email: financialaid@valorcollege.edu

Financial Aid Overview

Valor Christian College believes that the cost of a high-quality education should not be a deterrent to prospective applicants. In recognition of the concern students and families have with finding adequate resources to meet these costs, our financial aid program is designed to make Valor affordable to those students we admit.

We expect the primary or maximum effort to pay for college to come from students and their families. The system used to determine the family's ability to pay contains the following assumptions:

- To the extent they are able, parents have the primary responsibility to pay for their children's education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- The family must be considered in its present financial condition.
- The family's financial situation must be evaluated in a consistent and equitable manner recognizing, however, that special circumstances can and do alter a family's ability to contribute.
- Most families will need to pay for educational expenses over an extended period of time.

In the administration of need-based financial aid programs, "demonstrated financial need" is considered to be the difference between the cost of attending a college and the total family contribution toward that cost as shown in the following simple formula:

Cost of Attendance (COA) *minus* Expected Family Contribution (EFC) *equals* Financial Need

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Family Contribution

As indicated above, the parents of a student are expected to make a maximum effort to assist the student with college expenses. Additionally, students have a responsibility to help pay for their own educational expenses. The information provided by families on the Free Application for Federal Student Aid (FAFSA) is used to assist the financial aid office in determining an expected family contribution according to standard federal formulas and institutional policies. In general, the family's income and assets are considered to produce a comprehensive index of family financial strength and capacity to absorb the costs of a college education.

If the full cost of attending Valor is beyond reach, students are first expected to take advantage of assistance available through federal government programs, in addition to scholarships and grants available from private organizations.

Financial Aid Programs

For an up-to-date list of financial aid programs and an overview of terms and conditions, please carefully review the Financial Aid section of the Valor Christian College website (<http://www.valorcollege.edu/financialaid>). A few of the available programs include the following:

Grants

- Pell grant: Maximum award for 2018-2019 is \$6,095. Maximum Total Pell limit for a 4-year undergraduate degree is 6 years of full-time Pell.
- Iraq and Afghanistan Service Grants: See the financial aid office if you believe you qualify.

Loans

- Direct Subsidized Loan: Maximum subsidized annual award for a first year independent student \$3,500. Maximum total subsidized undergraduate degree borrowing limit \$23,000. Maximum eligibility time limit for the government interest subsidy 150% of the published length of the student's program of study. For dependent and other than first-year independent annual award limits contact the Financial Aid Office or go to www.studentaid.ed.gov.
- Direct Unsubsidized Loan: Maximum annual award for a first-year independent student (subsidized and unsubsidized) \$9,500. Maximum total undergraduate degree borrowing limit (subsidized and unsubsidized) \$57,500. For dependent maximum total undergraduate award limits contact the Financial Aid Office or go to www.studentaid.ed.gov.
- Direct PLUS Loan: Direct PLUS Loans are funds borrowed by the parent for the parent's dependent student's educational expenses. The annual amount borrowed cannot exceed the student's cost of attendance minus the student's other aid.

Student Employment

- Jobs are available on campus to those who qualify. (This employment program is not associated with the Federal Work Study program.)

Private Educational Loans

- Provided by banks, credit unions, etc.: Maximum amount up to the student's COA. This option is not recommended by Valor Christian College unless students cannot fund their education through a combination of personal funds, Title IV financial aid, and scholarships.

VETERAN'S AFFAIRS**VA Benefits**

Valor is approved to administer VA Benefits for the training of eligible veterans and their dependents under the G.I. Bill education benefits, Title 38, U.S. Code. Interested parties should contact the nearest Veterans Administration Office (1-800-827-1000) or the Valor Financial Aid Department 800-940-9422 or 614-837-4088 as soon as the student has been notified of acceptance. See Valor's "Principles of Excellence" for serving veterans and their family members (<http://valorcollege.edu/ServiceMembers>).

Veteran's Refund Policy

In the event that veterans or other eligible persons, sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program, withdraw or are discontinued from their program at any time prior to completion, Valor will follow the same refund policy that is used for all other students. Veterans should note that withdrawal and/or dismissal from their program prior to completion of a semester may also result in the need to return funds to the Department of Veteran's Affairs.

ABOUT THE LIBRARY

The Valor Library is located in Canfield Hall between The Spot and the administrative offices. It is an integral part of the academic programs at Valor Christian College. Its mission is to provide the resources and services needed to support the instructional program and objectives of the College.

The Library has a collection of over 12,000 items comprising books, periodicals, DVDs, CDs, pamphlets, and curriculum materials. The periodicals collection is limited but many abstracts and journals are on-line through an online database of full text articles. Access to the physical holdings of the VCC library may be searched at <http://library.valorcollege.edu:7777>.

The library collections consist of the circulating collection, the Reference collection, the Thomas G. Bender collection, the Rare Book Collection and the periodicals collection. The Computer Lab is also housed within the library along with a small study area.



LAB FACILITIES AT VALOR

The Valor Learning Center

The Valor Learning Center (VLC) is located in the library. It operates Mondays – Fridays during high peak times. Consultations can also be arranged virtually for our online students.

The VLC supports students in planning, researching and creating papers and oral presentations and sponsors workshops on study skills, communicating effectively and related topics. Students can engage a VLC consultant on a drop-in or appointment basis. Services are free to all Valor Christian College students.

TV Production Studio

This facility is located on the main campus of World Harvest Church. Throughout the year students are involved in various projects, both on and off campus, that offer opportunities to gain experience in video production. These projects include video programs, chapel services, concentration projects, and specially assigned multimedia projects for various organizations. Communication and Media students are heavily involved in all projects in the production studios.

Computer Lab

A computer lab consisting of twelve computers is located in the Library and is available to all current students for school-related projects. Each computer includes the following software: Internet Explorer, Microsoft Office (Microsoft Word, Excel, Outlook, and PowerPoint), and a number of other programs. Personal use of the computers is permitted, but preference is given to students doing schoolwork. The lab is open during normal library hours. Music students can also access Encore for practice and music composition assignments.

Communications and Media

We have added additional computers in the Library with software for communications and media projects. Students will have access to the full Adobe Suite and professional cameras for filming. Students can choose to purchase their own software to use on their computers (PCs or MACs).

Valor Tutors

Valor Tutors are available in the Library for a select group of classes. Tutors are available to all students free of charge.

Keyboard Lab

This keyboard lab is located on the second floor of Canfield Hall and consists of fourteen keyboards. Students must notify the Music Department for access; hours of operation depend upon demand. Students will have access to select music programs and software that can assist with course assignments.

ACADEMIC INFORMATION

Academic Year

The academic year is divided into the semester system, beginning in August and ending in May. Each semester averages 16 weeks in length.

Credit Hour

Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. The Carnegie definition is based upon a minimum length of 16 weeks. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 16 weeks. In certain circumstances, it is possible to have more hours, but not less.

Student Classification

The student body is divided for class organization on the basis of the following academic classification:

Full-time

Students enrolled in 12 or more credit hours per semester.

Part-time

Students enrolled in less than 12 credit hours per semester.

Online Student

Students enrolled in the Online Program.

Freshman

Students who have successfully completed 1-29 credit hours.

Sophomore

Students who have successfully completed 30 or more credit hours.

ACADEMIC STANDINGS

Academic Warning

Satisfactory academic standing for undergraduate students is defined by having a minimum 2.0 term grade point average for the semester (term GPA). Any student whose term GPA falls below 2.0 for any reason, regardless of cumulative GPA, will receive an academic warning that his or her academic performance for that term has been unsatisfactory.

Academic Probation

Any undergraduate student whose term GPA falls below a 2.0 for two consecutive terms, regardless of cumulative GPA, will be placed on academic probation. Students placed on academic probation must meet with the VP of Academic Affairs to review their academic progress before they can register for the next semester.

Academic Dismissal

Any student whose term GPA falls below a 2.0 for three consecutive terms, regardless of cumulative GPA will be dismissed from the college.

Appeal of Academic Dismissal

A student who has been dismissed from Valor Christian College because of poor academic performance may appeal before the deadline specified in the dismissal letter. The VP of Academic Affairs will meet with the Academic Committee to review all appeals. The student will be notified in writing of the committee's decision.

If the student's appeal is successful, the student will be conditionally reinstated to the college, but will be required to follow the committee's terms of remediation for the following semester. The student must satisfy all of the remediation conditions by the conclusion of the following semester unless the committee approves a different timeline.

Any student whose appeal is denied must wait one semester before re-enrolling. Following academic dismissal, a student may be readmitted on the basis of the following:

1. Having taken college courses at an accredited institution during the time of their dismissal and demonstrating improved academic performance. These courses may be transferred in, but will not adjust the student's cumulative grade point average calculation at Valor.
2. Having been absent from Valor for one semester. The student will return to Valor on Academic Probation and may be limited to no more than 13 credit hours, may be required to repeat necessary courses and may be required to work with learning support resources to improve his or her academic performance.

Any student whose appeal is granted and returns to Valor and gets dismissed again must wait at least two semesters to re-enroll. Students must work with the Office of Admissions and VP of Academic Affairs to petition for re-enrollment. Any student who returns to Valor will have the same financial aid status as when they completed their last term.

All students are expected to maintain compliance with SAP.

Students cannot hold a campus leadership position or participate in promotional tour groups, Remnant or any other VCC platform ministry while on academic probation.

Graduation Requirements

Eligible graduates are evaluated by the Registrar and Vice President for Academic Affairs, and ratified by the faculty prior to graduation based on successful completion of the following:

1. Course of Study

Each certificate and degree program has a prescribed course of study, as outlined in the Academic Catalog. The required total hours and required courses for each program must be successfully completed for a student to be eligible for graduation. It is the student's responsibility to carefully follow the sequence of courses as indicated in the Catalog. In order to graduate, students must have successfully completed all prescribed work with a minimum 2.0 cumulative GPA. Valor Christian College offers Associate Degrees of Applied Science and one year certificates only.

2. Attendance Status

Students must maintain satisfactory attendance in all classes and Chapel as outlined in the Academic Catalog. Students can check attendance weekly on Populi. Chapel attendance is mandatory and taken seriously at VCC. Attendance will be taken during each chapel service, and absences recorded.

3. Financial Status

All financial requirements must be met, and the student must have a zero balance prior to graduation.

4. Student Ministry

Students must satisfy *all* student ministry requirements, as outlined in the Academic Catalog.

Grading System

All records of attendance and evaluation of assignments and tests are to be maintained by the instructor. Grades earned are recorded on student transcripts. Additionally, grades may be checked throughout the semester on Populi.

Institutional Grading Scale

The official grading scale is published below and will be the official standard for reporting all final grades to the Office of the Registrar. Institutional Grading Scale is as follows:

93-100 A	73-77 C
90-92 A-	70-72 C-
88-89 B+	68-69 D+
83-87 B	63-67 D
80-82 B+	60-62 D-
78-79 C+	59 – Below F

Grades

In order to graduate, a student must have at least a 2.0 cumulative GPA. Grades are based on the following scale:

A	4.0	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Students receiving a failing grade (F) are encouraged to repeat coursework. The student must repeat and pass required courses in order to be eligible for graduation. The “F” will remain on the student’s transcript as well as the new grade but only the new grade will compute into the student’s GPA. There are no quality points associated with the following grade designations:

WP Withdrawal Passing

F Fail

CR Credit for the Course

IN Incomplete

T Transfer Credits

AU Audit

NC No Credit

Course Withdrawal (WP)

A designation of “WP” on the student’s transcript indicates that a student has withdrawn from a class after the Add/Drop deadline while passing. Withdrawal designations have no impact on the student’s GPA.

Pass/Fail Grades (CR or NCR)

The student ministry grade is very important. A grade of “CR” (Credit for the Course) or “NC” (No Credit) is given for ministry credit. While student requirements are needed for graduation, the grade is not a part of one’s academic GPA. A total of four student ministry credits are required for graduation.

Incomplete Grades (IN)

The assigning of incomplete grades is discouraged. If granted, an incomplete grade must be made up within three weeks after the semester ends. If a student does not submit the coursework, the grade will automatically result in failure, unless extended by the administration. A failure cancels any credit and required courses must be repeated.

Transfer of Credits (T)

Students who have attended an accredited college or university may desire to have an official transcript evaluated for possible transfer credit. An official transcript must be sent directly to the Registrar’s office at Valor from the school of origin. Valor accepts credits from an accredited college, if courses are compatible with the student’s degree program and have an earned grade of “C” or better. Upon request, the student may need to provide further documentation of course content, such as a catalog description or syllabus. Transferred credits will be designated on the student’s transcript and are not computed in the GPA. There is a 20 hour maximum on nontraditional credit, which includes credit by examination (including CLEP, AP), military training

and life experience. Valor Christian College follows ABHE's policy on validating credit earned at an unaccredited institution.

Auditing Courses (AU)

The decision to audit a course must be made with academic permission at the time of registration or within the allowable time for schedule changes. A student may not change a class course to an audit without approval from the Vice President for Academic Affairs. Audit courses may never be changed to a credit course.

Credit by Examination

Credit by Examination is designed for students who have a high level of proficiency in a subject area. Students must submit a written request to the Vice President for Academic Affairs for permission prior to the start of the semester. Students must score in the 80 percentile or above in order to receive credit. Upon successful completion of an exam, the student will be required to pay all fees associated with finalizing this process. Credit given through examination will be part of the credit hour limit for non-traditional credit.

Change of Grades

In the event of an error in calculating or reporting a grade, the instructor may initiate a change of grade with the Registrar. All grade changes must be approved by the Vice President for Academic Affairs.

Repeat Courses

Courses may be repeated where a student received a letter grade of "D" or "F". In such cases, credit for the higher grade is used in computing the overall grade point average. For a two-year degree program, a maximum of fifteen (15) hours or five (5) repeated courses will be allowed in determining the number of hours completed in the overall program. Both courses count as attempted hours, but only the higher grade is calculated into the GPA and counted as completed for calculation in the quantitative Satisfactory Academic Progress ratio.

Transcripts

Transcripts are issued to other institutions or the student from the Registrar's Office upon submission of a completed transcript request form and payment of transcript fee. No transcripts are released for students with outstanding balances on their student account.

Scholastic Honors

President's List

Students whose semester grade-point average is 4.0 with at least 15 hours of scholastic work are recognized for the President's List.

Dean's List

A student whose semester grade-point average is 3.5 – 3.99 with at least 15 hours of scholastic work are recognized for the Dean's List.

Honors Graduates

Honors graduates are designated as follows:

Summa cum laude:	3.90-4.00 cumulative GPA
Magna cum laude:	3.67-3.89 cumulative GPA
Cum laude:	3.50-3.66 cumulative GPA

ACADEMIC ADVISING

All students will work with faculty and staff advisors. The advisors will assist in course planning, class schedules, academic progress, and other questions or problems relating to academics at registration. The Registrar and Vice President for Academic Affairs are also available by appointment to discuss a student's academic progress.

Placement Testing

The following guidelines will be used for placing students into developmental courses and Success in College:

- **Fundamentals of Composition:** if a student has a score of 16 or below on the English section of the ACT or a 340 or below on the Verbal section of the SAT; or if a student has demonstrated a strong need for developmental work in composition
- **English Composition I:** if a student has between a 19 and 26 on the English section of the ACT or between a 420 and 570 on the SAT;
- **Fundamentals of Math*:** if a student has a composite ACT of 15 or below or an SAT of 360 or below, if the student does not have transfer credit in a comparable course;
- **Success in College:** a student who has a composite ACT of 17 or below or an SAT of 400 or below will be placed in Success in College, if they have not previously taken it here or transferred in a comparable course. They will be limited to a total of 13 credit hours, which may include developmental courses. All students with no prior college experience will be required to enroll in GEN101 "Success in College", although they will not all be required to limit their credit load.

All students are required to submit a personal statement with their application. The admissions committee will be reviewing this statement and make recommendations for composition placement.

** Students are not allowed to drop or to be dropped from a developmental course.*

Limited Load

Students will be admitted to Valor and be placed on academic probation ("limited load" students) if they have the following:

- **ACT:** 17 or below on the composite
- **SAT:** 410 or below on the verbal
- **GPA:** below cumulative 2.0 high school or transfer

Limited load students can take no more than 12 credit hours until their cumulative GPA reaches 2.0. They cannot hold a campus leadership position or participate in promotional tour groups, Remnant or any other VCC platform ministry while under a limited load status.

Withdrawal from Courses (Adding/Dropping)

Students desiring to add or drop a course must fill out an Add/Drop Form, available in the Office of the Registrar. Students should consult with the instructor of the course and the Registrar before making any decision regarding schedule adjustments.

No grade is recorded for classes dropped before the add/drop deadline. After this deadline, the student must withdraw from the course according to Valor's course withdrawal policy. Students may withdraw from a course until the official final withdrawal date published in the academic calendar.

Failure to submit a schedule adjustment form during the add/drop period or official withdrawal period will result in failure for the course. Schedule adjustment forms submitted after the withdrawal period will result in a "F" on the student's transcript.

Official Withdrawal from the College

Students who register and pay the appropriate tuition and fees, but are unable to complete the semester for any reason, are required to submit an official Withdrawal from School Form to the Registrar. In order for a student to officially withdraw from Valor Christian College, the following steps must be completed:

1. An out-processing meeting should be arranged with the Dean of Students;
2. An official Withdrawal from School Form must be completed and submitted;
3. The student's ID badge, proxy card, and Residence Hall key must be returned;
4. Appropriate Residence Hall paperwork completed (when applicable);
5. Any outstanding debts to the College must be paid in full.

Valor Christian College requires students to give the school notice of withdrawal through the official Withdrawal from School Form. Students will be notified of the determination of refund in writing within sixty days of their last date of attendance. Any tuition refund, minus any outstanding debts, will be issued according to the standard Valor refund policy within 30 days of refund notification.

If the aforementioned steps are not followed, students may be denied reactivation to Valor Christian College if they desire to return. Requests to release transcripts will also be denied. In addition, all courses in which the student was registered will receive a failing grade, and no tuition refunds will be granted.

Unofficial Withdrawal from the College

If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn after 14 days of the student's last date of attendance or participation in an academic activity. The last day of attendance will be the last day the student attends any class.

Credit Hours

Scholastic work is measured according to the semester credit hour. This is equivalent to one class session per week (plus preparation) or two laboratory hours per week (plus preparation) for the length of the semester. A full-time student is defined as one who carries a minimum of 12 hours. However, full-time students will normally carry 18 semester hours of college work. Because of state and accreditation policies, there is a cap of 18 credit hours per semester.

First semester students may be placed on "limited load" if the admission committee believe that a smaller load may be necessary for students to have a strong academic start at Valor. These students will be limited to 12 hours. A student who chooses to withdraw from a course may not complete this process within three weeks prior to the beginning of final exams. Final dates for dropping and adding classes are published in the College calendar located in the Academic Catalog. Withdrawal from classes after the published date is permissible only by action of the Vice President for Academic Affairs and Registrar.

Academic Semester Load

The typical academic load per semester at Valor Christian College is 15-18 credit hours. Credit hours are assigned according to the number of 50-minute class hours per week within a semester. A student in good academic standing may enroll for a maximum of 18.5 credit hours per semester. After a semester in good academic standing (GPA 2.5 or above), students may request special permission from the Vice President for Academic Affairs to take 19 or more credits hours in one semester. Any additional credits beyond 18 hours will be assessed the hourly tuition rate. Written approval from the Vice President of Academic Affairs is required for more than 18 hours per semester.

Program Time Completion Limitation

The maximum time frame to finish a diploma or degree program cannot exceed 150 percent of the published length of the educational program as measured in credit hours. When calculating the student's pace score, the College does not include remedial courses into the calculation. If students are not meeting the Pace requirements, they are given a Warning Letter and they must meet more frequently with their academic advisor to devise a plan in order to complete their programs successfully.

Military Training

Students may transfer a total of 12 units of credit from course work taken in the military where such courses are appropriate to the curriculum of Valor Christian College. Transfer recommendations will be followed as contained in the manual published by the American Council on Education.

Change of Academic Program

Students desiring to change their academic program may do so by submitting a Change of Academic Program form in the Registrar's Office and paying the \$30.00 fee. Students making changes should realize that they may be required to attend Valor for a longer period of time in order to complete the requirements of the new academic program. Students considering a change in academic program should consult with the Vice President for Academic Affairs before doing so. The student will be required to meet the graduation requirements in the current Academic Catalog for the new program.

SATISFACTORY STUDENT PROGRESS AND ACADEMIC PROBATION

Valor Christian College is required to establish, publish and apply reasonable standards for measuring whether a student is making Satisfactory Academic Progress (SAP) in their educational program. This section is in alignment with Federal Regulations 668.16 (e); 668.34. Standards for measuring SAP apply to students receiving Title IV and HEA program funding and to those students who are *not* receiving any form of financial assistance. Furthermore, all SAP standards apply to every student enrolled in all programs regardless of part-time or full-time status. Please note that there are cases where more than one standard may apply. When more than one standard is applicable, the student must meet the more stringent standard in order to be in compliance.

SAP Standards for Title IV and Non-Title IV Students

There are two components to Satisfactory Academic Progress: (1) Cumulative Grade Point Average (GPA) and (2) Completion Ratio (Pace). In order to maintain SAP the minimum requirements for both components must be met or exceeded.

Valor Christian College requires a minimum cumulative grade point average of 2.0 in order to graduate.

The College has established an academic policy which includes a graduated Cumulative GPA that allows a student to achieve the minimum requirement. The minimum cumulative grade point average is determined by the number of semester hours attempted. In order for a student to maintain SAP, they must maintain no less than a minimum GPA that corresponds with the appropriate number of attempted credit hours, see below:

Valor Christian College Cumulative GPA Standards

- 1 - 29.5 semester hours 1.80 cumulative GPA
- 30 - 44.5 semester hours 1.90 cumulative GPA
- 45 - 59.5 semester hours 2.0 cumulative GPA
- 60 semester hours and thereafter 2.0 cumulative GPA

Grades for transfer courses are not included in the Cumulative GPA calculation.

In accordance with the above scale, non-title IV students who fail to earn the necessary cumulative grade point average will be placed on academic warning ("limited load" students). Students on academic warning will have until the end of the following semester to remove their warning status, or they will be placed on academic probation. Students on academic probation who earn below a 2.0 term gpa for the third consecutive semester will be academically dismissed. Following an academic dismissal, a student may be readmitted on the basis of one of the following:

1. Having taken college courses at an accredited institution during the suspension and can demonstrate improved academic performance. These courses may be transferred in, but will not adjust Valor's cumulative grade point average calculation;

2. Having been absent from Valor one semester. A student may submit a written request to return which will be reviewed by the Vice President of Academic Affairs. Students will still return with the same financial aid status at their time of dismissal.

Students will meet with the Vice President of Academic Affairs to determine the appropriate courses and schedule for the student to be successful. Repeating courses and working with Valor support services may be mandated by the Vice President for Academic Affairs.

All students are expected to maintain compliance with SAP. Students cannot hold a campus leadership position or participate in promotional tour groups, Remnant or any other VCC platform ministry while on academic warning or probation.

Valor Christian College Cumulative Pace Standards

There is a government mandated maximum timeframe in which students can complete their educational program and still be eligible for Title IV and HEA program funding. The maximum time frame to finish a certificate or degree program cannot exceed 150 percent of the published length of the educational program, as measured in credit hours. In order to ensure that students enrolled at the varying enrollment levels (full-time, part-time, half-time, and less-than-half-time) are meeting the Cumulative Pace Standard a Cumulative Completion Ratio of 67% is required. The Completion Ratio can be calculated by dividing the number of completed hours by the number of attempted hours. Transfer courses are included in the Cumulative Completion Ratio calculation as completed and attempted courses. Remedial / developmental courses are not calculated in the student's Cumulative Completion Ratio.

Financial Aid Warning

A complete academic report of all students' grades will be evaluated at the conclusion of each financial aid payment period by the academic and financial offices. Based on the evaluation one of the following four actions will be taken:

1. Students who have not met SAP requirements, whose grades are such that it is possible for them to regain compliance with SAP by the end of the subsequent semester, and are not already on Financial Aid Warning will receive a Financial Aid Warning letter and will be able to continue to receive Title IV and HEA program funds for the subsequent semester;
2. Students whose grades are such that it is not possible for them to regain SAP by the end of the subsequent Financial Aid Warning semester will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard;
3. Students who have failed to meet SAP at the end of their semester on Financial Aid Warning will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard;
4. Students who were already on Financial Aid Warning who have regained compliance with SAP will be sent a letter notifying them that they are no longer on Financial Aid Warning.

Students denied financial aid for failure to meet SAP may appeal the denial (see "Appeal of the Denial of Financial Aid" below). If the appeal is approved, the student will be placed on Financial Aid Probation and be eligible for financial aid.

Appeal of the Denial of Financial Aid

Valor Christian College is aware that a student may experience unusual and/or unexpected circumstances that are beyond the student's control, which may result in academic performance that does not reflect the desire and academic abilities of the student. Such circumstances may include death of a parent, spouse, severe prolonged illness, catastrophic events, and unavoidable / unforeseen demands for travel or overtime by one's employer.

The student whose failure to meet the minimum GPA, Pace or the conditions of an Academic Plan as a direct result of such an event may appeal the denial of financial aid due to the circumstance that was beyond the student's control. The appeal must be presented to the Financial Aid Office in writing with documentation. The Financial Aid Committee will review the appeal and determine if it warrants overriding the denial of financial aid. All decisions by the Financial Aid Committee are final and will be communicated to the student by the Financial Aid Office. If the appeal is successful, the student will be placed on Financial Aid Probation and will be eligible for financial aid.

Students may also appeal a subsequent denial for failure to meet the required conditions while on Financial Aid Probation or for failure to meet the terms of an Academic Plan but the appeal cannot be due to the same circumstance or event nor can it be for a similar circumstance or event. In addition to the above appeals a student may also appeal the denial of financial aid due to a determination that the student cannot meet the maximum completion time frame of 150% of the published length of the program.

Financial Aid Probation

When students are placed on Financial Aid Probation due to a successful appeal of the denial of financial aid for failure to meet SAP requirements, one of two options will be utilized:

1. If the student can regain compliance with SAP by the end of the semester, the student will be required to enroll in the number of courses necessary to regain compliance by the end of the semester;
2. If the student cannot regain compliance with SAP by the end of the semester, the student will be required to set up an Academic Plan that will allow the student to regain compliance with SAP at a specified date.

Grades will be evaluated at the end of the subsequent semester and one of the following four actions will be taken:

1. If the student regains compliance with the SAP requirements, the student will be sent a letter notifying the student that the student is no longer on Financial Aid Probation,
2. If the student did not regain compliance with SAP requirements, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the College.
3. Probation is for one term/payment period only. If students are placed on probation with an academic plan, and at the end of that term they are meeting requirements of the academic plan, then they no longer are considered on probation. See references:
 - <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/sap.html#probation>

- <http://ifap.ed.gov/fsahandbook/attachments/1415Vol1Ch1.pdf>

4. If the student fails to meet the conditions of the student's Academic Plan, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the College.

If at any time it is determined that the student does not have enough semesters left in the student's degree program to regain compliance with SAP before the completion of the student's degree program, the student is no longer eligible for financial aid.

Financial Aid Suspension/Dismissal

When a student fails to regain compliance with SAP after the Financial Aid Warning, does not appeal the Denial of Financial Aid, or the student's appeal of the Denial of Financial Aid is not approved, the student is placed on Financial Aid Suspension which means that the student cannot receive Title IV or HEA program funding from the College. However, the student can still attend the College for one subsequent semester. At that time, a student is given the option to meet with an academic officer to set up another Academic Plan to get them back on track. At the close of the semester in which the student is on Financial Aid Suspension, the student's grades and Academic Plan are once again evaluated. If the student did not meet SAP requirements but did meet the student's Academic Plan, the student may continue to attend the College. However, the student cannot receive Title IV or HEA program funds. If the student met SAP and Pace requirements the student may appeal their Financial Aid Suspension to the Financial Aid committee. If the student did not meet the student's academic plan or SAP and Pace requirements, the student will be dismissed from the College. The Vice President for Academic Affairs will notify the student of their dismissal in writing.

Circumstances for Re-admittance after Dismissal

Following academic dismissal, a student may reapply for admission to the College after having completed at least one semester of Satisfactory Academic Progress at another Institution of Higher Education. The Admissions Committee will review the application and make a determination and notify the student in writing within 30 days. Title IV students readmitted after withdrawal or dismissal for failure to maintain SAP are readmitted at the same status and must appeal. This appeal must be granted for the student to receive financial aid again.

Answers to Frequently Asked Questions

Students tend to ask how withdrawals, course repeats, incompletes, remedial courses and transfer credits affect their GPA. Outlined below are answers to several frequently asked questions:

Withdrawals

Once a student withdraws from a course, the course is factored into the number of credits that are attempted (Pace/Completion Ratio). If the student withdrawal is completed according to Valor Christian College withdrawal policy, a grade of F is not assigned to the course and the withdrawn course is not included in the Cumulative GPA calculation.

Course Repeats

Course repeats affect SAP standing. Once a student repeats a course, the new grade is factored into the Cumulative GPA and the previous grade is removed from the Cumulative GPA calculation. However, both courses are included in credits attempted (Pace/Completion Ratio) and are reflected on the student's transcript. Financial aid is not awarded for repeated courses.

Incompletes

Incompletes are not calculated in the GPA until the actual grade is submitted. Students who request an incomplete must be passing the course with at least a 70% and cannot petition to complete assignments that are older than 70% of the course content. Students will have three weeks from the last day of the semester or session (online) to turn in all assignments that were approved by the instructor. Failure to submit the work will result in the Incomplete being changed to a Failure (F) in the course. There are no exceptions to this policy. All incompletes must be approved by the course instructor and the Vice President of Academic Affairs prior to the end of the semester or term if online.

Remedial Courses

Remedial courses will count toward SAP requirements; however, they will not count toward graduation requirements.

Transfer Credits

Transfer credits do not affect GPA standing. Transfer courses will be counted toward Pace.

ATTENDANCE

Class Attendance

Regular and punctual attendance is essential for satisfactory completion of the chosen program of study at Valor Christian College. The impartation received, both cognitive and experiential, is important to the student's training for future ministry. Attendance is required to receive this impartation. *All* students are expected to attend *all* classes, complete *all* assigned work and take *all* required examinations.

Ten to twenty-five percent (10% - 25%) of the student's final grade in each class will be determined by class attendance and participation. Students are given a percentage grade for attendance:

Absences	Attendance Grade		
	14 Week Class	15 Week Class	16 Week Class
0	100% A	100% A	100% A
1	93% A	93% A	94% A
2	86% B	87% B	88% B+
3	79% C+	80% B-	81% B-
4	71% C-	73% C	75% C
5	64% D	67% D	69% D+
6	57% F	60% D-	63% D
7	50% F	53% F	56% F
8	43% F	47% F	50% F
9	36% F	40% F	44% F
10	29% F	33% F	38% F
11	21% F	27% F	31% F
12	14% F	20% F	25% F
13	7% F	13% F	19% F
14	0% F	7% F	13% F
15		0% F	6% F
16			0% F

It is the student's responsibility to make sure they are present and on time for each and every class and that the instructor records their attendance. Being tardy will negatively affect the student's participation grade. If the student misses class for any reason, they will not receive credit for class participation for that class.

There will be no excused absences unless the student is on Official College business, which will be determined prior to the absence by the administration. Any exception to the policy must be addressed in writing to the Vice President for Academic Affairs.

It is the responsibility of students to monitor their record of attendance. Students should review Populi for their attendance on a regular basis.

People who are not registered for a class are not permitted to attend that class. At no time are underage children allowed to attend class.

Classroom behavior must be conducive to an atmosphere of learning with respect of the rights of your classmates and instructor. Each and every student should feel comfortable participating in all classroom discussions. All comments during the class must be informed with respect to the assigned readings, so the rest of the class can follow the point(s). You are fully expected to arrive in class having completed all assigned readings and be ready to participate in the discussion. It is up to students to seek additional assistance in the event that they are having difficulty comprehending and digesting materials. They should feel free to approach instructors and inform them of any such problems, since it is impossible to discern such issues without the student's assistance.

Tardiness

Tardiness in each class will be monitored as part of attendance. Classes will begin promptly at the times scheduled. Students are expected to be seated in the classroom when classes begin, both at the beginning of the day and after breaks. A sequence of three tardies in any course constitutes an absence. Arriving up to and including ten minutes after a class is scheduled to begin will result in being counted tardy. Arriving more than ten minutes after a class is scheduled to begin will result in being counted absent. The official time for all classes will be according to the College clock in that classroom.

Chapel Attendance

Full-time students are required to attend one scheduled Chapel service each week. Full-time students who have more than seven Chapel absences in a semester will not receive a satisfactory grade for Chapel.

Part-time students (less than twelve hours) are required to attend half of the Chapels per semester of enrollment, but are encouraged to be present as often as possible.

Late Teacher Policy

In the unlikely event a teacher has not arrived within ten minutes of the class starting, the Vice President for Academic Affairs should be contacted immediately. Students are *not* allowed to leave class until they receive official notification. The official start time for all classes will be noted according to the College clock in that classroom.

Leave Policy

Students who encounter unusual and lengthy emergencies may request a waiver of the attendance policy from the Vice President for Academic Affairs's office. Full written documentation of said emergency is required as soon as the student is aware of the need for the absences. The waiver must be approved by the Vice President of Academic Affairs.

Employment and Work Limits

Valor Christian College makes every effort to assist students who wish to find part-time employment. We cannot guarantee employment to any students.

Student Ministry

The practical application of classroom instruction is integral to Valor Christian College's approach to ministry. Therefore, students are encouraged to be engaged in the local church and one of the numerous student ministry opportunities each semester. For full-time students, five hours of student ministry per week are required with two of those hours dedicated to church services. For part-time students, two hours of student ministry per week are required outside of church. Student ministry hours are recorded on a student's transcript, and successful completion of ministry requirements (noted with "CR") must be met for graduation:

- Two (2) semesters of ministry for certificate programs
- Four (4) semesters of ministry for Associate of Applied Science programs.

ACADEMIC EXPECTATIONS AND INTEGRITY

Best Practices

1. As a general rule, for every hour of class attendance, approximately two hours should be spent in study. A time budget schedule should be prepared at the beginning of each semester so that sufficient time is allotted for study.
2. Students are encouraged to plan ahead and use the library resources on a regular basis.
3. Keeping careful and complete notes in classes is important. Assignments must be typewritten unless a professor requires a different format and submission style.
4. It is the position of the College that the taking of systematic class notes is a much superior method than the use of a recording device. If students want to use a recording device, they must receive clearance from the instructor before using the device.
5. Written work is to be the student's own work with outside sources noted appropriately. Plagiarism is a serious and punishable offense that will result in disciplinary action and possible suspension and/or dismissal from Valor Christian College. (See "Plagiarism" below.)
6. All assigned work is due on the date(s) announced in the instructor's syllabus. Failure to submit work when due will result in grade penalties according to the professor's discretion as articulated in the syllabus. The student is responsible for all make-up work when absent from class.
7. All formal written work and research papers will follow the MLA (Modern Language Association) style unless the professor instructs otherwise.

Plagiarism

Definition

Plagiarism is stealing. It involves using or misrepresenting "as one's own" someone else's ideas without proper credit (Webster's II New Christian College Dictionary, 841). Students who submit as their own work written material that has been copied in whole or in part from another person's writing without proper acknowledgment are guilty of plagiarism. Material, whether published or unpublished, copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without permission, or using that student's ideas with only minimal reworking, is plagiarism just as is copying material from printed books and magazines without giving credit to the original source.

Students who engage in one or more of the following behaviors are guilty of cheating:

1. Using unauthorized notes or other material when taking an exam;
2. Copying another person's work and submitting it as their own;
3. Having another person do their work and submitting it as their own;
4. Submitting a paper for more than one course without the knowledge and consent of the instructor;

5. Copying answers to exam questions;
6. Unauthorized securing of exam questions from any source;
7. Aiding another person in securing unauthorized copies of exam questions.

Students may discuss assignments among themselves or with an instructor or tutor, but the actual work must be produced by the student and the student alone.

Procedure for Dealing with Plagiarism

Students who are guilty of plagiarism or cheating are subject to any or all of the following actions:

1. A grade of zero or F for the paper, test or assignment;
2. Failure in or expulsion from the class; and
3. Possibly further disciplinary action, including academic suspension.

Most plagiarism cases are handled by instructors at their discretion. However, repeated offenses and incidents of cheating on major assignments, tests or projects typically require the involvement of the Divisional Chair and the Academic Affairs Committee. Plagiarism is a major violation of academic integrity, and it can result in a student being dismissed from the College.

Computer Access

All college students are required to have regular access to a personal computer and an Internet provider (some computers are available for student use in the library). All students are required to have a valid personal email address on file in the Registrar's Office. All students will be assigned a Valor e-mail address. This email address along with Populi will be used to communicate with each student on behalf of faculty and administration.

Examination Policies

Valor Christian College requires all students to take exams when scheduled, unless a physician-documented illness, a verifiable personal or family emergency or authorized College business prevents the taking of the exam at the normally scheduled time. Early examinations are not allowed. There are no exceptions to this policy.

During examinations, all cell phones, other electronic communication devices, study notes, books and written materials must be placed out of sight of the student. If the student is observed using any of these devices during an examination, the student will receive a zero grade for that examination.

ACADEMIC PROGRAMS

Academic Divisions

I. Arts and Sciences

The Division of Arts and Sciences provides courses in general education. The general education component is core to the curriculum, to ensure breadth of knowledge and to promote intellectual inquiry. Qualities such as intellectual challenge, values definition, higher critical thinking skills, freedom of inquiry and access to divergent worldviews are fundamental values of a general education component that produces a college-educated adult.

II. Bible and Theology

Valor Christian College is a biblically-based community of higher education. The Bible is the center of the College's curriculum, and it is essential to developing a Christian worldview. Biblical truth drives the key components of Valor's mission: "academic excellence, moral integrity, spiritual intensity and physical purity." The Bible and Theology division provides 12-15 credit hours of core courses for all degree programs.

III. Church Ministries

The Division Church Ministries offers a number of degree programs: Pastoral, Evangelism, Missions, Music Ministry,[†] Youth Ministry and Advanced Leadership. These programs equip students for local church or Para-church ministries. These degrees also prepare students for further study at another college or university. Each degree has a core of General Education Courses (24 credit hours) and a core of Bible and Theology Courses (12-15 credit hours).

[†] *The College is in the process of forming a new Division of Music Ministry.*

Degree and Certificate Options

The following degree and certificate options are offered at Valor Christian College:

- AAS degree – 60 or more semester hours
- One-year certificates – 30 semester hours

Associate of Applied Science Degrees

Valor Christian College offers eleven Associate of Applied Science degrees requiring 60 or more credit hours:

- | | |
|----------------------------|------------------------------|
| • Advanced Leadership | • Organizational Leadership* |
| • Evangelism | • Organizational Management |
| • Christian Ministries | • Pastoral Leadership |
| • Church Planting | • Youth Ministry |
| • Communications and Media | |
| • Missions | |
| • Music Ministry | |

All degrees require a cumulative 2.0 grade point average (GPA) to be eligible for graduation.

* In Florida, South Carolina and Wisconsin, the Organizational Leadership program is called Associate of Applied Science in Marketplace Ministry.

Certificates

Valor Christian College offers five, one-year certificate programs requiring 30 credit hours:

- Pastoral Studies
- Music Ministry
- General Studies
- Evangelism Studies

All certificate programs require a cumulative 2.0 grade point average (GPA) to be eligible for graduation.

General Education Outcome Objectives

1. Graduates will be able to demonstrate essential skills of written and oral communication for professional people and demonstrate an ability to understand and work with others.
2. Graduates will be able to demonstrate a depth and breadth of knowledge in culture, science, philosophy, literature, and history.
3. Graduates will be able to complete basic computational skills, written problems, and analyze case studies.
4. Graduates will be able to interact with and analyze different worldviews from a Christian perspective through application and critical thinking.
5. Graduates will be able to identify major resources for their disciplines and demonstrate research skills at a foundational level.
6. Graduates will be able to demonstrate insight into human nature, personalities, and socialization.

Core of General Education

Success in College
Foundation in Communication Course Options
English Composition I and II
Social Science Options
Arts/Humanities/Literature Course Options
Introduction to Business Mathematics
Natural Science/Applied Science
Capstone Course

ASSOCIATE OF APPLIED SCIENCE IN ADVANCED LEADERSHIP

The Associate of Applied Science in Advanced Leadership consists of 63 semester hours of courses designed to provide instructional and experiential leadership development that will produce graduates with outstanding leadership characteristics and men and women of integrity. Furthermore, the goal of the Advanced Leadership degree is to produce leaders of honor, sanctified and useful to the Master, prepared and ready for every good work.

Upon satisfactory completion of the Associate of Applied Science in Advanced Leadership, the graduate should:

1. Be able to mentor and guide people in spiritual and leadership development.
2. Impact worship and ministry opportunities by possessing, recognizing and being sensitive to the anointing and flow of the Spirit of God.
3. Possess the advanced knowledge and training necessary to provide leadership within the framework of the local church and outside the church.
4. Understand the biblical concept of authority and the ministry of helps which will enable the student to effectively work within a pastoral staff.
5. Have the skills to administrate a local church/ministry situation using various means so that people will grow in Christ.
6. Further develop their skills of communication in various areas in order to effectively minister in various settings using the five-fold ministry gifting.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.
THE301	Pneumatology	3 hrs.

Leadership - 21 Credit Hours

ACT101	Accounting I	3 hrs.
LED302	Visionary Leadership	3 hrs.
LED303	Dynamics of Team Leadership	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN210	Preaching Lab	1 hr.
MIN211	Essentials for Spirit-Empowered Min	3 hrs.
MIN301	Church Administrative Mgmt	3 hrs.
MIN302	Molding Through Mentorship	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN ADVANCED LEADERSHIP COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

ACT101	Accounting I	3 hrs.
BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG216	Intro to Literature	3 hrs.
ENG201	English Composition II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

Second Year - Fall Semester

TBD	Theology I or Life of Christ	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN211	Essen. for Spirit-Empowered Min.	3 hrs.
MIN302	Molding Through Mentorship	3 hrs.
TBD	Social Science elective	3 hrs.
MAT101	Intro to Business Mathematics	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		17 hrs.

Second Year - Spring Semester

LED302	Visionary Leadership	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN301	Church Admin. Management	3 hrs.
SOS201	Marriage and Family	3 hrs.
LED303	Dynamics of Team Leadership	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

*Students may select Christian Ethics and Spiritual Formation in the Church Ministries offerings to fulfill the 6-unit requirement.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
GEN101	Success in College	P/F
ENG216	Intro t Literature	3 hrs.
SCI102	Environmental Science	3 hrs.
LED101	Intro to Christian Leadership	3 hrs,
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

ACT101	Accounting I	3 hrs.
BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		17 hrs.

Second Year - Spring Semester

ENG201	English Composition II	3 hrs.
LED302	Visionary Leadership	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN301	Church Admin. Management	3 hrs.
SOS201	Marriage and Family	3 hrs.
LED303	Dynamics of Team Leadership	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN211	Essen. for Spirit-Empowered Min.	3 hrs.
MIN302	Molding Through Mentorship	3 hrs.
TBD	Social Science Elective	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

ASSOCIATE OF APPLIED SCIENCE IN EVANGELISM

The Associate of Applied Science in Evangelism is designed to prepare ministers, laymen and church leaders in evangelism relating to Church and Para-church ministries. The focus is on the biblical and theological basis of evangelism and the various evangelistic strategies that are used in reaching people groups for Jesus Christ. It also provides foundation courses in biblical studies to develop a sound theology and a Christian worldview. This degree program is also well suited for students working in related fields of Church growth, missions, and institutional chaplaincy. Upon satisfactory completion of the Associate of Applied Science in Evangelism, the graduate should be able to:

1. Define a biblical theology of evangelism and missions that engages the culture.
2. Formulate a philosophy of evangelism, the nature of the gospel and the essential elements of an evangelistic presentation.
3. Employ various methods of evangelism that include community service, gospel proclamation, and social justice.
4. Analyze current issues and models of church planting, church growth, and methods of training indigenous leadership.
5. Organize evangelistic teams and communities in a diversity of cross-cultural settings.
6. Evaluate the role of specific churches in evangelism, discipleship, multiplication, and evangelistic communities especially as it relates to church growth.
7. Formulate an evangelistic plan, with specific steps for its implementation in the local church.
8. Understand the tenets of other major world religions and know how to respond to them.

PROGRAM REQUIREMENTS

Total Required Courses = 63 Credit Hours

General Education – 20 Credit Hours

COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	1 hr.
MAT201	Intro to Business Mathematics	3 hrs.
ENG216	Intro to Literature	3 hrs.
TBD	Social Science Elective	3 hrs.
SOS299	Capstone Course	3 hr.

Bible and Theology – 15 Credit Hours

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ or Acts	3 hrs.
THE101	Theology I or II	3 hrs.

Church Ministries – 9 Credit Hours

LED101	Introduction to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.
MIN211	Essentials of Spirit Empowered Min.	3 hrs.

*Students to select 3 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Evangelism – 15 Credit Hours

EVG101	Introduction to Evangelism	3 hrs.
EVG102	History of Revivalists	3 hrs.
EVG202	Methods of Evangelism	3 hrs.
EVG208	The Evangelist's Life and Ministry	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN210	Preaching Lab	1 hr.

ASSOCIATE OF APPLIED SCIENCE IN EVANGELISM COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG201	English Composition II	3 hrs.
EVG102	History of Revivalists	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		18 hrs.

Second Year - Fall Semester

BIB201	Life of Christ	3 hrs.
MIN103	Christian Ethics	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
THE101	Theology I	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		14 hrs.

Second Year - Spring Semester

EVG208	The Evangelist's Life and Ministry	3 hrs.
MIN210	Preaching Lab	1 hr.
SOS201	Marriage and Family	3 hrs.
TBD	Social Science Elective	3 hrs.
EVG202	Methods of Evangelism	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
TBD	Social Science Elective	3 hrs.
EVG102	History of Revivalists	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
MIN209	Intro to Preaching	2 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		17 hrs.

Second Year - Spring Semester

EVG208	The Evangelist's Life and Ministry	3 hrs.
ENG201	English Composition II	3 hrs.
MIN210	Preaching Lab	1 hr.
SOS201	Marriage and Family	3 hrs.
EVG202	Methods of Evangelism	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Second Year - Fall Semester

BIB201	Life of Christ	3 hrs.
SOS299	Capstone Course	3 hr.
MAT201	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
THE102	Theology II	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		12 hrs.

*Students may select Spiritual Formation, Essentials of Spirit Empowered Ministry in the Church Ministries offerings to fulfill the 9-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN CHRISTIAN MINISTRIES

The Associate of Applied Science in Christian Ministries is a 63-semester hour program. Students may complete this program at their own rate of progress. Most students, however, complete this program in two years. This program is appropriate for those who desire to obtain a general knowledge of biblical and theological studies and practical application of various forms of Christian service and leadership. The Associate of Applied Science in Christian Ministries allows students to navigate their own course of study between choosing Biblical and Pastoral Ministry electives.

Upon satisfactory completion of the Associate of Applied Science in Christian Ministries, the graduate should be able to:

1. Analyze and integrate general and biblical knowledge into a fundamental worldview.
2. Demonstrate a competency in general education subjects.
3. Attain and comprehend a general knowledge of the contents of the Bible.
4. Acquire a broad understanding of the Church and its mission.
5. Apply practical disciplines to areas of individual interests.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.
THE301	Pneumatology	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Christian Ministries - 21 Credit Hours

MIS 101	Introduction to Missions	3 hrs.
EVG 101	Introduction to Evangelism	3 hrs.
MIN 271	Strategies for Youth Ministry	3 hrs.
MIN211	Essentials for Spirit-Empowered Min	3 hrs.
BUS 101	Introduction to Business	3 hrs.
THE 202	Pneumatology	3 hrs.
SOS 201	Marriage and Family	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN CHRISTIAN MINISTRIES COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
MIS101	Introduction to Missions	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		18 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

Second Year - Fall Semester

BIB201	Life of Christ	3 hrs.
BUS101	Introduction to Business	3 hrs.
MIN103	Christian Ethics	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
THE101	Theology I	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

Second Year - Spring Semester

MIN271	Strategies for Youth Ministry	3 hrs.
SOS201	Marriage and Family	3 hrs.
TBD	Social Science Elective	3 hrs.
MIN311	Essentials of Spirit Empowered	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		15 hrs.

* Student may select Acts, Gospel of John, or Theology I in the Bible and Theology offerings to fulfill the 12-unit requirement

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
TBD	Social Science Elective	3 hrs.
THE102	Theology II	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
MIS101	Introduction to Missions	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		18 hrs.

Second Year - Spring Semester

MIN271	Strategies for Youth Ministry	3 yrs.
ENG201	English Composition II	3 hrs.
BIB201	Acts	3 hrs.
SOS201	Marriage and Family	3 hrs.
ENG216	Intro to Literature	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		18 hrs.

Second Year - Fall Semester

MIN311	Essentials of Spirit Empowered	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
BUS101	Introduction to Business	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		12 hrs.

* Student may select Spiritual Formation in the Church Ministries offerings to fulfill the 6-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN CHURCH PLANTING

This course will provide the student with an understanding of the biblical and theological aspects of church planting in the global context with a specific focus on the missional possibilities in North America. The aspiration of this course is that upon completion the students will possess an understanding of the tools and strategies necessary to plant a Pentecostal church that glorifies Jesus, reaches people who do not know Christ and multiplies itself repeatedly.

Upon satisfactory completion of the Associate of Applied Science in Church Planting, the graduate should be able to:

1. Describe the Biblical models of church planting
2. Demonstrate an understanding of the systems and strategies for church planting
3. Demonstrate an understanding of the planter's assessment process
4. Describe coaching and its connection to church planting models
5. Explain the use of demographic studies in the planting strategy
6. Demonstrate an understanding of legal issues, corporation, and finances in the process of planting a church

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 6 Credit Hours*

BIB 107	Understanding the Bible for Current Ministry	3 hrs.
THE 104	Theology and Culture	3 hrs.

Additional Substitutions

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.

Student to select 2 courses from the listed Bible and Theology offerings to fulfill the 6-unit requirement.

Church Ministries – 6 Credit Hours

HIS 101	Church History I	3 hrs.
HIS 102	Church History II	3 hrs.
MIN 103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 1 course from the listed Church Ministries offerings to fulfill the 3-unit requirement.

Church Planting - 27 Credit Hours

CPL 101	Introduction to Church Planting I	3 hrs.
CPL 102	Introduction to Church Planting II	3 hrs.
EVG 102	History of Revivalists	3 hrs.
EVG 201	Methods of Evangelism	3 hrs.
CPL 110	Church in the Culture of Technology	3 hrs.
MIN 106	Assimilation and Discipleship	3 hrs.
MIN 205	Church Admin Mgmt	3 hrs.
MIN 226	Principles of Pastoral Leadership	3 hrs.
MIN 271	Strategies for Youth Ministry	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN CHURCH PLANTING (New Program) COURSE PLANNING GUIDE

Fall/Spring Matriculation

First Year - Fall Semester			Second Year - Fall Semester		
ENG101	English Composition I	3 hrs.	EVG102	Methods of Evangelism	3 hrs.
MIN251	Introduction to Church Planting I	3 hrs.	MIN254	Assimilation and Discipleship	3 hrs.
MIN226	Principles of Pastoral Leadership	3 hrs.	BIB207	Understanding the Bible	3 hrs.
	Arts/Humanities/Literature	3 hrs.		For Current Ministry	
	Church Ministries (1)	3 hrs.	MAT201	Intro to Business Mathematics	3 hrs.
GEN101	Success in College	P/F		Social Science	3 hrs.
CHP101	Chapel	0	CHP201	Chapel	0
MIN101	Ministry	0	MIN201	Ministry	0
15 hrs.			15 hrs.		
First Year - Spring Semester			Second Year - Spring Semester		
MIN271	Strategies for Youth Ministries	3 hrs.	SOS299	Capstone	3 hrs.
ENG201	English Composition II	3 hrs.	THE104	Theology and Culture	3 hrs.
MIN205	Church Administrative Management	3 hrs.	EVG102	History of Revivalists	3 hrs.
SCI101	Environmental Science	3 hrs.		Church Ministries (2)	3 hrs.
MIN252	Introduction to Church Planting II	3 hrs.	MIN253	Church in the Culture of	3 hrs.
CHP102	Chapel	0		Technology	
MIN102	Ministry	0	CHP202	Chapel	0
18 hrs.			MIN202	Ministry	0
			15 hrs.		

ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATIONS AND MEDIA

The Associate of Applied Science in Communications and Media is a 63-semester hour program. Students may complete this program at their own rate of progress. Most students, however, complete this program in two years. This program is appropriate for those who desire to obtain a general knowledge of biblical and theological studies and practical application of various forms of Christian service and media. The Associate of Applied Science in Communications and Media allows students to specialize in media studies by completing over half of their required core in media courses.

Upon satisfactory completion of the Associate of Applied Science in Communications and Media, the graduate should be able to:

1. Demonstrate effective communication with an increasingly multicultural population both nationally and internationally.
2. Apply solid theoretical and practical principles of the persuasion process in evangelism.
3. Understand and recognize the Holy Spirit's involvement and influence in the communication of the Gospel and of ministry in general.
4. Make practical application of principles of communication in interpersonal, small group, and organizational contexts.
5. Use mixes of media to accomplish ministry goals in church, missions, and evangelism contexts.
6. Adapt the dramatic format to diverse ministry situations presented by the church and para-church organizations.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 6 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.

Student to select 2 courses from the listed Bible and Theology offerings to fulfill the 6-unit requirement.

Church Ministries – 3 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 1 course from the listed Church Ministries offerings to fulfill the 3-unit requirement.

Communications and Media - 30 Credit Hours

MED 111	Audio and Light Production	3 hrs.
MED 142	Single Camera Video	3 hrs.
MED 213	Media Practicum	3 hrs.
MED 261	Scene Design	3 hrs.
MED 262	TV Studio Production	3 hrs.
MED 280	Scriptwriting	3 hrs.
MED 281	Intro to Media and Journalism	3 hrs.
MED 282	Media Communication	3 hrs.
MED 283	Media Applications	3 hrs.
MED 284	Media through Photography	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN COMMUNICATIONS AND MEDIA COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
MED240	Media Applications	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
GEN101	Success in College	P/F
MED111	Audio and Light Production	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
MED262	TV Studio Production	3 hrs.
MED142	Single Camera Video	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		18 hrs.

Second Year - Fall Semester

MAT201	Intro to Business Mathematics	3 hrs.
MED261	Scene Design	3 hrs.
MED281	Intro to Media and Journalism	3 hrs.
MED282	Media Communication	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

Second Year - Spring Semester

MED280	Scriptwriting	3 hrs.
MED284	Media through Photography	3 hrs.
SOS299	Capstone Course	3 hr.
MED285	Media Elective	3 hrs.
SCI101	Environmental Science	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		15 hrs.

* Student may select Bible Study Methods, Life of Christ or Acts, Theology I or II in the Bible and Theology offerings to fulfill the 6-unit requirement.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
MED142	Single Camera Video	3 hrs.
MED262	TV Studio Production	3 hrs.
SCI101	Environmental Science	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History*	3 hrs.
ENG101	English Composition I	3 hrs.
MED240	Media Applications	3 hrs.
COM101	Introduction to Communication	3 hrs.
MED111	Audio and Light Production	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

Second Year - Spring Semester

MED280	Script Writing	3 hrs.
MED284	Media through Photography	3 hrs.
SOS299	Capstone Course	3 hrs.
MED285	Media Elective	3 hrs.
ENG201	English Composition II	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		18 hrs.

Second Year - Fall Semester

MED282	Media Communication	3 hrs.
MAT101	Intro to Business Mathematics	3 hrs.
TDB	Social Science Elective	3 hrs.
MED261	Scene Design	3 hrs.
MED281	Intro to Media and Journalism	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

* Student may select Spiritual Formation, Christian Ethics, Essentials of Spirit Empowered, and Marriage and Family in the Church Ministries offerings to fulfill the 3-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN MISSIONS

Christian missions is a vehicle for spreading the gospel of Jesus Christ through evangelism, church planting, teaching in Bible colleges, and in social action programs which feed and clothe the needy. It is a means of communicating the gospel across cultures whether in the United States or abroad. The post-modern worldview has required a renewed focus upon the biblical understanding of missions. In addition, the biblical foundation brought a number of changes to the philosophy of missions. Therefore a number of approaches to missiology are undergoing significant change. Courses in this field include mission anthropology, cross-cultural ministry, world religions, as well as a solid base of instruction in biblical studies and theology.

Upon satisfactory completion of the Associate of Applied Science in Missions, the graduate should be able to:

1. Motivate other Christians to personal missionary involvement using a biblical theology of missions and a sound missionary philosophy.
2. Demonstrate working knowledge of the history of missions, current trends in missionary work, major world religions, and cults.
3. Exhibit skill in cultural encounter, cultural analysis, and intercultural communication.
4. Articulate the unique advantages of Pentecostal missiology both in theology and in praxis.
5. Synthesize a personal plan for cultural adaptation and spiritual impact in their future life in the culture to which they are called.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 15 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.
THE301	Pneumatology	3 hrs.
Student to select 5 courses from the listed Bible and Theology offerings to fulfill the 15-unit requirement.		

Church Ministries – 9 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 3 courses from the listed Church Ministries offerings to fulfill the 9-unit requirement.

Missions - 15 Credit Hours

MIS101	Introduction to Missions	3 hrs.
MIS201	Life and Work of Missionary	3 hrs.
HIS101	History of Missions	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN210	Preaching Lab	1 hr.
EVG101	Introduction to Evangelism	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN MISSIONS COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
MIS101	Introduction to Missions	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG201	English Composition II	3 hrs.
HIS103	History of Missions	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG216	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		18 hrs.

Second Year - Fall Semester

BIB201	Life of Christ	3 hrs.
MIN103	Christian Ethics	3 hrs.
THE101	Theology I	3 hrs.
MAT101	Intro to Business Mathematics	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
EVG101	Introduction to Evangelism	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		17 hrs.

Second Year - Spring Semester

MIN210	Preaching Lab	1 hr.
MIS201	Life and Work of Missionary	3 hrs.
SOS201	Marriage and Family	3 hrs.
TBD	Social Science Elective	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		13 hrs.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
HIS103	History of Missions	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
SCI102	Environmental Science	3 hrs.
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
MIS101	Introduction to Missions	3 hrs.
MIN209	Intro to Preaching	2 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		17 hrs.

Second Year - Spring Semester

MIS201	Life and Work of Missionary	3 hrs.
ENG201	English Composition II	3 hrs.
MIN210	Preaching Lab	1 hr.
SOS201	Marriage and Family	3 hrs.
ENG216	Intro to Literature	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Second Year - Fall Semester

BIB201	Life of Christ	3 hrs.
MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

ASSOCIATE OF APPLIED SCIENCE IN MUSIC MINISTRY

The purpose of this program is to provide the foundational courses for future studies in music and to supplement existing training for music ministers and local church music leaders in music fundamentals, worship planning and leadership, and various music resources. The core curriculum provides instruction in aural and written music theory, hymnology, worship leading, and voice training.

Upon successful completion of the Associate of Applied Science in Music Ministry, the graduate should be able to:

1. Have the theoretical and practical musical skills to facilitate the leading of worship or perform with a praise and worship team and/or choir.
2. Possess sufficient understanding of praise and worship to perform effectively in a local church or itinerant music ministry.
3. Have the ability to organize and administrate the music ministry of a local church.
4. Be able to serve the leadership and fulfill the vision of the senior pastor in a local church.
5. Know the foundational doctrines of the Bible, have a sound comprehension of the scope of the five-fold ministry, and effectively communicate the truths of the Gospel.
6. Have a solid core of biblical, theological, and music course study with which to continue a formal education in theology and/or music.
7. Impact worship services by possessing, recognizing and being sensitive to the anointing and flow of the Spirit of God.
8. All students in the music ministry program are required to attend six (6) college level recitals, concerts or other musical performances a semester for a total of twenty-four (24) before graduation. These may be individual student or faculty recitals as well as college or professional ensemble concerts. One contemporary concert may be attended for credit a semester. The recital should be a minimum of thirty (30) minutes in length. The student should submit a program for each recital along with the recital attendance form by the end of each semester.

PROGRAM REQUIREMENTS

Total Required Courses = 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology – 9 Credit Hours

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
THE101	Theology I	3 hrs.
Student to select 3 courses from the listed Bible and Theology offerings to fulfill the 9-unit requirement.		

Church Ministries – 3 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 1 course from the listed Church Ministries offerings to fulfill the 3-unit requirement.

Music – 28 Credit Hours

MUM100	Fundamentals of Music Theory	3 hrs.
MUM101	Music Theory I	3 hrs.
MUM102	Music Theory II	3 hrs.
MUM111	Sight Singing and Ear Training I	1 hr.
MUM112	Sight Singing and Ear Training II	1 hr.
MUM121	Praise and Worship Leadership I	2 hrs.
MUM122	Praise and Worship Leadership II	2 hrs.
MUM131	Class Voice	1 hr.
MUM141	Class Piano I	1 hr.
MUM142	Class Piano II	1 hr.
MUM151	College Choir I	.5 hr.
MUM152	College Choir II	.5 hr.
MUM200	Hymnology	3 hrs.
MUM220	Church Music Administration	3 hrs.
MUM230	Fundamentals of Conducting	2 hrs.
MUM251	College Choir III	.5 hr.
MUM252	College Choir IV	.5 hr.

ASSOCIATE OF APPLIED SCIENCE IN MUSIC MINISTRY COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
ENG101	English Composition I	3 hrs.
GEN101	Success in College	1 hr.
MAT101	Intro to Business Mathematics	3 hrs.
MUM100	Fundamentals of Music Theory	3 hrs.
MUM121	Praise and Worship Leadership I	2 hrs.
MUM131	Class Voice	1 hr.
MUM141	Class Piano I	1 hr.
MUM151	College Choir I	.5 hr.
CHP101	Chapel	0
MIN101	Ministry	0
		17.5 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG201	English Composition II	3 hrs.
MUM101	Music Theory I	3 hrs.
MUM111	Sight Singing and Ear Training I	1 hr.
MUM142	Class Piano II	1 hr.
MUM122	Praise and Worship Leadership II	2 hrs.
MUM152	College Choir II	.5 hr.
ENG216	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		16.5 hrs.

Second Year - Fall Semester

BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
MUM102	Music Theory II	3 hrs.
MUM112	Sight Singing and Ear Training II	1 hr.
MUM230	Fundamentals of Conducting	2 hrs.
TBD	Social Science Elective	3 hrs.
MUM251	College Choir III	.5 hr.
CHP201	Chapel	0
MIN201	Ministry	0
		15.5 hrs.

Second Year - Spring Semester

MUM200	Hymnology	3 hrs.
MUM220	Church Music Administration	3 hrs.
MUM252	College Choir IV	.5 hr.
SOS201	Marriage and Family	3 hrs.
SCI102	Environmental Science	3 hrs.
SOS299	Capstone Course	1 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		13.5 hrs.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
ENG216	Intro to Literature	3 hrs.
GEN101	Success in College	1 hr.
MUM101	Music Theory I	3 hrs.
MUM111	Sight Singing and Ear Training I	1 hr.
MUM142	Class Piano II	1 hr.
MUM122	Praise and Worship Leadership II	2 hrs.
MUM152	College Choir II	.5 hr.
TBD	Social Science Elective	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		17.5 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
ENG101	English Composition I	3 hrs.
MUM100	Fundamentals of Music Theory	3 hrs.
MUM121	Praise and Worship Leadership I	2 hrs.
MUM131	Class Voice	1 hr.
MUM141	Class Piano I	1 hr.
MUM151	College Choir I	.5 hr.
MAT101	Intro to Business Mathematics	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		16.5 hrs.

Second Year - Spring Semester

MUM200	Hymnology	3 hrs.
MUM220	Church Music Administration	3 hrs.
MUM252	College Choir IV	.5 hr.
SOS201	Marriage and Family	3 hrs.
ENG201	English Composition II	3 hrs.
SOS299	Capstone Course	1 hr.
SCI102	Environmental Science	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16.5 hrs.

Second Year - Fall Semester

BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
MUM102	Music Theory II	3 hrs.
MUM112	Sight Singing and Ear Training II	1 hr.
MUM230	Fundamentals of Conducting	2 hrs.
MUM251	College Choir III	.5 hr.
CHP201	Chapel	0
MIN201	Ministry	0
		12.5 hrs.

ASSOCIATE OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP*

The AAS in Organizational Leadership introduces students to theoretical concepts and practical applications in leadership. Students explore skill sets for effectively leading a global workforce. The program prepares students to assume leadership positions in both the public and private sectors, including a church or ministry, or to pursue a bachelor's degree in business administration. Through curriculum that links theory with best practices, students are trained in the principles and skill of transformational leadership—leadership that translates vision into change within team-based environments. Courses concentrate on distinctly Christian approaches to leadership and biblical perspectives for developing and supervising a business. Upon satisfactory completion of the AAS in Organizational Leadership should be able to:

1. Accomplish basic computer functions including word/text processing, spreadsheets, presentation management, database management and Internet research.
2. Demonstrate fluency in interpersonal communication, including listening for meaning, attending to non-verbal cues and discerning cultural difference in communication styles.
3. Adapt to various communication styles and genres for the business environment, including internal communication, media relations, branding, digital presentation materials, meeting planning, group facilitation and other essential skills.
4. Implement scriptural principles of relating to others in individual, small-group, family and organizational settings.
5. Show a basic understanding of accounting theory, practices and procedures.
6. Operate as a leader in a work team, demonstrating insights into leadership relationships, developing teams, coaching and diagnosing team effectiveness, servant leadership and the internal and external effects that God-directed teams have on the organizational community.
7. Display an understanding of mentoring relationships, both as a mentor and as a mentee.
8. Demonstrate self-understanding through the use of various instruments that reveal personal preferences and biases and how to utilize them in family, workplace and ministry settings.
9. Show a determination to adopt a disposition for life-long learning.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Organizational Leadership - 21 Credit Hours

BUS101	Introduction to Business	3 hrs.
ACT101	Accounting I	3 hrs.
BUS220	Business Communication	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
BUS240	Principles of Management	3 hrs.
LED 303	Dynamics of Team Leadership	3 hrs.

* In Florida, South Carolina and Wisconsin, this program is called Associate of Applied Science in Marketplace Ministry.

ASSOCIATE OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History*	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BUS101	Introduction to Business	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

Second Year - Fall Semester

ACT101	Accounting I	3 hrs.
TBD	Social Science Elective	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
THE101	Theology I	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		18 hrs.

Second Year - Spring Semester

BUS220	Business Communication	3 hrs.
SOS201	Marriage and Family	3 hrs.
BUS240	Principles of Management	3 hrs.
LED303	Dynamics of Team Leadership	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		15 hrs.

*Students may select Life of Christ or Acts for the Bible and Theology 12-unit requirement

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BUS101	Introduction to Business	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

Second Year - Spring Semester

BUS220	Business Communication	3 hrs.
SOS201	Marriage and Family	3 hrs.
TBD	English Composition II	3 hrs.
BUS240	Principles of Management	3 hrs.
LED303	Dynamics of Team Leadership	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		18 hrs.

Second Year - Fall Semester

ACT101	Accounting I	3 hrs.
TBD	Social Science Elective	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

*Students may select Christian Ethics, Spiritual Formation and Essentials of Spirit Empowered Ministry for the Church Ministries 6-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN ORGANIZATIONAL MANAGEMENT

The AAS in Organizational Management lays the foundation by introducing students to the theoretical concepts and practical applications in the fields of management. Students will explore the skill sets necessary to effectively manage a global workforce. The program is designed to prepare students to assume management-focused leadership positions at organizations in both the public and private sectors, including a church or ministry, or to pursue a bachelor's degree in business administration. Through a curriculum that links theory with best practices, students are trained in the principles and skill of transformational leadership - leadership that translates vision into change within the team-based management environments that characterize today's organizations. Courses concentrate on distinctly Christian approaches to managing people, and the biblical perspective of developing and supervising a business. Upon satisfactory completion of the AAS in Organizational Management should be able to:

1. Accomplish basic computer functions including word/text processing, spreadsheets, presentation management, database management and Internet research.
2. Demonstrate fluency in interpersonal communication, including listening for meaning, attending to non-verbal cues and discerning cultural difference in communication styles.
3. Adapt to various communication styles and genres for the business environment, including internal communication, media relations, branding, digital presentation materials, meeting planning, group facilitation and other essential skills.
4. Implement scriptural principles of relating to other persons in individual, small-group, family and organizational settings.
5. Show an advanced understanding of accounting theory, practices and procedures including asset valuation, measuring and reporting of the equities of creditors and owners, partnership and corporation forms, income taxes and financial analysis.
6. Understand basic principles of various fields of business study, including business law and principles of marketing.
7. Demonstrate an understanding the basic management skills of planning, organizing, leading and controlling, business ethics and corporate social responsibility.
8. Understand the fundamentals of microeconomic theory, including the behavior of small organizations, and how businesses interact to form larger units of markets and industries.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Organizational Management - 21 Credit Hours

ACT101	Accounting I	3 hrs.
ACT102	Accounting II	3 hrs.
BUS101	Introduction to Business	3 hrs.
BUS220	Business Communication	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
BUS240	Principles of Management	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN ORGANIZATIONAL MANAGEMENT COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BUS101	Introduction to Business	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		18 hrs.

Second Year - Fall Semester

ACT101	Accounting I	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
THE101	Theology I	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

Second Year - Spring Semester

BUS220	Business Communication	3 hrs.
SOS201	Marriage and Family	3 hrs.
BUS240	Principles of Management	3 hrs.
ACT102	Accounting II	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		15 hrs.

*Students may select Life of Christ or Acts for the Bible and Theology 12-unit requirement

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BUS101	Introduction to Business	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

Second Year - Spring Semester

BUS220	Business Communication	3 hrs.
SOS201	Marriage and Family	3 hrs.
TBD	English Composition II	3 hrs.
BUS240	Principles of Management	3 hrs.
ACT102	Accounting II	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		18 hrs.

Second Year - Fall Semester

ACT101	Accounting I	3 hrs.
TBD	Social Science Elective	3 hrs.
BUS210	Business Law	3 hrs.
BUS230	Principles of Marketing	3 hrs.
MAT201	Intro to Business Mathematics	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

*Students may select Christian Ethics, Spiritual Formation and Essentials of Spirit Empowered Ministry for the Church Ministries 6-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN PASTORAL LEADERSHIP

The Associate of Applied Science in Pastoral Leadership consists of 63 semester hours of courses designed to prepare students for pastoral ministry and ministry-related vocations. The student also gains a general Bible knowledge, theology, pastoral theology, and communication skills. Upon completion of the program, students should be equipped to engage in the ministry of the local church either as a full-time minister or as a part-time staff member.

Upon satisfactory completion of the Associate of Applied Science in Pastoral Leadership, the graduate should:

1. Articulate the fundamentals of Pentecostal and Evangelical theology.
2. Demonstrate familiarity with the functions of pastoral ministry: e.g., worship, preaching, evangelism, pastoral care, discipleship, administration and leadership.
3. Utilize acquired skills to faithfully interpret Scripture and effectively communicate biblical truth through the ministry of preaching.
4. Exemplify character traits and personal qualities essential to the life of a Christian minister.
5. Exhibit responsiveness to God's presence and Christlike boldness in the authentic exercise of spiritual gifts.
6. Show evidence of understanding how the pastoral calling relates to the other five-fold equipping ministries.
7. Demonstrate ability to engage opportunities and challenges associated with ministering in contemporary contexts.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.
THE301	Pneumatology	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Pastoral Leadership - 18 Credit Hours

MIN209	Introduction to Preaching	2 hrs.
MIN210	Preaching Lab	1 hr.
CED201	Introduction to Christian Education	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
MIN226	Prin of Pastoral Leadership	3 hrs.
MIN252	Pastoral Care	3 hrs.
MUM120	Intro to Music in Ministry	3 hrs.

ASSOCIATE OF APPLIED SCIENCE IN PASTORAL LEADERSHIP COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN226	Principles of Pastoral Leadership	3 hrs.
THE101	Theology I	3 hrs.
MUM120	Intro to Music in Ministry	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		17 hrs.

Second Year - Spring Semester

CED201	Intro to Christian Education	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN252	Pastoral Care	3 hrs.
SOS201	Marriage and Family	3 hrs.
SOS299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

*Students may select Life of Christ or Acts in Bible and Theology to fulfill the 12-unit requirement.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI101	Environmental Science	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Introduction to Evangelism	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		17 hrs.

Second Year - Spring Semester

ENG 201	English Composition II	3 hrs.
CED201	Introduction to Christian Education	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN252	Pastoral Care	3 hrs.
SOS201	Marriage and Family	3 hrs.
SOS299	Capstone Course	3 hr.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
MUM120	Intro to Music in Ministry	3 hrs.
MIN226	Principles of Pastoral Leadership	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

*Students may select Spiritual Formation and Essentials of Spirit Empowered Ministry in Church Ministries to fulfill the 9-unit requirement.

ASSOCIATE OF APPLIED SCIENCE IN YOUTH MINISTRIES

Upon satisfactory completion of the AAS program in Youth Ministries, the graduate should be able to:

1. Devise and articulate a sound biblical philosophy of youth ministry that will address the spiritual, social, emotional, physical, and intellectual concerns of the adolescent life.
2. Demonstrate an understanding of the characteristics of and cultural influences upon today's youth.
3. Develop a Spirit-filled ministry to youth in a church or para-church organization in diverse socio-cultural settings.
4. Acquire methods and material necessary for effective ministry to youth.
5. Mentor young believers in their own devotion to Christ and in becoming effective in their witness and ministry.

PROGRAM REQUIREMENTS

Total Required Courses: 63 Credit Hours

General Education – 24 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG201	English Composition II	3 hrs.
GEN101	Success in College	P/F
MAT201	Intro to Business Mathematics	3 hrs.
SOC299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
TBD	Arts/Humanities/Literature	3 hrs.
TBD	Natural Science/Applied Science	3 hrs.

Bible and Theology - 12 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.
THE301	Pneumatology	3 hrs.

Student to select 4 courses from the listed Bible and Theology offerings to fulfill the 12-unit requirement.

Church Ministries – 9 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 3 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Youth Ministries - 18 Credit Hours

CED201	Intro to Christian Education	3 hrs.
MIN270	Youth Pastors	3 hrs.
MIN271	Strategies for Youth Ministries	3 hrs.
MIN252	Pastoral Care	3 hrs.
MIN105	Youth Discipleship and Evangelism	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN210	Preaching Lab	1 hr.

ASSOCIATE OF APPLIED SCIENCE IN YOUTH MINISTRIES COURSE PLANNING GUIDE

Fall Matriculation

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
MIN105	Youth Discipleship & Evangelism	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0
		15 hrs.

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		18 hrs.

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN270	Youth Pastors: Programs & Min.	3 hrs.
THE101	Theology I	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		14 hrs.

Second Year - Spring Semester

CED201	Intro to Christian Education	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN252	Pastoral Care	3 hrs.
SOS201	Marriage and Family	3 hrs.
SOS299	Capstone Course	3 hrs.
MIN271	Strategies in Youth Ministries	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

*Students may select Life or Christ or Acts in Bible and Theology to fulfill the 12-unit requirement.

Spring Matriculation

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI101	Environmental Science	3 hrs.
GEN101	Success in College	P/F
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
THE102	Theology II	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0
		15 hrs.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
ENG105	Youth Discipleship & Evangelism	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
CHP101	Chapel	0
MIN101	Ministry	0
		17 hrs.

Second Year - Spring Semester

ENG 201	English Composition II	3 hrs.
CED201	Intro to Christian Education	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN252	Pastoral Care	3 hrs.
SOS201	Marriage and Family	3 hrs.
SOS299	Capstone Course	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0
		16 hrs.

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN270	Youth Pastors: Programs & Min.	3 hrs.
MIN226	Pastoral Leadership	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0
		15 hrs.

*Students may select Spiritual Formation and Essentials of Spirit Empowered Ministry in Church Ministries to fulfill the 9-unit requirement.

First Year - Fall Semester

BIB101	Old Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
COM101	Introduction to Communication	3 hrs.
ENG101	English Composition I	3 hrs.
EVG101	Intro to Evangelism	3 hrs.
GEN101	Success in College	P/F
CHP101	Chapel	0
MIN101	Ministry	0

First Year - Spring Semester

BIB103	New Testament History	3 hrs.
SCI102	Environmental Science	3 hrs.
ENG201	English Composition II	3 hrs.
LED101	Intro to Christian Leadership	3 hrs.
ENG215	Intro to Literature	3 hrs.
CHP102	Chapel	0
MIN102	Ministry	0

Second Year - Fall Semester

MAT101	Intro to Business Mathematics	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN209	Introduction to Preaching	2 hrs.
MIN226	Pastoral Leadership	3 hrs.
THE101	Theology I	3 hrs.
MUM120	Intro to Music Ministry	3 hrs.
CHP201	Chapel	0
MIN201	Ministry	0

Second Year - Spring Semester

CED201	Intro to Christian Education	3 hrs.
MIN210	Preaching Lab	1 hr.
MIN252	Pastoral Care	3 hrs.
SOS201	Marriage and Family	3 hrs.
SOS299	Capstone Course	3 hrs.
TBD	Social Science Elective	3 hrs.
CHP202	Chapel	0
MIN202	Ministry	0

*Students may select Spiritual Formation and Essentials of Spirit Empowered Ministry in Church Ministries to fulfill the 9-unit requirement.

CERTIFICATE IN EVANGELISM STUDIES

Upon satisfactory completion of the Certificate in Evangelism Studies, the student should:

1. Have a sound comprehension of the scope of the five-fold ministry.
2. Understand the vital role of the ministry of helps as an assistant to the five-fold office gifts.
3. Be introduced to the foundational doctrines of the Bible.
4. Understand the biblical concept of authority.
5. Possess a solid foundation of biblical and theological course work with which to continue an education in the area of concentration studied at Valor Christian College.
6. Be able to articulate the different roles of the missionary and evangelist.
7. Understand the process of bringing persons to salvation and establishing churches overseas and the resources needed.

PROGRAM REQUIREMENTS

Total Required Courses: 30 Credit Hours

General Education – 9 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
TBD	Social Science Elective	3 hrs.

Bible and Theology - 9 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.

Student to select 3 courses from the listed Bible and Theology offerings to fulfill the 9-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Evangelism - 6 Credit Hours

EVG101	Introduction to Evangelism	3 hrs.
EVG202	Methods of Evangelism	3 hrs.

CERTIFICATE IN GENERAL STUDIES*

*Not eligible for Title IV Financial Aid

Upon satisfactory completion of the Certificate in General Studies, the student should:

1. Have a sound comprehension of the scope of the five-fold ministry.
2. Understand the vital role of the ministry of helps as an assistant to the five-fold office gifts.
3. Be introduced to the foundational doctrines of the Bible.
4. Understand the biblical concept of authority.
5. Possess a solid foundation of biblical and theological course work with which to continue an education in the area of concentration studied at Valor Christian College.

PROGRAM REQUIREMENTS

Total Required Courses: 30 Credit Hours

General Education – 9 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
TBD	Social Science Elective	3 hrs.

Bible and Theology - 9 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.

Student to select 3 courses from the listed Bible and Theology offerings to fulfill the 9-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

General Studies - 6 Credit Hours

CED201	Intro to Christian Education	3 hrs.
MIN105	Youth Discipleship & Evangelism	3 hrs.
MIN252	Pastoral Care	3 hrs.

*Students to select 2 courses from the listed General Studies offerings to fulfill the 6-unit requirement.

CERTIFICATE IN MUSIC MINISTRY

Upon satisfactory completion of the Certificate in Music Ministry, the student should:

1. Have a sound comprehension of the scope of the Music Ministry in the church.
2. Understand the vital role of music ministry as an assistant to the mission of the church.
3. Be introduced to biblical studies.
4. Understand the foundations of music theory.
5. Possess foundational knowledge to begin and assist in a music ministry program.
6. Possess a solid foundation of biblical and music course work with which to continue an education in the area of music ministry at Valor Christian College.

PROGRAM REQUIREMENTS

Total Required Courses: 30 Credit Hours

General Education – 9 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
TBD	Social Science Elective	3 hrs.

Bible and Theology - 6 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.

Church Ministries – 3 Credit Hours

MIN104	Spiritual Formation	3 hrs.
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Music - 12 Credit Hours

MUM100	Fundamentals of Music Theory	3 hrs.
MUM121	Praise and Worship Leadership I	2 hrs.
MUM131	Class Voice	1 hr.
MUM141	Class Piano I	1 hr.
MUM142	Class Piano II	1 hr.
MUM151	College Choir I	.5 hr.
MUM152	College Choir II	.5 hr.
MUM220	Church Music Administration	3 hrs.

CERTIFICATE IN PASTORAL STUDIES*

*Not eligible for Title IV Financial Aid

Upon satisfactory completion of the Certificate in Pastoral Studies, the graduate should have:

1. Articulate understanding of the Bible's message and history from a Pentecostal perspective.
2. Demonstrate familiarity with the basic functions of the pastoral calling.
3. Utilize acquired skills to faithfully interpret Scripture.
4. Exemplify character traits and personal qualities essential to the life of a Christian minister.
5. Exhibit responsiveness to God's presence and Christlike boldness in the authentic exercise of spiritual gifts.
6. Show evidence of understanding how the pastoral calling relates to the other five-fold equipping ministries.
7. Demonstrate awareness of opportunities and challenges associated with ministering in contemporary contexts.

PROGRAM REQUIREMENTS

Total Required Courses: 30 Credit Hours

General Education – 9 Credit Hours

COM101	Foundation in Communication	3 hrs.
ENG101	English Composition I	3 hrs.
TBD	Social Science Elective	3 hrs.

Bible and Theology - 9 Credit Hours*

BIB101	Old Testament History	3 hrs.
BIB103	New Testament History	3 hrs.
BIB105	Bible Study Methods	3 hrs.
BIB201	Life of Christ	3 hrs.
BIB204	Gospel of John	3 hrs.
BIB205	Acts	3 hrs.
THE101	Theology I	3 hrs.
THE102	Theology II	3 hrs.

Student to select 3 courses from the listed Bible and Theology offerings to fulfill the 9-unit requirement.

Church Ministries – 6 Credit Hours

LED101	Intro to Christian Leadership	3 hrs.
MIN103	Christian Ethics	3 hrs.
MIN104	Spiritual Formation	3 hrs.
SOS201	Marriage and Family	3 hrs.

*Students to select 2 courses from the listed Church Ministries offerings to fulfill the 6-unit requirement.

Pastoral Studies - 6 Credit Hours

EVG101	Introduction to Evangelism	3 hrs.
MIN226	Principles of Pastoral Leadership	3 hrs.

ONLINE PROGRAM

Mission

The Online Program works to enhance the mission of Valor Christian College to educate and train ministers and Christian leaders in academic excellence, moral integrity, spiritual intensity and physical purity to be agents of change and models of character and to serve Christ professionally in the advancement of His Kingdom. The changing world of which we are a part heightened the need for ministerial education and training beyond the scope of the traditional program of study. Valor Christian College meets this need online by expanding our vision of education while maintaining our mission.

Philosophy

The Online Program faculty and staff believe in a solid core of general education and Bible. It's designed to minister to students through online devotion, personal care and professional services. Online courses offer delivery systems that allow one to study anytime and anywhere via the Internet. Courses can be completed for credit toward a degree from Valor as well as to enhance one's certification and/or education. Our faculty and staff connect personally with students. Phone calls, email and interactive assignments are important parts of this program.

NC-SARA

Valor Christian College is a member of NC-SARA. This is the National Council for State Authorization Reciprocity Agreements <http://nc-sara.org/> SARA pertains to the approval of distance education courses and programs offered across state lines by postsecondary institutions that already have degree authorization in at least one state. SARA membership allows students from all participating states to take online classes through Valor Christian College.

How a Student Attends an Online Course

All online courses are offered in Populi. This is the Valor Christian College Learning Management System. Every online student must take an orientation class before beginning their online education. This class is also online and it familiarizes the student with how to be successful at taking online classes. Therefore it increases one's success rate.

As in a traditional classroom, online students read texts, conduct research, take notes, answer questions, write papers, and participate in discussions. These activities are conducted via the Internet and email. Students may also work together on case studies, group projects, class reports and other activities.

Registration Prepayment and Refunds for Online Courses

The schedule for online registration is published annually by the Registrar's office along with financial policies. Most often the registration will occur on or around the same time as the campus student registration. Students must adhere to all deadlines and policies. Online courses continue during the summer. The summer term is available from early May into July.

Veterans Affairs Benefits

Valor online courses qualify for veteran's benefits in that courses meet the criteria below.

1. Interaction at the student's discretion is available in all courses. A minimum of interaction is specified within the individual course.
2. There are weekly requirements for students which may include reading and/or written assignments, as well as exams, depending on the class.
3. Online and on campus classes have the same grading scale.
4. Online class technology provides each instructor the ability to track each student's pursuit time.
5. Online class technology allows students to interact with instructors and other students.
6. Online classes are of equal credit with on-campus classes.
7. Online classes must be completed within the same semester time frame as on campus classes.

Provisions for dropping a course and refunds parallel those of classes meeting in the traditional classroom setting.

Registering for Online Courses and Library

A list of current courses is available on the web page for Valor: www.valorcollege.edu/online. Course descriptions and available online. The syllabus is built into the Course and students gain access to this information at the start of the semester. Textbooks for courses are available through the Virtual Bookstore <http://valorcollege.ecampus.com/>

Official Withdrawal from an Online Class / Program

Campus students taking an online class must complete an official withdrawal form and submit it to the Registrar to withdraw from a class. Online students wishing to withdraw from an online class need to follow the procedures listed below:

1. Students must complete the Official Withdrawal Form in Populi. You are not officially withdrawn from the course until you receive official notification from the Registrar.
2. Your confirmation should include the date the withdrawal was official. All withdrawals are then processed by the Finance Office to determine the status of your account. You will receive notification of your balance or credit within 30 days of your withdrawal.

You should keep a copy of the confirmation for your records.

PLEASE NOTE: While students must counsel with the online coordinator before a withdrawal is approved, the effective date of a withdrawal will be when the Withdrawal Request Form is received. Please pay close attention to all official deadlines.

FALL 2018 ONLINE SESSION 1 REFUND SCHEDULE

- 100% refund – withdrawal prior to **August 20**
- 75% refund – **August 20 – August 23**
- 50% refund – **August 24 – August 27**
- 25% refund – **August 28 – August 31**
- 0% refund – no tuition refund on or after **September 1**

FALL 2018 ONLINE SESSION 2 REFUND SCHEDULE

- 100% refund – withdrawal prior to **October 22**
- 75% refund – **October 22 – October 25**
- 50% refund – **October 26 – October 29**
- 25% refund – **October 30 – November 2**
- 0% refund – no tuition refund on or after **November 3**

SPRING 2019 ONLINE SESSION 1 REFUND SCHEDULE

- 100% refund – withdrawal prior to **January 14**
- 75% refund – **January 14 – January 17**
- 50% refund – **January 18 – January 21**
- 25% refund – **January 22 – January 25**
- 0% refund – no tuition refund on or after **January 26**

SPRING 2019 ONLINE SESSION 2 REFUND SCHEDULE

- 100% refund – withdrawal prior to **March 18**
- 75% refund – **March 18 – March 21**
- 50% refund – **March 22 – March 25**
- 25% refund – **March 26 – March 29**
- 0% refund – no tuition refund on or after **March 30**

Summer 2019 Dates will be posted once the new term is finalized

A class must be dropped by the last day of the period indicated in order to receive the refund indicated for that period. For example, if a class is dropped on day 3 from the start of class, there will be a 100% refund. However, if the class is dropped on day 4, the refund will only be 75%. (Requests for withdrawal will be recorded on the next business day if received after 5:00 PM Eastern Standard Time.)

Unofficial Withdrawal from the Online Program

If a student ceases attending or participating in the online program but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn after 14 days of the student's last date of accessing the course site. The last day of attendance will be the last day the student attends or participates in any online class.

Online Technology Requirements

1. Basic Technology (Required)

You will need a computer, modem, and phone or broadband connection to receive and send class materials. See the lists below for both the minimum and recommended computer requirements. While this minimum configuration will enable you to take classes, a faster computer, more memory, and a faster Internet connection will always give you a better experience. If you are a Mac user, we have provided [Mac User Help](#) documents for the Macintosh. Minimum computer requirements:

Minimum System Requirements

Windows

- 1.6GHz or faster processor
- Microsoft® Windows® XP with Service 3, Windows Vista®, or Windows 7
- 1GB of RAM (2GB or more for Windows Vista®, or Windows 7)
- Color monitor with 16-bit color video card
- 1024x768 display resolution at 96dpi or less
- Microsoft DirectX 9 compatible display driver
- QuickTime 7 software (required if importing QuickTime formats)
- Network card for Internet-based services

Recommended Computer

- Microsoft Windows XP
- Pentium 766 megahertz (MHz) processor or faster
- 256 MB RAM
- Broadband (DSL or Cable Modem)
- Compatible 5.1 multi-channel audio sound card
- Super VGA 800x600 or higher resolution
- Microsoft Internet Explorer 6 Service Pack 1
- Microsoft Outlook Express 6.0+
- Windows Media Player 7.0+
- Microsoft Office Professional 2003+
- Acrobat Reader 7.0+

2. An Internet Service Provider (Required)

The online classes require students to connect to the Internet to view the course content and to download class discussion notes. In order to connect to the Internet, you will need an Internet Service Provider (ISP). There are many options available. It is your responsibility to be sure you have an ISP you can access and one that will not filter our web sites or discussion group server. Information on setting up [Internet Explorer](#). Google Chrome or Firefox may also be used.

3. **Microsoft Word (Required)**

You will be creating various assignments for your online classes that will require a Word Processor. We require that you use Microsoft Word since any files sent to the class must be saved as a Word Document and it works hand-in-hand with Outlook Express. (For instance, the spell checker in Outlook Express requires Word.) All classes will require the use of Microsoft Word. All classes also require students to use the spelling and grammar checker.

4. **Microsoft Excel and PowerPoint (Required)**

In some of your classes, you will be required to access files and create files using Microsoft Excel and PowerPoint. While you can wait and purchase these programs when needed, you are much better purchasing the Microsoft Office Professional that includes all the programs you will need.

5. **Anti-Virus Software (Required)**

It is essential that students protect themselves and others from the potential damage that can be done from a computer virus. We require that each online student have an anti-virus software program installed on their computer and actively running while taking classes. Any student who allows a virus to enter the system will be removed from class until they can demonstrate that their system is clean and that they have an anti-virus software program monitoring their system. We recommend that students use either Norton Anti-Virus or McAfee Anti-Virus software and that students regularly download updated virus lists (definitions). For more information, you can visit the following web sites:

[Norton](#) [AVG](#) (free)

[McAfee](#) [Avast](#) (free but requires a "free" registration within 60 days)

Click here for information on problems using [Norton Internet Security](#).

6. **Anti-Spyware Software (Highly Recommended)**

Students are strongly encouraged to check their system often (at least weekly) for spyware. We recommend using [Ad-Aware](#) SE v1.06 and [Spybot S&D](#) v1.4 and that you download new definitions each time you check your system. For more information, you can visit the following web sites:

[Ad-Aware](#) (free)

[Spybot S&D](#) (free)

[Spyware Doctor](#) (free)

Additional anti-spyware programs:

[Spy Sweeper](#)

[Microsoft Windows AntiSpyware \(Beta\)](#)

7. **Security (Helpful)**

Review the important [Online Safety Tips](#), http://online.valorcollege.com/campus/_resources/Online_Help_Items/Technology/Requirements/Security_Information.html. This will be helpful to you in your classes and in using the Internet in general.

Textbooks

Students are personally responsible for the purchase of their textbooks. All textbooks can be purchased through the Valor Virtual Bookstore. Instructors will not provide students with ISBNs for any textbooks. Students can access the Virtual Bookstore using the following link: <http://valorcollege.ecampus.com/>. This link can also be found by accessing the Valor homepage and clicking the Virtual Bookstore link at the very top of the page. Students simply click on their courses to view the various methods (if applicable) available to purchase their textbooks.

Title IV Financial Aid eligible students who have been awarded financial aid at least 10 days before the beginning of the payment period, who have registered for courses at least 10 days before the beginning of the semester, and whose awarded aid is in excess of their charges for tuition, fees, and as applicable room and board will be provided with the means to purchase books utilizing their excess financial aid. Students who do not have a completed FAFSA prior to the start of the term are not guaranteed Title IV funds to purchase textbooks.

For additional information see: <https://www.valorcollege.edu/pages/133-disbursement-for-books-and-supplies>

COURSE DESCRIPTIONS

Accounting

ACT101 ACCOUNTING I 3 hrs.

A basic understanding of accounting theory, practices and procedures through the accounting cycle; transaction analysis and recording in journals and ledgers.

ACT102 ACCOUNTING II 3 hrs.

Prerequisite: ACT101

This course is a continuation of Accounting I and includes asset valuation, measuring and reporting of the equities of creditors and owners, partnership and corporation forms, income taxes and financial analysis.

Bible

BIB101 OLD TESTAMENT HISTORY 3 hrs.

A historical and thematic survey of the Old Testament, with particular attention given to the cultural, historical, and geographical background of the literature, and to practical applications of major Old Testament themes and theological issues. Special emphasis is placed on the connections of Old Testament Literature with New Testament Literature as the standard for Christian faith and practice.

BIB103 NEW TESTAMENT HISTORY 3 hrs.

A historical and thematic survey of the contents and theological issues of each New Testament book, with particular attention given to the cultural, historical, literary genre, and geographical preparation of the world for the birth of Christ, and the impact of the Gospel message in New Testament times.

BIB105 BIBLE STUDY METHODS 3 hrs.

Methods and strategies for communicating biblical truth. Specific methods of Bible study are examined along with how these methods apply to various types of biblical literature. Students have opportunity to apply course content by constructing and presenting lessons.

BIB107 UNDERSTANDING THE BIBLE FOR CURRENT MINISTRY 3 hrs.

An overview of approaches and methods used in biblical interpretation with attention given to styles which strengthen personal spiritual growth and biblical knowledge, including the factors of presuppositions, historical context, figurative language, and genre.

BIB201 LIFE OF CHRIST 3 hrs.

This course is a survey of the Person and work of the Lord Jesus Christ, from His pre-existence to His eternal reign. Included is a focus on Old Testament types and prophecies, as well as His authority, character, the hypostatic union, kenosis, suffering, death, resurrection and present day ministry.

- BIB204 Gospel of John 3 hrs.**
This course studies the Gospel of John by looking at the content and theological themes within. Attention will be given to the Old Testament background to the Gospel, the significance of signs, Jesus' use of figurative language concerning himself, as well as his teaching about the Holy Spirit. Our study will emphasize the trustworthiness of the Gospel as well as the theological insight into the ministry of Jesus it presents.
- BIB205 ACTS 3 hrs.**
A study of the triumphant spread of the Gospel through the power of the Holy Spirit, from the narrow borders of Judaism into the Gentile world as told by Luke in the Book of Acts. Also, examines the characteristics of God, the person of the Holy Spirit, the gifts and fruit of the Holy Spirit and the anointing of the Holy Spirit operational in the life of the believer today.
- BIB223 OLD TESTAMENT POETIC LITERATURE 3 hrs.**
A study of the Old Testament Poetic Literature including Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. Attention is given to the nature, purpose, function, types and growth of poetry and wisdom literature in ancient Israel. The course also gives attention to the hermeneutical principles used in interpreting these books.
- Business**
- BUS101 INTRODUCTION TO BUSINESS 3 hrs.**
This course introduces both business and non-business majors to various fields of business study. Topics include foundations of business and economic systems, management and leadership styles, entrepreneurship, motivational theory and techniques, personnel and production management, accounting, information systems, business law, union/management relations and global issues. The course prepares students for higher-level business study and explores a variety of major options and career paths.
- BUS210 BUSINESS LAW 3 hrs.**
This course is a basic study of the fundamentals of legal liability, the growth of our legal system, and the legal rights, duties and obligations of the individual. Specifically covered are law and society, contracts, agency and employment. Where applicable, the Uniform Commercial Code is used as the basis for statutory interpretation.
- BUS220 BUSINESS COMMUNICATION 3 hrs.**
This class focuses on the specific application of writing, speaking and other communication skills in an organizational environment. Topics include internal communication, media relations, branding, preparing printed and digital communication materials including PowerPoint and other presentation software, meeting planning, group facilitation and other essential skills.
- BUS230 PRINCIPLES OF MARKETING 3 hrs.**
Explains marketing's role in the marketplace and in the organization, target market analysis, the marketing mix, international marketing, and social criticisms of marketing.
- BUS240 PRINCIPLES OF MANAGEMENT 3 hrs.**
Focuses on the basic management skills of planning, organizing, leading and controlling, with additional emphasis on ethics and social responsibility and management skills for the future. This course deals with understanding the manager's job, decision making, motivation, leading change and innovation.

Christian Education

CED201 INTRODUCTION TO CHRISTIAN EDUCATION 3 hrs.

This course is a study of the basic principles and theory of Christian Education within the local Church. The student will develop a personal philosophy of Christian Education. The course introduces age characteristics and needs, as well as different teaching and learning methods.

Church Planting

CPL101 INTRODUCTION TO CHURCH PLANTING I 3 hrs.

This course will provide the student with an understanding of the biblical and theological aspects of church planting in the global context with a specific focus on the missional possibilities in North America. The aspiration of this course is that upon completion the students will possess an understanding of the tools and strategies necessary to plant a Pentecostal church that glorifies Jesus, reaches people who do not know Christ and multiplies itself.

CPL102 INTRODUCTION TO CHURCH PLANTING II 3 hrs.

The expansion of the Kingdom of God through the planting of divinely patterned local churches. Basic principles for planning and starting a church will be discussed. Focus is given to help students discover and align God's purpose for their life with His plan for the Local Church, and the Last Days Harvest.

CPL 110 CHURCH IN THE CULTURE OF TECHNOLOGY 3 hrs.

Incorporating current technology to maximize organization, assimilation, discipleship, marketing, communication and worship for the local church.

CPL 111 CHURCH ADMINISTRATIVE MANAGEMENT 3 hrs.

A study of the functions of church management. Includes the analysis and the planning, organization, staffing, controlling, and directing responsibilities of a manager and the theory and applicability of management by objectives. The course provides a working knowledge of the administration of a local independent Pentecostal church including budget planning and implementation. The student will learn to manage a team of their peers in the planning, implementation, and assessment of a ministry project.

Communication

COM101 INTRODUCTION TO COMMUNICATION 3 hrs.

An overview of theories, processes and models of communication. Topics include interpersonal and group communication, media literacy and types of public communication.

COM201 FUNDAMENTALS OF SPEECH 3 hrs.

A course designed to introduce the student to the principles of public speaking, including research, analysis, organization, writing, and delivery.

COM202 INTERPERSONAL COMMUNICATION 3 hrs.

An intensive theoretical and practical study of the major factors impacting communication between individuals and among small groups. Detailed attention is paid to listening skills and awareness of the verbal and non-verbal factors that influence interactions. Cultural factors impacting communication are also given special attention.

COM203 INTERCULTURAL COMMUNICATION 3 hrs.

A course designed to introduce the student to the art of communication for ministry in various cultural settings. The course examines the vital role culture plays in spreading the Gospel with emphasis on the origins and development of people groups from a cross-cultural perspective. Students learn to apply communication skills through hands on experiences in various situations.

Economics

ECON101 ECONOMICS 3 hrs.

This course introduces students to the fundamentals of microeconomic theory. It deals with the behavior of individual economic units that are small relative to the national economy. The course explains how consumers, workers, investors, owners of land, and business firms make their decisions, and how they interact to form larger units of markets and industries.

English

ENG099 INTRODUCTION TO COMPOSITION 3 hrs.

Required: Freshman year enrollment (if applicable)

A developmental course in the fundamentals of grammar, punctuation, paragraph development and essay structure. It is required for students with a score of 16 or less on the English portion of the ACT or less than 420 on the verbal portion of the SAT. No college credit is given. Upon successful completion of this course, students must enroll in ENG101.

ENG101 ENGLISH COMPOSITION I 3 hrs.

An introduction to college-level writing. Students undertake an intensive grammar review and also learn to develop original writings in diverse genres. The course includes a study of the thesis, paragraph, and basic essay structure.

ENG201 ENGLISH COMPOSITION II 3 hrs.

Prerequisite: ENG101 (or equivalent)

A course designed to reinforce the skills covered in Intermediate Composition, reviewing paragraph development, unclear sentence structure, the need for variety and emphasizing writing style and vocabulary development. New areas covered include pronoun language, and the process of research writing. A major composition in the form of a persuasive research paper is required.

ENG210 AMERICAN LITERATURE 3 hrs.

Prerequisites: ENG101 and ENG201

A study of selected American literary works from the pre-colonial period to the twentieth century. A general overview of the major authors and works of American literature. The course surveys writings from the Puritan period through the early 20th century.

ENG211 ENGLISH LITERATURE 3 hrs.

Prerequisites: ENG101 and ENG201

A survey course emphasizing general analysis and techniques in English writing. Readings from prose, fiction, theatre, and soliloquy are included. Various genres and time periods will also be explored, giving opportunity for analytical and evaluative essays.

Evangelism

- EVG101 INTRODUCTION TO EVANGELISM 3 hrs.**
The course provides the student with an introductory overview of the ministry of evangelism. Emphasis is placed on developing a Christian worldview that engages the culture with the Good News. Students will develop a biblical and theological understanding of evangelism and will be equipped to be more effective in personal evangelism.
- EVG102 HISTORY OF REVIVALISTS 3 hrs.**
A concise historical survey of the lives of significant leaders who gave themselves to repentance and prayer, hungering for revival fires in their generation.
- EVG202 METHODS OF EVANGELISM 3 hrs.**
This course will present the various methods of evangelism giving the students opportunity to demonstrate those methods in the field. Attention will be given to the changing culture in America and what strategies the modern day Christian and church leader must employ to overcome the walls the unchurched have built in our society.
- EVG208 THE EVANGELIST'S LIFE AND MINISTRY 3 hrs.**
The biblical basis, spiritual requirements, functions, and ethics of evangelistic ministry. The course explores the history and practice of the ministry of the evangelist. Attention is given to the preparation and preaching of the evangelistic sermon, the altar service, and the scheduling and promotion of evangelistic services. Changing paradigms of evangelistic ministry and their impact upon the local church are also considered.

General

- GEN101 SUCCESS IN COLLEGE 1 hr.**
Combines theory and practice in learning skills needed for success in college and life, such as study skills, time management, building relationships managing money and other skills required for independent living. Students with a bachelor's degree or higher or with 24 or more semester hours of college credit, having received a minimum of 3.0 overall GPA, can petition to be given credit for the course.

Government

- GOV101 AMERICAN GOVERNMENT 3 hrs.**
This course is a study of the institutions and processes of American government and politics at the national, state and local levels, with attention to policymaking and the relationship between citizenship and Christian faith. A practical hands-on experience of ministry will be included within the context of the Center for Moral Clarity.

History

- HIS101 CHURCH HISTORY I 3 hrs.**
A survey of the expansion of Christianity from Pentecost to the Reformation, with special attention given to major historical movements, leaders, and theological issues.
- HIS102 CHURCH HISTORY II 3 hrs.**
A survey of the expansion of Christianity from the Reformation to the present, with special attention given to major historical movements, leaders, and theological issues.

HIS103 HISTORY OF MISSIONS 3 hrs.

A study of the methods, principles, aims and progress of Apostolic missions. Various periods of the missionary endeavor through the rise of Islam, the Reformation, William Carey, Adinirum Judson and the period for modern missions are studied.

HIS201 THE REFORMATION 3 hrs.

A study of the methods, principles, aims and progress of Apostolic missions. Various periods of the missionary endeavor through the rise of Islam, the Reformation, William Carey, Adinirum Judson and the period for modern missions are studied.

Humanities

HUM104 COMPARATIVE RELIGIONS 3 hrs.

This course is a historical survey of current world religions and sects emphasizing the major beliefs, literature, culture, worldviews and ethics of various religions.

Language

LAN201 INTRODUCTION TO NEW TESTAMENT GREEK 3 hrs.

This course is a basic introduction to New Testament Greek vocabulary and grammar and should equip the student for beginning to read the Greek NT and the LXX, as well as for subsequent study in syntax and exegesis.

LAN205 INTRODUCTION TO BIBLICAL HEBREW 3 hrs.

This course will introduce the study of the basic elements of the Hebrew Language used in the Old Testament. Students will learn the major components of the Hebrew verb system, nouns, prepositions, and other parts of the language. Students will read aloud and translate basic sentences. Students will practice reading and translating sentences from the textbook as well as verses from the Hebrew Bible.

Leadership

LED101 INTRODUCTION TO CHRISTIAN LEADERSHIP 3 hrs.

An overview of scriptural principles of relating to other individuals in individual, small group, family and organizational settings. Emphasis is placed on the leadership principles of Jesus and Paul, and the skills required to influence others from various positions in an organization.

LED302 VISIONARY LEADERSHIP 3 hrs.

This course is a study on the concepts of visionary leadership methods and how to develop a clear sense of mission. An analysis of current strategies for key management challenges will be examined to include: strategic planning, team building, budgeting, forecasting, organizational structure, assessment and evaluation and other vital areas that promote organizational success.

LED303 DYNAMICS OF TEAM LEADERSHIP 3 hrs.

This course will provide insights into leadership relationships, developing teams, coaching and diagnosing team effectiveness, empowerment, servant leadership, and the internal / external effects that team building has on the organizational community.

Math

MAT099	FUNDAMENTALS OF MATH Prerequisite: MAT099 (or an ACT score of 16-26, SAT 370-609) This course studies the algebra and mathematics necessary to solve problems that involve critical thinking skills and uses the basic laws of science, consumer math and statistics. Topics include story problems, quadratic equations, exponents, polynomials, factoring, percentages, and linear equations.	3 hrs.
MAT101	INTRODUCTION TO BUSINESS MATHEMATICS A course studying the fundamentals of basic business concepts.	3 hrs.

Media

MED111	AUDIO AND LIGHT PRODUCTION Introduction to the principles of audio and light in video, television, radio, theatre, and music. Study of the practical concepts, techniques, and terms of audio and light production.	3 hrs.
MED142	SINGLE CAMERA VIDEO Introduces the student to the various facets of single camera video production providing a treatment of each step involved in the preproduction, production, and postproduction stages. Discussion is given to the appropriate and creative use of videos in ministering the Gospel.	3 hrs.
MED213	MEDIA PRACTICUM Practical application of media production skills through hands-on experience with various media projects.	3 hrs.
MED261	SCENE DESIGN Study of working methods of stage and film set design. Exploration of theory, process, and practice. Fundamentals explored through sketches, drafting, and models. Stage scenery construction will be investigated and practiced in a departmental production.	3 hrs.
MED262	TV STUDIO PRODUCTION An introduction and experience for the student in the principles and basic skills of TV studio production. The primary focus is on its unique language, its equipment, and its potentials and limitations as a medium for propagating the Gospel.	3 hrs.
MED280	SCRIPTWRITING This course is designed to learn about film and television screenplay structure, analyze dramatic strategies to film and television and learn to apply correct script form.	3 hrs.
MED281	INTRODUCTION TO MEDIA AND JOURNALISM A comprehensive overview of the types of print, broadcast and digital channels of media and their application for Christian ministry. Emphasis on the use of radio, television, Internet and social media to advance the Gospel.	3 hrs.
MED282	MEDIA COMMUNICATION This course offers instruction about the diverse skills needed by communication professionals in ministries and other organizations. Subjects include media relations, group facilitation, social media administration and communication strategy development.	3 hrs.

MED283 MEDIA APPLICATIONS 3 hrs.

An intensive course focused on the creation and development of communication materials. Students will also work on a project to develop their skills in graphic arts and editing.

MED 284 MEDIA THROUGH PHOTOGRAPHY 3 hrs.

This course is designed to introduce students to the basic elements of photography.

Ministry

MIN103 CHRISTIAN ETHICS 3 hrs.

A Christian perspective on the science of human duty is presented along with a discussion of the major problems and both ancient and modern solutions.

MIN104 SPIRITUAL FORMATION 3 hrs.

This course focuses on the development of the fruit of the Spirit in the believer's life, with emphasis on the spiritual disciplines necessary to accomplish growth in grace; as well as the concept of authority, including the consequences of obedience and rebellion and proper relationships between those in authority and those under authority.

MIN105 YOUTH DISCIPLESHIP AND EVANGELISM 3 hrs.

Developing an effective strategy for youth Discipleship and Evangelism. This involves the practical aspects of sharing faith and positive ways to win others to Christ. Emphasis is on mentoring and the leadership development of youth advisors and students. Other emphases include, leading students in developing a devotional life, the study of existing youth discipleship programs, and the application of small group dynamics.

MIN106 ASSIMILATION AND DISCIPLESHIP 3 hrs.

The study of how to develop and direct discipleship and assimilation programs within the church. Includes small group principles, dynamics and problems. Also considers the way to develop Christian disciples and gives practical guidelines for implementing discipleship in the church. (Also listed as MIN 254)

MIN209 INTRODUCTION TO PREACHING 3 hrs.

A study will be made of the fundamentals of preaching, providing principles of outline construction and delivery techniques. A survey of various sermon types and technical aspects of each will be made.

MIN210 PREACHING LAB 1 hr.

Prerequisite: MIN209

A course designed to implement the homiletical instruction received in Introduction to Preaching. Various types of sermons are assigned to the student throughout the semester in an attempt to promote the development of individual style. The course consists of two hours of lab on a weekly basis for one semester and is designed for practical in-class sermon delivery.

MIN211 ESSENTIALS FOR SPIRIT-EMPOWERED MINISTRY 3 hrs.

Provides a biblical introduction to the essential practices of Spirit-empowered ministry and guided exercises designed to activate students in the prophetic, the ministry of healing, deliverance, intercession, power evangelism, the working of miracles and other charismatic gifts. This course is not offered to first semester students.

- MIN226 PRINCIPLES OF PASTORAL LEADERSHIP 3 hrs.**
The course will provide the student with an understanding of the biblical and theological aspects of Christian leadership and how to develop as a leader called to serve the body of Christ.
- MIN252 PASTORAL CARE 3 hrs.**
The course is a study on the work of the pastor as the shepherd and caregiver to God's people within the community of faith. Practical applications within this class will encompass hospital and home visitation, mock weddings, funerals, baptisms and communion, and Christian counseling and deliverance as a tool for the pastoral ministry.
- MIN270 YOUTH PASTORS: PROGRAMS AND MINISTRY 3 hrs.**
The purpose of this course is to teach interpersonal relationship and leadership skills. The individual who plans to become a youth pastor will learn how to relate to pastors, church staffs, church boards, parents and people that he or she will be responsible to work with. Emphasis will also be placed on management skills, vision, the role, and responsibilities of the youth pastor, personal growth, integrity, and legal issues in ministry.
- MIN271 STRATEGIES FOR YOUTH MINISTRY 3 hrs.**
Provides a comprehensive philosophy of youth ministry. Goal setting, writing a mission statement, the call of a youth pastor, and developing a personal philosophy of youth ministry are covered. Students learn to develop a youth program consistent with their philosophy of youth ministry. Practical aspects covered include: planning youth events, church calendar logistics, and developing a teaching/preaching schedule.
- MIN301 CHURCH ADMINISTRATIVE MANAGEMENT 3 hrs.**
A study of the functions of church management. Includes the analysis and the planning, organization, staffing, controlling, and directing responsibilities of a manager and the theory and applicability of management by objectives. The course provides a working knowledge of the administration of a local independent Pentecostal church including budget planning and implementation. The student will learn to manage a team of their peers in the planning, implementation, and assessment of a ministry project. (Also Listed as CPL 111)
- MIN302 MOLDING THROUGH MENTORSHIP 3 hrs.**
This course unites practical application and leadership development through the relationship of the mentoring process. Careful scrutiny of "the whys", and "the hows" of leading people in a multifaceted society will be learned through observation and close relationship with a mentor actively involved in that process.

Missions

- MIS101 INTRODUCTION TO MISSIONS 3 hrs.**
A general overview of missions which examines missionary principles and practices from biblical, historical and cultural perspectives and helps students formulate a personal approach to missions.

- MIS201 LIFE AND WORK OF THE MISSIONARY 3 hrs.**
 A study of the qualifications and training for missionary service. The course considers the personal development, social relationships, and cultural adjustments of the missionary. The individual, family, and mission life cycles are explored, and application is made to life and ministry in various regions of the world.

Music Ministry

- MUM100 FUNDAMENTALS OF MUSIC THEORY 3 hrs.**
 This course is a study of music fundamentals. The course includes an integrated approach to the development of basic musicianship, including the study of musical notation and terms.
- MUM101 MUSIC THEORY I 3 hrs.**
Prerequisite: Grade of "C" or above for MUM100 or permission from instructor
 A study of written and keyboard harmony, intervals, triads, chord progressions, simple cadences, non-harmonic tones, melodic organization, and analysis.
- MUM102 MUSIC THEORY II 3 hrs.**
Prerequisite: Grade of "C" or above for MUM101 or permission from instructor
 The class is a continuation of MUM101. This course includes the study of four-part voice leading, harmonic progression, seventh chords, secondary dominants and leading tone chords.
- MUM111 SIGHT SINGING AND EAR TRAINING I LAB 1 hr.**
Concurrent course: MUM101 *required*
 Development of sight singing and ear training skills. The course includes dictation of melody, rhythm, harmony and melodic interval identification.
- MUM112 SIGHT SINGING AND EAR TRAINING II LAB 1 hr.**
Prerequisites: MUM101 and MUM111
Concurrent course: MUM102 *required*
 This course is a continuation of MUM111. This course involves the identification of chords in inversions, two-part melodic dictation, rhythmic dictation and advanced sight singing in both major and harmonic keys.
- MUM120 INTRODUCTION TO MUSIC IN MINISTRY 3 hrs.**
 A biblical and practical approach to Pentecostal worship in the local church. The study includes the planning of each aspect of a service as well as various types and settings in order for worship to be developed and maintained. Course is designed for non-Music Ministry concentration students.
- MUM121 PRAISE AND WORSHIP LEADERSHIP I 2 hrs.**
 The course is an introduction to foundational biblical and theological principles of praise and worship, with special focus on the worship patterns present in the Tabernacle of Moses, as well as early Christian church expressions of worship.
- MUM122 PRAISE AND WORSHIP LEADERSHIP II 2 hrs.**
Prerequisite: MUM121
 The course introduces the student to the various aspects of worship leadership and the musical mechanics involved in the implementation of praise and worship leadership.

The student will have the opportunity to lead praise and worship in various situations within the music ministries of Valor Christian College.

- MUM123 PRAISE AND WORSHIP PRACTICUM 1 hr.**
The student will participate in a Praise and Worship as a musician, singer and/or leader in a Valor Christian College ensemble or local church worship team. The student will be required to report and reflect on his or her activities including practices and service participation. Prerequisite: MUS121 or permission from the instructor.
- MUM131 CLASS VOICE 1 hr.**
The class is an elementary lab course in singing. This course includes the study of voice production and principles of singing employing both group and individual techniques.
- MUM141 CLASS PIANO I 1 hr.**
A course designed for students with minimal piano training. Group instruction includes simple sight reading in treble and bass clefs, improvisation and beginning keyboard techniques, including all major scales and arpeggios.
- MUM142 CLASS PIANO II 1 hr.**
Prerequisite: MUM141
The course is a continuation of MUM141, including notation, scales, key signatures, simple intervals, sight-reading, improvisation, keyboard technique in all major and harmonic minor scales and arpeggios and selected chord progressions.
- MUM151 COLLEGE CHOIR I 0.5 hr.**
Prerequisite: Audition for non-Music Ministry concentration students
A lab course designed to give students experience in performing appropriate choral literature in a church setting. The course is required for all Music Ministry concentration students.
- MUM152 COLLEGE CHOIR II 0.5 hr.**
Prerequisite: Audition for non-Music Ministry concentration students
A lab course designed to give students experience in performing appropriate choral literature in a church setting. The course is required for all Music Ministry concentration students.
- MUM200 HYMNOLOGY 3 hrs.**
The course is an examination of the nineteenth and twentieth century Gospel hymns and their use in the Christian church today. This includes a survey of the development of hymnody from the Early Church to contemporary usage.
- MUM220 CHURCH MUSIC ADMINISTRATION 3 hrs.**
Prerequisite: MUM122 or permission from instructor
The course provides a working knowledge of the administrative and organizational aspects of a local church music program. Focus is given to service planning, developing worship teams, budgeting, community involvement, sound systems and theatrical lighting.
- MUM230 FUNDAMENTALS OF CONDUCTING 2 hrs.**
Prerequisites: MUM101, MUM111, MUM122
A practical lab course designed to study the fundamental techniques of conducting choral and instrumental music, principles of interpretation and rehearsal techniques.

MUM251 COLLEGE CHOIR III 0.5 hr.

Prerequisite: Audition for non-Music Ministry concentration students

A lab course designed to give students experience in performing appropriate choral literature in a church setting. The course is required for all Music Ministry concentration students.

MUM252 COLLEGE CHOIR IV 0.5 hr.

Prerequisite: Audition for non-Music Ministry concentration students

A lab course designed to give students experience in performing appropriate choral literature in a church setting. The course is required for all Music Ministry concentration students.

Science

SCI101 ENVIRONMENTAL SCIENCE 3 hrs.

This science course incorporates an overview of the natural world and its relationship with the environment.

Social Science

SOS101 INTRODUCTION TO SOCIOLOGY 3 hrs.

An introduction to the understanding of culture and the principles of human Interaction. Basic concepts of culture, subculture, collective behavior, social institutions, and personality are covered.

SOS201 MARRIAGE AND FAMILY 3 hrs.

This course is a survey of Scriptural guidelines concerning family relationships, with a special emphasis on the relationships between husband and wife and the relationships between parents and children. Also included are strategies for overcoming obstacles to fulfilling relationships in all stages of life, as well as an emphasis on cultural and moral challenges in maintaining a distinctively Christian witness.

SOS205 GENERAL PSYCHOLOGY 3 hrs.

The basic facts, principles, and methods of psychology. An emphasis is placed on fundamental principles underlying normal human behavior.

SOS210 Self-Assessment and Life-Long Learning 3 hrs.

This course is designed to equip students with the study strategies necessary for success at the college level to be lifelong learners. It teaches self-management skills such as organization and time management, as well as learning strategies.

SOS299 CAPSTONE COURSE 3 hrs.

The capstone course is designed to integrate coursework, skills, knowledge, and practical experience to enable the student to demonstrate mastery of learning across the larger curriculum in order to be successful in their initial employment and career advancement.

Theology

- THE101 THEOLOGY I 3 hrs.**
A biblical study of Theism, Bibliology, Theology, Anthropology and Harmartiology. Special attention will be given to applied apologetics.
- THE102 THEOLOGY II 3 hrs.**
A biblical study of Christology, Soteriology, Pneumatology, Ecclesiology and Eschatology. Special attention will be given to applied apologetics.
- THE104 THEOLOGY AND CULTURE 3 hrs.**
This course is an introduction to contemporary culture, its philosophies and practices, and the challenges and opportunities it presents to effective Christian ministry and mission.
- THE210 PNEUMATOLOGY 3 hrs.**
This course studies the person and ministry of the Spirit of God in both the Old and New Testaments. Attention is given to the Spirit in the life and ministry of Jesus as well as to the significance of the 'fruit' and 'gifts' of the Spirit in the community of faith. The experience and reality of Spirit baptism will be studied along with an emphasis on 'spiritual language'.

STUDENT DEVELOPMENT AND SERVICES

Vehicles

Students who bring vehicles to Valor Christian College are required by the State of Ohio to carry public liability and property damage insurance. Parking Permits are required for student parking.

Crime Statistics Report

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Department of Education requires the recording and reporting of crime activity on college campuses nationwide. In an effort to communicate this information to our students, the crime report is available on the Valor website (<http://valorcollege.edu/AnnualSecurityReport>) and at the Security Department.

Employment

Valor Christian College maintains an employment referral service to assist students in finding part-time employment. Names of prospective employers provide students with valuable leads in securing work. Students must exercise their own initiative in contacting employers. Students who plan to work part-time while in school are advised to come to Valor Christian College with sufficient funds to pay their college expenses.

Student Handbook

The Student Handbook contains school regulations and policies governing student life and activities at Valor Christian College. Students are required to read and abide by these policies.

Housing Policy

All unmarried students (age 35 or younger) with no children are expected to live in the Residence Halls. Exceptions may be made for commuting students who are still living with parents or immediate relatives.

Counseling

Students who need counseling may have one free counseling session. The counselor may refer additional services, which would need to be covered by the student. Any student can request to meet with a counselor by connecting with the Dean of Students or the Vice President of Academic Affairs.

Student Insurance

It is highly recommended that all students attending Valor Christian College carry health insurance. Personal belongings such as furniture, clothing, stereos, etc., in the residence halls, are not covered by the institution's insurance. A Renter's Insurance Policy or a Personal Items Rider under parental insurance may be purchased to cover personal belongings. This insurance is normally very inexpensive.

Placement Service

Valor administration assists students to obtain the kind of ministry for which they have prepared themselves. Pastors as well as regional directors of the City Harvest Network are encouraged to contact the President's Office or the Dean of Students about ministry openings. When possible, personal interviews are arranged.

Orientation

New students are required to attend orientation at the beginning of each semester. Orientation provides a time to update students on new developments and changes at Valor Christian College as well as answer questions and review policies and procedures.

Property Damage

Students are expected to protect and preserve college properties and will be held responsible for damage, whether intentional or unintentional.

Student Discipline

General student conduct is governed by the Bible and the ideas and standards outlined in the Student Handbook. While enrolled at Valor Christian College, students are expected to observe these ideals and standards of conduct, whether they are on or off campus. Valor Christian College reserves the right to require the withdrawal of students because of low standards of scholarship, because of poor physical or mental health, or because of the conflict of their attitudes and standards of behavior with those which the College seeks to maintain. A student who does not fit in with the aims and ideals of the College may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. Refusal to conform to rules and regulations of the College may result in dismissal without tuition or residence hall refund.

Policy on Use of Electronic Devices

As a member of the Valor academic community, each student has a responsibility to professors and fellow students who are members of the College community. When cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, Valor Christian College prohibits the use of cell phones by students in class for voice or text communications. All such devices must be turned off or put in silent mode and cannot be taken out during class. Wireless/laptop computers, personal electronic devices and similar electronic devices may be used for taking notes in class, subject to the professor's approval. However, these devices are never allowed to be used during exams. They must always be kept in silent mode during class sessions and they may be used for academic use applicable to that course only. Use of an electronic device during an exam, may lead to a charge of cheating or academic dishonesty and additional sanctions listed under the Student Academic Integrity Policies in the Student Handbook. The appeal process is dealt with in the Faculty Handbook (Appeals Committee Divisional Chair and Vice President for Academic Affairs). A sanction for class disruption may be appealed using this appeal process. However, a violation that involves a charge of academic dishonesty must be appealed before the Dean of Students. Students have the right to continue attending class while an appeal is in process.

STUDENT SOCIAL MEDIA POLICY

Social Media are powerful communications tools that allow you to communicate very fast these days and they have a significant impact on organizational and professional reputations. At times these communications blur the lines between personal and institutional voice, therefore Valor Christian College ("The Institution") has constructed the following guidelines and policies to help clarify student expectations for how to best enhance and protect student and Institutional reputations when participating in Social Media.

Because the term Social Media is used a number of different ways, we want to make sure you understand what we mean when we say Social Media. Social Media is any platform that facilitates conversations over the Internet. Social Media applies not only to traditional big names, such as Facebook®, Twitter™ and Instagram™, but also applies to other platforms you may use that include user conversations, which you may not think of as Social Media. In addition to the foregoing platforms, Social Media includes, but is not limited to, YouTube™, Flickr™, Snapchat™, LinkedIn™, blogs and wikis.

We recognize the fact that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur and it can be difficult to correct an error or retract a statement. Therefore this policy applies to all student Internet and all other Social Media communications, which include, but are not limited to, Internet or Social Media postings. All student Internet and Social Media communications are subject to this policy and The Institution's Computer, Email, and Internet Usage Policy.

General

All students at all times are expected to reflect a positive Christian testimony and serve as Christian role models. We must hold ourselves to a higher standard when using the Internet and Social Media. The Institution's policies against unlawful discrimination or other harassment apply to any Internet or Social Media communication, or Internet or Social Media posting. Therefore, any Internet or Social Media communication, or Internet or Social Media posting, that adversely reflects on the Christian testimony of our employees, our school, our founding Ministry, World Harvest Church, its affiliates and leadership; any other student affiliated with The Institution, or The Institution's anti-discrimination/anti-harassment policies may result in a requirement to remove the offending Internet or Social Media communications, or Internet or Social Media postings, and student discipline up to and including expulsion.

Posts made by The Institution or its founding Ministry on current, catastrophic, and/or controversial events have already been vetted in light of our Christian values and would certainly be more than appropriate to re-post. With these thoughts in mind, you should always consider reviewing your posts in light of The Institution and its founding Ministry, which guides all of us. We hold all students personally responsible for all Internet or Social Media communications, and/or all Internet or Social Media postings, as well as any content posted by third parties to students' respective Social Media pages and/or accounts. Students shall exercise good judgment and adhere to the principles of Christian values when communicating on the Internet or Social Media, or posting on the Internet or Social Media. We are to be the reflection of Christ at all times!

Usage

Electronic media and services may not be used for knowingly transmitting or storing any communications that are of a discriminatory, harmful, or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for “chain letters,” or are for any other purposes that are illegal under any Institutional policy or Federal Trade Commission laws.

Electronic media and services are for school use. Limited, occasional or incidental uses of electronic media (sending or receiving), with prior Institutional permission, for personal purposes are understandable and acceptable, as is the case with limited personal phone calls made with prior Institutional permission. However, students must demonstrate a sense of responsibility and may not abuse the privileges. Students who choose to abuse the privileges will be subject to disciplinary action up to and including expulsion.

Students affiliated in any way with The Institution are not permitted to text or engage in text, email, or any other Internet or Social Media communication with any employee of the Institution or its founding Ministry’s employees, outside of The Institution’s email and learning management system (i.e., Populi). Students and Institution employees, which includes faculty, shall not engage in any private social media communication (i.e., direct messaging) on any Social Media platform. Institution employees shall only communicate information to students that is of an academic or business nature and should not engage with students on a personal level through email, text or direct messaging on Social Media. Further, Institution employees, which includes faculty, shall not be permitted to use the Social Media platform, Snapchat™. If The Institution’s student is a minor (younger than age 18), then the student should only receive information through communication with the student’s parents via necessary written/taped correspondence or telephone outside of the approved learning management system for class related communications (i.e., Populi).

Monitoring

The Ministry monitors Social Media as part of The Institution’s evaluation of activities impacting the reputation of The Institution and the founding Ministry. The Institution reserves the right in its sole discretion, to review any student electronic files, messages, and/or usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other Ministry policies. Students must not assume that electronic communications are private or confidential.

Sex Offender Information

By law, Valor is required to have the Sex Offender List, maintained by the Fairfield County Sheriff's Department, available to the student population. Sex offenders are required to register with the sheriff's department within the county in which they reside. The list, which gives names and addresses of convicted offenders, is updated at least on a monthly basis. Students are encouraged to check this list regularly to be aware that some of these individuals may live close to the campus. To view the listing, go to the website links below:

Fairfield County <http://www.icrimewatch.net/results.php?SubmitAllSearch=1&AgencyID=55215>

Franklin County <http://www.icrimewatch.net/results.php?AgencyID=55213&SubmitNameSearch=1&OfndrLast=&OfndrFirst=&OfndrCity=Canal%20Winchester&AllCity=>

Pickerington City <http://www.icrimewatch.net/results.php?AgencyID=55213&SubmitNameSearch=1&OfndrLast=&OfndrFirst=&OfndrCity=Pickerington&AllCity=>

Drug Abuse Policy and Penalties

Students enrolled in Valor Christian College are subject to disciplinary action for the possession, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of medication in accordance with the instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the use, possession, or manufacture of a prescription drug or controlled substance is also prohibited. The College prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs by employees. The penalty for violation of the College's policy on drug and alcohol abuse may range from a reprimand to suspension. In addition to sanctions imposed by Valor Christian College for violation of the Drug Policy, a student may be subject to regulations of civil authorities. Various local, state, and federal regulations prohibit the illegal use, possession, and distribution of illicit drugs and alcohol. The College reserves the right to refer students to court authorities for any behavior that is in violation of the law. To review Valor's Program for Prevention of Drug and Alcohol Abuse, go to <http://valorcollege.edu/DrugAlcoholAbuse>.

Vacation Periods

Residence Halls are closed at the end of each semester. Students are allowed to stay with the permission of the Director of Housing and will be charged rent. Meals are not available when school is not in session. Residence Halls will be open during fall and spring breaks. No meals will be available during this time. Also, meals may not be available during other holidays such as Labor Day, Thanksgiving and Election Day. Any exceptions will be made by the President's Cabinet. The College reserves the right to close residence Halls.

SUPPORT AND CONTRIBUTIONS TO THE COLLEGE

The tuition rate at Valor Christian College is kept modest so that education is affordable to as many people as possible. The tuition rate is far less than the actual cost of maintaining the College. The College receives no support from taxes or other public funds. Neither is Valor a member of a District or Region within a denomination. Therefore, the amount necessary to meet the financial operation of the College must be received through the gifts and support of interested individuals, churches, districts, and organizations.

How You Can Help

Rising operational costs present a constant challenge in maintaining a balanced budget. Financial stability is impossible without help from friends who believe in the training of future ministers, missionaries and Christian workers. Tomorrow's leaders are being trained today! Alumni and friends are investing in the future!

Church Support

A number of churches all over the nation have written Valor into their yearly budget. Monthly contributions of varying amounts are received from these churches as part of their World Ministries giving.

Individual Donations

Many friends of Valor help by making outright gifts of cash, property, or other assets as they are led and enabled by the Lord.

Annuity Agreements

A concern for good Christian stewardship has caused some friends to give a portion of their savings to carry on the work of ministerial training at the College while at the same time receiving a regular, generous, income for life. The rate of return depends on the annuitant's age at the time the agreement is made.

Life Agreements and Trusts

Friends can transfer to Valor securities, cash, or real estate with the donor retaining a life interest in them. That is, donors and/or survivors continue to receive income as long as they live. After the death of the donor and/or survivor, the property is retained by the College for the support of its mission for the training of ministers and leaders, or it may be distributed otherwise depending on the terms of the agreement.

Wills and Bequests

Christian stewards can determine and specify what happens to their money or other property after they have passed on. Thus they can insure their money will be invested in God's service even after death.

POLICY CHANGE

The information contained in this Catalog is valid for the 2018 – 2019 academic year. It is the student's responsibility to stay on top of current regulations, curricula, and the status of specific programs being offered. Further, the College reserves the right to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. However, students will be allowed to complete their degree under the Academic Catalog in which they enrolled as long as they remain an active student and do not withdraw from the school. While reasonable efforts will be made to publicize such changes, students are encouraged to seek current information from appropriate offices.

CONTACT INFORMATION

Valor Christian College

4595 Gender Road
Canal Winchester, OH 43110

Mailing Address:
P.O. Box 800
Columbus, OH 43216-0800

Phone: (614) 837-4088
Fax: (614) 837-6904

Email: info@valorcollege.edu





VALOR CHRISTIAN COLLEGE BOARD OF TRUSTEES

Dr. Rodney Parsley, Chair

Dr. Kenneth Gruden, President

Dr. Dale Berkey, Vice-President

Pastor Eric Bates

Honorable Kenneth Blackwell

Dr. David Blair

Dr. Paul Chappell

Mr. Robert Murphy

Dr. Nada Owusu

Mrs. Joni Parsley

Pastor Edward Ramirez

Rev. Stewart Roberts

Mr. Marion Schrock

Dr. Cheryl Washington

Dr. George Westlake

ADMINISTRATION

KENNETH GRUNDEN, D.R.E. PRESIDENT

Doctorate of Religious Education
Temple Seminary, Cincinnati, OH

M.Ed. Administration and Supervision
Westminster College, New Wilmington, PA

B.S. Business Administration
Westminster College, New Wilmington, PA

LAQUETTA CORTNER, PH.D VICE PRESIDENT FOR ACADEMIC AFFAIRS

Doctorate of Philosophy in Higher Education Administration, 2007
Ohio University, Athens, OH

Master of Higher Education in College Student Personnel, 2001
Ohio University, Athens, OH

Bachelor of Biological Science, 1999
Ohio University, Athens, OH

DON SANDERSON, M.A. DEAN OF STUDENTS

D.Min. Practical Theology
University of Chester, Chester, England, In Progress

Master of Arts, Practical Theology
University of Chester, Chester, England, 2015

CHERRISSE CONLEY DIRECTOR OF HOUSING, RECRUITMENT AND MARKETING

Diploma of Social Studies, 1988
Patterson Co-op, Dayton, OH

ASHTON PARSLEY, M.A. DIRECTOR OF STUDENT LIFE

Master of Arts: Human Services, 2013
Liberty University, Lynchburg, VA

Bachelor of Arts: English Creative Writing, 2011
Miami University, Oxford, OH

JOE DILGARD, CPA BUSINESS MANAGER

B.A. BUSINESS ADMINISTRATION/ACCOUNTING
ASHLAND UNIVERSITY, ASHLAND, OH 1995

FACULTY

PHILIP TABLER**ASSISTANT PROFESSOR OF MUSIC MINISTRY**

Bachelor of Music (Music Education), 2001
Ohio University, Athens, OH 45701

KELLEY KRSTICH**GENERAL EDUCATION CHAIR**

B. A. English Writing and English Literature
The University of Pittsburgh, Pittsburgh, PA, 1989

M.L.S. English Writing and English Literature
The University of Toledo, Toledo, OH, 2012

SEAN SAMS, M.Div**ASSISTANT PROFESSOR OF BIBLE AND THEOLOGY**

Master of Divinity, 2013
The King's University, Van Nuys, CA

Bachelor of Theology in Christian Ministry, 2007
The King's University, Van Nuys, CA

MARK A. YOUNGKIN, M.A.**ASSISTANT PROFESSOR OF ARTS AND SCIENCES**

Master of Arts in Leadership, 2010
Mid-America Christian University, Oklahoma City, OK

Bachelor of Arts in Journalism, 1982
The Ohio State University, Columbus, OH

ADJUNCT FACULTY

JAY ATKINSON

Bachelor of Science in Education, 1996
Frostburg State University, Frostburg, MD

Associate of Applied Science in Interdisciplinary Studies, 2015
Valor Christian College, Columbus, OH

LISA M. BRUNSON

Studies toward a Bachelor of Arts in Music Education and Vocal Performance, 1995-1998
Northern Kentucky University, Highland Heights, KY

TAWANA CARR, DED

Doctor of Education In Administration & Policy, 2006
Howard University, Washington, Dc

Masters of Special Education, 1999

Bachelors of Political Science, 1995
Ohio University, Athens, Ohio

RICK CELESTINO, MPT

Master of Practical Theology, 2013
The King's University, Van Nuys, CA

Bachelor of Music Education, 1988
Oral Roberts University, Tulsa, OK

KATHERINE DELBONIS

Master of Science in School Counseling, 2009
Lee University, Cleveland, TN

Bachelor of Arts in Human Development and Family Studies, 2006
Lee University, Cleveland, TN

SCOTT FLEMING, M.A.

Master of Christian Ministry, 1989
Huntington University, Huntington, IN

Bachelor of Music, 1980
Huntington University, Huntington IN

JEEVON HARRIS, MBA

Master of Business Administration, 2008
University of Phoenix, Phoenix, AZ

Bachelor of Communication, 2002
Ohio University, Athens, OH

TIM HOUSTON, M.A.

Master of Arts in Theology and Church History, 2014
Liberty University, Lynchburg, VA

Bachelor of Arts in History, 2012
University of Maryland Baltimore County, Baltimore, MD

Associate of Arts, 1988
National University, San Diego, CA

RONALD JEWETT, PH.D.

Doctorate in Counseling and Guidance, 1980
University of North Dakota, Grand Forks, ND

Master of Arts in Counseling and Guidance, 1976
University of North Dakota, Grand Forks, ND

Bachelor of Arts in German and Psychology, 1974
Otterbein College, Westerville, OH

**TRENT LAMBERT, M.A., M.Div, D.Min
ADJUNCT INSTRUCTOR & ONLINE COORDINATOR**

Doctor of Ministry, 2013
Liberty Theological Seminary, Lynchburg, VA

Master of Divinity, 2009
Liberty University, Lynchburg, VA

Master of Arts, Ministerial Leadership, 2005
Indiana Wesleyan University, Marion, IN

Bachelor of Science, Business (Emphasis in Church Administration), 1995
The Ohio State University, Columbus, OH

DEBORAH LOWE, MBA

Master in Business Administration
Ohio Dominican University, Columbus, OH

Bachelors in Finance
The Ohio State University, Columbus, OH

**SEAN LUTCHMAN, MTS
INSTRUCTOR**

Master of Theological Studies, 2011
Trinity Lutheran Seminary, Columbus, OH

Bachelors of Arts in Management and Ethics, 2007
Ohio Christian University, Circleville, OH

Diploma, Advanced Pastoral Leadership, 2002
World Harvest Bible College, Columbus, OH

AMELIA MORAN, AAS, BA, MS

Master of Science in Continuing Education Programs, 2013
University of West Alabama, Livingston, AL

Bachelor of Arts in Legal Studies, 2008
University of West Florida, Pensacola, FL

Associate of Applied Science in Evangelism, 2011
Valor Christian College, Columbus, OH

KEVIN MYATT, D.MIN

Doctor of Ministry
Regent University, Virginia Beach, VA

Master of Divinity in Bible/Theology
Kings University, Van Nuys, CA

Diploma of Bible Study
RHEMA Bible Training College, Tulsa, OK

Bachelor of Arts in Bible Theology
Global University, Springfield, MO

EDWARD RAMIREZ, MSOL

Master of Science in Organizational Management and Leadership, 2012
Nyack College, Nyack, NY

Bachelor of Science in Accounting, 2005
Caldwell College, Caldwell, NJ

Bachelor of Science in Business Management, 1993
California Coast University, Santa Ana, CA

DIANE RHYNES, M.A.

Master of Fine Arts
Academy of Art University, San Francisco, CA

Bachelor of Arts
University of Akron, Akron, OH

WAYNE SOLOMON, D.MIN

Doctorate of Ministry in Leadership
Pentecostal Theological Seminary

Master in Sociology
Brown University

Bachelor in Sociology
Rhode Island College

STAFF

ALYSSA BROWN, AAS**ALUMNI RELATIONS**

Associate of Applied Science in Music Ministry, 2017
Valor Christian College, Columbus, OH

Associate of Applied Science in Interdisciplinary Studies, 2017
Valor Christian College, Columbus, OH

Associate of Applied Science in Organizational Management, 2018
Valor Christian College, Columbus, OH

CHERISSE CONLEY**MARKETING AND RECRUITING**

Diploma of Social Studies, 1988
Patterson Co-op, Dayton, OH

PAULINE GRUNDEN**REGISTRAR**

M.Ed. Curriculum and Supervision
Westminster College, New Wilmington, PA

M.A. Biblical Studies
Temple Seminary, Cincinnati, OH

B.S. Business Education
Youngstown, State University, Youngstown, OH

QUINTON KISER, MLIS**LIBRARIAN**

Master of Library and Information Science, 2008
Kent State University, Kent, OH

Bachelor of Science in Psychology and History, 2005
University of Rio Grande, Rio Grande, OH

TRENT LAMBERT, M.A., M.Div, D.Min**ONLINE COORDINATOR**

Doctor of Ministry, 2013
Liberty Theological Seminary, Lynchburg, VA

Master of Divinity, 2009
Liberty University, Lynchburg, VA

Master of Arts, Ministerial Leadership, 2005
Indiana Wesleyan University, Marion, IN

Bachelor of Science, Business (Emphasis in Church Administration), 1995
The Ohio State University, Columbus, OH

MARICELA LEDESMA
ADMISSIONS COORDINATOR

Associate of Applied Science in Missions, 2016
Valor Christian College, Columbus, OH

Associate of Applied Science in Advanced Leadership, 2017
Valor Christian College, Columbus, OH

AMANDA MASI, M.A.
ASSISTANT TO THE PRESIDENT

M.A. Student Personnel Services, 2009
Northwestern State University, Natchitoches, LA

B.S. Business Administration, 2005
Northwestern State University, Natchitoches, LA

VICKY MOBERLY
FINANCE DIRECTOR

Studies toward an Associate in Business, 2000
Ohio Dominican University, Columbus, OH

JARED NOFZIGER
FINANCIAL AID SPECIALIST

Bachelor of Arts, Organizational Management
Bluffton University, Bluffton, OH 2016

Associate of Arts
Northwest State Community College, Archbold, OH 2012

NORM STOPPENBRINK, AA
DIRECTOR OF FINANCIAL AID, DIRECTOR OF ENROLLMENT MANAGEMENT
INTERNATIONAL STUDENT COORDINATOR, VETERAN'S BENEFITS CERTIFYING OFFICIAL

Associate of Christian Ministry, 2010
The King's University, Los Angeles, CA

Certificate in Christian Ministry, 2006
The King's University, Los Angeles, CA

RESIDENCE HALL STAFF**ELIZABETH VANG, AAS**
RESIDENT DIRECTOR, CUNNINGHAM HALL

Associate of Applied Science in Pastoral Leadership, 2018
Valor Christian College, Columbus, OH

ISAAC CARPENTER, AAS
RESIDENT DIRECTOR, JUDE HALL

Associate of Applied Science in Pastoral Leadership, 2018
Valor Christian College, Columbus, OH

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