Adult & Graduate Studies

2009-2010 CATALOG

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Information in the Adult & Graduate Studies Catalog is subject to change without notice.
Crown College is situated on a beautiful 215-acre campus about 25 minutes west of Minneapolis near the communities of Waconia and St. Bonifacius, Minnesota. The mission of Crown College is to provide a biblically-based education for Christian leadership in The Christian and Missionary Alliance, the church-at-large, and the world.

The institution was founded in 1916 by Reverend J. D. Williams for the purpose of educating men and women for Christian ministry. The College resided in St. Paul, Minnesota, for over 50 years—first in a private home, later on Sherburne Avenue, and for many years at 1361 Englewood Avenue. In 1970, the College moved to its present campus nestled among the rolling hills of one of the most lake-dotted regions of Minnesota, west of popular Lake Minnetonka. Just minutes from the Twin Cities of Minneapolis and St. Paul, Crown College offers a place of retreat for learning and growth.

Today Crown College is a recognized leader in biblical higher education, offering programs that prepare students for professions in a variety of fields. Each Crown College degree is paired with a core of Christian Studies. The College continues to dedicate itself to the pursuit of educational excellence and to the perpetuation of spiritual fervency.

It is the conviction of the College that the truth of God’s Word is an absolutely essential ingredient in education. Students not only learn about life, they learn how to live. Crown College is a community of believers desiring to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (II Peter 3:18).
Welcome to Adult & Graduate Studies (AGS). Crown College offers non-traditional education designed specifically for adult learners leading to associate’s, bachelor’s, and master’s degrees as well as several licensure/certificate programs. AGS offers two educational format options: the classroom environment and online courses.

This catalog is designed to provide AGS students with appropriate information about curriculum, faculty, policies and procedures, student services, and finances relating to the non-traditional program. Information about the traditional undergraduate program and its policies is available in the Undergraduate College Catalog.

Accreditation and Affiliations

Crown College is accredited by the Higher Learning Commission—a member of the North Central Association. The College is also a member of the Council for Christian Colleges and Universities (CCCU). Crown is the Midwest regional college of The Christian and Missionary Alliance, an extensive missionary denomination with national offices located in Colorado Springs, Colorado.

Mission Statement

The mission of Crown College is to provide a biblically-based education for Christian leadership in The Christian and Missionary Alliance, the church-at-large, and the world.

The mission of Adult & Graduate Studies is to provide the educational experience in an environment supportive of faith and learning that will encourage adult students to discover their destiny.

What are Non-Traditional Programs?

Traditional programs usually refer to higher education offered primarily during the day to students who live in college residences. Classes in traditional programs often meet 2 or 3 times per week over a period of 12 to 16 weeks. On the other hand, non-traditional educational models are characterized by programs founded on the principles and practices of adult education, according to research which has been conducted throughout this last century. Because of this research, Crown is able to offer high quality education to an age-related group of people through classes or “modules” available on campus evenings or weekends. Online programs provide the flexibility to complete educational requirements entirely through the internet at the convenience of the student.

What are Associate’s Degrees?

Associate’s degrees are generally two- or three-year programs of 60 credits or more. Associate’s degrees enable the student to complete a college’s General Education Requirements (GERs) while focusing on a particular area of concentrated study.

What is a Degree Completion Program?

Degree completion programs are designed for students who have previously earned an associate’s degree or its equivalent (approximately 60-70 credits). These programs allow students to build on prior education to complete a bachelor’s degree.

Academic Calendar

Adult & Graduate Studies operates on a two-term calendar, and credits are reported according to earned semester hours. The fall term begins in August; the spring term starts in February. Although start dates are flexible, student schedules will be arranged to conform to a two-term schedule. Breaks are scheduled around major holidays.
Admission Criteria

AGS welcomes all applicants regardless of race, color, age, handicap, and national or ethnic origin.

On Campus

A candidate for the adult undergraduate program must be at least 23 years of age to be considered for admission. All program applicants must have a high school diploma or GED. Diploma applicants must have earned at least a cumulative 2.0 GPA (on a 4.0 scale) on all work transferred. GED applicants must earn a minimum score of 410 per section with a five-section average score of 450. Degree completion students must have completed approximately two years of college with a 2.0 GPA (nursing requires 2.5 GPA) and have an acceptable plan to complete 36 credits of general education core requirements and any electives needed to obtain degree requirements (total of 125 minimum semester hours to graduate.) This can be done through previous college credit, Credit for Prior Learning (CPL), College Level Examination Program (CLEP) testing, or courses to be taken in the future.

Online

A candidate for the online program must be at least 23 years of age to be considered for admission. Associate’s degree candidates for the online program must have a high school diploma or GED and a minimum cumulative GPA of 2.0 (4.0 scale) in previous college work. Bachelor’s degree applicants must have completed approximately two years of college or an associate’s degree (60 or more credits) and have a minimum cumulative GPA of 2.0 (4.0 scale) on all transferred work applied to the degree (nursing requires 2.5 GPA).

Graduate Program

Admission to a master’s degree program (on campus or online) requires the completion of a bachelor’s degree at an accredited (regionally or ABHE) college or university with all corresponding transcripts on file with the AGS Office. Unaccredited degrees are evaluated by the Graduate Admissions Committee. Applicants must also have twelve undergraduate semester credits in the chosen field of study except for Christian Studies majors, and a minimum of 2.5 for all previous post-secondary academic studies. A GRE (Graduate Record Examination) may be required. Enter the Crown College code of 6639 when registering for the exam. The Admissions Committee assesses a GPA below 2.5 on a case by case basis.

Non-Degree

A non-degree seeking applicant must meet the age requirement, fill out an application, pay the application fee, and have one official transcript mailed to the College. If the student decides to enter a degree-seeking program, s/he must re-apply for that program and meet the qualifications for that program.

Teacher Licensure

Teacher Licensure students must have completed a bachelor’s degree at a regionally accredited college or university with a minimum GPA of 2.5. Official college transcripts for all previous undergraduate course work must be on file in order to begin the licensure program.

Admission Procedures

1. Complete and submit the application form with the application fee.
2. Submit an admission essay (details on application) or schedule an admission interview.
3. If a student is seeking an associate’s or bachelor’s degree, an official high school transcript or GED verification with specific scores is needed. All applicants must request official transcripts from each college or university previously attended to be sent directly to the AGS Enrollment Office. Check with the registrar at each institution for the appropriate transcript fee to enclose with each transcript request.
4. Distribute two reference forms (not required for teacher licensure applicants). Students pursuing an M.A. in Intercultural Leadership Studies, M.A. in Christian Studies, M.A. in Ministry Leadership, B.S. in Christian Ministry, or an A.S. in Christian Ministry must have one reference completed by a pastor or another church leader and also sign the College Statement of Faith.
5. After transcripts have been received at the College and evaluated, an educational plan will be created and an advisor will assist the student.

6. When all admission documents have been received, an acceptance decision will be made and the student will be notified of that decision.

7. Upon acceptance, a completed health history form is required.

8. New adult undergraduate, licensure, and graduate students must attend orientation prior to the beginning of the term. New online students must complete an orientation process online.

**Home-Educated Credit**

An official transcript for grades 9–12 is required. The transcript must include the course name, brief description, evaluation (letter grades preferred), the signature of the primary educator, and date of high school graduation.

**Student Classification**

**Degree Students**

Students must satisfy all admission criteria and enroll in courses with the intention of completing a degree program.

**Non-Degree Students**

These students complete the non-degree application process and enroll without the intention of completing a degree at Crown. Students wishing only to audit courses also complete the non-degree application. Non-degree students may enroll for a maximum of nine graduate-level credits or an unlimited number of undergraduate credits. No financial aid is available.

**Modified Status**

**Graduate Students:** Applicants who have not yet completed all the degree prerequisites (see specific degree program listings) but whose plan to complete the prerequisites satisfies the Graduate Studies Admission Committee may complete up to nine hours of graduate credit. For example, students who have completed a portion of the prerequisites may be permitted to enroll in a graduate course while concluding the necessary foundational studies requirements for the program.

**Provisional Status**

Provisionally accepted students will have the details of their status clarified in writing by the Admissions Committee.

**Undergraduate Students:** Applicants who have not yet submitted one or more of the application documents may be permitted to begin their first class with the understanding that they cannot continue to a second class until the documents have been received by the AGS Enrollment Office. Students enrolled under provisional status will not be eligible to participate in intercollegiate athletics.

**Conditional Status**

Applicants whose grade point average (GPA) prior to studying at Crown is below the stated requirement (undergraduate degrees—2.0; nursing students, licensure, and graduate degrees—2.5) may be admitted under conditional status.

Conditionally accepted students must complete their first 12 credits with improvement (at least a 2.0 for undergraduate degrees, 2.5 for BSN Completion and teacher education, and 2.75 for graduate degrees) in order to move to standard student status and continue toward their degree. Doubling of courses is not permitted by conditionally accepted students. Students enrolled under conditional status will not be eligible to participate in intercollegiate athletics.

**International Students**

AGS welcomes international students who desire to further develop their leadership abilities. All students, regardless of national origin, must demonstrate English proficiency. A Test of English as a Foreign Language (TOEFL) will be required of all international applicants from countries whose national language is not English. This test must be taken in the applicant’s home country. The minimum score for admission consideration for the paper exam is 550 and 80 for the Internet exam.

For information on testing locations, dates, and procedures, applicants should write to the following address or visit the TOEFL website:

Test of English as a Foreign Language  
CN 6155, Princeton, NJ  
08541-6155, U.S.A.  
www.toefl.org  
toefl@ets.org  
Crown College code: 6639.

International student applicants are expected to meet the same admission standards as other applicants. To determine equivalency of credit, AGS uses a transcript evaluation service to evaluate foreign educational credit. International student applicants are required to submit their transcripts to the service.

International applicants who plan to study in the United States must have the financial resources to cover study and living expenses.
for the length of the entire degree program. For married students, this financial support must include the living expenses for all dependents as well. Once an applicant has been granted admission and provides documentation of adequate financial support for the entire length of the study program, the required U.S. Department of Immigration form I-20 will be sent to the student.

Crown College cannot issue I-20 forms to online students.

**Health History and Records**

Accompanying the admission acceptance letter is a medical health history form to be completed by the applicant and returned to the Enrollment Office. This medical form is to be completed by all new students and by those who are returning to Crown College following an absence of more than two calendar years. Up-to-date immunizations and records are required by Minnesota State Law and must be documented before a student may register for classes. A doctor’s physical examination within six months prior to enrollment/participation is required if the student participates in intercollegiate athletics, is seeking exemption from physical education courses, or has chronic or serious conditions that present any potential need for health care.

**AGS Admissions Committee**

The AGS Admissions Committee is comprised of the director of Adult & Graduate Studies, the vice president of Enrollment, the vice president of Academic Affairs, and the registrar.

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**Auditing**

Students wishing to enroll in a course without credit may register to audit the course. Students auditing a course are considered participants in the class, though completion of written assignments or examinations is not required. Enrollment is restricted in some courses, and a grade or credit for the course is not granted. Audited classes may be repeated for credit.

Any student who has not been admitted as a degree-seeking student must apply for admission under the non-degree status in order to audit. Degree-seeking students must confer with their program advisor prior to auditing a course. Admission and registration forms are available from the AGS Enrollment Office.

**Re-Admission**

Application for re-admission is necessary after one year of inactivity. The student must submit an Application for Re-Admission, personal reference (pastoral reference for ministry degree programs), and transcripts for any post-secondary work not already on file. Academic standing will be a determining factor for considering re-admission. (See Academic Probation and Suspension section.)
Graduation Fee

All degree candidates are assessed a graduation fee which is added to the student’s account in the last term of registration.

CPL Fee

The fee for Credit for Prior Learning (CPL) is $100 for each semester credit. For example, if a student applies for 12 credits in CPL, the fee will be $1200. However, receiving all 12 credits is not automatic, but is based upon an evaluation of the individual student’s work by a faculty evaluator in that field. If the evaluator awards fewer credits than were applied for, the fee will not be decreased. The CPL will not be evaluated without payment.

Financial Obligations

Each term that students enroll in courses at Crown College, they become responsible for payment of charges (including fees and fines) incurred as a result of that enrollment. Typical term charges include tuition charges, registration fees, and campus service fees. Registration and campus service fees are a flat fee charge, while tuition charges are a per credit charge (see the Costs section for 2009-10 rates). Other charges may include:

Audit Fees. A per credit fee is associated with auditing a course.

Guided/Independent Study Fees. Students taking coursework as guided/independent study will incur a per credit fee in addition to the tuition charge.

Change of Registration Fees. Changes made to a student’s course schedule after the start of the term will incur a change of registration fee ($25 per course added, and $25 per course dropped). This fee is due at the time of change, along with any tuition costs.

Late Fine. A late fine will be charged to students who have not made payment-in-full by the term payment due date (See payment policies for what constitutes payment-in-full).

Financial obligations must be paid-in-full before a student is considered officially enrolled and starts attending classes. All students must communicate with the Student Billing Office regarding payment of their account. The Student Billing Office determines whether a student’s term obligations are paid-in-full.

The following forms of payment, when they equal or exceed the student’s total charges, will constitute payment-in-full:

AGS Costs for 2009-2010

Adult Undergraduate Program (on campus, Owatonna and online):

(based on 24 credits per year)
Tuition $349/Credit ................. $8,376
Registration Fee ................. $150
Total* ................................ $8,526

Graduate Program (on campus and online):

(based on 18 credits per year)
Tuition $379/Credit ................. $6,822
Registration Fee ................. $200
Total* ................................ $7,022

Teacher Education Licensure:
Licensure Tuition ........... $259 per credit hour
Registration Fee ............... $60 per term

Miscellaneous Costs:
Audit Tuition ........... **$149 per credit hour
Campus Services Fee ........... $50 per term
Change of Registration .... $25 per change
Guided Study Fee .... **$149 per credit hour
Late Fine ................. **$130 per term

*Texts are not included for these programs.
**Registration fee not included in tuition figure.
FINANCIAL INFORMATION

1. Awarded grants and scholarships
2. Loans (A promissory note must be signed for a loan to count as payment. Loan eligibility is not counted as payment.)
3. Personal Funds (cash, check, Visa, MasterCard, Discover)
4. Crown College Deferred Payment Plan

Participating in the Crown College Deferred Payment Plan allows students to make monthly payments for the portion of their bill that is not covered by scholarships, grants, and loans. General terms of the plan include equal monthly payments over three months. Contact the Student Billing Office for specific details.

Crown does not accept students’ participation in a company reimbursement plan as a method of advance payment. Students whose employers reimburse educational costs must utilize the above methods of payment and seek reimbursement from their employer.

Transcripts will be held and enrollment denied to students whose account is not current.

Payment Due Dates

First-term tuition and fees or a satisfactory financial arrangement are due at orientation. Future term arrangements are due on the respective registration dates.

Refund and Financial Policies

Completing educational goals is an important step in one’s personal and career development. This financial investment will likely provide dividends and opportunities that will be well worth the investment. Crown College has made a commitment to partner with students in this process by providing the research, instructors, classrooms, resources, and administrative support to facilitate student success.

Attendance and full participation in the learning process is essential to achieve the desired outcomes. Part of this commitment includes paying for the educational services rendered; each student has a financial responsibility for the classes which s/he attends. In accordance with this financial commitment, students should be aware of the following:

1. Registration is for a full term of courses, so when a student decides not to finish a course, a change in financial aid is likely. Financial aid is adjusted to reflect the change in enrollment.
2. If a student registers for a term (twelve credits for an undergraduate and six credits for a graduate student) and then drops out after the first module, the costs of that module become the student’s personal responsibility and his/her financial aid may be returned to the government. Students should always check with the Financial Aid Office before dropping a class to determine the financial consequences of their actions. Finishing the term is always a student’s best use of resources.

3. Tuition Refund Policies

Tuition refunds for dropped courses follow this schedule:

- Drop before the start of the first class (100% refund)
- Drop after attending/accessing the first class, but before the start of the second class/week (80% refund)
- Drop after the start of the second class (No refund)

The drop is executed when the student emails the AGS Office and completes the necessary procedures. The drop date is the date of notification.

4. The government bases its maximum financial responsibility toward a student on the amount of credits necessary to complete a bachelor’s degree. Courses that are failed and/or withdrawn from still count toward the total number of credits the government views as its responsibility. Repeated failures will ultimately cost a student financial aid dollars.

5. Grants and scholarships are applied to a student’s account about 30 days after the student’s first day of class. Loan funds are applied at the midpoint of the term. If a student withdraws before financial aid funds arrive, federal regulations require the College to complete a refund calculation to determine the amount of federal aid a student has earned. The student is financially responsible for any classes in which s/he was enrolled for at least two meetings/weeks. A student is enrolled in a class until s/he officially notifies the College of the intent to withdraw.

6. Withdrawals occur in two ways:

a) Official withdrawal occurs when the student notifies the AGS Office of his/her intent to withdraw and completes the necessary forms to consummate the withdrawal. The date of withdrawal is the date of notification. Until notification occurs, enrollment is considered to be active. Official withdrawals can be completed for a single class or for a term.

b) Unofficial withdrawal occurs when a student stops attending class for 30 days. The last class of attendance is considered the date of withdrawal and the student is withdrawn from all the classes remaining in the term. If a student attended two
classes of a module before the unofficial withdrawal date, the student is financially responsible for that module.

7. The AGS Office realizes that there are a number of valid reasons why students withdraw from classes. In order to better understand the particular needs of the student and to keep improving the program, an exit interview is required.

8. Crown College is a tuition-funded institution. Student costs may increase as the cost of providing the services increases. The Office of Fiscal Operations reserves the right to make those changes accordingly.

Payment Policies

The Student Billing Office is the office through which students complete the process of making payment-in-full of their bills. Payments can be made in person at the Student Billing Office, mailed to the Student Billing Office, or made online via credit card payment through Campus Connect at crown.edu/poise.

The term balance due is calculated by taking students’ term charges and subtracting their term financial aid. Charges include tuition, registration fees, campus service fees, and other charges (note charges listed under financial obligations). Financial aid includes scholarships, grants, and loans. All financial aid must be properly completed and all processing finished to be counted as payment toward the total balance due.

The following forms of payment, when they equal or exceed the students’ total charges, will constitute payment-in-full: 1) Accepted grants and scholarships, 2) Loans (all processing must be complete for a loan to be counted as payment), 3) Personal funds (cash, check, Visa, Mastercard, Discover), and 4) Crown College Deferred Payment Plan.

Participation in the Crown College Deferred Payment Plan allows students to make monthly payments for the portion of their bill that is not covered by scholarships, grants, and loans. General terms of the plan include equal monthly payments over three months. Students must contact the Student Billing Office to enroll. Enrollment is only available to students registered for at least three courses. Contact the Student Billing Office for additional details.

Crown does not accept student participation in a company reimbursement plan as a method of advance payment. Students whose employers reimburse educational costs must utilize the above methods of payment and seek reimbursement from their employers.

Late Payments

On the 1st of each month, the college applies a service charge of 2.0% per month on all outstanding balances. This includes delinquency on the payment plan and delinquency resulting from incomplete or improperly completed financial aid. Therefore, it is in each student’s best interest to ensure that they meet payment plan obligations and complete their student financial aid file well before the payment due date of each term.

Unpaid Accounts

Students with an outstanding balance from a previous term cannot enroll in another term unless their accounts are paid-in-full or the Student Billing Office gives permission. Upon final departure from Crown, students must pay-in-full any outstanding balance, including all registration fees, campus service fees, and disciplinary fines, as well as any other charges before the college will issue an official transcript or diploma. The student is responsible for any collection fees incurred in reconciling the account balance.

Financial Aid

Preparing for a college education requires a great deal of advance planning. In order to make appropriate financial preparations, consider these important topics. It would be helpful to make a checklist of those points which might require further attention.

Grant Assistance

Federal and state grants are awarded based upon a variety of factors, but most often on the basis of the program and/or the demonstrated financial need. Unless otherwise noted by the donor, the student does not need to repay these funds.

Listed below are some of the most common forms of gift assistance:

- Federal Pell Grant: Based on financial need. Recipients must be enrolled as regular degree-seeking students in approved undergraduate programs.
- Minnesota State Grant: Available to Minnesota State Residents enrolled as regular degree-seeking students in approved undergraduate programs. This award is need based and prorated based on the number of credits in which a student is
enrolled each term. For more information, visit the State Grant website at www.ohe.state.mn.us

- Minnesota National Guard Education Assistance Program: Visit their website for more information. www.minnesotanationalguard.org/education/scholarships.php

- Veteran’s Benefits: Eligibility is determined by the Veteran’s Administration. Potentially eligible students should contact their local Veteran’s Administration representative.

- Employee Reimbursement Program: Contact your company’s personnel office to investigate this source of financial assistance.

Students need to complete the Free Application for Federal Student Aid (FAFSA) to determine grant eligibility. Grants do not need to be repaid.

Student Loans

Federal Stafford Loan Program

The Federal Stafford loan is part of the Federal Family Education Loan Program (FFELP). Stafford loans are insured by guaranty agencies. The Federal Stafford loan is a low-interest loan that helps students pay the cost of attending a post-secondary school.

The subsidized Stafford loan is based on financial need. It is interest-free for the borrower under these circumstances:

- Student is enrolled at least half-time at an eligible institution
- Student is in grace period—the six months after graduation or withdrawal from school
- Student is in authorized period of deferment.

The unsubsidized Stafford loan is not based on financial need and is for students who do not qualify for the subsidized Stafford loan. Stipulations include:

- Interest accrues immediately once funds are disbursed
- Student has the option of repaying interest while in school

The Stafford loan is subject to an origination and guarantee fee.

Origination Fee—To help lower program costs, The Department of Education charges each borrower up to three percent of the loan amount. This fee is automatically deducted from the disbursement.

 Guarantee Fee—The agency that guarantees the loan may charge the borrower a per-loan guarantee fee ranging from zero to one percent of the loan amount. If the guarantee fee is charged, it will be automatically deducted from each disbursement.

There is no penalty for prepaying a Federal Stafford loan.

Students must complete the FAFSA to determine eligibility to borrow the Federal Stafford loan. After they are awarded the Stafford loan, they must complete the Master Promissory Note (MPN), and Entrance Counseling before they can receive the funds.

Adult & Graduate Studies Scholarships

The CHAD AND JO PIEHL ENDOWED SCHOLARSHIP is awarded to an AGS student pursuing the Management and Ethics major. The award will be based upon academic performance. The student’s employer should not be providing all of the student’s educational costs.

The ADULT & GRADUATE STUDIES ALUMNI ENDOWED SCHOLARSHIP is awarded to AGS students enrolled full time in an undergraduate major. Preference will be given to students with financial need, a minimum 3.0 GPA, and demonstrated leadership.

The CROWN COLLEGE ONLINE FOREIGN STUDENT CHRISTIAN MINISTRY ENDOWED SCHOLARSHIP is awarded to online students from foreign countries who demonstrate ministry potential, are pursuing an undergraduate degree in Christian Ministry, and have financial need.

Institutional Aid

Ministry Matching Scholarship for Online Students

Crown College provides a ministry matching scholarship for students pursuing ministry degrees online. To utilize the scholarship, a student contacts his or her local church and/or district office to determine if funds are available to assist in tuition. If either office or a combination of both has funds available, the student can then apply for matching assistance from Crown College. Crown College will match dollar-for-dollar whatever the church gives up to 25% of the student’s tuition rate. For Ministry Matching Scholarship application forms access the AGS Financial Aid section of the Crown College website.

C&MA Credentialed Worker Grant

A 10% reduction in tuition is granted to students who are credentialed workers with The Christian and Missionary Alliance. The
C&MA worker grant cannot be used in conjunction with any other institutional grant or scholarship.

**Tuition Grant Program**

This grant is available for individuals who are members of a church participating in the Crown College Tuition Grant Program. As part of this program, the home church gives an amount equivalent to 1–3% of its general operating budget for the fiscal year to Crown College and students receive grants based on the percentage of their church’s contribution. Churches wishing to enroll in the College Tuition Grant Program should communicate with the Church Relations Office to receive the necessary orientation and forms for enrollment. Online students are not eligible for this grant.

**Church Matching Scholarship Grant (for on-campus students)**

This grant is available for individuals whose church participates in the Church Matching Scholarship Program. As part of this program, the home church awards scholarship monies to the student. Crown College matches funds from the local church providing up to $100 matching grant for spring and fall terms for graduate students, and up to $250 for fall and spring terms for undergraduate students. Student must be enrolled for at least six credits per term in the graduate program or twelve credits per term in the undergraduate program to be eligible to receive funds. Church Matching information is available online at www.crown.edu/finaid.

**Financial Aid Process**

In order to receive the financial aid package before classes start, begin paperwork at least six weeks before registration.

**Step One—Apply for Admission to Crown College.**
- Financial aid awards are only issued to accepted students.

**Step Two—Apply for Department of Education PIN**
- Apply for your pin at www.pin.ed.gov.
- Students use this PIN to sign their FAFSA and later on the Master Promissory Note (MPN) if they choose to borrow loans.

**Step Three—Apply for Financial Aid**
- All students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be found at www.fafsa.ed.gov.

The Department of Education selects approximately 30% of financial aid applicants for a process called verification. Students selected for verification will be notified by the College and must complete a Verification Worksheet which Crown provides (available online) and submit a signed copy of their federal income tax return and W-2s to the Crown College Financial Aid Office.

**Step Four—Financial Aid Notification**

Accepted students who complete the financial aid application process will receive a financial aid award package. Students should carefully review all information included in the award package and promptly complete the necessary documents.

To apply for a Federal Stafford Loan, the following forms must be completed:
- Financial Aid Award Letter Copy—enclosed in Financial Aid Package
- FEDERAL STAFFORD LOAN MASTER PROMISSORY NOTE (MPN), which should be completed online at www.crown.edu/finaid
- Loan Entrance Counseling, which should be completed online at www.mappingyourfuture.org. Select “Student Loan Counseling Interview,” then “Stafford Entrance.”

**Step Five—Begin Classes**

Students who register or begin classes before completing the Financial Aid process should be prepared to make other arrangements for payment. Contact the Student Billing Office at 952-446-4126 for information about payment options.

**Student Loan Exit Counseling**

Students who borrowed through a Federal Loan Program are required to complete Student Loan Exit Counseling when they graduate, withdraw, or drop below half-time status.

Contact the Financial Aid Office at 952-446-4177 or via e-mail at finaid@crown.edu for additional information.

**Satisfactory Academic Progress**

Federal regulations require that all financial aid recipients progress at a reasonable rate and make satisfactory progress toward achieving a certificate or degree. This requirement applies to all terms regardless of whether or not the student received financial aid. For undergraduate students, satisfactory progress is measured by (1) the student’s cumulative grade point average, (2) the number of credits earned in relation to those attempted, and (3) the maximum time frame allowed to complete the academic program.
1. Cumulative Grade Point Average. Grade point average is calculated by the Registrar’s Office. Students who drop below the following minimum cumulative GPA will be placed on Financial Aid Probation:

<table>
<thead>
<tr>
<th>Credits attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>1.70</td>
</tr>
<tr>
<td>17-32</td>
<td>1.75</td>
</tr>
<tr>
<td>33-48</td>
<td>1.80</td>
</tr>
<tr>
<td>49-64</td>
<td>1.90</td>
</tr>
<tr>
<td>65 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

2. Cumulative Credits Earned. Students who fail to complete the required percent of credits as defined below will be placed on Financial Aid Probation.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Required Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60</td>
<td>60%</td>
</tr>
<tr>
<td>60-89</td>
<td>65%</td>
</tr>
<tr>
<td>90 and above</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Maximum time frame. Students must complete their degree within the following maximum number of attempted credits:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Max. Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>48 credits</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>99 credits</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>187 credits</td>
</tr>
</tbody>
</table>

Students will not be considered to reach or exceed the maximum number of attempted credit hours until after the term in which they reach or exceed their respective limit. Students are no longer eligible to receive financial aid after they reach these maximums.

Transfer Students

All transfer credits accepted by Crown will be used in determining when the maximum time frame requirement has been reached. Students may, however, appeal to have only the credits accepted toward their Crown degree included in the maximum time frame calculation. Transfer credits are also used when calculating the required completion percentage.

Second Degree Students

Students who have already earned a first baccalaureate degree are eligible for loans if they are pursuing an initial teacher licensure or a second degree (i.e. they have a B.A., and are now seeking a B.S.). These students have up to an additional 187 attempted hours before exceeding the maximum time frame.

Financial Aid Probation

At the end of each academic year, students will be officially evaluated for satisfactory progress. Students who fail to meet any of the above standards of satisfactory progress will be placed on financial aid probation for the following academic term. Students may receive financial aid during the probation period.

Termination of Financial Aid

Following the probationary period students will be evaluated for satisfactory progress. If the student is not meeting the standards of satisfactory academic progress at the end of the probation period, financial aid will be terminated. If the student is making satisfactory academic progress the student will be removed from financial aid probation. Students who are academically suspended (and not reinstated on appeal) are immediately terminated from financial aid, without a probation period.

Financial Aid Appeals

Students whose financial aid is terminated due to lack of satisfactory progress may appeal this decision. The appeal must be presented in writing and should be accompanied with supporting documentation. Appeals should be sent to the Crown College Financial Aid Office and will be reviewed by the Director of Financial Aid. Acceptable reasons for appeal include injury or illness of the student, illness or death of an immediate relative of the student, or other extenuating circumstances beyond the student’s control.

Re-Establishing Financial Aid Eligibility

Students whose financial aid was terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Such students may request a review of their academic record after any probationary term to determine whether they have met the satisfactory academic progress standards. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment.

Students who withdraw from Crown College after their financial aid was terminated due to lack of satisfactory academic progress, may apply for financial aid after earning the equivalent of at least 24 semester hours with a minimum cumulative grade point average of 2.0 at another post-secondary institution. Students should contact...
the Financial Aid Office if they have questions about this policy, the appeal process, or reinstatement of financial aid eligibility.

**Full-Time Student Definition**

For financial matters, AGS students are considered “full time” when enrolled as follows:

- a minimum of six credits per term for the graduate program
- a minimum of twelve credits per term for undergraduate students

**Textbook Voucher**

AGS students participating in financial aid will have access to a voucher system for textbook purchases made through the Crown College Bookstore.

To be eligible for textbook purchase vouchers, students must:

1. Apply for financial aid.
2. Have funds in excess of tuition and associated fees to cover book costs.
3. Purchase their books only through the Crown College Bookstore (*either on campus or online*).
4. Vouchers expire once aid is disbursed.

Please contact the Crown College Student Billing Office at billing@crown.edu or call 952-446-4126 for information.
Accreditation and Academic Recognition

Crown College is accredited by The Higher Learning Commission—a member of the North Central Association (NCA, 30 No. LaSalle St., Chicago, IL 60602). Due to this excellent accreditation status, credits and degrees earned at Crown are transferable and recognized by public and private colleges and universities throughout the world.

The College has been a member of the North Central Association since 1980. Candidate status with NCA was granted in July of 1974. In addition, the College is chartered by the Minnesota Department of Education as a degree-granting institution. Veterans attending Crown College are eligible to use their veterans' education benefits. The College is authorized under federal law to enroll non-immigrant alien students.

Crown College is also accredited by the Commission on Collegiate Nursing Education at the undergraduate level (One Dupont Circle NW, Suite 530, Washington, D.C. 20036-1120 phone: 202.887.6791). Undergraduate teacher preparation programs leading to licensure for pre-primary, elementary, and secondary teaching are approved by the Minnesota Board of Teaching.

Crown College is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Professional Organizations


Academic Advisors

Students enrolling in AGS are assigned an academic advisor who will assist students in the registration and graduation processes. Academic advisors are available for conferences when the students need advice. Students are encouraged to communicate with their advisor to complete their degree in a timely manner.

Orientation/Registration

Orientation/Registration sessions for adult undergraduate and on-campus graduate students entering their studies at Crown are held twice each year. During those sessions, new students learn how to register for classes through Campus Connect. Continuing students register through Campus Connect during scheduled registration periods. Distance Education students also register through Campus Connect.

Class availability is dependent upon minimum enrollment numbers. All students need to complete financial aid applications prior to registration (refer to Financial Aid section, page 9). Tuition and fees are paid at registration.

AGS students will be notified regarding upcoming registration dates and must register during the designated time. Students may be able to arrange their registration at other times if necessary. Students are encouraged to register at least three weeks prior to the beginning of the class to allow time for obtaining textbooks and completing pre-class assignments. Students who wish to register for more than 15 credits per term must contact their advisor and petition to do so.

Athletics: According to NCAA (National College Athletic Association) guidelines, all undergraduate athletes must carry a full-time course load of 12 credits during the season in which they
are participating in a sport. All graduate level athletes must carry 6 or more credits.

**Educational Plan**

Students will receive an educational plan upon acceptance to the program. This plan will demonstrate the transfer credits that apply to the program as well as the credits needed to graduate with the desired degree. Students will review their educational plan continually with their academic advisor for registration and graduation process. Students must receive a “C” or higher in their core courses. Any class with a “C-” or below must be retaken.

**Transfer Credit**

Undergraduate students who have completed courses at accredited colleges, either regionally or by the Association for Biblical Higher Education, may receive up to 95 semester hours of transfer credit. Graduate students may transfer twelve credit hours to Crown College. Graduate level credits that are over ten years old will not be eligible for transfer. The number of credits, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses, grade received (C or higher for undergraduate and B or higher for graduate work), and the type of institution. An applicant who has attended any college or university after graduation from high school must request to have an official transcript sent to Crown College from each institution. Students pursuing a Bachelor’s degree are required to take the 33 core credits specific to their major, FND 474, and FND 476 at Crown College. Evaluations will be under the supervision of the Registrar.

**Proficiency Credit by Exam and CPL**

Matriculated students at Crown College may earn up to 30 semester credits toward program requirements through the taking of standardized exams or completing a Credit for Prior Learning (CPL) portfolio. Testing includes Advanced Placement, CLEP (College Level Examination Program), DANTES, and Crown College Computer Proficiency Examinations. Brief details of these options are listed below. The total amount of credits earned through standardized exams, credit for prior learning, and transfer course work cannot exceed 95 credits. These programs cannot be used to fulfill the Crown College residency requirement of 30 credits (see Residency Requirements).

Credits earned by examination or Credit for Prior Learning may not be used to raise a grade or remove a failing grade in courses already taken at Crown College. Students cannot receive proficiency credit for subjects that duplicate credit previously earned.

Students should consult with the advisor to determine which options would work the best. These options must be completed before the final 12 credits of the program. Proficiency Credit by Examination and Credit for Prior Learning are available for students in the adult undergraduate and online undergraduate programs. However, up to twelve credits may be earned toward prerequisite requirements for the Graduate Program.

1. **Advanced Placement Examinations of the College Entrance Examination Board (CEEB)** with a grade of three or better may be applied depending on the program requirements. An official transcript from Advanced Placement must be sent to Crown College.

2. **College Level Examination Program (CLEP)** exams are administered to prospective and current Crown College students through the Registrar’s Office. CLEP subject examinations are recommended for students with extensive preparation and advanced knowledge in subject fields. If taken at Crown, the cost is $87 per exam ($72 CLEP charge and $15 processing fee). The list of approved CLEP exams and needed scores are listed in Appendix A. If the exam was taken at another location, please request that an official transcript be sent from CLEP to Crown College. If the test is taken at Crown College, please request the results be sent to Crown College.

3. **The DANTES (Defense Activity for Non-Traditional Education Support)** provides opportunity for people to earn college credit for what they have learned outside the traditional classroom. Accepted or administered at over 1,900 colleges and universities nationwide and approved by ACE (American Council on Education), the DSST program enables people to use their knowledge acquired outside the classroom to accomplish their educational and professional goals.

4. **Proficiency in Computers**—Exams in Introduction to Computers, Introduction to the Internet, Introduction to Spreadsheet Concepts, and Introduction to Databases are available through the College. Matriculated students who pass the exam receive proficiency credit on their transcript. This proficiency credit is not transferable to other institutions. A one-time fee of $40 for proficiency tests will be charged. Additional information including the retake policy is available through the AGS Office.

5. **Credit for Prior Learning (CPL)**—In some situations, students may receive college credit for life experiences and
other non-academic experiences through the submission of a portfolio. The guidelines and processes for pursuing this option are different for each program. Credits can be acquired from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and/or work experiences. Please note that prior learning from these sources must be documented and evaluated by a faculty member in the relevant field in order for the credit to be awarded. A CPL informational packet can be obtained from the AGS Office.

Residency Requirements

In order to graduate from Crown College with a bachelor’s or associate’s degree, students must successfully complete at least 30 semester credit hours at Crown including a minimum of 24 credit hours in the major area of study. Credits earned by examination or Credit for Prior Learning may not be used to fulfill the residency requirement. Students earning a master’s degree or certificate must earn a minimum of 24 credits from the College.

Graduation Honors

Students graduating with a baccalaureate degree who meet certain criteria may be eligible for graduation honors. Graduation honors are based on the following cumulative grade point averages:

- **Summa Cum Laude** ................. 3.90–4.0
- **Magna Cum Laude** .................. 3.70–3.89
- **Cum Laude** .......................... 3.5–3.69

Baccalaureate degree students who have completed a minimum of 60 Crown College credits are eligible for the above graduation honors. Students who have earned 30-59 Crown College credits with a cumulative grade point average of 3.90 or higher are recognized as graduating “with distinction”.

Honors are awarded on the basis of the policy that is in effect at the time the final graduation requirement is completed.

Grading

A student’s grade point average (GPA) is calculated by dividing the total grade points earned by the total credit hours attempted in graded courses. Courses which are assigned a Satisfactory (S) grade are not computed in the grade point average. Grades of transfer courses are not included in GPA calculation. At the end of each course, grades will be available to view online. Paper copies will be available upon request.

**Grade Point Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A−</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B−</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C−</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D−</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Incomplete Grades**

All work for each module must be completed within 30 days of the last class meeting. However, a student may appeal to the professor for an Incomplete (“I”) to be entered at that time. The appeal will only be granted at the professor’s discretion. If the appeal is granted, the student will have an additional 30 days to complete work for the module (60 days from the last class meeting). If work is still not completed, the student will receive an “F” for the module, or the grade representing the amount of work completed for that module.

The student can re-take a module in an effort to replace the failing grade with a passing grade. If the student’s reasons for failure were due to extenuating circumstances, the student may file an academic petition to re-take the course at a later date under the guidance of the professor. In such cases, the student will be responsible for the costs of an independent or guided study. If the student did not have extenuating circumstances, s/he will need to re-register and re-pay for the entire cost of the module.

**Double Majors and Double Degrees**

When a student pursues a double major and the same course is required, the requirement for both majors is fulfilled by completing the course once (i.e. no additional credits or course substitute requirements are necessary). Similarly, when the same course is required in a major and a minor, the requirement is fulfilled for both by taking the course once.

The institutional minimum number of credits required to earn a baccalaureate degree is 125 semester credits. Double majors
may be earned when the student meets all the requirements for both majors. Double baccalaureate degrees may be earned when the student meets all the requirements for both majors and earns a minimum of 155 semester credits (e.g., completing the residency requirement a second time).

Double master’s degrees may be earned when the student meets all of the requirements for both majors and earns a minimum of 48 credits at Crown to complete the residency requirement twice.

**Academic Probation and Suspension**

**Undergraduate Policy**

Undergraduate students whose cumulative grade point average (including transfer credits) falls within the range listed below will be placed on academic probation:

<table>
<thead>
<tr>
<th>Accumulated Credits</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29 credits</td>
<td>below 1.65 GPA</td>
</tr>
<tr>
<td>30-59 credits</td>
<td>below 1.80 GPA</td>
</tr>
<tr>
<td>60-71 credits</td>
<td>below 1.90 GPA</td>
</tr>
<tr>
<td>72+ credits</td>
<td>below 2.00 GPA</td>
</tr>
</tbody>
</table>

Students on academic probation:

1. will have limitations on their academic load.
2. must retake all required courses in which they have a grade of “F” in the first available term.
3. will develop and follow an academic improvement plan with their academic advisor.

Students will have two consecutive terms to raise their cumulative grade point average to an appropriate level. Students who have been suspended for academic reasons may appeal the suspension if they have earned a grade of at least 2.00 for the term immediately preceding the possibility of suspension. The appeal should be addressed to the dean of non-traditional programs.

If the appeal is not successful, students will need to withdraw from the classes for which they are registered. Academic suspension means that students are not permitted to enroll for the next term. Students wishing to return at a later time must re-apply for admission to the Adult & Graduate Studies program. Applications of academically suspended students must be reviewed and approved by the admissions council.

**Graduate Policy**

Graduate students with a GPA lower than 2.75 at any time after having finished nine (9) credits of course work will be placed on academic probation and notified by the Registrar’s Office. Any graduate student on academic probation who receives a grade lower than a B will face dismissal. Students should be aware that academic probation might affect their financial aid status. Students who raise their graduate GPA above 2.75 will be removed from probation.

**Veterans**

Crown College is approved for veterans education training by the Minnesota State Approving Agency. Applicants who are veterans should check with the Veterans Administration regarding their eligibility for benefits before requesting the Registrar’s Office to process the necessary papers for payment benefits. Veterans who have completed Basic Military Training will be granted credit for the physical education requirement upon receipt of the DD214. Additional information is available on the registrar’s web site at www.crown.edu/registrar.

**Transcripts**

The Registrar’s Office keeps on file the permanent record of all credits earned by each student. No transcript will be issued unless all financial obligations owed by the student to the College have been fulfilled. The student’s written request including full name, maiden name, current address, phone number, dates of attendance, student ID or social security number, birth date, address where transcript is to be sent, and the student’s signature are required for all transcript requests. Written requests may be received via letter, fax (952)446-4329, or transcript request form available online. There is no charge for up to 15 transcripts per month. A two dollar fee per transcript will be assessed thereafter. Typical processing time is 3-5 working days. A $25 fee will be assessed for rush requests.

**Faculty**

AGS faculty, both full time and adjunct, are all committed Christians. Many have experience in either non-profit or for-profit organizations in their communities.
**Class Attendance**

Due to the concentrated format and schedule of on-campus classes as well as the emphasis upon participatory learning, students need to be in attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the faculty member in that module. Professors should always be contacted when an absence becomes necessary. Each professor is responsible for his/her own attendance policy. It may or may not be possible to make up course work to satisfy completion of the course requirements.

Online courses require student participation through the internet at least weekly.

**Academic Integrity**

Each student is responsible for his or her own work, and is expected to remain honest in all academic activity. Scholastic dishonesty is a serious violation of both academic standards and biblical teaching. Academic dishonesty includes:

- Cheating on assignments and tests.
- Plagiarism. The student is responsible for knowing the legitimate use of source material in written papers.
- Submitting a paper or project in which someone else did a part or the entirety (excluding group assignments in which the student is a participant).
- Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors.
- Any act which violates the rights of other students from completing their academic assignments (e.g. deliberate withholding of necessary academic material, and/or willful harm to another student’s work).

Students found involved in academic dishonesty will be penalized by the instructor. The penalty may include reduced credit or no credit on the assignment/test, and additional assignments or other measures deemed appropriate by the instructor.

The instructor may refer a student directly to the dean of non-traditional programs, who may invoke a penalty that could include academic failure in the course, suspension from the College, or dismissal.

**Textbooks**

Students are responsible for purchasing their own textbooks.

**Computer Requirements**

For personal student laptops, the technology services office will install the necessary software onto students’ laptops for the price of $25, or CDs may be purchased at the same price for students who wish to install the software themselves.

Minimum system requirements for compatibility with Crown College are as follows:

- Processor: 1 GHZ or higher
- RAM (Memory): 512 MB or higher
- Display: 1024x768
- Operating System: Windows XP (with Service Pack 2) or higher
- Hard Disk: at least 2GB of available space is required

**Term Paper Style**

Formatting, style, and documentation for term papers will follow the APA (American Psychological Association) guidelines and will serve as the faculty’s reference for evaluation purposes.

**Privacy Rights**

Crown College complies with federal and state laws governing the privacy of education records including FERPA (Federal Education Rights and Privacy Act). A copy of Crown College’s policy pertaining to the privacy of such records is available from the Registrar’s Office and can be viewed online at [www.crown.edu/registrar](http://www.crown.edu/registrar).

**Grievance Policy**

A grievance is a complaint of alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Any student wishing to file a grievance may do so by using the following procedure:
1. The student shall submit the grievance on the appropriate form requesting reconsideration of an unfavorable decision to the faculty member or administrator in question. A written response must be mailed to the student no later than ten working days after receipt of the grievance petition.

2. If the student is not satisfied after step one, s/he may submit the original grievance petition to the immediate supervisor of the faculty member or administrator. The immediate supervisor must respond by mail no later than ten working days after receipt of the grievance letter.

3. If the student is not satisfied after step two and if the grievance petition has not yet involved the Academic Committee of the AGS Chairs, s/he may file the original grievance petition with the Academic Committee. The Academic Committee must respond by mail no later than ten working days after receipt of the grievance petition. The decision of the Academic Committee shall be final.

4. The aggrieved student who receives no response within ten days at any level in the grievance process may appeal to the next higher level. Those hearing the grievance at the higher level shall secure the written opinion of those who failed to respond at the lower level.

**Appeals Policy**

An appeal is a request to waive a policy, which has been or will be applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

Appeals may concern academics, student life, financial affairs, policies and regulations, admission to and retention of students in academic programs, academic inequities, and forms of academic discipline. At each level of appeal, both the appeal and the decision must be in writing on the appropriate form. The investigation may include personal appearances by the parties involved in the appeal.

**Assessment**

Crown College values the needs and concerns of its students. As such, the Adult & Graduate Studies program is committed to the ongoing process of assessment through evaluating professors and course effectiveness. Students are required to complete course evaluations near the end of each course. Academic advisors and other administrators are always available for further consultation.
Facilities on the main campus for AGS students include classrooms, dining room, Storm Café, Coffee Shoppe, Student Center, student union, library, computer labs, Crown Study Lab, study areas, bookstore, mail center, life fitness center, athletic center, parking, and athletic fields. Students who are moving to the area may be able to secure long-term housing on campus.

Reception Desk

The reception desk, open daily, is located in the Main Building lobby. The reception desk serves as an information source and provides copy and fax services. The reception desk can be reached from any campus phone by dialing 0, or from off-campus by calling 952-446-4100.

Computer Lab

There are Windows-based computers in two computer labs as well as a Macintosh lab in the library. Computer labs are open both day and evening; specific hours are posted at the lab. Students will be provided a user name and password by the Technology Services Department, which will give them access to any of the computers in the labs as well as Internet access. The standard word processing program used at Crown College is Microsoft Word.

Athletic Facilities

The athletic center, life-fitness center, and weight room have posted hours for general use by all students.

Housing

Crown College’s campus includes the Faith Village apartment complex offering rent levels below the market rate for apartments in the area. The apartments range in size from one to three bedrooms. Students interested in renting in Faith Village should inquire directly with their enrollment counselor concerning availability and current rental fee. Although occupants meet their own utility costs, the energy-efficient, modern construction of the air-conditioned buildings keeps costs at a minimum. High demand for these apartments means there is a waiting list for occupancy, so applicants are encouraged to apply early in the admission process.

Campus Services Fee

AGS students are charged a campus services fee each semester for technology HELP desk support, library resources, parking, and other services offered. Students who will be parking on campus should receive a parking permit at orientation. Those who do not receive a permit should contact their advisor for assistance in obtaining one.

Post Office

Crown College maintains a complete Post Office, including UPS and Federal Express pickup. Inter-campus mail is delivered to AGS students in the classroom as well as through email.

Food Services

Food service is available on campus through the College Dining Room and/or the Storm Café. Prices are economical in both facilities. A coffee shop is located in the Student Center. Hours are posted.

Bookstore

Reading and study materials, clothing and personal items, gifts, snacks, and beverages are sold in the bookstore.

Library Resources

Among the many resources currently available in the Watne Memorial Library are:

1. **ATLAS**, one of the world’s most comprehensive databases on Bible/theology, missions, ministry and world religions, indexing over 50 years of journals and providing more than 50,000 full-text articles.
2. **e-HRAF**, the most comprehensive intercultural studies database in existence containing more than 300,000 full-text primary research studies on the world’s tribes and people groups.

3. **LION Complete**, one of the best literature resources available with over 330,000 full-text stories, plays, poems, articles and critical essays.

4. **Databases**, a full-text index of thousands of magazines and journals covering virtually any subject.

5. **WorldCat**, the world’s largest “card catalog” listing over 50 million resources.

6. **ERIC**, the most comprehensive education index in the world which is linked to a database of over 500 full-text education journals plus 100,000 full-text ERIC documents.

7. Over 50 other specialized databases in a wide variety of subjects.

Of course the library still has books—nearly 96,000 cataloged volumes and an additional 70,000 volume micro-card collection which contains virtually every book published in the United States from 1639 to 1820.

**Disability Services**

Although the main building was built prior to the passage of the Rehabilitation Act of 1973, Crown College is well suited to serve the needs of disabled individuals. The main building allows access to all basic student services and student life activities under one roof.

Students with disabilities or special needs are invited to visit with the director of academic success about academic accommodations and support available on campus through the study lab. Students, professors, and the director of academic success work together to make reasonable accommodations that compensate for learning disabilities. Testing services are provided for those needing a distraction-free place to take exams.

**Crown Study Lab**

The mission of the Crown Study Lab is to provide support to earnest students who are committed to academic improvement. AGS students are encouraged to visit with tutors who can help with rusty study skills, basic academic skills, encouragement and advice with their homework, or help with constructing and proof-reading papers. Lab services are free and hours are posted. For hours and more information, visit [www.crown.edu/studylab](http://www.crown.edu/studylab).

**Career Services**

The Career Services Office exists to assist students in exploring who they are, where their strengths and abilities lie, what they believe their calling is, and how these translate into future career possibilities. This is accomplished through career counsel and assessment, workshops on career-related topics, and the use of career books and an extensive web site.

**Counseling Services**

The Student Development staff is equipped to provide counseling for the growth and development of each student. A professional counselor is available on campus, and off-campus referrals are also possible.
Crown College embraces the following Statement of Faith:

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scripture. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace. The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness, and judgment.

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of man. They constitute the divine and only rule of Christian faith and practice.

Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss. Salvation has been provided through Jesus Christ for all men; and those who repent and believe are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.

It is the will of God that each believer should be filled with the Holy Spirit and sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and the anointing with oil are taught in the Scriptures and are privileges for the church in this present age.

The church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.

The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observances of the ordinances of baptism and the Lord’s Supper. There shall be a bodily resurrection of the just and the unjust; for the former, a resurrection unto life; for the latter a resurrection unto judgment.

The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and premillennial. This is the believer’s blessed hope and is a vital truth which is an incentive to holy living and faithful service.
Adult Undergraduate Program

Education that Works for Working Adults!

Adult Undergraduate Program Offerings

Associate’s Degree Concentrations
- Business (A.S.)
- Christian Studies (A.A.)
- Christian Ministry (A.S.)
- Early Childhood (A.S.)
- General Studies (A.A.)
- Psychology (A.A.)

Bachelor’s Degree Completion
- Business Administration (B.S.)
- Christian Ministry (B.S.)
- Early Childhood Education (B.S.)
- Elementary Education (B.S.) Pre-Primary or Middle School Concentration
- Management and Ethics (B.S.)
- Nursing (BSN Completion) (B.S.N.)
- Psychology/Counseling (B.S.)
- Strategic Communication (B.A.)

Graduation Requirements

To graduate from Crown College with a bachelor’s degree the student must:

1. Complete all modules in the selected major with a cumulative 2.0 GPA or better on a 4.0 scale; education and nursing students must maintain an overall GPA of 2.5.

2. Have at least a 2.0 GPA (2.5 GPA for nursing majors) on a 4.0 scale on all transfer work being applied to the degree. Students must earn a grade of “C” or higher in core requirements.

3. Complete at least 125 semester credits with at least 15 credits in Humanities, 12 credits in Social Science, and 9 credits in Science, Math, Physical Education, and Business. In addition, FND 474, FND 476, and the 33 core credits specific to the major must be completed at Crown College. General Education Requirements include the following:

   - ENG 131 English Composition 3 credits
   - ENG 132 Writing & Literature 3 credits
   - ENG 133 Speech 3 credits
   - HIS History Elective 3 credits
   - IT 100 \textsuperscript{1}Intro to Computers 1 credit
   - IT 102 \textsuperscript{1}Intro to the Internet 1 credit
   - MAT \textsuperscript{1}Math Elective 3-4 credits
   - PED P.E. Elective 1 credit
   - SCI \textsuperscript{4}Lab Science Elective 4 credits
   - \textsuperscript{3}Humanities Electives 6 credits
   - \textsuperscript{3}Social Science Electives 9 credits
   - FND 474, FND 476, and the 33 core credits specific to the major

4. Fulfill the residency requirement (see page 16).

5. Nursing students must complete requirements in five years.

6. Meet all financial obligations to the College.

7. Have the recommendation of the faculty as to character and conduct. A student whose conduct proves unworthy may be deemed unworthy of graduation even though all other requirements have been met.

8. Receive approval from the Board of Trustees.

Students who complete the business administration, Christian ministry, early childhood education, elementary education, management and ethics, and psychology/counseling graduation requirements will receive the Bachelor of Science degree.
who complete the strategic communication program will receive the Bachelor of Arts degree. Students who complete the nursing program will receive the Bachelor of Science in Nursing degree. Diplomas are issued 6-8 weeks after all requirements have been met. Students wishing to complete a second bachelor’s degree must meet all of the requirements above and have a minimum of 155 semester credits.

**Online Program**

Crown Online is an extension of the College mission designed for those who are unable to relocate or maintain a consistent class schedule, but still want to pursue higher education. The online program incorporates the most current research and practice in adult and distance education. The curriculum is designed by professors who are experts in their field.

**Online Student Conduct**

Online students are expected, in all instances, to interact with one another in a respectful, professional manner. Proper student conduct includes:

1. Maintaining appropriate internet communication by upholding Christian character and maturity.
2. Confining posted discussion groups or classmate contacts to class-related issues.
3. Petitioning or appealing academic or disciplinary decisions in an appropriate manner.

Crown Online reserves the right to take disciplinary action against students practicing misconduct, which may include course and/or program dismissal. Appeals or special circumstances will be dealt with on an individual basis.
Associate Degree Programs

Crown’s associate degrees are three-year programs of 65 semester credits or more which enable students to complete their General Education Requirements (GERs) as well as focus on a particular area of concentrated study. An associate’s degree can also prepare the way for continuing on toward a baccalaureate degree.

Business Concentration

—Associate of Science

Offered On Campus. Business firms need people with a diversity of educational backgrounds. This degree serves as a foundation for various careers in business such as accounting, finance, marketing, advertising, management, and computers.

With this Associate of Science degree, a student may enter the Management and Ethics or online Business Administration degree program to obtain a baccalaureate degree.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
</tr>
<tr>
<td>BIB 233</td>
<td>Gospel of John</td>
</tr>
<tr>
<td>HIS 135X</td>
<td>Old Testament History</td>
</tr>
<tr>
<td>HIS 136X</td>
<td>New Testament History</td>
</tr>
<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. General Studies</th>
<th>39 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 331</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ENG 131</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
</tr>
<tr>
<td>ENG 133</td>
<td>Speech</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>HIS</td>
<td>History Electives</td>
</tr>
<tr>
<td>^1</td>
<td>Humanities Elective</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Mathematics Survey</td>
</tr>
<tr>
<td>PED 100</td>
<td>Lifetime Wellness</td>
</tr>
<tr>
<td>PSY 130</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SCI</td>
<td>Lab Science Elective</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Strategies for College Success</td>
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<table>
<thead>
<tr>
<th>III. Concentration</th>
<th>12 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 132</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Concepts of Personal Finance</td>
</tr>
<tr>
<td>IT 226</td>
<td>Computer Information Systems</td>
</tr>
<tr>
<td>ACC 227</td>
<td>College Accounting</td>
</tr>
</tbody>
</table>

**TOTAL** | 66 Credits

^1Select humanities elective from: COM, ENG, FAR, or HIS.

^2May be waived for students with previous college experience. Credits should be replaced with General Electives.
Christian Ministry
—Associate of Science

Offered Online. This degree is designed for students with a high school diploma or GED and little or no college experience. It provides a firm foundation of general education and biblical studies.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134 Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233 Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>HIS 135X Old Testament History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136X New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>THE 231 Christian Doctrine</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>II. General Studies</th>
<th>41-43 Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 131 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133 Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 233 American Literature or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 130 Topics in Western Civilization or History Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332 Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 103 Introduction to Online Computing</td>
<td>2</td>
</tr>
<tr>
<td>MAT 130 Math Survey</td>
<td>3</td>
</tr>
<tr>
<td>PED 100 Lifetime Wellness</td>
<td>1</td>
</tr>
<tr>
<td>PSY 130 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 236 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 131 Foundations of Biology</td>
<td>4</td>
</tr>
<tr>
<td>SCI 205 Ecology Online</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101 Strategies for College Success</td>
<td>2</td>
</tr>
<tr>
<td>SOC 230 Sociology</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>III. Christian Ministry</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 131 Missions in Perspective</td>
<td>3</td>
</tr>
<tr>
<td>CED 232 Methods of Discipling Youth or</td>
<td></td>
</tr>
<tr>
<td>CED 336 Dynamics of Small Groups</td>
<td>3</td>
</tr>
<tr>
<td>CHM 300 Spiritual and Personal Formation</td>
<td>3</td>
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</tbody>
</table>

TOTAL 65-67 Credits

1Select humanities electives from: COM, ENG, FAR, or HIS.
2May be waived for students with previous college experience.
Christian Studies Concentration  
—Associate of Arts

**Offered On Campus.** This degree is designed to give students a foundation in Christian Studies. The undesignated electives permit students to sample from other fields in order to experience a wide variety of ministry opportunities. The Christian Studies Concentration can also be used as a foundation for the bachelor of science in Christian Ministry degree.

### I. Christian Studies ............................. 15 Credits
- BIB 134 Methods of Bible Study 3
- BIB 233 Gospel of John 3
- HIS 135X Old Testament History 3
- HIS 136X New Testament History 3
- THE 231 Christian Doctrine 3

### II. General Studies ............................. 45 Credits
- BUS 210 Concepts of Personal Finance 3
- ENG 131 English Composition 3
- ENG 132 Writing and Literature 3
- ENG 133 Speech 3
- ENG 332 Christian Classics 3
- ENG 339 Intercultural Communication or 1Humanities Elective 3
- HIS 130 Topics in Western Civilization 3
- HIS 332 Church History 3
- IT 100 Introduction to Computers 1
- IT 102 Introduction to the Internet 1
- MAT 130 Mathematics Survey 3
- PED 100 Lifetime Wellness 1
- PSY 130 General Psychology 3
- SCI 200 Ecology 4
- SCI 131 Foundations of Biology 3
- SOC 101 2Strategies for College Success 2
- SOC 434 Marriage and the Family 3

### III. Concentration ............................ 6 Credits
Determined by student’s educational plan and academic advisor.

**TOTAL ............................................ 66 Credits**

1Select humanities electives from: COM, ENG, FAR, or HIS.  
2May be waived for students with previous college experience.
Early Childhood Concentration
—Associate of Science

Offered On Campus. The Early Childhood degree provides a student with general studies courses as well as a foundation for those who plan to work with early childhood groups (birth to grade 3). Students can find work with organizations which only require an associate’s degree, or they can continue on with their studies to receive their baccalaureate degree and a license in Early Childhood or Elementary Education.

I. Christian Studies ...............................15 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
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<td>BIB 233</td>
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<tr>
<td>HIS 136X</td>
<td>New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
<td>3</td>
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</table>

II. General Studies .............................39 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
<td>ENG 131</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 332</td>
<td>Christian Classics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>¹Humanities Elective</td>
<td></td>
</tr>
<tr>
<td>HIS 130</td>
<td>Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332</td>
<td>Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Mathematics Survey</td>
<td>3</td>
</tr>
<tr>
<td>PED 100</td>
<td>Lifetime Wellness</td>
<td>1</td>
</tr>
<tr>
<td>PSY 130</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 236</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Ecology</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
<td>²Strategies for College Success</td>
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III. Concentration ..............................14 Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU 330</td>
<td>Introduction to the Exceptional Learner</td>
<td>2</td>
</tr>
<tr>
<td>SOC 325</td>
<td>Parent/Child Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>Development of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EED 239</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>EDU 241</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL ............................................68 Credits

¹Select humanities electives from: COM, ENG, FAR, or HIS.
²May be waived for students with previous college experience.
General Studies Concentration

—Associate of Arts

Offered On Campus and Online. The General Studies curriculum is designed for students who desire to transfer into a bachelor’s degree program, and who want the flexibility to broaden or narrow their first two years of undergraduate education. Students, with the guidance of an academic advisor, can design a transfer curriculum to meet particular needs as well as the specific requirements of the institution to which they may transfer.

In addition, the General Studies program provides for students who want a two-year education designed to meet their goals in a degree program but who do not intend to transfer.

I. Christian Studies .......................... 15 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233</td>
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</tr>
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<tr>
<td>HIS 136X</td>
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<td>3</td>
</tr>
<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
<td>3</td>
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</table>

II. General Studies .......................... 43 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or 1Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>FAR</td>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 132</td>
<td>2History/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136</td>
<td>History/Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MAT</td>
<td>Math Elective</td>
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<tr>
<td>PED</td>
<td>P.E. Elective</td>
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<tr>
<td>PSY 130</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

III. Electives ................................. 8 Credits

Take any of the elective courses from the other programs. Consult with an academic advisor for options.

TOTAL ......................................... 66 Credits

1Select Humanities electives from COM, ENG, FAR, or HIS.
2Students intending to pursue an education degree must take HIS 130 Topics in Western Civilization.
3Online students take IT 103 Introduction to Online Computing for 2 credits.
4Students intending to pursue an education degree must take a life science and a physical science.
5May be waived for students with previous college experience. Credits should be replaced with social science electives.
6Students intending to pursue an education degree must take PSY 236 Developmental Psychology.
Psychology Concentration
—Associate of Arts

Offered On Campus. The Associate of Arts with a concentration in psychology serves as a foundation for the discipline of psychology. The student will study principles, methods, vocabulary, and major theories in the study of human behavior.

All courses will apply toward a baccalaureate degree in psychology at Crown College and can serve as a foundation for any of the degree completion majors for students who wish to continue.

### I. Christian Studies ...............................15 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Methods of Bible Study</td>
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<td>HIS 136X</td>
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<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
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### II. General Studies .........................42 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
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<td>English Composition</td>
<td>3</td>
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<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
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<tr>
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<td>Speech</td>
<td>3</td>
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<tr>
<td>ENG 332</td>
<td>Christian Classics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1Humanities Elective</td>
<td></td>
</tr>
<tr>
<td>HIS 130</td>
<td>Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332</td>
<td>Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Mathematics Survey</td>
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<tr>
<td>PED 100</td>
<td>Lifetime Wellness</td>
<td>1</td>
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<tr>
<td>PSY 130</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SCI 200</td>
<td>Ecology</td>
<td>4</td>
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<tr>
<td>SCI 131</td>
<td>Foundations of Biology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>2Strategies for College Success</td>
<td>2</td>
</tr>
<tr>
<td>SOC 235</td>
<td>Human Relations</td>
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### III. Concentration ............................9 Credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PSY 232</td>
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<td>PSY 236</td>
<td>Developmental Psychology</td>
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<td>PSY 330</td>
<td>Counseling Psychology</td>
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</tbody>
</table>

**TOTAL ............................................66 Credits**

1Select humanities electives from: COM, ENG, FAR, or HIS.
2May be waived for students with previous college experience.
Degree Completion Programs

The curriculum in the degree completion program at Crown College is designed to provide students who have previously attended two or more years of college the opportunity to complete their baccalaureate degree. This is accomplished through instructional modules offered one evening or Saturday morning each week or through online course work.

Business Administration
—*Bachelor of Science*

**Offered Online.** This program is designed to prepare graduates to enter the business field with a concrete understanding of the fundamentals of business, such as accounting, economics, finance, management, marketing, statistics, transportation, and logistics.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 360 Concepts of Servant Leadership 3</td>
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</tr>
<tr>
<td>FND 370 Interpretation of the Old Testament 3</td>
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<tr>
<td>FND 374 Jesus and the Gospels 3</td>
<td></td>
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<tr>
<td>FND 474 Current Issues in Theology 3</td>
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<tr>
<td>FND 476 Interpreting Romans 3</td>
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<table>
<thead>
<tr>
<th>II. Business Administration Core</th>
<th>33 Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 228 Principles of Accounting I 3</td>
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</tr>
<tr>
<td>ACC 229 Principles of Accounting II 3</td>
<td></td>
</tr>
<tr>
<td>BUS 210 Concepts of Personal Finance 3</td>
<td></td>
</tr>
<tr>
<td>BUS 350 Principles of Marketing 3</td>
<td></td>
</tr>
<tr>
<td>BUS 421 Business Law 3</td>
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</table>

| BUS 422 Financial Management 3 |
| BUS 450 Strategy and Policy 3 |
| BUS 454 Business Research Methods 3 |
| ECO 331 Principles of Macroeconomics 3 |
| ECO 332 Principles of Microeconomics 3 |
| ME 354 Management Principles 3 |

**Major Requirements Total**: 48 Credits

*General Education Requirements* (see page 23): 77 Credits

**Total Credits for Bachelor’s Degree**: 125 Credits
Christian Ministry
—Bachelor of Science

Offered On Campus and Online. The Christian Ministry degree features a core of biblical studies to prepare leaders to grow healthy disciples and healthy churches. Leadership, preaching, evangelism, counseling, and discipleship ministries are common threads. Ministry internships provide practical ministry experience.

I. Christian Studies .................. 15 Credits
FND 360 Concepts of Servant Leadership 3
FND 370 Interpretation of the Old Testament 3
FND 374 Jesus and the Gospels 3
FND 474 Current Issues in Theology 3
FND 476 Interpreting Romans 3

II. Christian Ministry Core .............. 33 Credits
CM 350 Biblical and Historical Foundations for Ministry 3
CM 358 Making of the Modern Mind 3
CM 376 Theology of Evangelism 3
CM 380 Public Speaking in Ministry 3
CM 394 Ministry Internship I 3
CM 450 Human Diversity 3
CM 454 Biblical Perspectives of Worship 3
CM 480 Nurture and Discipleship 3
CM 482 Educational Ministry 3
CM 484 Counseling for Ministers and Church Leaders 3
CM 494 Ministry Internship II 3

Major Requirements Total .............. 48 Credits

General Education Requirements (see page 23) ........ 77 Credits

Total Credits for Bachelor’s Degree ........ 125 Credits

Christian Studies Minor ................ 18 Credits
BIB 134 Methods of Bible Study 3
BIB 135X Old Testament History 3
BIB 136X New Testament History 3
BIB 233 Gospel of John 3
BIB 238 Acts/Pastoral Epistles 3
THE 231 Christian Doctrine 3
Early Childhood Education

—Bachelor of Science

Offered On Campus and in Owatonna. The Early Childhood Education degree leads to an Early Childhood Licensure (birth–age 8). This licensure program is approved by the Minnesota Department of Education. Graduates can receive the necessary credentials to teach in public and private schools.

Students are required to take the Praxis I before they can apply for entrance to the Teacher Education Department of Crown College. Successful completion of the Praxis I & II is required for state licensure.

I. Christian Studies .................. 15 Credits
FND 360 Concepts of Servant Leadership 3
FND 370 Interpretation of the Old Testament 3
FND 374 Jesus and the Gospels 3
FND 474 Current Issues in Theology 3
FND 476 Interpreting Romans 3

II. Early Childhood Education Core ............ 54 Credits
ECE 320 Development of Young Children 3
ECE 330 Infant and Toddler Curriculum and Methods 3
ECE 331 Pre-Primary Curriculum and Methods 3
ECE 332 Kindergarten and Primary Curriculum and Methods 5
ECE 440 Student Teaching: Infants and Toddlers 2
ECE 442 Student Teaching: Pre-Primary 4
EDU 210 Media and Technology 2
EDU 241 Foundations of Education 3
EDU 310 Planning and Assessment 3
EDU 330 Introduction to the Exceptional Learner 2
EDU 350 Literacy Across the Curriculum 2
EDU 405 Classroom Environment 2
EDU 462 Professional Issues in Education 1
EED 239 Children’s Literature 3
EED 336 Elementary Reading and Communication Arts 4
EED 445 Student Teaching: Kindergarten and Primary 4
HEA 221 Personal and Community Health 2
PSY 232 Educational Psychology 3
SOC 325 Parent/Child Relationships 3

Major Requirements Total ............... 69 Credits

General Education Requirements (see page 23) ........ 56 Credits

Total Credits for Bachelor’s Degree ........ 125 Credits
Elementary Education
—Bachelor of Science

Offered On Campus and in Owatonna. The Elementary Education degree leads to an Elementary Education Licensure with either a Pre-Primary or Middle School Content Concentration. The Minnesota Board of Teaching through the Minnesota Department of Education has approved these licensure programs. Students must meet all requirements to be accepted into the Teacher Education Department. A prerequisite for acceptance into the Teacher Education Department is the completion of the Praxis I. Successful completion of the Praxis I & II is required for state licensure.

I. Christian Studies .......................... 15 Credits
FND 360 Concepts of Servant Leadership 3
FND 370 Interpretation of the Old Testament 3
FND 374 Jesus and the Gospels 3
FND 474 Current Issues in Theology 3
FND 476 Interpreting Romans 3

II. Elementary Education Core ............ 44 Credits
EDU 210 Media and Technology 2
EDU 241 Foundations of Education 3
EDU 310 Planning and Assessment 3
EDU 330 Introduction to the Exceptional Learner 2
EDU 350 Literacy Across the Curriculum 2
EDU 405 Classroom Environment 2
EDU 462 Professional Issues in Education 1
EED 239 Children’s Literature 3
EED 310 Elementary Fine Arts 2
EED 336 Elementary Reading and Communication Arts 4
EED 344 Elementary Mathematics 3
EED 345 Elementary Science and Health 2
EED 346 Elementary Social Studies 2
EED 448 Student Teaching: K–Grade 6 8
HEA 221 Personal and Community Health 2
PSY 232 Educational Psychology 3

III. Concentrations ............................. 11-18 Credits
1. Pre-Primary. ............................... 11 Credits
ECE 320 Development of Young Children 3
ECE 321 Literacy Development in Early Childhood 3
ECE 331 Pre-Primary Curriculum and Methods 3
ECE 441 Student Teaching: Pre-Primary 2

2. Middle School. ........................... 13–18 Credits
A. Communication Arts and Literature Concentration
ENG Literature or Writing Elective 3
MED 432 Communication Arts and Literature Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3

B. Social Studies Concentration
MED 431 Social Studies Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3
1 Social Science Elective 3

C. Science Concentration
MED 430 Science Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3
SCI Science Electives 6-8

Major Requirements Total ................... 70-77 Credits

General Education Requirements (see page 23) ........ 48-55 Credits

Total Credits for Bachelor’s Degree .......... 125 Credits

1 Select Social Science elective from ECO, HIS, PSY, or SOC.
Management and Ethics  
—*Bachelor of Science*

**Offered On Campus.** This major integrates biblical studies, business and managerial preparation, and liberal arts courses with the goal of developing vocational competence and an appreciation for the ethical and moral dimension of decision making. The program provides future leaders with knowledge of the methods and processes of professional management and an understanding of the complex and evolving social system within which they will apply this knowledge.

### I. Christian Studies  ................. 15 Credits

- FND 360  Concepts of Servant Leadership 3
- FND 370  Interpretation of the Old Testament 3
- FND 374  Jesus and the Gospels 3
- FND 474  Current Issues in Theology 3
- FND 476  Interpreting Romans 3

### II. Management and Ethics Core  ............. 33 Credits

- ME 350  Goals, Priorities, and Attitudes 3
- ME 354  Management Principles 3
- ME 380  Communication Concepts 3
- ME 390  Statistics 3
- ME 394  Senior Thesis I 3
- ME 450  Accounting for Managers 3
- ME 460  Economics for Managers 3
- ME 466  Marketing in a Global Economy 3
- ME 470  Christian Ethics 3
- ME 480  Case Studies in Ethics 3
- ME 494  Senior Thesis II 3

**Major Requirements Total ................. 48 Credits**

**General Education Requirements (see page 23) ........ 77 Credits**

**Total Credits for Bachelor’s Degree ........ 125 Credits**

### Management and Ethics Minor  ........ 18 Credits

- ME 354  Management Principles 3
- ME 380  Communication Concepts 3
- ME 450  Accounting for Managers 3
- ME 460  Economics for Managers 3
- ME 466  Marketing in a Global Economy 3
- ME 470  Christian Ethics 3
Nursing (BSN Completion)  
—Bachelor of Science in Nursing

Offered On Campus, Online, and in Owatonna. The BSN Completion program will provide the registered nurse with a Christian Studies foundation through which professional nursing care can be delivered. Students will acquire competency through the implementation of theory and research in clinical settings. The BSN Completion program will allow the student to develop in their understanding of the incorporation of critical thinking, communication, assessment, and technical skills in professional nursing practice. Courses and clinical experiences will emphasize the role of advocate and leader in biblically-based professional nursing care.

Applicants must have a cumulative GPA of 2.5 in previous college work and hold an unencumbered registered nursing license.

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I. Christian Studies ............................. 15 Credits
FND 360  Concepts of Servant Leadership  3
FND 370  Interpretation of the Old Testament  3
FND 374  Jesus and the Gospels  3
FND 474  Current Issues in Theology  3
FND 476  Interpreting Romans  3

II. Nursing Core ................................. 33 Credits
NUR 220  The Role of the Professional Nurse  3
NUR 305  Theoretical Foundations of Nursing  3
NUR 310  Physical Assessment  3
NUR 312  Pathophysiology  3
NUR 315  Pharmacology  3
NUR 330  Nursing of the Older Adult  4
NUR 349  Transcultural Nursing Concepts  3
NUR 415  Community Health Nursing  4
NUR 425  Nursing Research  3
NUR 435  Nursing Leadership and Management  4

Major Requirements Total ..................... 48 Credits

General Education Requirements (see page 23) .... 77 Credits

Total Credits for Bachelor’s Degree .......... 125 Credits
Psychology/Counseling Concentration
—Bachelor of Science

Offered On Campus and in Owatonna. The Psychology degree with a Counseling Concentration has been designed with an emphasis on counseling and psychology content. The curriculum focuses on issues of development, diversity, and human behavior and is designed for students desiring entry-level positions or continuing with graduate work.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 360 Concepts of Servant Leadership</td>
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<tr>
<td>FND 370 Interpretation of the Old Testament</td>
<td>3</td>
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<tr>
<td>FND 374 Jesus and the Gospels</td>
<td>3</td>
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<tr>
<td>FND 474 Current Issues in Theology</td>
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<tr>
<td>FND 476 Interpreting Romans</td>
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<table>
<thead>
<tr>
<th>II. Psychology/Counseling Core</th>
<th>33 Credits</th>
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<tbody>
<tr>
<td>PSY 225 Statistics</td>
<td>3</td>
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<td>PSY 240 Social Science Research Methods</td>
<td>3</td>
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<tr>
<td>PSY 331 Personality Theories</td>
<td>3</td>
</tr>
<tr>
<td>PSY 336 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 338 Theories of Counseling and Psychotherapy</td>
<td>3</td>
</tr>
<tr>
<td>PSY 342 Methods of Counseling</td>
<td>3</td>
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<tr>
<td>PSY 360 Diversity Issues in Counseling</td>
<td>3</td>
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<tr>
<td>PSY 431 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 433 Group Dynamics</td>
<td>3</td>
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<tr>
<td>PSY 442 Marriage and Family Counseling</td>
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<tr>
<td>PSY 446 Crisis Intervention</td>
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</table>

Major Requirements Total 48 Credits

General Education Requirements (see page 23) 77 Credits

Total Credits for Bachelor’s Degree 125 Credits

Psychology Minor 18 Credits

| PSY 130 General Psychology | 3 |
| PSY 236 Developmental Psychology | 3 |
| PSY 331 Personality Theories | 3 |
| PSY 336 Abnormal Psychology | 3 |
| PSY 338 Theories of Counseling and Psychotherapy | 3 |

Counseling Minor 18 Credits

| PSY 130 General Psychology | 3 |
| PSY 236 Developmental Psychology | 3 |
| PSY 336 Abnormal Psychology | 3 |
| PSY 338 Theories of Counseling and Psychotherapy | 3 |
| PSY 342 Methods of Counseling | 3 |
| PSY 360 Diversity Issues in Counseling | 3 |
Strategic Communication
—*Bachelor of Arts*

**Offered On Campus and Online.** The Strategic Communication degree is designed to prepare students whose career goals include written, verbal, human, or media communication. Students are enabled to apply critical thinking skills and appropriate application of biblical principles to the field of communication.

**I. Christian Studies** ...............15 Credits

- FND 360 Concepts of Servant Leadership 3
- FND 370 Interpretation of the Old Testament 3
- FND 374 Jesus and the Gospels 3
- FND 474 Current Issues in Theology 3
- FND 476 Interpreting Romans 3

**II. Strategic Communication Core** ...........33 Credits

- COM 140 Perspectives in Communication 3
- COM 150 Writing in Communication 3
- COM 247 Introduction to Media Production 3
- COM 310 Persuasive Communication 3
- COM 315 Media and Culture 3
- COM 357 Media Promotion 3
- COM 448 Advanced Writing for Mass Media 3
- COM 457 Organizational Communication 3
- ME 354 Management Principles 3
- ME 466 Marketing in a Global Economy 3
- PSY 240 Social Science Research Methods 3

**Major Requirements Total** .................48 Credits

- General Education Requirements (see page 23) ........77 Credits

**Total Credits for Bachelor’s Degree** ........125 Credits

---

**Communication Minor** ...............18 Credits

- COM 140 Perspectives in Communication 3
- COM 150 Writing in Communication 3
- COM 247 Introduction to Media Production 3
- COM 310 Persuasive Communication 3
- COM 315 Media & Culture 3
- COM Communication Elective 3
Certificate Programs

One-Year Bible Program

—Bible Certificate

Offered On Campus and Online. The Bible Certificate, which can be earned in three terms, is designed for students who desire to be more effective in volunteer positions in their church or for personal spiritual development. It can also be added to a previously earned bachelor’s degree as a solid undergraduate foundation for theological education at the graduate level.

Promise Program

—Office Administration Certificate

The Promise Program is a business skills and personal development program for women started in 1973 by the Union Gospel Mission of St. Paul. In 1988, Crown College joined forces with the Mission in order to offer the added dimension of post-secondary accreditation to the program. Students take six months of classroom instruction at the Promise Program facility in St. Paul followed by a two-month internship. Some graduates have used the 30 credits earned through the Promise Program as a foundation for further education. For additional information, call the director at 651-224-3024.

Education Licensures

The AGS Teacher Education Licensure Program offers adults who have already earned a bachelor’s degree in another field the opportunity to earn a Minnesota Teaching Licensure. Licensure programs are available in Early Childhood Education (license for birth through grade 3) and Elementary Education (license for K–6) with Pre-Primary or Middle School Content Concentrations. Although the class sessions are held conveniently for adults, students must have some flexibility in scheduling to allow for observation hours during the school day. All licensure applicants must have fulfilled the pre-requisite course work in English Composition, Speech, General Psychology, and a math elective.
## Early Childhood Licensure

### I. Core Requirements .......................... 27 Credits
- EDU 210 Media and Technology 2
- EDU 241 Foundations of Education 3
- EDU 310 Planning and Assessment 3
- EDU 330 Introduction to the Exceptional Learner 2
- EDU 350 Literacy Across the Curriculum 2
- EDU 405 Classroom Environment 2
- EDU 462 Professional Issues in Education 1
- EED 239 Children’s Literature 3
- EED 336 Elementary Reading and Communication Arts 4
- HEA 221 Personal and Community Health 2
- PSY 232 Educational Psychology 3

### II. Early Childhood Licensure ................... 27 Credits
- ECE 320 Development of Young Children 3
- ECE 330 Infant/Toddler Curriculum Methods 3
- ECE 331 Pre-Primary Curriculum and Methods 3
- ECE 332 Kindergarten and Primary Curriculum and Methods 5
- ECE 440 Student Teaching: Infant/Toddler 2
- ECE 442 Student Teaching: Pre-Primary 4
- EED 445 Student Teaching: K and Primary 4
- SOC 325 Parent/Child Relationships 3

**TOTAL .......................... 54 Credits**

## Elementary Education Licensure with Pre-primary Concentration

### I. Core Requirements .......................... 27 Credits
- EDU 210 Media and Technology 2
- EDU 241 Foundations of Education 3
- EDU 310 Planning and Assessment 3
- EDU 330 Introduction to the Exceptional Learner 2
- EDU 350 Literacy Across the Curriculum 2
- EDU 405 Classroom Environment 2
- EDU 462 Professional Issues in Education 1
- EED 239 Children’s Literature 3
- EED 336 Elementary Reading and Communication Arts 4
- HEA 221 Personal and Community Health 2
- PSY 232 Educational Psychology 3

### II. Elementary Education Licensure .......... 19 Credits
- EED 310 Elementary Fine Arts 2
- EED 344 Elementary Mathematics 3
- EED 345 Elementary Science and Health 2
- EED 346 Elementary Social Studies 2

### III. Pre-Primary Concentration ............... 11 Credits
- EED 448 Student Teaching: K-6 8

**TOTAL .......................... 57 Credits**
# Elementary Education Licensure with Middle School Concentration

## I. Core Requirements .......................... 27 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU 210</td>
<td>Media and Technology</td>
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</tr>
<tr>
<td>EDU 241</td>
<td>Foundations of Education</td>
<td>3</td>
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<tr>
<td>EDU 310</td>
<td>Planning and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDU 330</td>
<td>Introduction to the Exceptional Learner</td>
<td>2</td>
</tr>
<tr>
<td>EDU 350</td>
<td>Literacy Across the Curriculum</td>
<td>2</td>
</tr>
<tr>
<td>EDU 405</td>
<td>Classroom Environment</td>
<td>2</td>
</tr>
<tr>
<td>EDU 462</td>
<td>Professional Issues in Education</td>
<td>1</td>
</tr>
<tr>
<td>EED 239</td>
<td>Children’s Literature</td>
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<tr>
<td>EED 336</td>
<td>Elementary Reading and Communication Arts</td>
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<td>HEA 221</td>
<td>Personal and Community Health</td>
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<tr>
<td>PSY 232</td>
<td>Educational Psychology</td>
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## II. Elementary Education Licensure ............ 19 Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>EED 310</td>
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<td>EED 344</td>
<td>Elementary Mathematics</td>
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<td>EED 345</td>
<td>Elementary Science and Health</td>
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<td>EED 346</td>
<td>Elementary Social Studies</td>
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<td>EED 448</td>
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<td>ECE 441</td>
<td>Student Teaching: Pre-Primary</td>
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</table>

## III. Middle School Concentrations .......... 13-18 Credits

*Choose One:

### A. Communication Arts and Literature Concentration

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG</td>
<td>Literature or Writing Elective</td>
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<tr>
<td>MED 432</td>
<td>Comm. Arts and Lit. Methods: Middle School</td>
<td>3</td>
</tr>
<tr>
<td>MED 450</td>
<td>Student Teaching: Middle School</td>
<td>4</td>
</tr>
<tr>
<td>PSY 236</td>
<td>Developmental Psychology</td>
<td>3</td>
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</table>

### B. Social Studies Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MED 431</td>
<td>Social Studies Methods: Middle School</td>
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</tr>
<tr>
<td>MED 450</td>
<td>Student Teaching: Middle School</td>
<td>4</td>
</tr>
<tr>
<td>PSY 236</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI</td>
<td>Social Science Elective</td>
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### C. Science Concentration

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MED 430</td>
<td>Science Methods: Middle School</td>
<td>3</td>
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<tr>
<td>MED 450</td>
<td>Student Teaching: Middle School</td>
<td>4</td>
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<tr>
<td>PSY 236</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI</td>
<td>Science Electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

**TOTAL ........................................ 59-64 Credits**

*Select Social Science elective from ECO, HIS, PSY, or SOC.
Graduate Program

Bringing Excellence to Your Calling!

Graduate Program

- M.A. in Christian Studies (online only)
- M.A. in Educational Leadership
- M.A. in Intercultural Leadership Studies
- M.A. in Ministry Leadership
- M.A. in Organizational Leadership

Graduate Program Prerequisites

Students entering the Master of Arts program must meet the following undergraduate prerequisites:

- Educational Leadership requires 12 undergraduate credits in education
- Intercultural Leadership Studies requires 12 undergraduate credits in biblical and theological studies
- Ministry Leadership requires 12 undergraduate credits in biblical and theological studies
- Organizational Leadership requires 12 undergraduate credits in business and management, or two years of full-time work in a business setting

These undergraduate prerequisites can be fulfilled through previous college work or Credit for Prior Learning (CPL).

Graduation Requirements (Graduate)

Graduates from the master’s degree program must satisfy the following requirements:

- Completion of all course requirements for the desired degree within a period of seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee.)
- A minimum cumulative GPA of 3.0, and retake all course work of “C-” and below
- Fulfillment of the residency requirement (page 16).
- Satisfaction of all financial obligations with Crown College
- Recommendation of the faculty
- Approval of the Board of Trustees

The Graduate Program offers some classes on campus and all classes online. Depending on class size, concentration classes may meet on campus or online to enable students to complete degrees in a timely manner. Both venues offer professors who are experienced in their fields and committed to excellence.
Christian Studies
—Master of Arts

The Master of Arts in Christian Studies prepares students to:

- Examine the historical, theological and spiritual distinctives of the Christian and Missionary Alliance movement with a special emphasis on sanctification and healing.
- Demonstrate knowledge of Christian Theology through a study of scripture and church history in order to prepare for ministry.
- Investigate, analyze and demonstrate an understanding of cultural settings in a post-modern America and diverse overseas settings.
- Demonstrate knowledge of significant themes and issues presently impacting missions.

I. Core Phase

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GRD 501</td>
<td>Spiritual Foundations for Leadership</td>
<td>3</td>
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<tr>
<td>GRD 503</td>
<td>Leadership and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ICS 551</td>
<td>Contemporary Issues in Missions*</td>
<td>3</td>
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<tr>
<td>MIN 530</td>
<td>Foundations of Church Planting</td>
<td>3</td>
</tr>
<tr>
<td>MIN 522</td>
<td>Alliance Distinctives*</td>
<td>3</td>
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<tr>
<td>MIN 524</td>
<td>History of the Church</td>
<td>3</td>
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<tr>
<td>MIN 523</td>
<td>Christian Theology*</td>
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II. Elective Track

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<tr>
<td>MIN 5XX</td>
<td>Theology Elective</td>
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<tr>
<td>MIN 5XX</td>
<td>Philosophy Elective</td>
<td>3</td>
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<tr>
<td>MIN 5XX</td>
<td>Old Testament Elective</td>
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<tr>
<td>MIN 5XX</td>
<td>New Testament Elective</td>
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TOTAL

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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>36</td>
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</tbody>
</table>

* Courses contain the consecration/ordination requirements of The Christian and Missionary Alliance.
The Master of Arts in Educational Leadership is designed to:

- Prepare graduates for leadership roles in public and private organizations
- Develop an understanding of learning as it relates to the classroom setting
- Integrate the models of leadership with faith, educational environments and human resources
- Promote performance and effectiveness in designing, managing, and evaluating the educational setting

Prerequisites: Enrollment in the Master of Arts in Educational Leadership requires twelve undergraduate semester credits in education.

<table>
<thead>
<tr>
<th>I. Core Phase</th>
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<tr>
<td>GRD 501  Spiritual Foundations for Leadership</td>
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<tr>
<td>GRD 502  Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRD 503  Leadership and Culture</td>
<td>3</td>
</tr>
<tr>
<td>GRD 504  Organizational Communication</td>
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<th>II. Research Core</th>
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<td>GRD 505  Introduction to Social Science Research Methods</td>
<td>3</td>
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<tr>
<td>GRD 506  Data Driven Decisions</td>
<td>3</td>
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<tr>
<td>GRD 507  Integrated Research Study</td>
<td>3</td>
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<tr>
<th>III. Concentration</th>
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<tr>
<td>EDU 551  Improving Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDU 552  Designing Curriculum</td>
<td>3</td>
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<tr>
<td>EDU 553  Managing Classrooms</td>
<td>3</td>
</tr>
<tr>
<td>EDU 554  Measuring and Assessing</td>
<td>3</td>
</tr>
<tr>
<td>Elective (consult with advisor)</td>
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</tbody>
</table>

TOTAL 36 Credits
Intercultural Leadership Studies
—Master of Arts

The Master of Arts in Intercultural Leadership Studies is designed to:

- Prepare students for cross-cultural ministry under missionary sending agencies and denominations, such as The Christian and Missionary Alliance
- Integrate missiological theory and practice
- Facilitate a comprehension of culture in general
- Promote an understanding of the interplay among culture, gospel, and ministry

Prerequisites: Enrollment in the Master of Arts in Intercultural Leadership Studies requires twelve undergraduate semester credits of biblical and theological studies.

I. Core Phase

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GRD 501</td>
<td>Spiritual Foundations for Leadership</td>
<td>3</td>
</tr>
<tr>
<td>GRD 502</td>
<td>Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRD 503</td>
<td>Leadership and Culture</td>
<td>3</td>
</tr>
<tr>
<td>GRD 504</td>
<td>Organizational Communication</td>
<td>3</td>
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12 Credits

II. Research Core

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GRD 505</td>
<td>Introduction to Social Science Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>GRD 506</td>
<td>Data Driven Decisions</td>
<td>3</td>
</tr>
<tr>
<td>GRD 507</td>
<td>Integrated Research Study</td>
<td>3</td>
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9 Credits

III. Concentration

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ICS 551</td>
<td>Contemporary Issues in Missions</td>
<td>3</td>
</tr>
<tr>
<td>ICS 552</td>
<td>Intercultural Team Building</td>
<td>3</td>
</tr>
<tr>
<td>ICS 553</td>
<td>World Church Growth Principles and Strategies</td>
<td>3</td>
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<tr>
<td>ICS 554</td>
<td>Intercultural Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>Elective (consult with advisor)</td>
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</tbody>
</table>

15 Credits

TOTAL

36 Credits
Ministry Leadership  
—Master of Arts

The Master of Arts in Ministry Leadership is designed to:

- Prepare men and women for leadership positions in local church and church-related ministries
- Integrate theory and practice with an intercultural studies component
- Equip church leaders to study and engage a changing culture with the good news of Jesus Christ

Prerequisites: Enrollment in the Master of Arts in Ministry Leadership requires twelve undergraduate semester credits of biblical and theological studies.

<table>
<thead>
<tr>
<th>I. Core Phase</th>
<th>12 Credits</th>
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<tbody>
<tr>
<td>GRD 501 Spiritual Foundations for Leadership</td>
<td>3</td>
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<tr>
<td>GRD 502 Strategic Planning</td>
<td>3</td>
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<tr>
<td>GRD 503 Leadership and Culture</td>
<td>3</td>
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<tr>
<td>GRD 504 Organizational Communication</td>
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<tr>
<th>II. Research Core</th>
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<tbody>
<tr>
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<td>GRD 506 Data Driven Decisions</td>
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<tr>
<td>GRD 507 Integrated Research Study</td>
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<table>
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<tr>
<th>III. Concentration</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN 551 The Biblical Communicator</td>
<td>3</td>
</tr>
<tr>
<td>MIN 552 Facilitating Spiritual Formation</td>
<td>3</td>
</tr>
<tr>
<td>MIN 553 Outreach Oriented Leader</td>
<td>3</td>
</tr>
<tr>
<td>MIN Electives (consult with advisor)</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL** | .36 Credits
Organizational Leadership  
—Master of Arts

The Master of Arts in Organizational Leadership is designed to:

• Integrate knowledge and skills within the context of management and leadership
• Prepare leaders to meet the challenges of a changing administrative environment
• Promote leadership styles that will produce effective organizations
• Facilitate learning that will allow students to develop an understanding of the needs for leadership in different types of organizations

Prerequisites: Enrollment in the Master of Arts in Organizational Leadership requires twelve semester credits of business, accounting, or management or two years of full-time work in a business setting.

I. Core Phase ..................................................12 Credits

GRD 501 Spiritual Foundations for Leadership 3
GRD 502 Strategic Planning 3
GRD 503 Leadership and Culture 3
GRD 504 Organizational Communication 3

II. Research Core ..........................9 Credits

GRD 505 Introduction to Social Science Research Methods 3
GRD 506 Data Driven Decisions 3
GRD 507 Integrated Research Study or Elective (consult with advisor) 3

III. Concentration ..................................15 Credits

ORG 551 Foundations of Organization Theory 3
ORG 552 Organizational Behavior 3
ORG 553 Organizational Development 3
ORG 554 Ethical Leadership 3
Elective (consult with advisor) 3

TOTAL .......................................................36 Credits
Christian Studies Emphasis

The emphasis may be added to any leadership degree track except the Christian Studies major. To add the emphasis, a student must earn a total of 42 credits in the master track. Thirty-three credits will be completed in the major area of study and the remaining 9 will be chosen from the emphasis track. Transfer work will not be applied to the emphasis.

Choose three of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MIN 523</td>
<td>Christian Theology</td>
<td>3</td>
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<tr>
<td>MIN 524</td>
<td>History of the Church</td>
<td>3</td>
</tr>
<tr>
<td>MIN 5XX</td>
<td>Old Testament Elective</td>
<td>3</td>
</tr>
<tr>
<td>MIN 5XX</td>
<td>New Testament Elective</td>
<td>3</td>
</tr>
</tbody>
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**TOTAL** 9 Credits
## ACC—ACCOUNTING

### ACC 227 College Accounting 3 Credits
This course is designed to acquaint students with the principles of accounting theory and practice, and emphasizes the accounting cycle, financial statement preparation, accounting techniques, and their role in decision making.

### ACC 228 Principles of Accounting I 3 Credits
An introductory course designed to acquaint students with the principles of accounting theory, emphasizing the accounting cycle and financial statement preparation.

### ACC 229 Principles of Accounting II 3 Credits
A continuation of the introductory course in accounting with additional emphasis upon accounting techniques and their role in decision-making.

Prerequisite: ACC 228

## BIB—BIBLE

### BIB 134 Methods of Bible Study 3 Credits
The aim of this study is to give the student practical experience in personal Bible study. Different methodologies are used in a discovery process with emphasis on inductive Bible study. A biblical book is used for demonstrating these methods.

### BIB 135X Old Testament History 3 Credits
A study of the historical background and general content of the Old Testament books with a view to giving the student an overall perspective of the message of the Old Testament in the light of its contemporary setting. (Also HIS 135X)

### BIB 136X New Testament History 3 Credits
A study of the historical background and general content of the New Testament books with a view to giving the student an overall perspective of the message of the New Testament in the light of its contemporary setting. (Also HIS 136X)

### BIB 233 Gospel of John 3 Credits
The fourth Gospel will be examined as to its background, teaching, and theological themes and compared with the synoptic Gospels. In addition, the relevance of the text will be explored for personal growth, teaching, and preaching.

### BIB 238 Acts/Pastoral Epistles 3 Credits
This course is an examination of the expansion and problems of the early church through a chapter-by-chapter study of Acts, Titus, and I and II Timothy, as well as a study of the internal and external threats to the church and the emergence of a strengthened leadership to meet the challenge.

## BUS—BUSINESS

### BUS 132 Introduction to Business 3 Credits
This course is an introduction to the role of business in our society. Areas of study include the structure of business, its principal activities, and the environment within which it operates.

### BUS 210 Concepts of Personal Finance 3 Credits
A practical study of what Scripture says about financial stewardship, tithing, giving, investing, and the use of debt. Students will develop personal budgets and financial goals. Discussion will also include the use of various types of credit and insurance.
BUS 221 Business Communications 3 Credits
This course is designed to help students develop and strengthen skills of effective business and professional communication in written, oral, and non-verbal modes. Students learn to apply specific reasoned, practical, and ethical business communication principles to composing and delivering typical business and professional messages. Students’ awareness of communication contexts and practices in other cultures is enhanced.

BUS 350 Principles of Marketing 3 Credits
An introductory course intended to provide a basic understanding of what marketing is and how it is used in the business environment.

BUS 372X Workplace Communication I: Principles 3 Credits
This course is a thorough introduction to the principles and best practices of effective workplace communication. It focuses on an understanding of language selection, message construction, methods and mediums adapted to various audiences, and desired outcomes. Students will be provided content that will help them to strengthen skills in written and oral methods of communication and be presented with relevant topics, examples and concepts that can be utilized in “real-world” business/organizational settings. (Also COM 372X)

BUS 373X Workplace Communication II: Practice 3 Credits
This course provides an analytical and practical understanding of the process of the effective use of spoken and written language with visuals to accomplish communication objectives in the workplace. The course helps students to develop the ability to utilize their own insight into workplace communication by applying the latest theory and best practices of effective workplace communication. Students will apply the knowledge and skills developed in Workplace Communication I: Principles and this course to their individual work environments. (Also COM 373X)

Prerequisite: BUS 372X/COM 372X

BUS 421 Business Law 3 Credits
A study course designed specifically to acquaint students with sales, contract, and business organization law.

BUS 422 Financial Management 3 Credits
A course addressing the need of sound financial management within business. Areas of study include: time value of money, cash flow analysis, financial planning, risk, and capital budgeting.

Prerequisite: ACC 228 and ACC 229

BUS 450 Strategy and Policy 3 Credits
The purpose of this course is to integrate organizational strategy with functional policy and operation design through analysis of management structure. The intent is to analyze the process of transforming planning “strategy” into managerial action through theory and case analysis.

BUS 454 Business Research Methods 3 Credits
This course is the final class students will take in the business program and has been designed to prepare them for completing research assignments in the marketplace or in graduate school. The material presented will assist students in developing knowledge of business research methods, suitable for workplace application, to enable solutions and recommendations founded on legitimate and efficient data and information.

CED—CHRISTIAN EDUCATION

CED 232 Methods of Discipling Youth 3 Credits
A study of the nature and needs of youth in early, middle and later adolescence. Methods of teaching, counseling, and program building for age levels are studied.

CED 336 Dynamics of Small Groups 3 Credits
Integrates biblical directives with small group dynamics, emphasizing ministry within a relational model of the group. This course aims to develop skills and attributes for both leadership and participation. Students will participate in a small group process throughout the course.

CM—CHRISTIAN MINISTRY

CHM 300 Spiritual and Personal Formation 3 Credits
This course focuses on the spiritual development of the individual, especially reading from the modern classics in spiritual formation. Biblical principles and spiritual disciplines that govern the character and conduct of Christians will be addressed. The course also considers issues of personal formation. (Only available through the Online program.)

CM 350 Biblical and Historical Foundations for Ministry 3 Credits
The nature of ministry is studied from both the biblical and historical perspectives as a basis for understanding the role of the church leader today. Study includes an in-depth exploration of the call to ministry, the minister’s character and identity, spiritual formation, and philosophy of ministry.
CM 358 Making of the Modern Mind 3 Credits
In this course, students gain an understanding of philosophical concepts, including Christian thought, beginning with the Greeks through Augustine, and concluding with the significant philosophical systems of the western world. Included is an evaluation of these systems relative to personal faith and values and the development of a personal statement of philosophy.

CM 376 Theology of Evangelism 3 Credits
Development of a biblical theology of evangelism, including the place of God and His Word in evangelism, the gift of and the call to evangelism, biblical considerations of components of personal evangelism and the importance of proper follow-up through a careful study of the Scriptures. Includes field experience and Scripture memorization.

CM 380 Public Speaking in Ministry 3 Credits

CM 394 Ministry Internship I 3 Credits
Student enters into a mentoring relationship with a capable minister and arranges to participate in a wide range of church activities. Students are introduced to the plan, process and expectations of the internship experience. Satisfactory/Unsatisfactory grading only.

CM 450 Human Diversity 3 Credits
Study of the various applications of ministry between people who are different from one another. Applies models of the intercultural person to multicultural and intergenerational relationships.

CM 454X Biblical Perspectives of Worship 3 Credits
Study of worship focusing on the contrasts of true, false, and vain worship as seen in a survey of biblical examples from the Old and New Testaments. Emphasis is placed on the development of creativity and balance in the corporate worship experience.

CM 480 Nurture and Discipleship 3 Credits
Study of the nature of spiritual formation and discipleship. Development of models for ministries to a selected group (families, youth, children, singles, etc.) based on the needs of that particular group and principles of effective guidance for that group.

CM 482 Educational Ministry 3 Credits
Study of the process of teaching and learning as it relates to using the Bible to bring about life changes. Included is an overview of the program of Christian Education as it is found in the local church.

CM 484 Counseling for Ministers and Church Leaders 3 Credits
Designed to provide a basis for counseling by ministers and other church leaders. Various counseling styles and methods are considered and related to typical situations faced in church ministry. Counseling ethics, referral, and the integration of counseling with other forms of pastoral staff care are emphasized (e.g. premarital, personal/family crisis, guidance, grief, death, and dying).

CM 494 Ministry Internship II 3 Credits
Analysis of internship experience in light of the training received in the program and the preparation of oral and written presentations evaluating learning. Satisfactory/Unsatisfactory grading only.
Prerequisite: CM 394

COM 140 Perspectives in Communication 3 Credits
A foundational course that explores patterns and processes of human communication as they are relevant to daily life. Objectives include the analysis and improvement of communication and interpersonal, intercultural, group, organizational, and speaker-audience settings. Foundations for non-mediated communications are established.

COM 150 Writing in Communication 3 Credits
The practical, hands-on study of effective writing which occurs in basic human communication and various forms of mediated communication in contemporary society. From a foundation of successful writing and interpersonal and group contexts, students will then discuss and acquire writing skills relevant to the media industries: newspapers, magazines, radio, television, cinema, and internet.

COM 224 Mass Media Literacy 3 Credits
The foundational course for the study of mediated communication. Objectives include an understanding and critical evaluation of how the media industries and supporting industries function, and a discussion of the roles Christians can play in media careers and ministries.
COM 247  Introduction to Media Production  3 Credits
Examines the principles and practices of media creation for today’s society. Special consideration will be given to storytelling as a basis for mediated messages. Other topics will include developmental strategies for audio/visual communication and an overview of the broadcast industry.

COM 310  Persuasive Communication  3 Credits
Focuses in the dual responsibilities of creation and reception in persuasive messages. Theoretical considerations include credibility, proofs and argumentation. Practical applications will highlight personal influence, public campaigns and media techniques. Ethical standards for persuasion will also be probed.

COM 315  Media and Culture 3 Credits
An in-depth exploration of how the media of mass communication both reflect and influence our culture. The relationship between our environment, our social interaction and various communication channels will be examined. Students will be challenged with the task of using communication forms to transform popular culture rather than being uncritically transformed by it.

COM 330  Interpersonal Communication 3 Credits
The study of face-to-face interaction and the creation of meaningful relationships. Students will study the roles of communication in family systems, self-identity, intimate relationships, gender issues, and non-verbal contexts. Evaluation of personal interaction skills is emphasized.

COM 352  Communication Ethics  3 Credits
An introductory study of ethical approaches to human and mediated communication. On a case by case basis, issues such as fairness, privacy, and taste are explored from biblical perspectives on right and wrong behavior within communication contexts.

COM 356  Small Group Communication 3 Credits
An integration of theory, research, and practice related to the structure and function of groups. Topics addressed will include group member roles, decision making, problem solving, and other variables contributing to effective communication within a group.

COM 357  Media Promotion 3 Credits
Explores distribution models related to non-traditional media outlets. Students will understand recent media shifts coupled with a new media plan allowing an effective promotional strategy. Topics addressed will include media planning, persuasive interactive media and social media environments.

COM 372X  Workplace Communication I: Principles  3 Credits
This course is a thorough introduction to the principles and best practices of effective workplace communication. It focuses on an understanding of language selection, message construction, methods and mediums adapted to various audiences and desired outcomes. Students will be provided content that will help them to strengthen skills in written and oral methods of communication and be presented with relevant topics, examples and concepts that can be utilized in “real-world” business/organizational settings. (Also BUS 372X)

COM 373X  Workplace Communication II: Practice 3 Credits
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Prerequisite: BUS 372X/COM 372X

COM 448  Advanced Writing for Mass Media 3 Credits
A senior-level course emphasizing advanced research, writing, editing, and production techniques for the mass media. Beyond the employment of techniques and disciplines common to all media writing, students will then design an intensive project which builds off their unique media interests. The complete development of this project, from research through production, will be the practical requirement.

COM 457  Organizational Communication 3 Credits
Acknowledges research and theories which account for the communication process in complex planned, deliberately structured, goal directed, and culturally unique social systems. Questions relevant to the role of communication in defining organizational structures and in the achievement of personal and organizational goals are explored.

ECE—EARLY CHILDHOOD EDUCATION

ECE 320  Development of Young Children 3 Credits
Principles and theories of early childhood development and learning will be studied. Focus will be on a holistic view of development, prenatal through eight years of age, with emphasis on major developmental domains: physical, cognitive, social, emotional, and creative. Strategies for assessing young children
will be explored. Consideration will be given to the adult’s role in supporting the development and learning of young children.

**ECE 321 Literacy Development in Early Childhood 3 Credits**

The purpose of this course is to explore the literacy development of young children in a culturally diverse society. Students will explore foundational theory, language acquisition of children from birth through age eight, and developmentally appropriate instructional practices. Emphasis is given to the characteristics of a balanced, literature-rich program that integrates language with beginning reading and writing concepts. Students will investigate the role of the teacher in the development of language processes and guiding Christian principles. Students will learn to plan and assess language learning in preschool and preprimary classrooms. (Only available online.)

**Prerequisites:** ECE 320, EDU 310, and admission to the Teacher Education Department

**ECE 330 Infant and Toddler Curriculum and Methods 3 Credits**

Course content includes the interaction between organic, emotional, and cognitive factors within the first 36 months of a child’s life. Research on brain development studies, family development, parent/child relations, parenting skills, family systems, structure, and function are addressed. Other topics include significance of attachment, language development, sensory motor development, theories of cognitive development, ways to develop values and character, and age-appropriate learning environments and activities. (Portfolio and field experience requirements.)

**Prerequisites:** ECE 320, EDU 310 and admission to the Teacher Education Department

**ECE 331 Pre-Primary Curriculum and Methods 3 Credits**

This course provides the theoretical and practical framework of how children ages 3-5 learn. Age-appropriate methods of teaching, process education through exposure to appropriate materials and procedures, and child-centered curriculum are emphasized. Science, social studies, math, language arts, and creative arts are understood through the schema of a 3 to 5 year-old child’s needs. Focus is on assessment and evaluation of the young child’s progress all areas of learning, including the building of values and character. (Portfolio and field experience requirements.)

**Prerequisites:** ECE 320, EDU 310, and admission to the Teacher Education Department

**ECE 332 Kindergarten and Primary Curriculum and Methods 5 Credits**

This course provides the theoretical and practical framework of how kindergarten through grade 3 children learn. Age-appropriate methods of teaching and the process of education, as reflected through sharing appropriate materials and procedures, are emphasized. The course is designed to meet the same criteria as the Elementary Education major’s study of K–3 teaching methods in fine arts, health, math, science, and social studies. (Portfolio and field experience requirements.)

**Prerequisites:** ECE 320, EDU 310, and admission to the Teacher Education Department

**ECo—ECONOMICS**

**ECo 331 Principles of Macroeconomics 3 Credits**

An introductory course in the fundamental principles regarding production, distribution, consumption, and exchange of wealth—dealing specifically with macroeconomics. Consideration is given to national income, money and banking, including the role of government with respect to fiscal and monetary policies. Biblical principles and ethical implications will be addressed.
**ECO 332  Principles of Microeconomics  3 Credits**
The continuation of ECO 331 dealing specifically with the study of microeconomics. Biblical principles and ethical implications will be addressed.

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**EDU—EDUCATION**

**EDU 210  Media and Technology  2 Credits**
This course develops techniques for using both simple and complex media formats in the classroom. Emphasis is on effective use of computer hardware and software for lesson design, portfolio development, curriculum delivery, and classroom administration. (Portfolio requirement.)

**EDU 241  Foundations of Education  3 Credits**
Examination of information from the fields of history, philosophy, and sociology which is relevant to the understanding of the teaching profession, development of school policy, and current educational issues. (Portfolio and field experience requirements.)

**EDU 310  Planning and Assessment  3 Credits**
This course provides the theoretical and practical foundation for the design and management of instruction and for the use of formal and informal assessment strategies. The course provides the prospective teacher with the opportunity to plan instructional units and to assess learning based on knowledge of subject matter, students, the community, and curricular goals. (Portfolio requirement.)

Prerequisites:  EDU 241, PSY 232

**EDU 330  Introduction to the Exceptional Learner  2 Credits**
This course provides an understanding of the exceptional learner, and of the rapidly changing field of special education. Topics include special education categories and terminology, current issues and laws, alternative program designs for meeting exceptional needs (mainstreaming, integration, and inclusion), the Individualized Education Plan (IEP) and assessment, school responsibilities, parent rights, the roles of the regular teacher and the special educator, the origin and nature of exceptionalities, and instructional strategies for the exceptional learner. (Portfolio requirement.)

Prerequisite:  EDU 310

**EDU 350  Literacy Across the Curriculum  2 Credits**
This course provides an integrated model of literacy using a constructivist approach. Students learn the basic knowledge associated with teaching literacy across the curriculum in the K-12 world. This course will specifically address the five components of language arts (reading-fluency, comprehension, and vocabulary, writing, listening, speaking/presenting and visual literacy) and the process of learning each component. Also addressed will be those students who are not progressing at an average rate through the components. RtI and other intervention methods will be introduced and discussed along with strategies for enhancement of literacy instruction in content areas.

**EDU 405  Classroom Environment  2 Credits**
This course explores teaching as a matter of relationships among individuals. Students explore these relationships to discover their need to be grounded in rapport and mutual respect between teacher and students, and among students. Important ideas covered are how group motivation and effective classroom management create an environment that encourages positive social interaction, active engagement in learning, and self-motivation. (Portfolio requirement.)

Prerequisite:  EDU 310

**EDU 462  Professional Issues in Education  1 Credit**
In this course following student teaching, students are challenged to consider the relationship between their Christian faith and their role as a teacher. They grow in understanding of current practical and political issues, as well as educational trends affecting the profession. The course addresses such relevant issues as job searching, resume development, and successful interviewing, and it provides a culminating experience in preparing their educational portfolios. (Portfolio requirement.)

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**EED—ELEMENTARY EDUCATION**

**EED 239  Children’s Literature  3 Credits**
A study of a broad range of literature for children from prekindergarten through junior high school age. Sources and criteria for book selection such as authors, illustrators, and titles in the field of children’s literature based on Newbery, Caldecott, and other awards are studied. Children’s and adolescents’ reading interests and tastes are examined, with emphasis on the proper use of literature in meeting their personal and spiritual needs.

**EED 310  Elementary Fine Arts  2 Credits**
This course introduces and develops skills needed to teach art and music in the elementary classroom. Music content includes fundamentals such as notation and the piano keyboard, as well as instructional techniques for classroom music. Art content includes two- and three-dimensional art processes, basic elements of art, and use of media and materials suitable for teaching children.
Appreciation for the arts is cultivated through one or more field trips. (Field experience in approved site required.)

Prerequisites: EDU 330, EDU 450, EED 336, and admission to Teacher Education Department.

EED 336 Elementary Reading and Communication Arts 4 Credits

Presents an integrated model of communication and uses a constructivist approach. Students learn the various methods, techniques, and materials needed for developing all of the communication skills—listening, speaking, reading, and writing—for children from birth through grade six. Needs of the exceptional child are considered, and emphasis is on issues, research, and current practices in reading and the communication arts. Field experience in approved site includes diagnostic testing and instruction. Fee. (Portfolio and field experience requirements.)

Prerequisites: EED 239, EDU 330 and admission to Teacher Education Department.

EED 344 Elementary Mathematics 3 Credits

This course involves learning methods and techniques of teaching mathematics for levels K–6. Emphasis is on application of learning theory to teaching mathematics. Students receive instruction in teaching strategies, models, and materials. They produce lessons and materials and use them during an extensive field experience in approved site. This course is based on the NCTM and Minnesota Graduation Standards.

Prerequisites: EDU 330, EDU 405, EED 336 and admission to Teacher Education Department.

EED 345 Elementary Science and Health 2 Credits

Methods and techniques of teaching science and health K–6, with emphasis on national science standards. Use and production of educational media, micro-teaching, and classroom field experience in approved site are included. Consideration is given to teaching the exceptional child.

Prerequisite: EDU 330, EDU 405, EED 336, and admission to Teacher Education Department

EED 346 Elementary Social Studies 2 Credits

Methods and techniques of teaching social studies K–6. Focus is on curriculum planning and content, as well as on materials and resources appropriate to the field. Some attention is given to computer applications and to classroom diversity. Peer teaching and classroom field experience in approved sites are included. (Portfolio requirement.)

Prerequisites: EDU 330, EDU 405, EED 336, and admission to Teacher Education Department.

EED 445 Student Teaching: Kindergarten and Primary 4 Credits

Direct teaching experience in an approved kindergarten through grade three setting. Students observe, participate, plan, and teach in an elementary school. Satisfactory /Unsatisfactory grading. Fee. (Portfolio requirement.)

Prerequisite: Admission to student teaching.

EED 448 Student Teaching: K–6 8 Credits

Direct teaching experience in approved kindergarten through grade six classroom. Students observe, participate, plan, and teach in an elementary school. Satisfactory /Unsatisfactory grading. Fee. (Portfolio requirement.)

Prerequisite: Admission to student teaching.

ENG—ENGLISH

ENG 131 English Composition 3 Credits

In this course the fundamentals of effective writing are emphasized, along with the elements of rhetoric—audience, speaker, and purpose. Narrative, informative, and persuasive composition are studied.

ENG 132 Writing and Literature 3 Credits

Continued instruction and practice in academic writing are the focal points of this course, with emphasis on research techniques.

ENG 133 Speech 3 Credits

This course provides the student with an introduction to the theory of the communication process. Each student will prepare and deliver speeches and will be given opportunity to gain skills in small group discussion and oral interpretation.

ENG 224 Introduction to Mass Media 3 Credits

An introduction to the writing techniques, objectives, and effects of journalism. The course will focus on the writing skills of both objective and persuasive methods, their expression through mass media forms (newspapers, magazines, newsletters, radio, and television), and their impact on different audience levels.

ENG 233 American Literature 3 Credits

An overview of non-dramatic literature of the United States, showing its development from colonial times to the present. Students also work individually and collaboratively to explore topics, works, and authors representing multi-cultural voices in the changing canon of American literature.
COURSE DESCRIPTIONS

ENG 332  Christian Classics  3 Credits
This is an overview of some of the most outstanding Christian literary works ranging from St. Augustine to C.S. Lewis. In a close study of Christian spiritual writings, the course demonstrates an effective integration of Christian faith and learning in literature.

ENG 339  Intercultural Communication  3 Credits
In every encounter between persons of different cultures, verbal and nonverbal factors facilitate or impede effective communication. With a focus on observing, describing, and interpreting these factors, this course is designed for students who plan to minister in sub-cultures within North America as well as for those who plan a career in foreign missions.

FAR 155  Art and Creative Development  3 Credits
An interactive look at the normative stages of art-making and the appreciation of artwork across the life span. Emphasis is on assessing the physical, intellectual, and psychological aspects of the creative process and product. The purpose of this course is to provide the student with aesthetic and developmental frameworks for the visual language and to illustrate its use as a vital means of personal and mass communication.

FND 360  Concepts of Servant Leadership  3 Credits
Study the concepts of leadership in the context of Scriptures. Biblical foundation utilized to bring about the integration of models of excellence in Christian faith with modern concepts of leadership.

FND 370  Interpretation of the Old Testament  3 Credits
Biblical interpretation of Old Testament literature with a view toward applying the teaching in contemporary ministry contexts.

FND 374  Jesus and the Gospels  3 Credits
Exploration of the synoptic gospels utilizing the appropriate procedures of biblical interpretation. Emphasis placed upon the process of translating the life, ministry and teaching of Jesus into relevant ministry settings.

FND 474  Current Issues in Theology  3 Credits
Study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin, salvation and the relationship of doctrine to the ministry context of a church. Themes examined through a focus on New Testament literature, predominantly from the epistle.

FND 476  Interpreting Romans  3 Credits
A historical and exegetical study of Paul’s epistle to the Romans with exposition and application of the book’s leading themes and as a model for the interpretation and study of other Pauline literature.

HEA 221  Personal and Community Health  2 Credits
This course provides instruction on health and safety in the home, school, and community. Consideration is given to school health programs, mental health, disease, first aid (Red Cross certification), nutrition, and family life education. The physical, psychological, and sociological causes and effects of chemical dependency on tobacco, alcohol, and other drugs are studied. (Only available through the Online program.)

HIS 130  Topics in Western Civilization  3 Credits
This history survey course focuses on selected eras of our civilization from the ancient world to the twentieth century. The emphasis is on some of the most significant themes, events, and people in the Western tradition with particular attention to ideas of lasting importance.

HIS 135X  Old Testament History  3 Credits
A study of the historical background and general content of the Old Testament books with a view to giving the student an overall perspective of the message of the Old Testament in the light of its contemporary setting. (Also BIB 135X)

HIS 136X  New Testament History  3 Credits
A study of the historical background and general content of the New Testament books with a view to giving the student an overall perspective of the message of the New Testament in the light of its contemporary setting. (Also BIB 136X)

HIS 332  Church History  3 Credits
A study of church history from the Apostolic church to the present. Topics considered will include the rise and growth of the early church, early theological controversies, the development and influence of the papacy, the schism between the Eastern and Western churches, the Reformation and the ensuing conflicts in
Europe, religious factors in the colonization of the New World, the great revival movements, and modern Christianity.

**ICS—INTERCULTURAL STUDIES**

**ICS 131 Missions in Perspective** 3 Credits
The course is designed to present basic concepts in missiological principles and practice. Areas of concern are the biblical basis of missions, the missionary call, the eternal condition of the unevangelized, the indigenous church, principles of church growth, and current issues in cross-cultural ministries.

**IT—INFORMATION TECHNOLOGY**

**IT 100 Introduction to Computers** 1 Credit
An introductory “hands-on” course in computing literacy and terminology. This course will provide an introduction to basic computing skills and Microsoft Word.

**IT 102 Introduction to the Internet** 1 Credit
This course is a continuation of Introduction to Computers with attention to the current Windows operating system and the Internet.

**Prerequisite:** IT 100

**IT 103 Introduction to Online Computing** 2 Credits
An introduction course focusing on the uses of computer technology, specifically the Internet, as a tool to enrich the student’s personal and professional life. Emphasis will be given to practical applications of the computing tools covered in this course. (Only available online.)

**IT 105 Introduction to Spreadsheet Concepts** 1 Credit
A “hands-on” introduction to the basic features of spreadsheet applications using Microsoft EXCEL. Topics demonstrated and practiced include: getting started with EXCEL, modifying an existing worksheet, building a worksheet, using worksheet shortcuts, enhancing worksheet appearance, and enhanced printed output.

**Prerequisite:** IT 102

**IT 106 Introduction to Database Applications** 1 Credit
A “hands-on” introduction to the basic feature of database applications using Microsoft Access. Topics demonstrated and practiced include: getting started with Access, setting up a new database, creating a form/modifying and manipulating data, displaying selected records, creating a report, and additional Access features.

**Prerequisite:** IT 102

**IT 226 Computer Information Systems** 3 Credits
An introductory course designed to develop techniques for efficient operation of computer information systems and to acquaint students with information processing history, terminology, and concepts. Students will develop skill in applying computer information systems to common organizational problems.

**MAT—MATHEMATICS**

**MAT 130 Mathematics Survey** 3 Credits
A mathematics survey course for the liberal arts or general education purposes, including quantitative literacy and mathematics competency. Course content includes problem solving and math modeling, sets, logic, algebra, geometry, probability, and consumer mathematics.

**MAT 130L Mathematics Survey Lab** 1 Credit
This is a one-credit lab focusing on the fundamentals of algebra. The lab addresses equations and inequalities, polynomials, and algebraic functions.

Most students whose majors require four credits of mathematics may complete this one credit lab during the same term as MAT 130. The lab, however, may be taken during a subsequent term when necessary.

This one credit will not be available to students that are currently registered in or have previous credit in college algebra.

**Prerequisite or Corequisite:** MAT 130 or consent of the instructor

**ME—MANAGEMENT AND ETHICS**

**ME 350 Goals, Priorities, and Attitudes** 3 Credits
Focus is on developing personal and career goals, setting priorities, building a positive self-concept, and the attitudes necessary for realizing goals.

**ME 354 Management Principles** 3 Credits
Analysis of the five components of management: planning, organizing, staffing, leading, and controlling as applied in both for-profit and non-profit organizations.
ME 380 Communication Concepts 3 Credits
Development of effective oral and written communication skills within the context of personal exchanges, small groups, and organizational settings. Includes composition of business correspondence.

ME 390 Statistics 3 Credits
Foundation concepts of statistical analysis and research methodology are developed in the context of an independent study project chosen from the student’s work or vocational environment.

ME 394 Senior Thesis I 3 Credits
Introduction to the plan, process, and product of the senior project and the three options for student research: applied design intervention, grant proposal submission, or alternative policy decision. Skills in research and written presentation are also developed. Satisfactory/Unsatisfactory grading.

ME 450 Accounting for Managers 3 Credits
Application of basic accounting and financial concepts including ratio analysis, change in financial position, income statements, balance sheets, and cash flow analysis to the managerial decision-making process.

ME 460 Economics for Managers 3 Credits
Managers and supervisors in all fields are involved with pricing, the production process/input mix, output decisions, internal and external incentives, product quality, and horizontal/vertical merger decisions. While economic principles cannot provide the decisions, these very principles are the basic tools for analyzing business situations. The focus of this course is to provide the economic tools necessary to form sound managerial decisions.

ME 466 Marketing in a Global Economy 3 Credits
Introduction to marketing concepts from a global perspective including the influence of social, psychological, and political factors.

ME 470 Christian Ethics 3 Credits
Study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

ME 480 Case Studies in Ethics 3 Credits
Reading, discussion, and development of papers pertaining to actual situations involving ethical issues and problems.

ME 494 Senior Thesis II 3 Credits
Presentation of oral and written analysis of research project results with an emphasis on the application of module learning to the research process. Satisfactory/Unsatisfactory grading only.

Prerequisite: ME 394

MED—MIDDLE SCHOOL EDUCATION

MED 430 Science Methods: Middle School 3 Credits
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about science curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching with emphasis on inquiry and discovery included. (Portfolio and field experience requirement.)

Prerequisite: EDU 330, EDU 405, EED 336 and admission to the Teacher Education Department

MED 431 Social Studies Methods: Middle School 3 Credits
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about social studies curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching included. (Portfolio and field experience requirement.)

Prerequisite: EDU 330, EDU 405, EED 336 and admission to the Teacher Education Department

MED 432 Communication Arts and Literature Methods: Middle School 3 Credits
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about communicative arts and literature curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching included. (Portfolio and field experience requirement.)

Prerequisite: EDU 330, EDU 405, EED 336 and admission to the Teacher Education Department

MED 452 Communication Arts and Literature Methods: Middle School 3 Credits
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about communicative arts and literature curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching included. (Portfolio and field experience requirement.)

Prerequisite: EDU 330, EDU 405, EED 336 and admission to the Teacher Education Department

MED 450 Student Teaching: Middle School 4 Credits
Direct teaching experience in grades 7-8 (for elementary education majors). Students observe, participate, teach, and engage in extra-class activities under the supervision of selected cooperating
teachers and a teacher education faculty member in an approved middle school. Satisfactory/Unsatisfactory grading. Fee. (Portfolio requirement.)

Prerequisites: Successful completion of elementary student teaching.

## NUR—NURSING

### NUR 220 The Role of the Professional Nurse 3 Credits
This course will facilitate the student’s critical evaluation of the effect that biblically-based professional nurses have on society. Practice in skills and attitudes of the professional nurse will allow students to articulate a personal paradigm for Christian professional nursing. Students will synthesize this learning in such a way that supports their current and future development as a lifelong learner.

Prerequisite: Acceptance to the Nursing Department and NUR 220

### NUR 305 Theoretical Foundations of Nursing 3 Credits
This course allows the students to critically evaluate the use of nursing-related theory in professional Christian nursing practice. Students will focus on the Neuman Systems Model as a basis for providing care for individuals and aggregates. Students will apply nursing theory to develop effective biblically-based professional nursing characteristics.

Prerequisite: Acceptance to the Nursing Department and NUR 220

### NUR 310 Physical Assessment 3 Credits
This course will focus on the student’s ability to perform a comprehensive health history and physical examination. History-taking and physical-examination techniques presented in the course will help the student to develop strong skills to assess the physical, spiritual, and psychosocial aspects of the individual. These skills will provide a basis upon which further nursing knowledge and practice will be built.

Prerequisite: Acceptance to the Nursing Department and NUR 220

### NUR 312 Pathophysiology 3 Credits
This course will introduce the altered health states and patterns of illness in the individual. Alterations in cell physiology, immune, cardiovascular, respiratory, neurological, renal, endocrine, and gastrointestinal systems will be covered. Content in this course builds upon previous knowledge of the natural sciences.

Prerequisite: Acceptance to the Nursing Department or consent of the Instructor.

### NUR 315 Pharmacology 3 Credits
This course will focus upon the principles of pharmacology. Students will learn drug prototypes from major categories, their actions, therapeutic use, and adverse effects. Nursing implications will be integrated to reinforce the relationship between pharmacologic knowledge and nursing practice.

Prerequisite: Acceptance to the Nursing Department or consent of instructor and NUR 312

### NUR 330 Nursing of the Older Adult 4 Credits
This course will provide an overview of health, wellness, and changes in health in older adults. Emphasis will be placed on understanding the concepts of aging as they relate to preventing illness while promoting and restoring health. Students will be prepared to provide quality nursing care to older adults and their families in a variety of clinical/community settings.

Prerequisite: Acceptance to the Nursing Department and NUR 220

### NUR 349 Transcultural Nursing Concepts 3 Credits
This course will focus on the analysis of theories, principles, and research related to transcultural health care. Students will develop an awareness of the biological, psychological, spiritual, and sociological aspects of clients from multiple cultural groups and identify their specific health care values and practices.

Prerequisite: Acceptance to the Nursing Department and NUR 220

### NUR 375 Clinical Internship 1 Credit
This course will provide an opportunity for learning in a focused area of professional nursing practice. Students will provide care to clients using the nursing process and the Neuman Model to operate within the scope and standards of professional nursing practice. Faculty and preceptors will assist the student in developing an optimal learning experience.

Prerequisite: Acceptance to the Nursing Department

### NUR 415 Community Health Nursing 4 Credits
This course will focus on the health of communities and populations. Theories and concepts of community health nursing related to health promotion and illness prevention of families and populations will be presented. Using the Neuman Model and nursing process, students will assess, plan, implement and evaluate care of clients and families in a variety of community-based settings.

Prerequisite: Acceptance to the Nursing Department and NUR 220
NUR 425 Nursing Research 3 Credits

This course will introduce students to scientific inquiry in the discipline of nursing. Students will be provided with a basic foundation of the research process including an overview of nursing research, steps in the research process, research designs, research methodology, data collection and analysis, ethical issues related to human research, and utilization of research in nursing practice. Emphasis will be placed on developing students as effective consumers of research.

Prerequisite: Acceptance to the Nursing Department, NUR 305, and NUR 415

NUR 435 Nursing Leadership and Management 4 Credits

This course will explore theories of leadership and management, and the role of the nurse manager/leader in the health care system. Concepts related to change, communication, conflict, organizational effectiveness, and professional nursing practice are presented. Special emphasis will be given to the biblical view of successful leadership/management. Clinical experiences will provide students the opportunity to assume professional nursing roles under the supervision of faculty, RN preceptors, clinical specialists and/or various levels of nurse managers in their clinical area of choice.

Prerequisite: Senior BSN standing and successful completion of all courses (may take concurrently with NUR 425)

PED—PHYSICAL EDUCATION

PED 100 Lifetime Wellness 1 Credit

Focusing on the importance of wellness, this course examines from a spiritual base how individuals can achieve a state of wellness in their lives. Students are expected to engage in a program of regular physical activity during the term. Contents include the health-related components of physical fitness, nutrition, and stress management. Satisfactory/Unsatisfactory grading.

PSY—PSYCHOLOGY

PSY 130 General Psychology 3 Credits

In this introductory course to the discipline of Psychology, students study the principles, methods, vocabulary, and major theories of human behavior. Applications of psychology for life and ministry will be examined.

PSY 225 Statistics 3 Credits

The basic concepts and techniques of statistical inference are introduced. Topics include frequency distribution, central tendency, probability, standardized distributions, and hypothesis testing.

PSY 232 Educational Psychology 3 Credits

A study of psychological facts and principles as applied to the problems of education with emphasis upon the psychology of learning and individual differences. Sixteen clock hours of field experience at a school site is required for education majors only. (Field experience and portfolio requirements.)

Prerequisite: PSY 130

PSY 236 Developmental Psychology 3 Credits

A study of human growth and development from conception to end of life. Consideration of physical, emotional, cognitive, social, moral, spiritual, and personality development and experiences in working with children are included.

Prerequisite: PSY 130

PSY 240 Social Science Research Methods 3 Credits

This course is the study of basic social science research methods, including experimental designs, observational studies, and surveys. Research design, research tools, data collection, analysis of data, and reporting of findings will be covered. Ethical issues in social research will be discussed.

Prerequisites: PSY 130, PSY 225

PSY 330 Counseling Psychology 3 Credits

This course is an introduction to the theory and practice of counseling, including a study of the major schools of psychotherapy and their theories of counseling. The perspective of the course is a holistic biblical view of man.

Prerequisite: PSY 130

PSY 331 Personality Theories 3 Credits

Personality theory, development, assessment, and research are studied. Selected theories of personality will be reviewed, and research on personality dimensions and development will be explored.

Prerequisite: PSY 130

PSY 336 Abnormal Psychology 3 Credits

The nature of abnormal behavior and mental illness is studied. Diagnosis, treatment, and prevention of abnormal behavior are discussed.
PSY 338  Theories of Counseling and Psychotherapy  3 Credits
An introduction or survey of the major schools of thought and approaches to counseling and psychotherapy, including theoretical principles, techniques, and applications.

PSY 342  Methods of Counseling  3 Credits
Designed to teach interviewing and basic counseling skills, this course is practice-oriented. The application of counseling theory and interpersonal dynamics to the counseling process will be explained. Emphasis is placed on the acquisition of skills which will enable the student to establish, guide the session, and define the nature of the problem and goals for change, while monitoring the essential components of the counseling relationship.

PSY 360  Diversity Issues in Counseling  3 Credits
A variety of issues will be discussed, including the possibility of the following topics: oppression, cultural and ethnic diversity, sexual relationships, gender roles, and violence issues. These will be analyzed from a Christian perspective.

PSY 431  Social Psychology  3 Credits
Social psychology is the scientific study of how people think about, influence, and relate to one another. The course examines key theoretical approaches in the field with emphasis upon their application for people relating together in various contexts.

PSY 433  Group Dynamics  3 Credits
Designed to give the student an opportunity to understand group development, process, and dynamics, and to gain the skills necessary to lead a counseling group. The development of interpersonal group related skills is emphasized. Obstacles to group development, as well as pitfalls, ethical issues, and boundary issues involved in group counseling will be discussed. Each student is expected to attend and/or participate in a therapy or support group of some kind.

PSY 442  Marriage and Family Counseling  3 Credits
An introduction to the major theoretical approaches, strategies, and techniques used in marriage and family therapy/counseling.

Focus is placed on normal developmental problems, rather than on psychopathology. The course will be presented from the systemic perspective. Each student is expected to interview a “Marriage and Family Therapist” (one who is a clinical member of AAMFT), to gain further understanding of this profession and approach.

SCI 131  Foundations of Biology  4 Credits
This course is designed to give insight, appreciation, and understanding of the plant and animal world. Major concepts covered include cellular biology, biochemistry, photosynthesis and respiration, genetics, and embryology. Includes lab requirement.

SCI 200  Ecology  4 Credits
A study of the structure of local ecosystems is undertaken in order to better understand the function and interaction of living things to their environment. Particular emphasis is on freshwater ecology, involving research projects on local lakes. Attention is given to the significance of human impact on ecosystems and the role of human stewardship in ecosystem management. Includes lab requirement.

SCI 205  Ecology Online  4 Credits
An online course designed to create awareness and understanding of the relationship of living things to their environment. Each student should not only gain a greater appreciation of God’s creation but should also better understand his or her role in God’s creation. Includes lab requirement.

SCI 242  Introduction to Physical Science  4 Credits
This course is an introduction to major concepts and principles of the physical sciences, including chemistry, physics, astronomy and geology. Three lectures and one laboratory per week. Lab fee.
SCI 4004  Black Hills Ecology  4 Credits
This course is a study of ecosystems taken on location in the Black Hills of South Dakota. Students will gain an understanding of the principles of ecology through participation in various research projects and biological surveys. Attention is given to the significance of human impact on ecosystems and the role of human stewardship in ecosystem management. Offered on demand. Includes lab requirement. Fee.

SOC—SOCIOLOGY

SOC 101  Strategies for College Success  2 Credits
This course is designed to provide information that is foundational to college academic success and personal, social, and spiritual growth. Topics are focused in four areas: college-level academic skills, life management skills, relationship issues, and personal spiritual development.

SOC 230  Sociology  3 Credits
This is a survey course of the basic concepts in the sociological study of society, culture, personality, social organizations, the range of associational life, and social process.

SOC 235  Human Relations  3 Credits
This course includes the development of a positive self-concept to promote effective interpersonal relations, as well as recognizing and changing attitudes toward persons of different cultural and minority groups and lifestyles.

SOC 325  Parent/Child Relationships  3 Credits
This course examines the family as a social/cultural unit with emphasis on parental interaction in relationship to the developing child. Focus will be on multidisciplinary theories of family dynamics across the life span. Consideration will be given to societal influences, various family structures and roles, collaborative school relationships, abuse and neglect, and the effects of culture and ethnicity on parent-child relationships. Biblical principles related to parenting are examined during class.

SOC 434  Marriage and the Family  3 Credits
The structure and dynamics of marriage and the family are studied. This course examines the family as a social institution and the process of dating, engagement, marriage, child rearing, aging, divorce, and remarriage.

THE—THEOLOGY

THE 231  Christian Doctrine  3 Credits
This course gives the student an introduction to major topics in Christian doctrine, emphasizing evangelical positions on questions concerning religious authority, God, Christ, humankind, sin, salvation, church, and end times.
EDU 551 Improving Instruction  3 Credits
Accomplished teachers command specialized knowledge of how to convey and reveal subject matter to students. This class will cover the preconceptions and background knowledge that students typically bring to each subject and of strategies and instructional materials that can be of assistance. Improving Instruction will discuss how to understand where difficulties are likely to arise and how to modify their practice accordingly. The class will seek to increase students’ instructional repertoire to allow them to create multiple paths to the subjects they teach, and to become adept at teaching students to pose and solve their own problems.

EDU 552 Designing Curriculum  3 Credits
Accomplished teachers create, enrich, maintain and alter instructional settings to capture and sustain the interest of their students and to make the most effective use of time. The class will cover how to engage groups of students to ensure a disciplined learning environment, and how to organize instruction to allow the schools’ goals for students to be met. It will emphasize the importance of adapting and setting norms for social interaction among students and between students and teachers. The class will instruct participants on how to motivate students to learn and how to maintain their interest even in the face of temporary failure.

EDU 553 Managing Classrooms  3 Credits
Accomplished teachers know how to engage groups of students to ensure a disciplined learning environment, and how to organize instruction to allow schools’ goals to be met. It will show how knowledge of human development, subject matter, and instruction, and their understanding of how their students interact to create a learning environment that is conducive to learning and high student achievement. The class will emphasize not only the literature, but also the individual experiences of the in-service teachers.

EDU 554 Measuring and Assessing  3 Credits
Accomplished teachers know how to measure and assess individual and groups of students. This class will cover the basics of measurement design. Measurement is critical to the success of in-service teachers. Validity, reliability, and construct validity will be discussed. The second part of the class deals with how to assess student work. Special attention will be given to Work Sampling and several work-sampling protocols that are available.

Prerequisite: Acceptance in the graduate program.

EDU 555 Using Educational Technology  3 Credits
Accomplished teachers know how to use and integrate technology into their classroom. The class will cover the different levels of integration of technology into the contemporary classroom. Special attention will be given to the practical guidelines on the use, evaluation, and integration of technology into the academic setting. The class will emphasize the creation of new applications as compared to the borrowing of existing applications.

GRD 501 Spiritual Foundations for Leadership  3 Credits
This course is a study in the personal and spiritual formation of the leader. Topics include character development, integrity, time management, issues of personal brokenness, relationships, prayer, scripture reading, as well as spiritual discernment and warfare. Some discussion will be given to being mentored and mentoring others.

GRD 502 Strategic Planning  3 Credits
This course studies the leader’s role in strategic planning. Attention is given to developing vision and values, program development, allocating resources, and assessing effectiveness for improvement.

GRD 503 Leadership and Culture  3 Credits
This course is designed to equip the leader to understand, assess, and lead in a wide variety of cultural contexts including rural, suburban, and urban worlds, as well as complex cross-generational and ethnic settings.

GRD 504 Organizational Communication  3 Credits
This course is an introduction to the theories and practice of organizational communication with an emphasis on the themes of communication, empowerment, and technology and their impact on organizations.
GRD 505  Intro to Social Science Research Methods  3 Credits

This course is designed to introduce students to “how to’s” and “wherefores” of social science research. Most of the class will be centered on the four most basic approaches to social research: experimentation, survey research, field research, and the use of available data. The class is designed to discuss the advantages and disadvantages of each, while suggesting that the approaches are complementary rather than mutually exclusive. This overall approach integrates data collection and interpretation so as to ensure a cohesive research plan.

GRD 506  Data Driven Decisions  3 Credits

This course is designed to apply the concepts and constructs of social science research to everyday decision making. The class will focus on the definition of research in its classical and contemporary forms. Students will discover the discipline of research. Ideas covered will include the general tools of research: the library, analytical software, applied statistics, classical measurement, validity and reliability. Also, emphasis will be placed on using a checklist of reflective questions to consider when evaluating research.

Prerequisite:  GRD 505

GRD 507  Integrated Research Study  3 Credits

An integration of course work and personal research that addresses a particular issue. Students work with advisors to develop a specific program, innovation, or solution to enhance an area of interest. (Satisfactory/Unsatisfactory grading.)

Prerequisite:  GRD 505, GRD 506

ICS—INTERCULTURAL STUDIES

ICS 551  Contemporary Issues in Missions  3 Credits

This course examines contemporary issues presently impacting missions, such as cross-cultural leadership development, partnership with other agencies, missionary transitions and redeployment, stress in the missions’ context, dependency, and other themes pertinent to missions in the 21st Century. C&MA ordination/consecration work is embedded in this course with a special emphasis on soteriology and missiology.

ICS 552  Intercultural Team Building  3 Credits

In this course, students will study the various components that the intercultural worker will encounter in a team context. Emphasis is placed upon understanding major worldview themes that result in diversity among cultural groups, biblical role of teams, team dynamics and the resolution of conflict in intercultural settings.

ICS 553  World Church Growth Principles and Strategies  3 Credits

In this course students will examine biblical and cultural principles that facilitate the growth of the church around the globe. Strategies will be shared for impacting responsive and resistant populations of the world for Christ. Attention will be given to the growth of the church in selected people groups and some of the methodologies used in the growth of responsive churches.

ICS 554  Intercultural Communication  3 Credits

In every encounter between persons of different cultures, verbal and nonverbal factors facilitate or impede effective communication. This course focuses on observing, describing and interpreting these factors, analyzing worldview themes, forming skills in ethnographic research and understanding stereotypes and prejudice. The course is designed for students who plan to minister in subcultures within North America as well as those who plan a career in an intercultural setting.

MIN—MINISTRY

MIN 522  Alliance Distinctives  3 Credits

The course examines the historical, theological, and spiritual distinctives of The Christian and Missionary Alliance movement. Ordination/Consecration work is embedded in this course for the C&MA with a special emphasis on sanctification and healing.

MIN 523  Christian Theology  3 Credits

This course will approach Christian Theology through a study of scripture and church history in order to prepare the student for ministry. Ordination/Consecration work is embedded in this course for the CM&A with a special emphasis on ecclesiology and eschatology.

MIN 524  History of the Church  3 Credits

This course presents an overview of the church’s history from the apostolic age to the present, focusing on key preachers and leaders, as well as missions and renewal movements over the past two thousand years. Students will explore the development of Christian doctrine, key spiritual leaders and themes of spiritual formation, as well as “lessons of leadership” that can be applied today. Students will also investigate the emergence of the Orthodox, Catholic and Protestant branches of the Church, studying both the commonality and differences among these branches.
MIN 525  Topics in Philosophy  3 Credits
The course is a topical study of philosophy, focusing on the basic themes within the discipline, such as reality, God, epistemology, truth, mind/body, freedom/determinism, ethics. The course will be descriptive, yet taught by one convinced that the arguments for the Christian faith are sound.

MIN 526  Practical Christian Theology  3 Credits
This course focuses on the practical application of our faith in several strategic areas. Students will seek to discover the dynamics that form convictions and behavior within their contextual setting. Their findings will play a role in devising strategies that seek to resolve a dilemma that has characterized God’s people from the days of the prophets, to the time of Christ, to the present day.

MIN 527  Interpreting Old Testament Narratives  3 Credits
A study of the methodology used in Hebrew narratives through a detailed examination of the David narrative in I & II Samuel with application to teaching and preaching.

MIN 528  Jesus and Apologetics  3 Credits
This is an apologetics class focusing specifically on the topic of Jesus and the Gospels. The class is intended help the student be better prepared to give an answer for the multitude of attacks on Jesus and the Gospels.

MIN 530  Foundations of Church Planting  3 Credits
This course explores the biblical imperatives for church multiplication. It equips the student to investigate, analyze, and understand cultural settings in both contemporary and post modern America, as well as diverse overseas settings. This understanding is then applied to the construction of appropriate church planting strategies. Emphasis will be placed on devising strategy for church planting movements where churches continually plant churches.

MIN 551  The Biblical Communicator  3 Credits
Through this course students will develop their skills in interpreting Scripture and in communicating biblical truth one-on-one, in small groups/teams and in large groups. Attention will be given to the historical, grammatical and literary study of biblical passages in their contexts and to the unique communication skills required for connecting one-on-one, with a small group and in large groups.

MIN 552  Facilitating Spiritual Formation  3 Credits
Through this course students will identify their place on the spiritual journey and develop skills to help people grow spiritually. Attention will be given to the divine dynamic of spiritual formation, to models of spiritual formation, to spiritual disciplines, and to tools for directing others in spiritual formation via one-on-one mentoring, small groups, and/or establishing a spiritual growth program.

MIN 553  Outreach Oriented Leader  3 Credits
Through this course students will develop some of the necessary skills for establishing an outreach-oriented ministry, for transitioning a ministry to be outreach oriented and for perpetuating an outreach oriented ministry. Attention will be given to the biblical basis for personal, local and global outreach, entrepreneurial leadership, transformational leadership and contextualized outreach.

MIN 554  Managing Change and Conflict  3 Credits
Through this course students will examine the role of the pastor as an agent of change. Emphasis will be upon change and its impact upon the church. Topics will include conflict management/resolution, criticism, etc. In addition, the cultural and religious changes occurring within society and the role of the church in addressing them will be discussed.

ORG—ORGANIZATIONAL LEADERSHIP

ORG 551  Foundations of Organization Theory  3 Credits
Students will consider the foundational study of the major contemporary conceptual approaches to organizational structure, organizational culture, organizational change, and organizational processes. A case study approach will be used to demonstrate the application of abstract concepts of organizational theory to leadership practices.

ORG 552  Organizational Behavior  3 Credits
Students will study the behavior of individuals and groups in organizations. Major theoretical positions and research findings are examined with an emphasis on the implications for organizational design and management practice.

ORG 553  Organizational Development  3 Credits
This course focuses on the application of behavior science theory and research to the theory and practice of organizational change. Emphasis will be placed upon the management of change and the resistance to change at individual and group levels.

ORG 554  Ethical Leadership  3 Credits
This course examines from a Christian perspective basic ethical dilemmas and problems that have arisen in the practice of
organizational leadership. The impact of ethics and values on leadership and organizational culture will be addressed.

**ORG 555  Organizational Administration  3 Credits**

This course covers critical organizational leadership issues such as creating a mission statement, charting the vision and course, forecasting and evaluating progress to date, financial analysis, controlling resources and risk, and project management.
Administration

CABINET OFFICERS

RICHARD P. MANN, Ph.D., President
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SCOTT H. MOATS, Vice President of Academic Affairs; Dean of Undergraduate Studies; Professor of Teacher Education. B.A., University of Nebraska; M.Div., Alliance Theological Seminary; M.A., M.Ed., Ph.D., University of Minnesota. 1991–

MATT A. NEWBY, Director of Adult & Graduate Studies. B.S., Mankato State University; M.A., Bethel Theological Seminary-St. Paul. 2007–

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JAY F. STEELE, Professor of Business. B.S., M.B.A., Baldwin-Wallace College; M.Div., Ashland Theological Seminary; Ph.D., University of Minnesota. 1986–

JAMES L. ZAPF, Associate Professor of Psychology; Director of Counseling Center. B.S., Grace College; M.A., Grace Theological Seminary; Ph.D., Walden University. 2008–
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CLEP Exam Listing

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<td>ENG 131 English Composition</td>
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<td><strong>Foreign Languages</strong></td>
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* Submission of a research paper to the Registrar’s Office is required in addition to scoring 65 on the CLEP test.