

WESTERN COVENANT UNIVERSITY

Catalog

2012-2013

GENERAL CATALOG
and
Announcement of Courses

2012-2013

(09/01/2012 - 08/31/2013)

Western Covenant University
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NONDISCRIMINATION POLICY

Western Covenant University does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital or veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual or affectional preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs or other university administered programs. The University ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the University is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq.(pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq.(pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq.(pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employments Act of 1975; and
- The Americans with Disabilities Act of 1990.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively encouraging applications from members of all groups that are underrepresented in higher education.

Policy on Providing Students with WCU School Catalog

- Western Covenant University provides all prospective students with a free catalog which is available either electronically at WCU website, www.wcuniv.org, or in writing in the university's Office of Admissions and Records. The catalog is updated annually, and covers the period of September 1 of the current year to August 31 of the next year.

DISCLOSURE STATEMENT

- "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address – P.O. Box 980818, West Sacramento, CA 95798-0818; by E-mail: bppe@dca.ca.gov; Toll free telephone number: 1-(888) 370-7589; Fax: (916) 263-1897; Internet Web site address: www.bppe.ca.gov
- "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."
- "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling at 1-(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov."

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

- "The transferability of credits you earn at Western Covenant University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your major program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Covenant University to determine if your credits or degree, diploma or certificate will transfer."
- Western Covenant University does not currently participate in federal and/or state financial aid programs, however, convenient tuition payment plans are available. In addition, the University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

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A MESSAGE FROM THE PRESIDENT

Dear students who want to pursue truth and excellence:

There are many universities and colleges around the globe. However, Western Covenant University (WCU) was established to be a beacon of truth for this dark world.

So many religions and their leaders have come and gone like flood. The extreme selfishness and lost morality overflow the empty bowl of reality. And yet, here is the educational goal for the Western Covenant.

Only contending for the truth and discovering the visionaries who are willing to sacrifice will chase the shadow away and recover the society that has long lost moral value and truthfulness.

You the beloved prospective Western Covenant student:

Western Covenant University has great plan and educational ideology to suit your need for the righteous faith so that we may be the stepping stone to your promising time and eternity.

We have a vision based on the Word of God. “Your beginning will seem humble, so prosperous will your future be.” (Job 8:7)

If you are willing to set out to invest your valuable time, talent and treasure at the Western Covenant, we would share with you the partnership to be the bearers of the Light and Truth of the World.

May we challenge you with an invitation from God’s promise for better scholarship and more mature faith in the Lord?

Peter S. Chun, D.Min.

President

ACADEMIC CALENDAR 2012-2013

Some dates are subject to change. Refer to quarterly schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as Fall, Winter, Spring and Summer quarters.

Applications and Admissions will be accepted for entry into programs until capacity is reached up to the beginning of the quarter.

FALL QUARTER, 2012

- New student orientation and registration for students who have not yet registered ----- Sep 26
 - Beginning of quarter for faculty ----- Sep 26
 - Instruction begins, first day of classes for all students ----- Oct 3
 - Last day to add classes of register late ----- Oct 14
 - Last day to drop classes without courses being recorded ----- Oct 19
 - Continuing students schedule classes for Winter quarter, 2012 ----- Oct 31 – Nov 10
 - Veterans Day – Academic Holiday ----- Nov 11
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Nov 10
 - Thanksgiving – Academic Holiday ----- Nov 24 - 25
 - Final examinations ----- Dec 12 - 16
 - All grades due to Office of Admission & Records ----- Dec 23
 - Christmas Break ----- Dec 24 – Jan 1
-

WINTER QUARTER, 2013

- New student orientation and registration for students who have not yet registered ----- Jan 3
 - Beginning of quarter for faculty ----- Jan 3
 - Instruction begins, first day of classes for all students ----- Jan 9
 - Martin Luther King Day – Academic Holiday ----- Jan 16
 - Last day to add classes of register late ----- Jan 17
 - Last day to drop classes without courses being recorded ----- Jan 23
 - Continuing students schedule classes for Spring quarter, 2012 ----- Feb 6 - 17
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Jan 30
 - Final examinations ----- Mar 19 - 23
 - All grades due to Office of Admission & Records ----- Mar 28
-

ACADEMIC CALENDAR 2012-2013

SPRING QUARTER, 2013

- New student orientation and registration for students who have not yet registered ----- Mar 29
 - Beginning of quarter for faculty ----- Mar 29
 - Instruction begins, first day of classes for all students ----- Apr 2
 - Last day to add classes of register late ----- Apr 9
 - Last day to drop classes without courses being recorded ----- Apr 16
 - Continuing students schedule classes for Summer quarter, 2012 ----- Apr 26 – May 7
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Apr 30
 - Memorial Day — Academic Holiday ----- May 28
 - Final examinations ----- Jun 11 - 14
 - All grades due to Office of Admission & Records ----- Jun 19
-

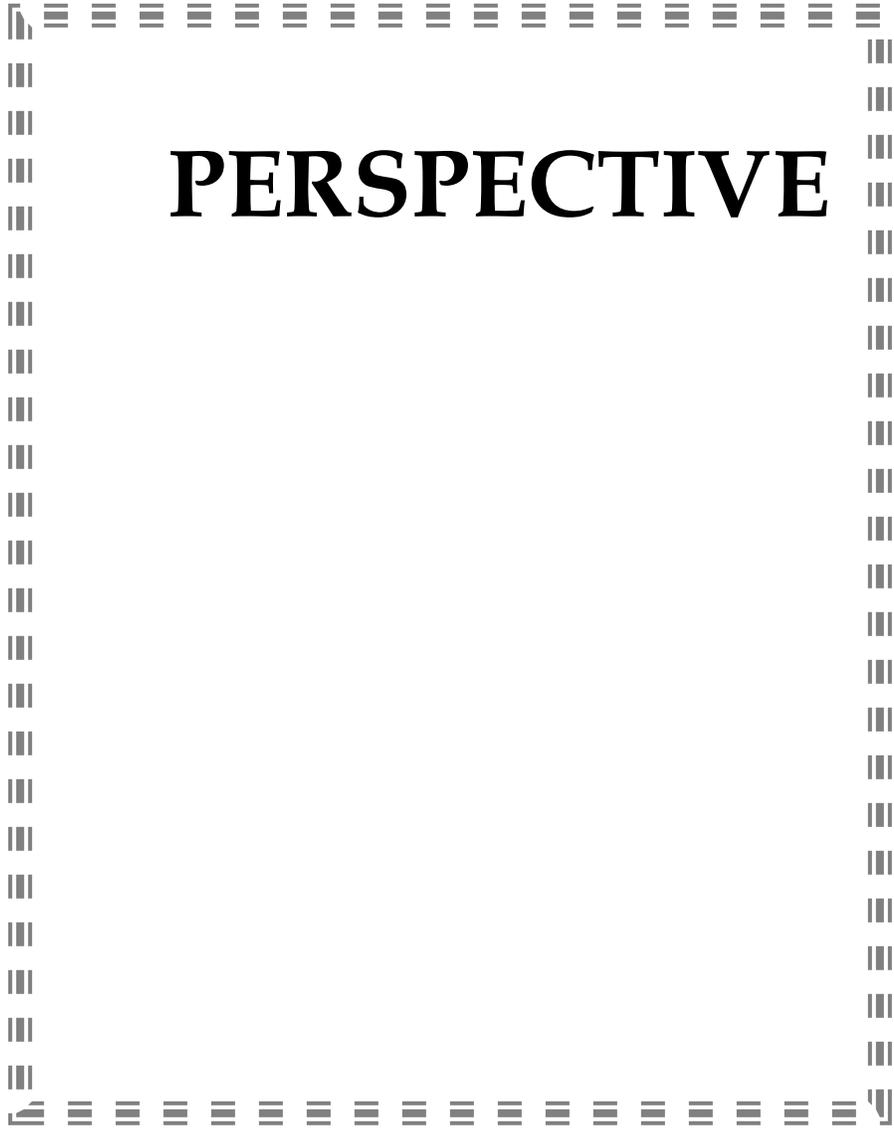
SUMMER QUARTER, 2013

- New student orientation and registration for students who have not yet registered ----- Jun 21
 - Beginning of quarter for faculty ----- Jun 21
 - Instruction begins, first day of classes for all students ----- Jun 25
 - Last day to add classes of register late ----- Jul 2
 - Independence Day — Academic Holiday ----- Jul 4
 - Last day to drop classes without courses being recorded ----- Jul 9
 - Continuing students schedule classes for Fall quarter, 2012 ----- Aug 6 - 17
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Jul 23
 - Labor Day — Academic Holiday ----- Sep 3
 - Final examinations ----- Sep 10 - 14
 - All grades due to Office of Admission & Records ----- Sep 18
-

FALL QUARTER, 2013

- New student orientation and registration for students who have not yet registered ----- Sep 20
 - Beginning of quarter for faculty ----- Sep 20
 - Instruction begins, first day of classes for all students ----- Sep 24
 - Last day to add classes of register late ----- Oct 1
 - Last day to drop classes without courses being recorded ----- Oct 8
 - Continuing students schedule classes for Winter quarter, 2012 ----- Oct 23 – Nov 9
 - Veterans Day – Academic Holiday ----- Nov 12
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Oct 29
 - Thanksgiving – Academic Holiday ----- Nov 22 - 23
 - Final examinations ----- Dec 10 - 14
 - All grades due to Office of Admission & Records ----- Dec 19
 - Christmas Break ----- Dec 24 – Jan 1
-

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PERSPECTIVE

The University

Western Covenant University was founded by Dr. David K. Kim as an academic institution of higher learning which focuses on the incorporation of Christian tenets into the didactic approaches to higher education. Through this approach students will be prepared to make meaningful contributions to their churches and society as active Christians or lay leaders.

As a Christian focused instruction that seeks to integrate faith and learning through innovative teaching, creative scholarship and the practical experience of devotion, WCU is a place for intellectual and spiritual growth—two processes that often intertwine in unexpected ways and can never and should never be disentangled. Both course work and devotion contribute to these interconnected processes which involve increasing knowledge of the scriptures and traditions of the church; of the disciplines of theology, ethics, homiletics and church music; and of the methods and concerns appropriate to pastoral theology and Christian education all these, if pursued rightly, will affect the whole person in relation to God and society. The practice of prayer, participation in public worship, the hearing and preaching of sermons, and the cultivation of spirituality and piety in the more personal sense of these terms have an effect not only on our inner disposition and sense of connection with God, but also with our intellectual understanding of God, and the world. It is the business of a Christian education to help the student integrate these elements.

WCU is committed to severing God and society by equipping historic and emerging faith communities for a changing world. We affirm our mission to educate men and women for ministry and other forms of religious leadership and to be a center and resource for Christian thought in an interfaith and pluralistic context. We affirm our ecumenical and Christian heritage and commitment as an open and affirming community that honors diversity and presses toward racial, gender, and economic justice. We seek to embody these values and disciplines in our programs and our common life.

At WCU you'll enter a unique intersection of faith and learning communities. This is a place to ask questions, test new ideas, and practice ways of ministering; to make discoveries about yourself as a person of faith and about your own spirituality in relation to other traditions. When you leave, you'll be uniquely equipped to help historic and emerging faith communities claim a vital role in the world.

To meet the needs of its students, the University is organized into an educational delivery system based on the democratic process in which the student is the prime concern. In the quest for academic quality, the University has a commitment to increase and strengthen the quality of teaching in the classroom through trying varied teaching models, careful evaluation and feedback.

The Campus Community

WCU is located in Orange County at 9618 Garden Grove Blvd., Suite 220, Garden Grove, California 92844. The University is just minutes from Disneyland, Disney's California Adventure, Knott's Berry Farm, professional baseball, and innumerable entertainment, artistic, theatrical, and recreational opportunities.

The campus community's faith mission is based on the Sermon on the Mount, "Seek first the Kingdom of God, and the way of right living, and everything else will be given in abundance." We inspire our students to *choose to bless the world*. The choice to bless the world can take you into solitude to search for the sources of power and grace, native wisdom, healing and liberation. More, the choice will draw you into community, the endeavor shared, the heritage passed on, the companionship of struggle, the importance of keeping faith, the life of ritual and praise, the comfort of human friendship, the company of earth, its chorus of life welcoming you.

Educational Philosophy

The quality of the educational experience at Western Covenant University is fostered by the close human and intellectual relationships between students and

faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breath of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

Western Covenant University's special character emerges from its relatively small size, and its commitment to effective teaching, high standards of scholarship, ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

Institutional Mission, Value and Statement of Faith

The Institutional Mission

Western Covenant University's institutional mission is to serve the Church and community by providing high-quality educational programs.

Institutional Value

The primary value for Indiana Wesleyan University is Christlikeness. The challenge to follow Christ compels us to pursue a personal and professional lifestyle of Commitment, Leadership, Service, Stewardship, Innovation and Diversity.

Western Covenant University will prepare each student to become a world changer. We will accomplish this by drawing students into an integrated experience of intellectual challenge, spiritual growth and leadership development. Thus we will call students to Christian character, expect academic excellence, equip students

for success in their vocations, mentor them for leadership and prepare them for service.

Statement of Faith

- Bible to be the inspired and only infallible and authoritative Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule over the nations.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of God.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Academic Focus

The academic focus of the university's curricula is based on the following principles:

- **Student-Centered Education:** Curricula are designed to enhance the student's ability to learn.
- **Collaborative Learning:** Curricula are designed to encourage collaboration among students, among faculty, and between faculty and students.
- **Active Learning:** Curricula are designed so that students can take an active part in the learning process by ongoing interaction with faculty and other students.
- **Bridging Theory and Practice:** Curricula are designed to teach students how to apply what they

learn to real-world professional situations in the fields of Religion, Theology, Ministry, Religious Education and Christian Counseling.

ADMINISTRATIVE ORGANIZATION

The university's M.A. programs are organized into a School of Religion, Theology and Ministerial Studies. The School is administered by a dean who also teaches. In addition to teaching, the faculty has a major responsibility for activities directly related to instruction, such as curriculum development, faculty recruitment, student advisement, and representation of faculty perspectives and interests on school and university-wide committees.

GOVERNANCE

Western Covenant University is a private, non-profit, non-sectarian, coeducational university organized as a corporation under the laws of the state of California, subject to any limitations contained in the general nonprofit corporation laws of the State. The University operates in compliance with the California Education Code, under the authority and regulation of the Bureau for Private Postsecondary Education. The University is governed by an appointed Board of Trustees.

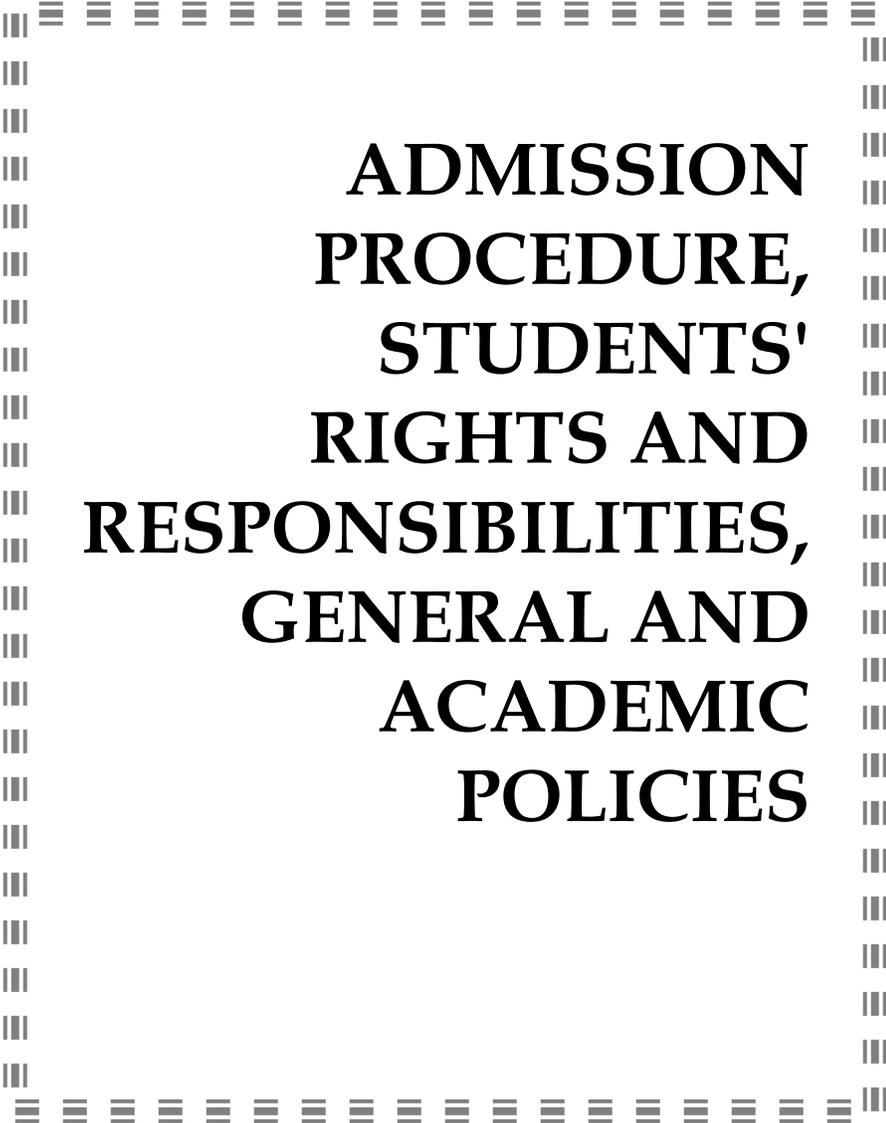
The President, under the general direction of the Board of Trustees, is the chief executive officer of the University; and under policies established by the Trustees has leadership and functional responsibilities for mission accomplishment, policy development, academic affairs, fiscal management, institutional planning and development and public relations.

The Board of Regents represents the ultimate and inclusive authority within the University. Their authority is derived from the university's bylaws. The Board of Trustees is the primary policy-making body of the University. Within this context **A policy is a general rule or principle, or a statement of intent, or direction, that provides guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care.**

All policies of the University must be approved by the

Board before they become official policies. The Board has promulgated bylaws delineating the policy-making process for policy issues that require Board approval. In certain areas where the Board does not wish to exercise its discretion, because of the routine nature of the matters, the Board delegates its policy-making authority to the President. In some instances there are statutory requirements of formal action on certain issues due to provisions written into the university's original bylaws. These constraints limit the delegation authority of the Board of Trustees on certain policy issues and responsibilities.





**ADMISSION
PROCEDURE,
STUDENTS'
RIGHTS AND
RESPONSIBILITIES,
GENERAL AND
ACADEMIC
POLICIES**

ADMISSION PROCEDURE, STUDENTS' RIGHTS AND RESPONSIBILITIES AND ACADEMIC POLICIES — DEGREE PROGRAMS

GENERAL ADMISSION PROCEDURE

Western Covenant University is an institution that strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to Christian learning.

APPLICATION ACKNOWLEDGMENT

Student applicants may expect to receive acknowledgment of their applications within three weeks of filing an application.

Western Covenant University advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Further, applicants must submit authentic and **official transcripts of all previous academic work attempted as well as all records of military and vocational training.** Transcripts will be evaluated and credit will be given, as appropriate, in accordance with the university's transfer credit and assessment of prior training policy. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion.

A transcript is official if: (a) it is sent directly from the school of origin to the Office of Admissions and Records at Western Covenant University, (b) bears the official seal of the school of origin and the Custodian of Record's signature and (c) is approved after being reviewed by Western Covenant University's Office of Admissions and Records.

The responsibility for assuring that official transcripts reach the Office of Admissions and Records rests with the applicant. All transcripts submitted to Western Covenant University become the property of the University. The Office of Admissions and Records will not provide copies.

Unofficial transcripts will be accepted for preliminary evaluation; however, official transcripts must be on file before official admission to a degree or certificate program will be granted to qualified applicants.

Foreign Education Credential Review and Evaluation

In considering the acceptance of education and training obtained from an educational institution outside the United States, the University requires that all international education transcripts/documents must be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), Inc. (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S. International students may also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all educational documents, in order to receive an evaluation of their foreign credentials. AACRAO applications may be downloaded from their website. AACRAO typically completes its credential review within eight weeks after receipt of the student's application, official transcript(s) and diploma(s), if any.

Language Proficiency Requirement

Non-native speakers of English applying for entrance to a Western Covenant University program taught "only" in English must provide proof of a TOEFL (Test of English as a Foreign Language) test score of 500 or higher on the PBT and a score of 60 on the iBT. WCU, currently, does not offer ESL (English as a Second Language) program.

Korean Proficiency Requirement

There are classes that are offered in Korean. To enter those classes, students must submit their transcripts to show that they have studied for 2 years or more at institutions/ programs of secondary or post secondary education taught in Korean.

Classification of Students

Each student applicant will be placed in one of the following enrollment categories:

Regular Standing — Students who meet all of the admission requirements to the University and for a particular program, i.e., have no deficiencies and there are no reservations, are admitted to Western Covenant University and are granted the status of **Regular Standing** in their selected program. Only students who have Regular Standing may officially become a candidate for the associate, bachelor, master's or doctoral degree.

Provisional Standing — If a student meets the entrance requirements of the University and the requirement for admission to a particular program, but has only unofficial transcripts on file because official transcripts are not immediately available, he/she may be admitted to the program as a **Provisional Standing** student to provide time for receipt of official transcripts. If the Office of Admissions and Records does not receive the documentation within one (1) quarter, the student will be prohibited from undertaking further coursework until official documents are received. When the Office of Admissions and Records receives the official records, the student will be eligible to be reclassified as a Regular Standing student. Coursework completed satisfactorily while on Provisional Standing counts towards graduation, if it meets a program's requirements.

Special Standing (Non-Matriculated) — Students who satisfy the entry requirements for a particular program and the course prerequisites for a particular course, who do not plan to earn a degree but want to officially take selected courses, may be granted **Special Standing** status in the program. Such students must successfully petition the course's instructor and have his/her approval prior to registration in a course. All such petitions will be considered on a space available basis.

Auditor — Students who wish to attend classes for personal enrichment and not for academic credit may be granted Auditors' status. Auditors are not obligated to actively participate in coursework or course activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Students who wish to audit a course must first gain the instructor's approval. An abbreviated admission process is available for auditors, who are admitted to courses on a space available basis.

REGISTRATION PROCEDURES

Registration is the process whereby students sign up for specific classes and pay all assessed fees.

Registration instructions for students are included in the **Class Schedule** issued prior to the beginning of each quarter. Upon registration, the student's social security number becomes the student's identification number. International

students and U.S. students who do not wish to use their social security number as their identification number will be issued special student identification numbers.

Credit for a course is given only when a student is properly registered in the University and successfully completes the course. An individual is not properly registered until all registration forms required by the Office of Admissions and Records have been filed and all fees have been paid. A student who does not register during the official registration period will be assessed a Late Registration Fee.

Reapplication after Failure to Enroll

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility put on a hold status; any transcripts on file at that time will be held for two years. These transcripts may be used for admission during that period. However, if the student undertakes additional coursework at another institution during this interval, the student must have official transcripts of this coursework forwarded to Western Covenant University's Office of Admissions and Records to complete the student's record of all coursework undertaken prior to admission to Western Covenant University. However, such coursework will only be transferable for credit if it meets Western Covenant University's and the program's policy on the transferability of units.

Student Loans and Deferred Payment Plans

Tuition and fees payments are due and payable by the first day of the quarter. Western Covenant University does not currently participate in federal and/or state financial aid programs, nor does the University provide loans to students to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the university's responsibility and/or authority. However, if a student obtains a loan from a private source, e.g., bank, credit union, loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the University. While the student's records are on hold, registration may not be allowed nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction

of the office instituting the hold.

Cancellation, Withdrawal, and Refund Policy

The University has and maintains a refund policy for the unused portion of tuition, fees and other charges in the event a student does not register for the period of attendance or withdraws or is discontinued there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment.

In compliance with the California Education Code, **the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata.** The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form.

A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less a \$100.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- 1) Those whose class or classes were canceled by the University;
- 2) Those who were not officially added by the instructor from a waiting list, and
- 3) A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To qualify for a refund, students must notify the University of their withdrawal or cancellation of classes and request a refund in writing, directed to the university's Director, Office of Admissions and Records, who after processing the paperwork, forwards it the university's Business Office. Refunds are paid within 30 days of filing the withdrawal form.

In calculating the refund the University will: (1) deduct the registration fee (the maximum non-refundable registration fee is \$10.00) from the total tuition charge; (2) divide this figure by the number of hours of the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purpose of calculating the refund due is derived by multiplying the total hours

attended by the hourly charge for instruction calculated in (3), plus the amount of the registration fee specified in (1); and (5) the refund shall be any amount in excess of the figure derived from (4) that was paid by the student to Western Covenant University. **A sample calculation is on page 18.**

Student Refunds In Case of University Closure

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California

resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

WESTERN COVENANT UNIVERSITY'S PROGRAM OFFERINGS

DEGREES BY SCHOOL

SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES:

- Bachelor of Arts in Theology (B.A.)
- Master of Arts in Religion (M.A.)
- Master of Arts in Theological Studies (M.A.)
- Master of Arts in Religious Education (M.A.)
- Master of Arts in Christian Counseling (M.A.)
- Doctor of Philosophy in Theology (Ph.D.)

SCHOOL OF BUSINESS AND MANAGEMENT:

- Bachelor of Arts in Business Administration (B.A.)
- Master of Business Administration (M.B.A.)

Fees Schedule

All fees listed here are subject
to change and are **non-refundable**.

1. Application Fee	\$ 100.00
2. Charge for Course Credit by Special Examination	\$ 250.00
3. Charge for Returned Checks	\$ 25.00
4. Student Identification Card (optional).....	\$ 10.00
5. Graduation & Commencement Fee (Bachelor Degree Program)	\$ 200.00
6. Graduation & Commencement Fee (Master's and Doctoral Program)	\$ 200.00
7. Late Tuition Payment Fee	\$ 50.00
8. Registration Fee	\$ 20.00
9. Late Registration Fee	\$ 50.00
10. Processing Fees (for clearance of a hold on a student's record)	\$ 25.00
11. Transcript of Records — per copy (first copy free)	\$ 10.00

Tuition Schedule

1. Bachelor's Degree Tuition Charge (per unit)	\$ 100.00
2. Master's Degree Tuition Charge (per unit)	\$ 120.00
3. Doctoral Degree Tuition Charge (per unit)	\$ 200.00
4. Audit Tuition for Master's Students— Enrolled in 12 or more units of course work	One Course Free
5. General Audit	\$ 100.00/course
6. Western Covenant University Alumni — Audit Tuition, All Courses	\$75.00/course

Estimated Cost of Attending Western Covenant University for the 2012 - 2013 Academic Year

For a full-time Master's degree objective student: Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of course work taken.

Tuition: full-time student, 12units/quarter, 4quarters/yr.	\$5,840
Books and Supplies	\$ 900±
Personal	\$ 1,900±
Room and Board*	\$ 8,500±
Transportation	\$ 1,200±
Total	\$18,340±

* If student does not live at home

QUARTER PRO RATA TUITION REFUND FORMULA

(Sample Calculation)

$$\text{Tuition Refund} = \text{Quarter Tuition Paid} \times \frac{\text{No. of hours of instruction remaining in quarter}}{\text{Total quarter hours of instruction in quarter}}$$

Example: For a course Load of three (3) courses, 4 hrs./course/wk., meeting for 10 wks./quarter, dropped at the end of the 5th class(each class completed 20 hours of classes)

$$\text{Tuition Refund} = [(12)(\$120.00)] \times \frac{60}{120} = \$ 720.00$$

where 12 = course load in hours

\$120.00 = tuition/unit

120 = total course hours : each course meets

10hrs/quarter

Since the course load is 3 courses, all of which were dropped at the end of the 5th class meeting, this corresponds to 60hrs of classes attended. The hours of classes remaining in the quarter is 60.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

Students shall have the right to reasonable access to university policies, procedures, rules, regulations and standards which affect their right to enroll, remain enrolled, or withdraw from any course or program of study.

The *University Catalog* and the *Schedule of Classes* shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such a community is purely voluntary; students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to the university's authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Student Rights

All members of the university faculty and staff are responsible for helping students to make progress toward their degree objective.

In accordance with the university's adopted educational mission and philosophy — ***"To create a climate that fosters learning and elicits the best performance from***

each individual" — student rights are stipulated as follows:

Primary to students' rights is access to an environment free of interference in the learning process. Students' rights enumerated herein are accorded when such rights are within the domain and control of Western Covenant University.

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of each course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policies.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and Code of Conduct

Students are responsible for reading and adhering to the policies, procedures, rules and regulations as outlined in catalogs, handbooks, schedules and other official university publications.

Students are responsible for defining and making progress toward their educational goals. Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of Western Covenant University. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on university-owned or controlled property or at university-sponsored activities.

1. Academic cheating or plagiarism — to take and pass off as one's own the ideas or work of another.
2. The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
3. Use, possession, or distribution of alcoholic beverages, except as permitted by law.
4. Alteration or misuse of university documents, including acts of forgery and furnishing false information.
5. Acts of threat or damage to, or theft of, property belonging to or located on/in university-controlled property or facilities.
6. Violation of university policies concerning the registration of student organization and the use of campus/university facilities.
7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.
8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
11. Participating in activities which are in violation of state or federal laws, the city of Garden Grove, or Orange County ordinances while on university premises or at university supervised activities.
12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
13. Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, bookstores, elevators, meeting rooms, restrooms, cafeterias or service lines; plus designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

Student Grievance and Due Process

The student is encouraged to pursue academic studies and other university sponsored activities that will promote

intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in university policies, in the California Education Code and the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other university staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial or capricious action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a university representative without proper regard to procedural due process as specified in university guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures.

Western Covenant University encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the University. Any action taken by a student under a due process procedure shall preclude any further action.

Student Grievance Procedure

The student should first discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible to attempt to resolve the matter. If no resolution

results, the student should then consult with the senior administrator in his/her discipline or work area — program director, department chairperson or dean. If the administrator is the party against whom the grievance is directed, the student must take the grievance to that administrator's superior. Every effort should be made to resolve the issues at an informal level before proceeding to the status of a formal grievance.

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the school dean (SD), department chairperson (DC), program director (PD) or other administrator (OA) in a timely fashion, *i.e.*, normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

The SD, DC, PD, or OA shall promptly initiate an investigation and prepare a report, normally within thirty days of receipt of the written grievance. In undertaking the investigation, a written response to the issues raised in the grievance may be requested from individuals believed to have information relevant to the matter, including faculty, staff, and students. Both parties to the grievance will be given an opportunity to comment in writing on the responses. Review of a grievance normally shall be limited to the following considerations:

- 1) Were the proper facts and criteria brought to bear on the decision, or, conversely, were improper or extraneous criteria brought to bear on the decision?
- 2) Were there any procedural irregularities that substantially affected the outcome?
- 3) Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the SD, DC, PD, or OA shall issue a written findings and a proposed disposition to the student and to the party against whom the grievance is directed. This decision shall become final and shall be implemented, unless there is an appeal.

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the SD, DC, PD, or OA either on substantive or procedural grounds, he/she may appeal in writing to the Vice President of the University. The appeal to the Vice President must indicate why he/she believes the grievance result to be wrong. Any

appeal to the Vice President must be received within thirty days from the SD's, DC's, PD's or OA's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or procedural grounds, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file. Students may contact BPPE for more information at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. www.bppve.ca.gov

STUDENT SUPPORT SERVICES

The university's student services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at Western Covenant University.

Academic Counseling and Guidance

The university's academic counseling services assist students in reaching their educational goals by:

- providing orientation for a successful academic experience at Western Covenant University;
- helping to clarify career and academic goals, and
- assisting with course selection and program planning.

Student Records

Student records are confidential and are maintained and released in accordance with applicable law.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the **Buckley Amendment**), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as — those records, files, documents and other materials which:

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student.

Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

Student Record Retention Policy

Record	Retention Period
Students' applications for admission	Five yrs.
High school transcripts	Five yrs.
Transcripts from prior colleges/universities attended	Permanent (50 yrs.)
Registration forms	Five yrs.
Add/drop forms	Five yrs.
WCU transcripts	Permanently
Application for graduation	Five yrs.
Change of grade form	Five yrs.
Grade report forms	Five yrs.

Facilities

The Western Covenant University campus is located at 9618 Garden Grove Blvd., #220, Garden Grove, CA 92844, second floor; less than 25 miles south of downtown Los Angeles. The university is close to the Garden Grove (22), San Diego (405), and Riverside (91), Santa Ana (5) freeways, for easy access to the sites and surrounds of Los Angeles. The university's facilities including classrooms, offices, student lounge, and library are housed on the second floor in a modern two-story building.

Classrooms

Classrooms are spacious and air-conditioned. The general classroom equipments including desks, chairs, board, and projectors and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

Library/Learning Resources

The Western Covenant University library houses a representative collection of books, periodicals and journals in the disciplines relevant to the university's course offerings and programs.

With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula. WCU students also have access to the university's on-line library system, Small Library Solutions (SLS), which can be accessed anywhere and at anytime by students with their laptop computers. The SLS provides WCU students with library services similar to large on-campus libraries.

The University library is open between the hours of 9:00 A.M. and 5:00 P.M., Monday — Friday. The library is closed on Saturday and Sundays.

Health Care Services

The University does not provide full-service, on-campus health-care services. However, the University provides assistance to students in acquiring health insurance.

Bookstore

Western Covenant University does not operate a bookstore. However, textbooks, reference materials and some general supplies are available through the university's library that is open during regular library hours.

Student Housing

Western Covenant University is a nonresidential university, i.e., the University does not provide on or off-campus student housing. There is abundant local housing in the vicinity of the University, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers, and special free publications also provide extensive information about available housing in the area.

Parking

On-site free parking is available for students. Handicapped parking for physically challenged students is conveniently located near the facility.

Placement Services/Other Student Services

Western Covenant University does not provide job placement services for its students. However, the University provides other personalized student services to assist students in reaching their educational goals. Students should contact their advisor for assistance or direction to services for their personal needs.

GENERAL POLICIES

Catalog Accuracy Statement

Western Covenant University's catalog describes the policies, procedures, rules and regulations by which the University operates the programs and services that it offers. The University endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. The University assumes no responsibility for program changes or publication errors beyond its control.

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the information set forth in this catalog, for satisfying prerequisites and/or corequisites for any course the student plans to take and for selecting the courses which will allow the student to attain his or her educational objectives.

The University does not assume responsibility for misinterpretation by students of policies, procedures rules or regulations presented in this catalog.

Statement of University Rights

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and Western Covenant University.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of Western Covenant University.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from

time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertain to the student and the University.

The University reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which quarter courses are offered, teaching assignments, degree requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

There are established procedures for making changes — procedures which protect the university's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate university publications for current information.

The University further reserves the right to refuse admission to any applicant at the discretion of the Director of Admissions and Records and to disqualify, discontinue or exclude any student at the discretion of the President, the Vice President or the Director of Admissions and Records.

Policy on Sexual Harassment

Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal.

It is university policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from sexual harassment. Western Covenant University prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of Western Covenant University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.

Policy on Sexual Assault

The term sexual assault includes, but is not limited to, rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault.

Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available.

Rape is the most prevalent, serious-violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by Western Covenant University. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Policy on Prosecution for Theft and Bad Checks

It is the policy of Western Covenant University to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the **California Penal Code**. Such measures include the utilization of **Section 1719 of the California Civil Code (AB 1226)** which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.



ACADEMIC POLICIES, RULES AND REGULATIONS

Western Covenant University has specific policies that address the interdependent issues of academic freedom, conflict of interest and academic integrity.

Academic Freedom

A university is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development and the desire for the liberating effects of an advanced education.

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of privacy and the right to fair hearings. The nature of the university's community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go along with these freedoms in all phases of their university activities and experience.

Conflict of Interest

Each member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner and protecting the rights of all individuals. All members of the university community — including members of the university's faculty, administration, student body and staff should conduct themselves with the greatest professional objectivity.

Academic Integrity

Academic integrity is of central importance in the university community and involves committed allegiance to the values, the principles and the code of behavior held to be central in

that community. The core of a university's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Western Covenant University degree.

All forms of academic dishonesty at Western Covenant University are a violation of university policy and will be considered a serious offense. Academic dishonesty includes, but is not limited to:

For faculty: Plagiarism and Falsifying University Documents

Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work.

Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.

Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.

For Students:

Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.

Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams

and standardized tests.

Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.

Falsifying any university document — includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

Attendance Requirements

Instructors are obligated at the beginning of each quarter or course session to announce to their students their policy regarding excessive absence(s). When unexcused absences exceed the number of hours that the class meets in one week, or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

Attendance Policies

1. Absence — Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
2. Tardiness — Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Cutting Classes — Cutting of classes will be

considered as unexcused absences.

4. Make-Up Work — Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences may occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

Student Responsibility for Drop/Withdrawal

It is the student's responsibility to officially drop any class which should not be in his or her program. This is true even if the student has never attended the class.

Prerequisites and Corequisites

A prerequisite is a completed course, or other measure of academic preparation, a student is required to meet to demonstrate current readiness for enrollment in a particular course or program. The University requires students to complete prerequisite courses with a grade of "C," "CR," or higher prior to registering in the course requiring the prerequisite. A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

It is the student's responsibility to determine whether or not he/she has met a prerequisite requirement or is able to take a corequisite to be eligible to take a course so that he/she can make class schedule adjustments when necessary to qualify to take a particular course.

Courses which have prerequisites and/or corequisites are clearly identified in the catalog.

Course Information/Syllabi

During the first week of classes the instructor will distribute to class members printed information about the course. This course information will include at least the following items:

1. The instructor's grading policy;
2. Required texts and other materials;
3. A general outline of subject material to be covered in the course;
4. The availability of the instructor outside of class;
5. Prerequisite(s) and/or corequisite(s) for the course;
6. Course goals, objectives and requirements;
7. Attendance requirements;
8. Policy on due dates and make-up work, and
9. Schedule of examinations.

Scheduling and Cancellation of Classes

Western Covenant University operates on the quarter system. The university's academic year is divided into four 11-week quarters, which include 10 weeks of instruction and one week of final examinations. The University publishes a schedule of classes prior to the beginning of each quarter. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records.

The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. **Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.**

Adding Courses

Students may add courses only during the **official add period**. The student must submit a completed change of program form to the Office of Admissions and Records. Class additions are subject to space and class-size limits.

Dropping Courses — Withdrawal

Students desiring to officially withdraw from a class must submit a Change of Program Card to the Office of Admissions and Records. A withdrawal initiated either by a student or an instructor after the official date to drop a course without penalty will be recorded on the student's

permanent record as a **W** grade. Students should be aware that a grade of **W** will be used in the determination of progress alert or disqualification status.

Administrative Drop

Enrollment may be administratively canceled and the student dropped from class for the following reasons:

1. Invalid enrollment;
2. failure to attend the first class meeting or exceeding the limits of the university's class non-attendance policy, and
3. failure to present an updated student program from the Office of Admissions and Records.

Academic Credit — Unit of Credit

Academic credit at Western Covenant University is measured in units of credit. Units of credit are assigned to courses on the basis of the national standard student workload, **the Carnegie unit**, which is 30 hours/quarter unit of credit.

Specifically, a quarter unit of credit represents:

- One hour per week of lecture or recitation led by the instructor for 10 weeks and two hours of outside preparation by the student per week for 10 weeks, which is 30 hours per unit of credit (10 hours lecture plus 20 hours of preparation).
- For a 4 unit course, this is equivalent to 40 hrs. of instruction/recitation and 80 hrs. of preparation or 120 hrs. per 4 units of quarter credit.

To convert quarter units to semester units, multiply by 0.667.

To convert semester units to quarter units, multiply by 1.500.

Grading System

Grades are earned for each course that a student is officially enrolled in, and are recorded on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. Academic achievement is reported in terms of grade point average (GPA).

Academic Records and Symbols

Western Covenant University's grading system is as follows:

THE WESTERN COVENANT UNIVERSITY GRADING SYSTEM

<i>Symbol</i>	<i>Definition</i>	<i>Grading Points</i>
A	Outstanding	4.00
A-	Superior	3.67
B+	Good	3.33
B	Average	3.00
B-	Satisfactory	2.67
C+	Fair	2.33
C	Minimally Passing	2.00
C-	Not passing	1.67
D+	Poor	1.33
D	Very Poor	1.00
D-	Unacceptable	0.67
F	Failing	0.00
W	Official Withdrawal No effect on GPA	--
UW	Unofficial Withdrawal	0.00
IC	Incomplete	--
IP	In Progress	--
AU	Audit	--
CR	Credit	--
NC	No Credit	--
RD	Report Delayed	--
P	Pass/Complete (MSOM only)	--

Plus/Minus Grading

A plus/minus grading system is utilized at Western Covenant University. Plus/minus grading is not mandatory but is utilized at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty members use all grades from A to F to distinguish among levels of academic accomplishment. **The required grade for graduate level achievement is B and for undergraduate level achievement, a C.** The Grade Point is the numerical value assigned to each letter grade.

Credit/No Credit Grading Policy

It is university policy that a student in good standing may elect to be graded on a **Credit/No Credit** basis in certain courses. The units earned in courses graded **Credit** are counted in satisfaction of program requirements, but are disregarded in determining a student's GPA. A **No Credit** grade does not satisfy program requirements; however, it is a no penalty grade.

For certificate, associate and bachelor's degree objective students, a grade of **Credit (CR)** is awarded for work equivalent to all grades which earn 2.0 or more grade points ("C" or better). **No Credit** is awarded for all grades that earn less than 2.0 grade points (C- to F). For graduate students, master's and doctoral degree objective students, a grade of **Credit (CR)** is awarded for work equivalent to all grades which earn 3.0 or more grade points (A to B). **No Credit** is awarded for work equivalent to all grades which earn less than 3.0 grade points (B- to F).

The units earned in courses graded **Credit/No Credit** are counted in satisfaction of program requirements, but will be disregarded in determining a student's GPA. **No Credit is a no penalty grade.**

Limitations on Student Election of Credit/No Credit Evaluations

1. Certain courses, at the discretion of the instructor and/or the program, department or school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes.
2. No more than 16 units of a student's coursework for an Associate Degree may be taken on a CR/NC basis. Bachelor's degree objective students may take 30 units of coursework on a CR/NC basis. The limit for the Master's degrees in Divinity and Oriental Medicine is 20 units. Courses in the Doctor of Ministry program may not be taken on a CR/NC basis except for specifically designated courses, e.g., doctoral research and doctoral dissertation.
3. The maximum number of units that may be taken CR/NC in certificate programs is determined by the department chairperson or the program director.

Conditions under which Credit/No Credit Evaluation May be Elected by Students

1. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Office of Admissions and Records by the deadline date listed in the appropriate class schedule. **No exceptions to the deadline will be made.**
2. An evaluation on a Credit/No Credit basis may not be changed later to a letter grade, nor may the reverse occur. **No exceptions to this policy will be made.**

Incomplete Grade

A symbol of **I**, incomplete, may be assigned by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency, or for other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. An **I** must be made up no later than the last week of the quarter following the end of the term in which it was assigned. In the event of unusual and verifiable circumstances beyond the student's control, a petition may be filed in the Office of Admissions and Records for extension of the time limit.

Withdrawal

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a **W** and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a **W** will be recorded on the student's permanent record.

3. A student attending a session after the deadline for withdrawal will not be eligible to receive a **W**. **The instructor** must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.
4. Withdrawal, **W**, symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed (RD) Non-evaluative Symbol

The **RD** symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible. **RD shall not be used in calculating grade point averages.**

Non-Evaluative Symbols are:	
<u>Symbol</u>	<u>Meaning</u>
I	Incomplete
W	Withdrawal
RD	Report Delayed

Grade Point Average (GPA)

Academic achievement is reported in terms of grade point average. GPA is computed by dividing total units attempted into total grade points earned. Decisions about probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or even determined by the student's GPA; hence, students should pay constant attention to their grade point standing.

CR, NC, W, I, and RD grades are not used in computation of the grade point average, but W, NC and I are used for purposes of progress alert and disqualification status.

The term **current grade point average** refers to the GPA earned in the last quarter of enrollment. The term **cumulative grade point average (CGPA)**, on the other

hand, refers to the average of the total grade points accumulated divided by the total of credits attempted at Western Covenant University. The CGPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

While courses may be transferred from other institutions, CGPAs are determined only on the basis of courses completed at Western Covenant University.

Transfer of Credits from Other Institutions

Western Covenant University has not entered into any articulation or transfer agreements with any other college or university, however, the University may accept for transfer credit coursework earned at previously attended colleges and universities (See p.44 for more details), if the course and course grade meets the transfer requirements of the program to which it is being transferred. Coursework from international institutions will require thorough documentation evidencing equivalency to the standards set by the U.S. Department of Education for accredited institutions.

Assessment of Prior Learning

Credits may be earned through prior learning assessment using either or a combination of the following assessment techniques:

1. Credit by examination through the use of standardized tests and/or;
2. Assignment of credit for military and corporate training based on recommendations established by the American Council on Education and the Guide to the Evaluation of Educational Experiences in the Armed Forces.

Specifically, credit by examination can be earned through successful testing and the recommended college credit equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONS (N.Y. State Department of Education Program on Non-

collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.

Students are advised that some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

WCU will maintain a written record of previous education and training of veterans and eligible persons that will clearly indicate that credit has been granted, if appropriate, with the student and Veterans Administration notified accordingly.

Concurrent Course Scheduling

No student is permitted to enroll in two or more courses that overlap in time in any given academic quarter without official written approval from the courses' instructors and the Office of Admissions and Records. Forms are available in the Office of Admissions and Records.

Credit by Examination

In certain cases a student may obtain credit by challenge examination for graded courses at Western Covenant University. Credit by Examination is restricted to courses listed in the catalog. Students should contact the Office of Admissions and Records for specific information on Credit by Examination.

Substandard Work and Course Repetition Policy

- a. Undergraduate — associate and baccalaureate students — may repeat any course in which a less than "C" grade is received. No course in which a "C" or better grade has been earned may be repeated.
- b. Graduate, master's and doctoral, students may repeat any course in which a B- or less or NC final grade was received.

A course may be repeated only once under these policies. Upon completion of a repeated course, the original grade will be removed from the cumulative totals on the student's permanent record in such a manner that the integrity of the student's academic history is maintained. Only the last grade will be included in determining CGPA and academic standing,

and only those units will be counted toward graduation.

Waiver or Substitution of a Course

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions for waiver of requirements in the major must be approved by the office of the appropriate academic program administrator — program director, department chairperson or school dean. Petitions are available in the Office of Admissions and Records.

Auditors

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditors' status. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

Standards of Academic Progress

Probation and disqualification policies are based on the philosophy that the University has an obligation to assist students who, due to unsatisfactory academic performance, may experience difficulty in realizing their potential.

Probation

Academic Probation

Any bachelor or associate degree objective student whose CGPA falls below 2.0 and any graduate student (M.S.O.M., M.Div., D.Min.) whose scholarship falls below a CGPA of 3.0 in courses receiving letter grades for work attempted at Western Covenant University shall be placed on academic probation.

- a. A student on probation is required to meet with his/her academic advisor to review their academic progress.
- b. A student on probation may be assigned a restricted program of studies.

- c. Any bachelor or associate degree student who is on academic probation whose grade point average for coursework undertaken in the quarter just completed is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.0 shall remain on academic probation. Any **graduate students** whose GPA is 3.0 or better for coursework just completed but whose cumulative GPA, CGPA, is still less than 3.0 shall remain on probation.

Removal from Probation

Any student placed on academic probation shall be removed from probation when the cumulative grade point average at Western Covenant University has improved to 2.0 for bachelor and associate degree students and 3.0 for graduate students.

Academic Disqualification and Reinstatement

A student may stay on academic probation no more than two quarters. Any bachelor or associate degree student currently on academic probation whose grade point average for coursework undertaken in **the quarter just completed** is less than 2.0 and any graduate student whose GPA is less than 3.0 shall be academically disqualified and the VA and other appropriate agencies will be promptly notified.

Any student who is academically disqualified may not attend the University during the succeeding quarter. Re-enrollment or re-admission will be approved only after evidence is shown to the appropriate university official's satisfaction — program director, department chairperson, school dean or director of admissions and records — that the conditions that caused the interruption for unsatisfactory progress have been rectified. A re-applying student must meet all the university's and the program's entrance requirements in effect at the time of re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from previously, it will be the decision of the appropriate administrator as to whether or not to re-admit the student to the program, and, if so, what the student's status or standing in the program will be.

Reinstatement

Any student who believes he/she has been unjustifiably disqualified may file a petition with the Office of Admissions and Records requesting that such disqualification be reconsidered.

Final Examination

Final examinations are required and will be given at the scheduled times. A student may make up a final at any time when, in the judgment of the instructor, conditions warrant such an exception. **In the event that an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.**

Grade Assignment

Final grades will be available at the end of each quarter. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetency or a grade issued in bad faith.

Grade Change

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. **A student who wishes to request a grade change may take the following steps:**

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Office of Admissions and Records.
2. If the request for a grade change is denied by the instructor, the student may ask for a review of the grade by the school dean, department chairperson, or program director.
3. Any change of a grade after it has been submitted to the Office of Admissions and Records must be done within **one year following the end of the term in which the grade was assigned**. No grade will be changed after the one year period without supporting evidence of extenuating circumstances and approval of the Director of Admissions and Records and the appropriate administrator – program director, department chairperson or

school dean.

Emergency Leave of Absence

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a Leave of Absence (LA). Petitions for leaves of absences are obtained from the Office of Admissions and Records. Absences incurred while on a LA are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five class days. Instructors will be asked to give make-up assignments for all work missed during the LA.

Under no circumstances will emergency leaves be granted at the end of the quarter when finals would be missed or course requirements not fulfilled.

Extended Leave of Absence (Planned Educational Leave)

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his or her educational objective and that is acceptable to the appropriate university authorities, the student may be granted an Extended Leave of Absence (ELA).

Only students in good standing are eligible for an ELA. An ELA will be granted when the student has filed an approved petition with the Office of Admissions and Records. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reasons for the leave and the duration of the leave.

A student granted an ELA has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons students may petition for an ELA are, but are not limited to, the following:

- a. **professional or academic opportunities** — such as travel or study abroad, employment related to educational goals in the student's major field of study, or participation in field study or research projects;
- b. **medical reasons** — including pregnancy, major surgery, or other health-related circumstances, and
- c. **financial reasons** — such as the necessity to work for a specified period in order to resume study with

adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a significant relationship between the ELA and progress toward their educational objective.

Leaves may be granted for a maximum of two years or eight consecutive quarters. A request for an ELA must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from an ELA, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant, including enrollment in the curriculum in effect at the time of re-enrollment.

Retroactive Withdrawal

A student who discontinues attendance and participation in **all** coursework in which he/she is officially enrolled for a particular academic quarter without a formal filing of a **Petition for Withdrawal from the University** will administratively receive the grade of **F** in all coursework officially enrolled in for that quarter. A student may petition to have these grades retroactively changed to the administrative grade of **W**, if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the University during the quarter in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled at the University at the time the application for retroactive withdrawal is submitted. Petitions are available from the Office of Admissions and Records.

Change of Major

Students have the opportunity, upon determining that they

are pursuing a course of study in which they are no longer interested, to change to another major. In such cases, students should consult their advisers for assistance in making the change.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major.

Curriculum Deviation

Although the University has specified a program of courses for each major, under certain conditions a student may be permitted to deviate from the established curriculum. Information regarding a request to deviate from the curriculum may be obtained from the student's academic advisor.

Election of Regulations

Students remaining in continuous attendance may elect to meet the degree requirements in effect either: (1) at the time they take their first course as a Regular Status student in a degree program, or (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the program offering the degree.

Full-Time Equivalent and Full-Time Student

Enrollment in Western Covenant University is measured in full-time equivalent (FTE) students. One FTE is the equivalent of 15 units of student course credit. One FTE could represent one student carrying 15 course-units, three students each carrying five course-units, or any other student/course combination the sum of which equals 15 course-units. The university's FTE enrollment is the total course-units taken by all students divided by 15. FTE is not related to full-time student status. A full-time student is not necessarily a full-time equivalent student.

Name Change

Any change of the student's name should be immediately reported to the Office of Admissions and Records. Students reporting name changes during a quarter are advised also to notify their instructors in order to maintain proper recognition

and identification.

Transcript Requests

Each student who has an academic record on file at Western Covenant University is entitled to one transcript of record without charge. Additional copies may be obtained at ten dollars (\$10.00) per copy, payable in advance.

Due to requirements of the *Family Educational Rights and Privacy Act of 1974*, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

Debts Owed to the College

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with a written notice that he/she has failed to pay a financial obligation incurred at the University. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. If a student believes that he/she does not owe all or part of an unpaid obligation, the student should contact the university's Business Office. The Business Office, or other campus office to which the student may be referred by the Business Office, will review the information, including information the student may wish to present, and will advise the student of its conclusions concerning the debt.

Withdrawal from College

A student has the right to cancel the **Enrollment Agreement** at anytime and obtain a refund of charges paid (except for the application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds)

A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. When this has been accomplished, the student will be

eligible for withdrawal. Any refunds due to the student will be made by the university's Business Office in compliance with the students Enrollment Agreement and the university's Refund Policy.

In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

Dismissal from Class and/or the University

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the University for a period to be determined by the instructor, the program administrator, director of admissions and records and the vice president.

WESTERN COVENANT UNIVERSITY'S COURSE NUMBERING SYSTEM

**COURSES ARE GROUPED INTO NUMBER SERIES INDICATING THE LEVEL AT
WHICH THEY ARE PRESENTED**

00-99 LEVEL COURSES

PREPARATORY/REMEDIATION COURSES

These courses, numbered 00-99, are preparatory/remedial courses and are not applicable to degree programs or certificates within degree programs.

100-299 LEVEL COURSES

LOWER DIVISION COURSES: APPLICABLE TO ASSOCIATE AND BACHELOR DEGREES

These courses are designed primarily for freshmen and sophomores, but may be taken by others. They provide breadth of understanding and the foundation for more specialized work in upper division and more advanced courses. Such courses are usually general, introductory, basic, beginning or survey in nature.

300-399 LEVEL COURSES

UPPER DIVISION, INTERMEDIATE COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for sophomores and above, although in some circumstances freshmen may qualify to enroll. 300-399 level courses generally assume prior knowledge or experience in the subject, are more advanced than lower-division courses and frequently have prerequisites.

400-499 LEVEL COURSES

UPPER DIVISION, ADVANCED COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for juniors and seniors, although advanced sophomores may qualify in some cases. Freshmen rarely qualify to take these courses. 400-499 courses assume a greater degree of complexity than intermediate level courses, require a high degree of disciplinary sophistication or a high degree of specificity in content and assume considerable prerequisite knowledge and experience.

500-599 LEVEL COURSES

DUAL LEVEL COURSES: APPLICABLE TO BACHELOR AND MASTER DEGREES

Dual level courses are open to qualified seniors for advanced upper division credit or to graduate students as graduate credit, as specified by the requirements of each program.

600-799 LEVEL COURSES

GRADUATE LEVEL COURSES: APPLICABLE TO MASTER'S and DOCTORAL DEGREES

Open only to post-baccalaureate and graduate students pursuing a master's or doctoral degree objective. Graduate courses require an identification and investigation of a theory or principle; the application of theory to new ideas, problems and materials; extensive use of bibliographic and other resource materials with emphasis on primary sources of data and competence in the scholarly presentation of independent study research.

800-899 LEVEL COURSES: APPLICABLE TO DOCTORAL DEGREES

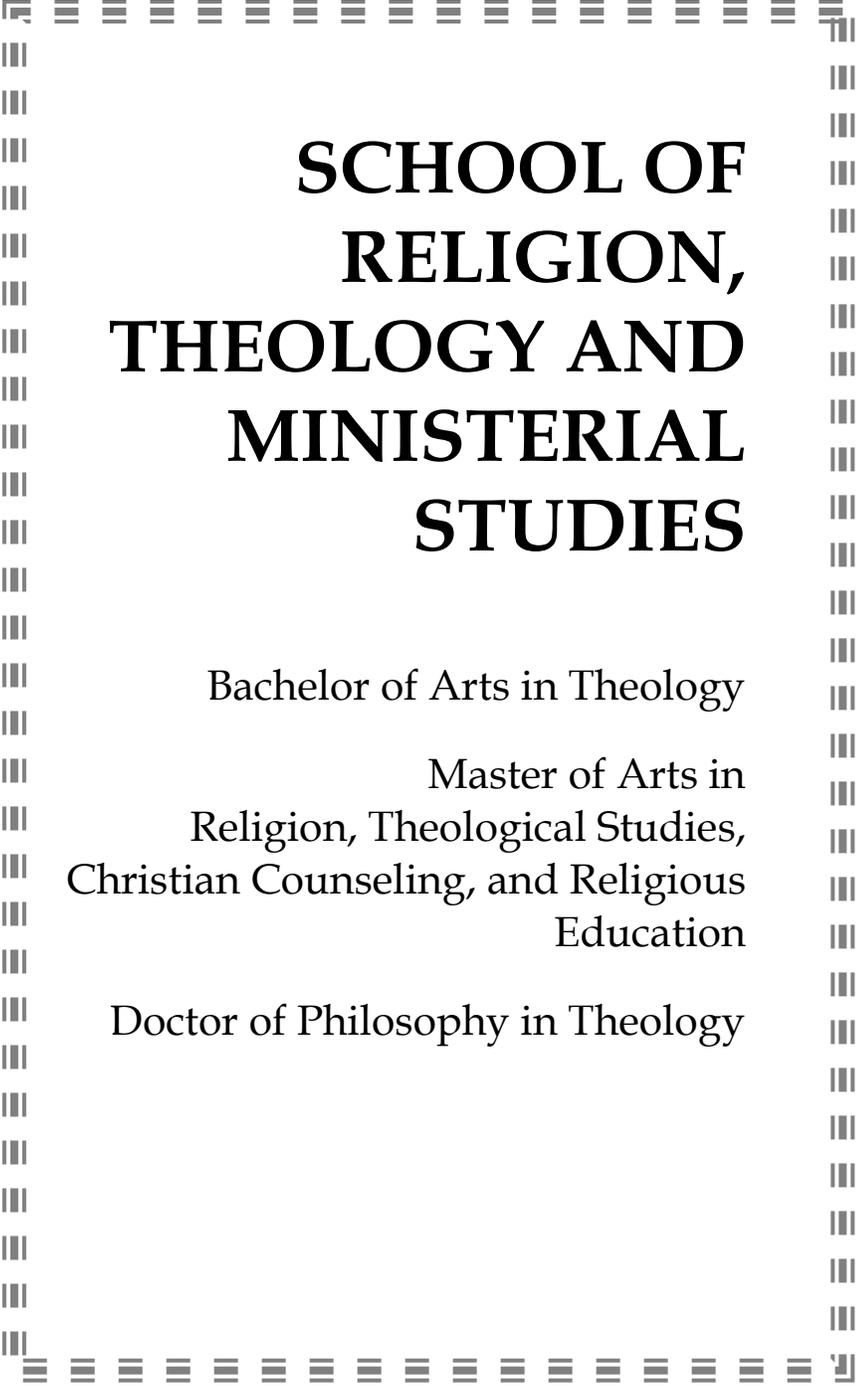
Open only to graduate students pursuing study at the doctoral level. Graduate study at the doctoral level demands, on the part of the student, a capacity for creative thinking, critical analysis and a degree of research interest and ability beyond that required at the Master's Degree level. Doctoral study/research is designed to prepare scholars who will advance knowledge of the discipline through specialized expertise and independent research that extends the theoretical foundation, provides the basis for further research that may lead to new theories and/or may provide the basis for a more through understanding of the subject, problem or phenomena under study.

900-999 LEVEL COURSES: NON-CREDIT COURSES

Courses numbered at the 900 – 999 level are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential and licensure programs. They are also designed to meet professional (medical, nursing, dental, CPA, engineering, law, architecture, acupuncture, etc.) continuing education requirements and the needs of professional and vocational groups seeking career improvement and advancement objectives. Credit for these courses does not apply to degrees. However, in exceptional cases and with the approval of the appropriate school dean or department chairperson, you may apply these courses towards a degree program for which such courses are deemed acceptable. Determination of the acceptability of these courses for degree credit will depend primarily upon course content and approach. You should not consider registering in these courses for degree purposes without first consulting with an adviser.

Some courses within this numbering level are designed to provide opportunities to pursue cultural, intellectual, and social interests. These courses include specialized workshops, seminars, and institutes.

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- *Courses transferred to Western Covenant University for which credit is sought are evaluated and given credit, where appropriate, on the basis of the course numbering criteria given here.*
 - *Community college courses do not qualify for upper division credit. Only lower division credit will be given to all transfer courses from community colleges, with the exception of community colleges that now offer selected Bachelor degrees.*
 - *While most accredited institutions and BPPE approved institutions adhere closely to this standardized course numbering system, some institutions' course numbering system may not. In such cases, WCU will review their courses so as to ascertain the appropriate class level to determine the number of units to be awarded.*



**SCHOOL OF
RELIGION,
THEOLOGY AND
MINISTERIAL
STUDIES**

Bachelor of Arts in Theology

Master of Arts in
Religion, Theological Studies,
Christian Counseling, and Religious
Education

Doctor of Philosophy in Theology

DOCTRINAL STATEMENT

SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES

The School of Religion, Theology and Ministerial Studies is dedicated to the integration of faith and learning, and endeavors to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The School invites the members of its community to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real life challenges which they will face as citizens of the twenty-first century.

We Believe

...the Bible to be the inspired and only infallible and authoritative Word of God.

...that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule over the nations.

...that the only means of being cleansed from sin is through repentance and faith in the precious blood of God.

...that regeneration by the Holy Spirit is absolutely essential for personal salvation.

...that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

...that the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES

The School of Religion, Theology and Ministerial Studies is faithful to the intellectual tradition and apostolic priority of the Christian Church—reverent and critical service of the faith that does justice. Doctrinally the School stands for the fundamentals of the faith as taught in Holy Scriptures and handed down by the Church.

The School's pledge is to serve the entire church of Jesus Christ in its various expressions—whether congregational, denominational or multi-denominational and to reflect the ecumenical vision embroidered in the structure and substance of the Church.

The School offers a theological and ministerial education that is grounded in Scripture and the heritage of faith; yet is also an education in touch with the issues affecting contemporary ministry and the lives of people in today's world.

Academically, the School seeks to maintain an atmosphere that encourages students in their responsible exercise of academic freedom. Believing that intense study and rigorous thought should be an act of spiritual devotion, the School seeks to become a community of scholar-servants in their work and devotion to God.

Because zeal without knowledge or knowledge without godly zeal can only injure the Church, the School seeks to develop in its students a balanced combination of solid learning and Christlike piety by educating them to approach theological and practical ministry issues with cultural sensitivity and discernment.

The call to ministry is a call to freedom and fullness of being. For those who seek to respond to this call in whatever form it may take, and with whatever communion or community, the Western Covenant University School of RTMS encourages self-directed learning. In doing this we seek to honor love of learning as a gift and to offer a program that gives room for the workings of the spirit.

Religion is a significant dimension of human existence. Throughout history, it has had a formative effect on human development, culture, and consciousness. Human beings yearn to know the ultimate meaning of things: of life, of the world, of their own nature and destiny. For much of human history, people have sought to discover the meaning of things through religion.

Courses in the School of RTMS address the critical issues relating to the subject of religion, theology, Christian counseling and education, ministry and ministerial administration in their many facets: historical, cultural,

literary, aesthetic, sociological, experiential and philosophical. Students who undertake religious, theological and ministerial studies learn both to appreciate the importance of religion, theology and the ministry to human thought, action, and creativity and to judge their character and historical impact in cultural context. Moreover, they discover how the critical study of religion and the work of the ministry leads to increased understanding of the relationship among the various fields of knowledge that constitute the humanities and social sciences.

MISSION OF THE SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES

The School of RTMS's educational philosophy encompasses the principle that the spiritual development of every student is a matter of prime importance in religious, theological and ministerial education. Under the authority of Scripture, the School seeks to fulfill its commitment to prepare leaders for service in the Church, the ministry and ministerial administration for all Christian denominations.

Paul described the Church as the Body of Christ, with many members having different functions, but working organically together.

Recognizing that ministry can take many forms, the school's programs of study are structured to respond to the gifts, background, needs, interests and calling of each student. The school aspires to develop church leaders who will be able to address the complex issues confronting the church's ministry and witness.

The identification of human gifts and the dedication of those gifts to the service of the greater good is the essence of ministry. To discover ministry is an embodiment of grace. While the school's mission is to promote the essentials of Christianity and to prepare people holistically for service in the Church in its many forms, it is also committed to freedom in the formulation of nonessentials. There is an appreciation of the reality that there will always be differences in our understandings, spiritual maturity and conclusion and that these differences should not be used as a test of fellowship.

The School of RTMS is also committed to providing field education that integrates conceptual aspects of religion and ministry with the practice of religion and ministry in local churches, hospitals, mission opportunities, inner-city (urban) ministries, and other para-church organizations. The goals for field education include spiritual formation,

mentoring relationships, theological reflection, and specific training in religious education, Christian counseling, theological studies, the ministry and ministerial administration. The programs in the School are based on the premise that religion and ministry involves authenticity, the real presence of gifted human beings. One who ministers embraces the capacity to be responsible, grounded and self-authoring. One who ministers carries within a reverence for life and is responsible to life all around.

There are many forms of religion and ministry that take place in a context beyond the immediate sphere of a congregation. And there are religious vocations that are not oriented towards the art of life together, but call for solitude. A sincere exploration of the nature of one's calling is welcomed as part of the educational process. Clarity of purpose and firm commitment will also find a home in the School of RTMS.

The School of RTMS is specifically committed to:

- Preparation of ministers and others for service in the Church.
 - Theological, spiritual and personal renewal of those already engaged in active ministry.
 - Partnership and mutuality between men and women in church and society as witness of Christian love and justice.
 - Sensitivity to and programs designed for urban ministry, Christian education and Christian counseling.
 - Inculturation of the faith within diverse communities in a pluralistic world.
 - Critical fidelity to the Church in Christian tradition.
 - Providing exposure to the contributions of the Church as it strives to be a continuing resource in the struggle to increase the measure of justice, righteousness and compassion.
 - Furthering the incorporation of urban communities into the life and work of theological education.
 - Serving as a focal point for sound theological scholarship for the Church and for understanding, training and support in response to the need in the Church and community for trained ministerial and community leadership.
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BACHELOR OF ARTS IN THEOLOGY PROGRAM

STATEMENT OF PURPOSE

The B.A. in Theology program are dedicated to the integration of religion, faith and learning and consequently endeavor to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The Schools programs are academic /professional programs designed to prepare men and women for a variety of purposes both within and outside the church. Students are also qualified to pursue graduate programs in theology, including the M.Div. and M.A.

BACHELOR OF ARTS IN THEOLOGY PROGRAM OBJECTIVES

In the context of Western Covenant University's mission, completion of the Bachelor of Arts in Theology program will enable students to:

- Articulate the Biblical basis of mission
- Outline the history of missions
- Discuss intelligently various strategies current issues in missions work
- Defend personal faith in Jesus Christ, drawing on Scriptural truth in light of competing ethical frameworks
- Gain experience by becoming involved in missions work

ADMISSION STANDARDS AND REQUIREMENTS

Responsibility for admission decisions is vested in the Admissions Committee (AC). All applicants seeking admission into a B.A. program must first meet the general admissions standard of and be admitted into the University.

General Admission Procedure

Application forms for B.A. programs are obtained from the university's Office of Admissions and Records and returned to the office after completion. The following materials are required before a decision on admission can be made by the AC:

1. Official transcripts of all academic work taken from high school. A final official transcript indicating that the high school completion has been granted should be submitted. If the high school's Diploma has not been granted at the time that the student applies for admission into a B.A. degree program, then the student — upon reception of the high school's Diploma — should immediately make arrangements to have an official transcript sent to WCU indicating that the high school's Diploma has been granted.
2. Application Form: an application is valid for one year.
3. Payment of application fee — \$100.00 (nonrefundable).

Preparation for the B.A. Degree program

A cumulative grade point average of 2.5 or higher (on a four-point scale) in all high school work.

Based on individual merit, at the discretion of the GAC, an applicant whose grade point average is below 2.5 may be admitted into the program on a provisional status — requiring the applicant to complete the first 12 credit hours of bachelor level courses with grades of —"B" or above before receiving further consideration for regular standing in a B.A. degree program.

ACADEMIC POLICIES

Academic Calendar

The timelines of B.A. programs are given in the academic calendar in the front of the catalog.

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student's advisor may be used toward the Bachelor's degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog.

Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student's academic advisor, and the instructors involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Business Office. A late registration fee will be charged students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled **Bachelor-level** course(100-499) in which enrollment is less than eight and any scheduled **Master-level** course(500-599) in which the enrollment is **less than six**.

Bachelor Course Numbering System

See catalog section on Course Numbering System for specific details.

Limitation on the Number of 100 TO 499-level Courses Applicable to the B.A. Degree.

Excluding the B.A. degree's Common-Core-Curriculum Courses — no more than twelve 100 TO 499-level courses may be applied toward completion of requirements for the B.A. degree.

Student Academic Load

A full-time academic load in a B.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum grade point average of C (2.0 on a 4.0 scale). Students are expected to gauge the course load for each quarter so that they will achieve at least a C grade in each course attempted. Any grade below C is considered below minimal performance in a B.A. program and indicates that improvement is required if students expect to complete the degree. If a student receives a second grade which is below C, he/she will be required to meet with their academic advisor and the School Dean or the designee to determine whether or not the student should continue as a degree student in the B.A. program. If a student receives a third grade which is below C, he/she may be dismissed from the program at the discretion of the School Dean. No more than two (2) course grades of less than C may count toward the Bachelor's degree. Grades below D cannot be used for credit towards the B.A. degree except by repeating the course and receiving a satisfactory grade.

A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined on the basis of courses completed at Western Covenant University. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal

Students who find it necessary to withdraw from a B.A. program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from a B.A. program.

Leave of Absence

B.A. students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity of their program. Forms for this purpose are available in the Office Admissions and Records. **Time spent on a leave of absence is not exclusive of the six-year (6) time limit for completion of the B.A. degree.**

Readmission

B.A. students who have been absent from a B.A. program for six or more consecutive quarters and do not have a current Leave of Absence form on file, must submit an Application for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from Western Covenant University.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, 71770 (b)(2) stipulates that **no more than 75% of the undergraduate units or the equivalent in other units awarded by**

another institution may be transferred for credit toward a Bachelor's degree. WUC accepts transfer credits only from the institutions of higher learning approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

All other course work for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution, while working toward their B.A. at WCU that they want transferred to WCU.

Time Limits on Completion of the B.A. Degree

All work for a B.A. degree must be completed within six (6) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean. The petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the M.A. degree.

CAREER OPPORTUNITIES

Graduates with a B.A. degree may assume positions in local churches as a Reader of Christian education, and youth Leaders; in Christian schools as teachers and administrators; and in para-church organizations as leaders and staff in the United States and in foreign missions. Since graduates of the program are furnished with Biblical, historical, and systematic resources for effective service in

Christian ministry and administration, they are qualified to effectively participate in world evangelism.

A graduate of these programs will be prepared for more specialized graduate study and will be given the conceptual and technical resources for effective service in Christian ministry.

CONTINUING EDUCATION AND THEOLOGICAL RENEWAL

Excellent opportunities are available for persons who wish to broaden their theological/biblical and/or to sharpen their ministerial/pastoral skills through the school's Continuing Education program, religious conferences, workshops and retreats. Through the flexible structure of its Continuing Education and Pastoral Renewal program the School reads the sign of the times in a changing global context to proclaim the Gospel of Christ effectively and so promote God's work of justice and peace.

GENERAL EDUCATION REQUIREMENTS

The Bachelor of Arts degree in Theology program requires a minimum of 48 course credits be earned in General Education. General Education courses include courses in communications, humanities, natural sciences, and the social sciences.

- Communications (12 credits): English, Research and Writing, Basic Computer Skills
- Humanities (16 credits): Philosophy, Ethics, World History, World Literature
- Natural Sciences (4 credits): Science and Creation
- Social Sciences (16 credits): Psychology, Sociology, Social Welfare, Political Science

CONCENTRATION AREAS OF THE B.A. IN THEOLOGY PROGRAM

WCU's B.A. degrees are academic/professional degrees designed to prepare men and women for careers in their chosen discipline, for further study at the M.A. or Th.M. level or for Christian service in a multiplicity of occupations. This is accomplished by integrating the academic and utilitarian aspects of the discipline in an expanded

curriculum that is more comprehensive than the typical B.A. program.

The Bachelor of Arts (BA) in Theology program offers courses in five concentrations: You will select a specialized area of study that focuses on your career interests and helps you gain in-depth knowledge in a particular method, population or area of service:

- (1) Christian Education
- (2) Christian Counseling
- (3) Mission
- (4) Social Welfare
- (5) Church Music

Mission

Concentration in Mission offers the opportunity to pursue Bachelor level Biblical studies apart from preparation for a career in Mission. Students may choose to earn a B.A. in Theology as a preliminary to pursuing Missionary, as theological preparation for Mission or community service, or to cultivate a personal interest in Missionary studies.

Church Music

Concentration in Church Music fosters development of theological understanding as part of educational, professional, and spiritual growth. The B.A. in Theology program is an academic/professional degree designed to give balanced exposure to the theological disciplines, while allowing students to focus on area of Church Music. It is desirable for persons not seeking ordination but wishing to work in a church Music, it is also appropriate for those who wish to enhance their understanding of theological perspectives and religious practices for their own growth or to relate to another professional field.

The program allows for concentration in a field of study, for example, lay persons who work in church music or volunteer positions may use the program to develop their understanding of the church by concentrating in a field such as biblical studies, history of religion, theology, or the history and theory of worship and homiletics.

Christian Education

Concentration in Christian Education is intended to prepare students to function as competent educators within settings

where religious and moral growth is primary concerns. Educational planning, organizational design, communication, and human development skills are emphasized. The program educates students for a wide variety of professional opportunities in religious education and for certification as Christian educators by denominations.

Christian Counseling

Concentration in Christian Counseling is to produce men and women who understand God's word as it applies to the exercise of the spiritual gift of counseling under the oversight of a local church. The graduate should be able to exegete individual passages of scripture accurately, to systematize these data into a coherent, and comprehensive theology, and to understand how this theology applies to particular persons and the life contexts of counselees desiring greater conformity to the image of the Lord Jesus Christ.

It is not the purpose of this program to prepare candidates for ordination to the Ministry of the Word. The program is also not designed to meet education requirements for state licensure in counseling. Students who desire to develop skills in biblical counseling to be used in the context of the Church are encouraged to carefully select their courses to complement their course work in Christian Counseling.

Social Welfare

Concentration in Social Welfare is to produce men and women who understand God's word as it applies to the exercise of the spiritual gift of Social Welfare under the oversight of a local Community. The graduate should be able to exegete individual passages of scripture accurately, to systematize these data into a coherent, and comprehensive theology, and to understand how this theology applies to particular persons and the life contexts of Social Welfare desiring greater conformity to the image of the Lord Jesus Christ.

This program is not designed to meet education requirements for state licensure in Social Welfare. Students who desire to develop skills in Social Welfare to be used in the context of the Church are encouraged to carefully select their courses to complement their course work in Social Welfare.

B.A. IN THEOLOGY DEGREE REQUIREMENTS

The Bachelor of Arts in Theology requires the completion of a minimum of 180 quarter units. At least 48 credits must be in General Education. Credits can be a combination of transfer credits and completion of course work with a minimum cumulative Grade Point Average of C (2.0). A minimum of 45 units must be completed at WCU and the remaining 135 units may be satisfied through transfer credit.



Bachelor of Arts in Theology Requirements: 180 quarter units	
General Education	48 units
Degree Required Courses	80 units
Concentration Required Courses	24 units
Elective Courses	28 units

General Education

Course No.	Course Title	Units/ Hours
RW 101	Research and Writing	4/40
ENG 101	English I	4/40
ETH 101	Beginning Ethics	4/40
HIS 101	World History	4/40
LIT 101	World Literature I	4/40
SC 101	Science and Creation	4/40
PHL 101	Introduction to Philosophy	4/40
POL 101	Political Science	4/40
PSY 101	Introduction to Psychology	4/40
SOC 101	Introduction to Sociology	4/40
SWF 101	Introduction to Social Welfare	4/40
BC 101	Basic Computer Skills	4/40
	Total	48/480

Degree Required Courses

Old Testament		
Course No.	Course Title	Units/ Hours
OT 101	Old Testament Survey I	4/40
OT 102	Old Testament Survey II	4/40
OT 401	Major Prophets	4/40
OT 402	Minor Prophets	4/40
HEB 101	Introduction to Biblical Hebrew I	4/40
HEB 102	Introduction to Biblical Hebrew II	4/40
	Total	24/240
New Testament		
Course No.	Course Title	Units/ Hours
NT 101	New Testament Survey I	4/40
NT 102	New Testament Survey II	4/40
NT 301	Introduction to the Four Gospels	4/40
NT 304	Introduction to Acts	4/40
GRK 101	New Testament Greek I	4/40
GRK 102	New Testament Greek II	4/40

Systematic Theology		
Course No.	Course Title	Units/ Hours
ST 101	Dogmatics I	4/40
ST 102	Dogmatics II	4/40
ST 103	Dogmatics III	4/40
	Total	12/120
Historical Theology		
Course No.	Course Title	Units/ Hours
HIS 301	The Ancient Church History	4/40
HIS 302	The Medieval Church History	4/40
HIS 303	The Church History in the Modern Age	4/40
	Total	12/120
Practical Theology		
Course No.	Course Title	Units/ Hours
PT 301	The Westminster Standards	4/40
PT 302	Christian Apologetics	4/40
	Total	8/80

Concentration Required Courses

Christian Education		
Course No.	Course Title	Units/ Hours
EDU 301	Intro. to Christian Education	4/40
EDU 302	Principles of Teaching and Learning	4/40
EDU 303	Teaching of Christ	4/40
EDU 304	Children and Youth Education	4/40
EDU 305	History of Christian Education	4/40
EDU 306	Philosophy of Christian Education	4/40
	Total	24/240
Christian Counseling		
Course No.	Course Title	Units/ Hours
CSL 401	Introduction to Christian Counseling	4/40
CSL 402	Techniques of Christian Counseling	4/40
CSL 403	Personality Development	4/40
CSL 404	Biblical Models for Marriage and Family Counseling	4/40
CSL 405	Application of Biblical Truth to Counseling	4/40
CSL 406	Pastoral Counseling	4/40
	Total	24/240
Mission		
Course No.	Course Title	Units/ Hours

		Hours
MSN 402	Introduction to World Mission	4/40
MSN 403	History of Christian Mission	4/40
MSN 404	Missionary Methods	4/40
MSN 405	Missionary Anthropology	4/40
MSN 406	Intercultural Communication	4/40
	Total	24/240
Church Music		
Course No.	Course Title	Units/ Hours
MUS 402	Church Music II	4/40
MUS 403	Basic Voice Skills	4/40
MUS 404	Introduction to Hymnology	4/40
MUS 405	Introduction to Music Composition	4/40
MUS 406	Introduction to Conducting	4/40
	Total	24/240
Social Welfare		
Course No.	Course Title	Units/ Hours
SWF 402	Human Behavior and Environment	4/40
SWF 403	Community Theory and Practice	4/40
SWF 404	Current Topics in Social Work Practice	4/40
SWF 405	Social Policy	4/40
SWF 406	Social Work Practice	4/40
	Total	24/240

Elective Courses (Elect 7 of 14 Courses)

Course No.	Course Title	Units/ Hours
OT 301	Introduction to Pentateuch	4/40
NT 302	Intro. to the Gospel of John	4/40
NT 303	Introduction to Romans	4/40
NT 305	Pauline Epistles	4/40
NT 306	Intro. to Pastoral Epistles	4/40
NT 307	Life of Christ	4/40
HIS 304	History of the Korean Church	4/40
HIS 305	History of the Bible	4/40
HIS 306	The Reformation	4/40
PT 303	Intro. to Practical Theology	4/40
PT 304	Introduction to Calvinism	4/40
SPN 101	Spanish I	4/40
SPN 102	Spanish II	4/40
	Total	28/280

Course Descriptions

General Education

- RW 101 Research and Writing**
4 quarter units/40 clock hours
Prerequisite: None
 This course is to develop abilities to write theological essays and research papers and develop and organize ideas and paragraphs.
- ENG 101 English I**
4 quarter units/40 clock hours
Prerequisite: None
 The course is an intensive study of the fundamentals of English grammar, usage, diction, sentence structure, vocabulary building, punctuation, and paragraph development. The eight parts of speech and common grammatical mistakes will be studied in depth.
- ETH 101 Beginning Ethics**
4 quarter units/40 clock hours
Prerequisite: PHL101 or approval of instructor
 This course is an introduction to the ample definition of ethics. In this course the student will be introduced to the relationship of Ethics and Philosophy. Also it will include the real definition of Morality.
- HIS 101 World History**
4 quarter units/40 clock hours
Prerequisite: None
 This is the study of the origins and development of major civilizations from early beginning through the renaissance period, cultural, and societal, considerations will be explored.
- LIT 101 World Literature I**
4 quarter units/40 clock hours
Prerequisite: ENG101 or approval of instructor
 This is an introduction to World Literature. Included in this class will be the study of multicultural literacy and contemporary writers.
- SC 101 Science and Creation**
4 quarter units/40 clock hours
Prerequisite: None
 A course that provides a basic knowledge about creation made by God.
- PHL 101 Introduction to Philosophy**

- 4 quarter units/40 clock hours**
Prerequisite: None
 This course is a survey and critical analysis of the various systems of philosophy, philosophical ideas, and major philosophers and their theories in the light of both logic and Scripture. The coverage is from pre-Christian to modern times.
- POL 101 Political Science**
4 quarter units/40 clock hours
Prerequisite: None
 The student will learn about selected topics on the political, social, and cultural aspects of the United States of America, with particular emphasis on reform and social change.
- PSY 101 Introduction to Psychology**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a study of the nature of man and human behavior, giving special attention to various factors associated with the development of personality and behavior patterns, and coping strategies for dealing with stress.
- SOC 101 Principles of Sociology**
4 quarter units/40 clock hours
Prerequisite: None
 This is an introduction to sociology analysis, studying social interaction, social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.
- SWF 101 Introduction to Social Welfare**
4.5 quarter units/45 clock hours
Prerequisite: None
 This course is an overview and history of social welfare. Problems of individuals, families, resource agencies with which social workers have contact are covered.
- BC 101 Basic Computer Skills**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an introduction to computers that focuses on the primary computer skills needed by all college students. The student who successfully completes this course should be able to create a paper using Microsoft Word; present the results of research using Microsoft Power-Point; use the features of Microsoft Windows to create,

edit, store, and search for files on a personal computer.

Degree Required Courses

Old Testament

- OT 101 Old Testament Survey I**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an introductory survey of the Old Testament, focusing on the authorship, historical background, themes of each book with its doctrinal contribution and a study of the history of the Hebrew nation.
- OT 102 Old Testament Survey II**
4 quarter units/40 clock hours
Prerequisite: BBL101 or approval of instructor
 This course is a continuation of BBL101, Old Testament Survey I. It will expand on the topics and provide richer detail and expansion of the historical background of the Old Testament.
- OT 401 Major Prophets**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a thorough study of the teachings of the Major Prophets with emphasis on Isaiah, Jeremiah, Ezekiel, and Daniel. The historical settings and prophetic character of the Major Prophets are examined. Harmony of The Prophecies and New Testament teaching will also be examined.
- OT 402 Minor Prophets**
4 quarter units/40 clock hours
Prerequisite: None
 This is an exegetical and biblical-theological approach to the original text of Minor Prophets. The focus of the course will be on the close reading of the books themselves, as well as, broader issues concerning principles and methods of interpretation of Old Testament prophecy.
- HEB 101 Introduction to Biblical Hebrew I**
4 quarter units/40 clock hours
Prerequisite: None
 This course studies the basic grammar of

- the Hebrew language. Translation and written exercises of selected biblical texts will be done. The emphasis of the language in those writings will be part of the course.
- HEB 102 Introduction to Biblical Hebrew II**
4 quarter units/40 clock hours
Prerequisite: None
 This course studies the intermediate grammar of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be done. The emphasis of the language in those writings will be part of the course

New Testament

- NT 101 New Testament Survey I**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a survey of the New Testament. Topics covered are: political, social, moral and religious backgrounds of the inter-Testament period.
- NT 102 New Testament Survey II**
4 quarter units/40 clock hours
Prerequisite: NT101 or approval of instructor
 This course is a continuation of BBL103, New Testament Survey I. It expands the given topics to include authorship, date and occasion of writing, and theme and purpose.
- NT 301 Introduction to the Four Gospels**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an exegetical study of selected passages from the texts of the Gospels. There will be discussion of background issues including history, composition, authorship, and distinction of each book.
- NT 304 Introduction to Acts**
4 quarter units/40 clock hours
Prerequisite: None
 This is an exegetical study of selected portions of the book of Acts, with special consideration of the contribution of this book to the knowledge of the expansion and the life of the early church.
- GRK 101 New Testament Greek I**

4 quarter units/40 clock hours

Prerequisite: None

This is a study of phonology, morphology and grammar of New Testament Greek with an emphasis placed on vocabulary development. It covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture and politics of the inter-testamental period.

- GRK 102 New Testament Greek II**
4 quarter units/40 clock hours
Prerequisite: GRK101 or approval of instructor
 This course is a continuation of GRK101. Nouns, verbs infinitives, adjective, and pronouns will be studied along with voice, extension, tense, and book.

Systematic Theology

- ST 101 Dogmatics I**
4 quarter units/40 clock hours
Prerequisite: None
 This course is the first Part of Three an introduction to systematic or constructive theology and allows students to master various theological approaches, different lines, doctrines of revelation, doctrines of God with the Trinity.
- ST 102 Dogmatics II**
4 quarter units/40 clock hours
Prerequisite: None
 This course is the Second Part of Three an introduction to systematic or constructive theology and allows students to master various theological approaches, different lines, doctrines of man in sin and doctrines of redemption of Christ.
- ST 103 Dogmatics III**
4 quarter units/40 clock hours
Prerequisite: None
 This course is the Last Part of Three an introduction to systematic or constructive theology and allows students to master various theological approaches, different lines, doctrine of salvation of Holy Spirit, doctrines of sanctification with church, and doctrines of eschatology as the world to come.

Historical Theology

- HIS 301 The Ancient Church History**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a survey of the main events and theological developments of the Christian church from the close of the apostolic age, focused on the church and Roman Empire; ecclesiastical organization; development of theology and dogma; Christian life and worship..
- HIS 302 The Medieval Church History**
4 quarter units/40 clock hours
Prerequisite: HIS301 or approval of instructor
 This course is a continuation of HIS301. The main topic will cover the Medieval Age of Church History focused on the period up to around 1500 and concentrating on the growth of the power of the papacy; the rise and development of monasticism, scholasticism and doctrinal controversies; mysticism and the mystics; popular piety and religious life; and the demand for reform.
- HIS 303 The Church History in the Modern Age**
4 quarter units/40 clock hours
Prerequisite: None
 This study is the change in intellectual background which developed in the seventh century through modern age; the claims of reason; pietism; the evangelical revival. It will also deal with the conflicts and attitudes of the present day.

Practical Theology

- PT 301 Introduction to Westminster Standards**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a study of the origin and historical development of the Westminster Confession of faith. Exposition of the theology of the Assembly by means of study of the Westminster Confession of faith will be examined accordingly.
- PT 302 Introduction to Christian Apologetics**
4 quarter units/40 clock hours
Prerequisite: None

This introductory course presents the nature, methods, and issues involved in defending a Christian world view, including religious knowledge, the existence of God, the problem of miracle, and the authority of Scripture. Major objections to Christianity are reviewed and answered.

Concentration Required CoursesChristian Education

- EDU 301 Introduction to Christian Education**
4 quarter units/40 clock hours
Prerequisite: None
 This course covers the philosophy and methodology of establishing a biblical world and life view in children, youth, and adolescents.
- EDU 302 Principles of Teaching and Learning**
4 quarter units/40 clock hours
Prerequisite: None
 Taught from an outcomes-based perspective, this course focuses on the role of the faculty member in curricula and course design and evaluation and assessment of student learning. Competency-based student assessment will be addressed. Content on test design, construction and evaluation, and the use of instructional technology in student evaluation is also included.
- EDU 303 Teaching of Christ**
4 quarter units/40 clock hours
Prerequisite: None
 This introductory course is to expose the undergraduate student to the teaching of Christ, both in terms of content and style explained in the four Gospels of the New Testament
- EDU 304 Children and Youth Education**
4 quarter units/40 clock hours
Prerequisite: None
 This course examines the educational needs of young children and teaching approaches in a cooperative environment including parents, school and community interaction. To assist students in gaining this knowledge in a well-organized manner, this course is structured into areas of competence.

EDU 305 History of Christian Education
4 quarter units/40 clock hours
Prerequisite: None
 This course examines history that presents views regarding the nature and goals of education. Specific topics covered may include: historical perspectives on multicultural education; the role of education in historical and modern democracies; and teaching of social justice in the contemporary classroom.

EDU 306 Philosophy of Christian Education
4 quarter units/40 clock hours
Prerequisite: None
 This course examines a variety of contemporary texts that present philosophical views regarding the goals of education. Specific topics covered may include: contemporary education; philosophical interdisciplinary perspectives on multicultural education; the role of education in modern democracies; and teaching toward social justice in the contemporary classroom.

Christian Counseling

CSL 401 Introduction to Christian Counseling
4 quarter units/40 clock hours
Prerequisite: None
 This is an introduction to foundational pre-suppositions underlying the task of counseling. A historical survey of classic and current theories of counseling will be developed and related to present day problems.

CSL 402 Techniques of Christian Counseling
4 quarter units/40 clock hours
Prerequisite: None
 This course is a study of the principles, theories, and techniques of Nouthetic Counseling for use by pastors and professional counselors. This course will involve role playing as practical "hands on" training in the use of counseling for the purpose of bringing about solutions to the delicate problems involved in marriage and family counseling.

CSL 403 Personality Development
4 quarter units/40 clock hours

Prerequisite: None

This course focuses on personality development from early childhood to adulthood with special attention given to physical, cognitive, socio-emotional, moral, and faith aspects of human development. Topics covered include social skills, relational capacities, gender and role learning, and socialization. The human personality development is also viewed from the Christian perspective.

CSL 404 Biblical Models for Marriage and Family Counseling
4 quarter units/40 clock hours
Prerequisite: None

This course presents models for personality, partnership, and parenthood in light of the Bible with a view to improving skills in individual, marriage, and family counseling. Problem situations in the lives of people will be discussed and analyzed in light of biblical principles. Special attention is given to proper principles and strategies involved in marriage and family counseling.

CSL 405 Application of Biblical Truths to Counseling

4 quarter units/40 clock hours

Prerequisite: None

This course is a study of the meaning of biblical principles within a biblical text. It will involve practice in applying those principles in a culturally appropriate manner within the context often found in pastoral counseling situations.

CSL 406 Pastoral Counseling
4 quarter units/40 clock hours
Prerequisite: None

This course covers biblical principals regarding the full scope of the local ministry. This will include: preaching, teaching, counseling, and visitation.

Mission

MSN 401 World Religions
4 quarter units/40 clock hours
Prerequisite: None

This course is a survey and comparison of the major religions of the world contrasted with Christianity. Religions covered are Buddhism, Confucianism, Hinduism, Islam,

Judaism, and Taoism.

- MSN 402 Introduction to World Mission**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an introduction to a wide range of issues and basic principles governing the missionary task of the church. The character, aims, agents, methods of Christian religious education, and evangelistic strategy are emphasized in relation to growth and stewardship. Also covered are studies in the cultural and religious background and the historical developments and the present situation of Christian missions in East and Southeast Asia, Africa, and Eastern Europe.
- MSN 403 History of Christian Mission**
4 quarter units/40 clock hours
Prerequisite: None
 A survey of the history of the expansion of Christianity from Apostolic times to the present, focusing on the lives of great missionaries in the past and present.
- MSN 404 Missionary Methods**
4 quarter units/40 clock hours
Prerequisite: MSN463 or approval of instructor
 This course is a survey of basic missionary methods and ways to help a prospective missionary to be successful in Christian service.
- MSN 405 Missionary Anthropology**
4 quarter units/40 clock hours
Prerequisite: None
 This is an introduction to cultural anthropology for effective cross-cultural ministry. The course will focus on understanding social structures, customs, culture, religion, worldview, language, and related topics in light of the missionary's change-agent role.
- MSN 406 Intercultural Communication**
4 quarter units/40 clock hours
Prerequisite: None
 This course is the study of the principles and processes of communicating from one culture to another, the knowledge of which is essential for effective missionary work. Topics covered include different perceptions

and ways of thinking, values, non-verbal expression, language expression and subgroups within a culture as they relate to the media and the message.

Church Music

- MUS 401 Church Music I**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an introduction to church music. Studies include historical background, purpose, leadership, function and application.
- MUS 402 Church Music II**
4 quarter units/40 clock hours
Prerequisite: None
 This course covers church music and worship which includes the guiding principles of designing and organizing group worship.
- MUS 403 Basic Voice Skills**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a study of basic vocal techniques including preparation and presentation of a recital.
- MUS 404 Introduction to Hymnology**
4 quarter units/40 clock hours
Prerequisite: None
 This is an introductory course on Christian Hymnody. Studies include historical patterns, covering a broad scope of hymnic literature, its environment, and significant contributing individuals
- MUS 405 Introduction to Music Composition**
4 quarter units/40 clock hours
Prerequisite: None
 This course is a beginning study of harmony, counterpoint, and musical form. The student will learn skills to develop compositions and abilities for writing hymns, anthems, choral and instrumental pieces.
- MUS 406 Introduction to conducting**
4 quarter units/40 clock hours
Prerequisite: None
 This is a beginning course which covers basic skills needed for conducting both choral and orchestra groups.

Social Welfare

- SWF 401 Introduction to Social Welfare**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an overview and history of social welfare. Problems of individuals, families, resource agencies with which social workers have contact are covered.
- SWF 402 Human Behavior and Environment**
4 quarter units/40 clock hours
Prerequisite: None
 Students will learn understanding and assessment of individual behavior through use of an ecological/social systems model. This course mainly focuses on Human development through the life span in the light of family, psychosocial, psychological, cultural, biological, environmental factors.
- SWF 403 Community Theory and Practice**
4 quarter units/40 clock hours
Prerequisite: None
 This course covers the examination of community dynamics using different theoretical and cultural perspectives. Students develop knowledge and skills needed to mobilize resources to meet community social problems.
- SWF 404 Current Topics in Social Work Practice**
4 quarter units/40 clock hours
Prerequisite: None
 This course covers specific fields of social work and human services. Possible topics include mental health, criminal justice, developmental disabilities, substance abuse, family services, and medical social work.
- SWF 405 Social Policy**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an overview of social welfare policies. How and by whom policy decisions are made are covered, as well as, analyzing policies and their affect on others.
- SWF 406 Social Work Practice**
4 quarter units/40 clock hours
Prerequisite: None
 Students learn interviewing skills, social work values, principles of generic practice, systems theory, and problem-solving techniques.

Elective Courses (Elect 2 of 8 Courses)

- OT 300 History of Israel (OT)**
4 quarter units/40 clock hours
Prerequisite: None
 Few nations in the age of man have experienced such a dynamic, turbulent, or influential history as the nation of Israel. This study brings to life the people and the environment that made the history of Israel. It covers from Adam to Abraham to Moses to David to Isaiah to the intermediate period to Jesus Christ.
- OT 301 Introduction to Pentateuch**
4 quarter units/40 clock hours
Prerequisite: None
 This introductory course is a Biblical and theological survey of God's ruling over His kingdom of the period of the Pentateuch. A study focusing on the analysis of the Old Testament will be included.
- NT 302 Introduction to the Gospel of John**
4 quarter units/40 clock hours
Prerequisite: None
 This course, an introduction to the Gospel of John, is a study of selected passages of this book. There will be focus and discussion on the similarities and differences between the Gospel of John and the three Synoptic Gospels.
- NT 303 Introduction to Romans**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an exegetical study of the book of Romans.
- NT 305 Pauline Epistles**
4 quarter units/40 clock hours
Prerequisite: None
 This course covers many key issues, theology, and religious answers in the thirteen writings of Paul the Apostle. His epistles are Romans, 1 and 2 Thessalonians, 1 and 2 Timothy, and Titus.
- NT 306 Introduction to Pastoral Epistles**
4 quarter units/40 clock hours
Prerequisite: BBL101 or approval of instructor
 This course is a study of First and Second Timothy and Titus with reference to the original text. Special focus will be on church

	structure and leadership		ministry in communities, including their own. Attention will be given to ministry in multicultural, local, and global contexts
NT 307	<p>Life of Christ 4 quarter units/40 clock hours Prerequisite: None This course is a study of tracing the birth, growth, learning, teaching, healing, ministry, crucifixion, death, resurrection, and theology of Jesus Christ in the four Gospels. Students will be taught the religious, cultural, social, and political background of Judaism and the new and different teachings of Jesus Christ from the tradition of Christianity.</p>	PT 304	<p>Introduction to Calvinism 4 quarter units/40 clock hours Prerequisite: None This course is an introductory study of the sources and development of Calvin's theology through historical backgrounds and his own writings</p>
HIS 304	<p>History of the Korean Church 4 quarter units/40 clock hours Prerequisite: None This course is a historical and theological study of the origin, development, and current domestic and overseas activities of the whole Korean Church: Catholic, Presbyterian, Methodist, Holiness-Pentecostal, Baptist, and others.</p>	SPN 101	<p>Spanish I 4 quarter units/40 clock hours Prerequisite: None This course will cover pronunciation, grammar, reading and speaking of Spanish with an emphasis on vocabulary building and writing simple sentences. It will also provide an initial exposure to the Spanish language, history, and cultural heritage.</p>
HIS 305	<p>History of the Bible 4 quarter units/40 clock hours Prerequisite: None This course is a historical study of the origin and development of the Scriptures: the Old Testament and the New Testament. Emphasis will be given to canonical factors of the Scriptures recognized in history.</p>	SPN 102	<p>Spanish II 4 quarter units/40 clock hours Prerequisite: SPN101 or approval of Instructor This course is a continuation of Spanish I. The student will learn Spanish language composition and conversation.</p>
HIS 306	<p>The Reformation 4 quarter units/40 clock hours Prerequisite: None This is study of a broad survey of the movement as a whole; the conditions which prepared the way and the forerunners; the leaders and the environments in which they worked; the revolution in the message and methods of the church.</p>		
PT 303	<p>Introduction to Practical Theology 4 quarter units/40 clock hours Prerequisite: None This course introduces students to practical theology as a disciplined reflection on the church's life and ministry. This reflection will be informed by a mutually critical correlation of scripture and theology and the human sciences. In an integrated fashion, the course addresses methods central to the practice of ministry. Students will be encouraged to become critically reflective and articulate regarding the practice of</p>		

MASTER OF ARTS IN RELIGION, THEOLOGICAL STUDIES, RELIGIOUS EDUCATION, AND CHRISTIAN COUNSELING

The School of Religion, Theology and Ministerial Studies

(RTMS) Offers Four Master's Programs:

- (1) Master of Arts in Religion
- (2) Master of Arts in Theological Studies
- (3) Master of Arts in Religious Education
- (4) Master of Arts in Christian Counseling

STATEMENT OF PURPOSE

The M.A. programs are dedicated to the integration of religion, faith and learning and consequently endeavour to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The Schools programs are academic /professional programs designed to prepare men and women for a variety of purposes both within and outside the church. The programs provide academic study and training for participants to reflect theologically on the role of religion, Christian life, and the church in contemporary society, and to develop the skills for effective ministry within local churches, mission agencies and para-church ministries.

Specific Purpose of the M.A. Degree Program

- To study scriptures, students are offered an opportunity to develop competence in the interpretation of biblical texts;
- To gain exegetical skills in understanding the content of Scriptures through its form, context, structure and vocabulary;
- To be able to identify the basic issues involved in exposition of Scripture including the cultural and historical background of the texts;
- To provided a chance to explore and enrich one's assumptions about religion, theological and ethical issues inherent in religion, life and work;
- To provide an academic structure for personal, sustained inquiry into a broad area of issues from

religiosity to Christian education;

- To provide students with a high level of competence in a specific area of study, thus preparing them for service in the Church, the community or for further study at the doctoral level;
- To reflect theologically and ethically — students are offered an opportunity to study the complexities of ministry and to develop insight through theological studies and related social science disciplines;
- To enhance greater professional skills and competence of persons who are preparing for ministry and for persons already in ministry;
- To equip laity for ministry within the local church or para-church settings; and
- To acquire application skills in using Scripture in a variety of areas in the life of the Church: polity, apologetics, homiletics, Christian ethics, doctrine and church mission.

ADMISSION STANDARDS AND REQUIREMENTS

Responsibility for admission decisions is vested in the Graduate Admissions Committee (GAC). All applicants seeking admission into a M.A. program must first meet the general admissions standard of and be admitted into the University. In addition to the general requirements for admission to the University, applicants for M.A. degree programs must also meet the following requirements.

Undergraduate preparation for the M.A. Degree

- Completion of a bachelor's degree from a college or university accredited by an accrediting agency recognized by the U.S. Secretary of Education, from an institution approved by the Bureau for Private Postsecondary Education or from a national or international institution that meets these standards.
- A cumulative grade point average of 2.5 or higher (on a four-point scale) in all baccalaureate work.

Based on individual merit, at the discretion of the GAC, an applicant whose grade point average is below 2.5 may be admitted into the program on a provisional status — requiring the applicant to complete the first 12 credit hours of graduate level courses with grades of “B” or above before receiving further consideration for regular standing in a M.A. degree program.

General Admission Procedure

Application forms for M.A. programs are obtained from the university’s Office of Admissions and Records and returned to the office after completion. The following materials are required before a decision on admission can be made by the GAC:

1. Official transcripts of all academic work taken since graduation from high school. A final official transcript indicating that the bachelor’s degree has been granted should be submitted. If the bachelor’s degree has not been granted at the time that the student applies for admission into a M.A. degree program, then the student — upon reception of the bachelor’s degree — should immediately make arrangements to have an official transcript sent to WCU indicating that the bachelor’s degree has been granted.
2. Application Form: an application is valid for one year.
3. Payment of the application fee — \$100.00 (nonrefundable).

ACADEMIC POLICIES

Academic Calendar

The timelines of M.A. programs are given in the academic calendar in the front of the catalog.

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student’s advisor may be used toward the master’s degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog. Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student’s academic advisor, and the instructors involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Business Office. A late registration fee will be charged students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled **500-level** course in which enrollment is less than eight and any scheduled **600 or 700-level** course in which the enrollment is **less than six**.

Graduate Course Numbering System

See catalog section on Course Numbering System for specific details.

Limitation on the Number of 500-level Courses Applicable to the M.A. Degree.

Excluding the M.A. degree’s Common-Core-Curriculum Courses — no more than seven 500-level courses may be applied toward completion of requirements for the M.A. degree.

Student Academic Load

A full-time academic load in a M.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum

grade point average of B (3.0 on a 4.0 scale). Students are expected to gauge the course load for each quarter so that they will achieve at least a B grade in each course attempted. Any grade below B is considered below minimal performance in a M.A. program and indicates that improvement is required if students expect to complete the degree. If a student receives a second grade which is below B, he/she will be required to meet with their academic advisor and the School Dean or the designee to determine whether or not the student should continue as a degree student in the M.A. program. If a student receives a third grade which is below B, he/she may be dismissed from the program at the discretion of the School Dean. No more than two (2) course grades of less than B may count toward the master's degree. Grades below C cannot be used for credit towards the M.A. degree except by repeating the course and receiving a satisfactory grade.

A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined on the basis of courses completed at Western Covenant University. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal from the M.A. program

Students who find it necessary to withdraw from a M.A.

program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from a M.A. program.

Leave of Absence from a M.A. Program

M.A. students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity of their program. Forms for this purpose are available in the Office Admissions and Records. **Time spent on a leave of absence is not exclusive of the six-year (6) time limit for completion of the M.A. degree.**

Readmission

M.A. students who have been absent from a M.A. program for six or more consecutive quarters and do not have a current Leave of Absence form on file, must submit an Application for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from Western Covenant University.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, 71770 (b)(2) stipulates that **no more than 20% graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a master's degree.** WUC accepts transfer credits only from the institutions of higher learning approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting

association recognized by the U.S. Department of Education.

All other course work for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution, while working toward their M.A. at WCU that they want transferred to WCU.

Exit Options

There are four M.A. options by which students may complete their master's degree: **the Thesis or Project Option and the Integrative Seminar or Field Education Option.**

The Thesis Option or the Project Option — Students will take the initiative in selecting a topic. Once an interest has developed, they should consult with their academic advisor for assistance and initial supervision. The academic advisor will give an evaluation regarding the merit of the topic. The prospectus should then be developed under the guidance of the thesis or the project committee chair who is selected by the student. Upon completion of the prospectus, students should submit one copy with the signed committee signature sheet to the Office of the School Dean.

Students taking either the Thesis Option or the Project Option should register for EO717 and RM710, Project Option and Research Methodology or EO718 and RM710, Thesis Option and Research Methodology in their second from the last academic term before the anticipated date of graduation, and should register for either EO717, Project Option, or EO718, Thesis Option, in the last academic term(quarter) before their anticipated date of graduation.

If more than one registration for the thesis or the project is necessary, and all other requirements for the degree are satisfied, students must register in EO796: Continuous Registration: Master's Study in each succeeding quarter until the thesis or the project is completed. Registration in and payment of fees for this course protects student's thesis/project topic, gives library privileges, and provides for access to faculty members for consultation. The fee for each registration in EO796: Continuous Registration, Master's Study is equivalent to one (1) credit hour (one unit) of tuition.

Students will be required to give a satisfactory oral defense of their thesis or project. Students should arrange for their

defense date with the Office of the School Dean and the student's committee chair. The original final copy of the thesis or project must be submitted to the Office of the School Dean for binding. A binding fee is required. A double binding fee and a total of two copies of the thesis or project is required if a personal bound copy is desired.

Integrative Seminar — The Integrative Seminar is a classroom experience designed to help students reflect theologically on their academic experience by integrating what they have learned in graduate course work by a teaching experience of four (4) weeks in an internship.

Field Education — Students may petition to exit the program by completing a field education requirement. If students choose a field education experience, they must select a mentor and place of service or ministry to be approved by the Faculty Supervisor in Field Education.

Time Limits on Completion of the M.A. Degree

All work for a M.A. degree must be completed within six (6) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean. The petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the M.A. degree.

Course Work Completion Benefit

Students who have completed all required course work toward the M.A. degree (excluding exit option) may audit any course, on a space available basis, in the School of RTMS free. The School Dean's Office must be informed of the student's intent to use this benefit. The form is available in the School Dean's Office. (This is a non-credit bearing activity)

CAREER OPPORTUNITIES

Graduates with a M.A. degree may assume positions in local churches as pastors, directors of Christian education, and youth pastors; in Christian schools as teachers and administrators; and in para-church organizations as leaders and staff in the United States and in foreign missions. Since graduates of the program are furnished with Biblical, historical, and systematic resources for effective service in Christian ministry and administration, they are qualified to effectively participate in world evangelism.

A graduate of these programs will be prepared for more specialized graduate study and will be given the conceptual and technical resources for effective service in Christian ministry.

CONTINUING EDUCATION AND THEOLOGICAL RENEWAL

The school's degree and non-degree programs are open to men and women of all Christian traditions both clergy and laypeople. Excellent opportunities are available for persons who wish to broaden their theological/biblical and/or to sharpen their ministerial/pastoral skills through the school's Continuing Education program, religious conferences, workshops and retreats. Through the flexible structure of its Continuing Education and Pastoral Renewal program the School reads the sign of the times in a changing global context to proclaim the Gospel of Christ effectively and so promote God's work of justice and peace.

COMPONENT AREAS OF THE M.A. PROGRAMS

WCU's M.A. degrees are academic/professional degrees designed to prepare men and women for careers in their chosen discipline, for further study at the Ph.D. or doctoral level or for Christian service in a multiplicity of occupations. This is accomplished by integrating the academic and utilitarian aspects of the discipline in an expanded curriculum that is more comprehensive than the typical M.A. program. The WCU M.A. degree consists of 62 units of required course work. The university's educational philosophy is that all degree programs should prepare students academically and professional so that the move from school to work or further study is a continuum.

The M.A. programs provide participants opportunities to develop competencies by selecting courses from four major areas of study:

Master of Arts in Religion (M.A.R.)

The M.A.R. program offers the opportunity to pursue graduate level religious studies apart from preparation for a career in ordained ministry. Students may choose to earn an M.A. in Religion as a preliminary to pursuing a doctoral degree, as a terminal degree for teaching at the elementary, secondary or community college level, or as theological preparation for counseling or community service, or to cultivate a personal interest in religious studies.

Master of Arts in Theological Studies (M.A.T.S.)

The M.A.T.S. program fosters development of theological understanding as part of educational, professional, and spiritual growth. The M.A.T.S. is an academic/professional degree designed to give balanced exposure to the theological disciplines, while allowing students to focus on area of interest. It is desirable for persons not seeking ordination but wishing to work in a church setting, and for those already ordained but needing further academic work in theological studies. It is also appropriate for those who wish to enhance their understanding of theological perspectives and religious practices for their own growth or to relate to another professional field.

The program allows for concentration in a field of study, for example, lay persons who work in church settings in non-ordained or volunteer positions may use the program to develop their understanding of the church by concentrating in a field such as biblical studies, history of religion, theology, or the history and theory of worship and homiletics. International students may create an interdisciplinary emphasis in Asian theological studies, spirituality, missiology, or pastoral counseling.

Master of Arts in Religious Education (M.A.R.E.)

The M.A.R.E program is intended to prepare students to function as competent educators within settings where religious and moral growth is primary concerns. Educational planning, organizational design, communication, and human development skills are emphasized. The program educates students for a wide variety of professional opportunities in religious education and for certification as religious educators by denominations.

Master of Arts in Christian Counseling (M.A.C.C.)

The goal of the M.A.C.C. program is to produce men and women who understand God's word as it applies to the exercise of the spiritual gift of counseling under the oversight of a local church. The graduate should be able to exegete individual passages of scripture accurately, to systematize these data into a coherent, and comprehensive theology, and to understand how this theology applies to particular persons and the life contexts of counselees desiring greater conformity to the image of the Lord Jesus Christ.

It is not the purpose of this program to prepare candidates for ordination to the Ministry of the Word. The program is also not designed to meet education requirements for state licensure in counseling. Students who desire to develop

skills in biblical counseling to be used in the context of the Church are encouraged to carefully select their courses to complement their course work in Christian Counseling.

PROGRAM REQUIREMENTS

The M.A. programs require a minimum of 62 credit hours/units, and are normally completed in two years of full-time study; you may, however, take up to six (6) years of part-time study. Students must maintain a minimum grade-point average of 3.0 to stay in the program.

The M.A. programs consist of a focus of study of five (5) Common-Core-Curriculum Courses, 20 credit hours/units, that are required of all M.A. programs. Each program then requires 42 credit hours beyond the core courses that consists of restricted electives for each M.A. program and an exit option of one of the following: (a) the Integrative Seminar, (b) the Field Education Course, (c) the Thesis Option and (d) the Project Option. With each Exit Option students must take a Research Methodology course for a total of six (6) credit hours/units for each Exit Option.

Language

Each M.A. program student must complete at least 4 credits of language study as determined in consultation with his/her M.A. Committee. The student may propose either Greek or Hebrew. While four (4) credits are required, students are encouraged to take additional language credits, leading to greater proficiency in cultural exchange and research.

Master of Arts Major Requirements: 62 units

The M.A. Committee and Students' Advisors

When a student is admitted to a M.A. degree program, the School Dean selects a M.A. Committee composed of three (3) School of RTMS faculty members to direct the student's progress through the degree program and to administer and evaluate his/her exit option, including the M.A. thesis option, if the student selects this exit option. Additional RTMS faculty may join the M.A. Committee as deemed appropriate and desirable by the student and his/her committee members.

Common-Core-Curriculum Courses for all M.A. Degrees: 20 units (Required Courses)

Students who have previously completed some of the required courses in the Common-Core-Curriculum may select courses from their major's restricted electives to satisfy the M.A. degree unit requirement.

BST 540	Old Testament Interpretation (4)
BST 560	New Testament Theology (4)
CE 600	Christian Ethics (4)
HS 580	History of Christianity I (4)
TP 580	Systematic Theology (4)

Master of Arts in Religion Program

Restricted Electives: 42 units

I. Biblical Studies, Old Testament and New Testament Electives Two (2) courses, 8 units from:

BST 523	Old Testament Backgrounds (4)
BST 530	Moral Issues in the Old Testament (4)
BST 533	Old Testament Ethics (4)
BST 537	Old Testament in Global Perspective (4)
BST 558	New Testament Ethics (4)
BST 608	The Church in the New Testament (4)
BST 620	Eschatology and the New Testament (4)
BST 710	Special Study: Old and/or New Testament (4)

II. Historical Studies Electives

Two (2) Courses, 8 units from:

HS 581	History of Christianity II(4)
HS 610	History of the Reformation (4)
HS 635	Anabaptist Reformation (4)
HS 640	American Church History (4)
HS 647	Korean Church History (4)
HS 650	History of Theology and Revival (4)
HS 670	Concepts and Methods of Religious Thought (4)
HS 710	Special Study: History of Christianity (4)

III. Systematic Theology and Philosophy Electives

Two (2) Courses, 8 units from:

TP 530	Modern and Contemporary Christian Thought (4)
TP 655	Philosophical Theology (4)
TP 660	Study in Asian Religious and Philosophical Thoughts (4)
TP 665	Theology of Christian Spirituality (4)
TP 670	The Cultural Context of Theology and Ministry (4)

IV. Christian Ethics Electives

Two (2) Courses, 8 units from:

CE 635	Methods of Ethical Analysis (4)
CE 650	Advanced Christian Ethics (4)
CE 655	Religious Ethics in a Secular World (4)

- CE 667 Formative Figures in Christian Ethics (4)
 CE 669 Protestant Ethics (4)
 CE 675 Contemporary Theological Ethics (4)
 CE 677 Contemporary Ethical Issues (4)
 CE 710 Special Study: Christian Ethics (4)

V. Biblical Languages Electives

One (1) Course, 4 units from,

- BST 410 Greek I (4)
 BST 412 Greek II (4)
 BST 414 Hebrew I (4)
 BST 416 Hebrew II (4)

VI. Students must select and complete one of the options listed in 1-4 below: (All courses are graded on a Credit/No. Credit basis)

1. RM 710, Research Methodology (2) and EO 715, Field Education (4), Total: 6 units
2. RM 710, Research Methodology (2) and EO 716, Integrative Seminal (4), Total: 6 units
3. RM 710, Research Methodology (2) and EO 717, Project Option (4), Total: 6 units
4. RM 710, Research Methodology (2) and EO 718, Thesis Option (4), Total: 6 units
5. EO 796, Continuous Registration Master's Project/Thesis (1) [fee equivalent to one (1) unit of tuition. Credit hours do not count toward Master's degree requirements.] Students who have taken EO 717 or EO 718 but have not completed their Master's thesis/project must sign up for EO 796 to maintain their student status and graduate privileges.

Master of Art in Theological Studies Program

Restricted Electives: 42 units

I. Theology and Philosophy

Two(2) courses, 8 units from:

- TP 530 Modern and Contemporary Christian Thought (4)
 TP 612 Biblical Theology (4)
 TP 642 Process Theology (4)
 TP 655 Philosophical Theology (4)
 TP 660 Study in Asian Religious and Philosophical Thoughts (4)
 TP 670 The Cultural Context of Theology and Ministry (4)

- TP 710 Special Study: Systematic Theology and Philosophy (4)

II. Historical Studies Electives

Two(2) Courses, 8 units from:

- HS 561 History and Pastoral Care (4)
 HS 581 History of Christianity II (4)
 HS 610 History of The Reformation (4)
 HS 637 Luther and The Lutheran Reformation (4)
 HS 640 American Church History and Theology (4)
 HS 647 Korean Church History (4)
 HS 670 Concepts and Methods of Religious Thought (4)
 HS 710 Special Study: History of Christianity (4)

III. New Testament.

Two (2) Courses, 8 units from:

- BST 543 New Testament Background (4)
 BST 558 New Testament Ethics (4)
 BST 585 Exegesis of the New Testament (4)
 BST 608 The Church in the New Testament (4)
 BST 620 Eschatology and the New Testament (4)
 BST 710 Special Study: Old and/or New Testament (4)

IV. Religious Education

Two courses, 8 units from:

- RE 604 Formative Figures in Religious Education (4)
 RE 615 The Bible and Religious Education (4)
 RE 630 Multicultural Religious Education (4)
 RE 640 Religious Education and Faith Development (4)
 RE 705 Contemporary Theories of Religious Education (4)
 RE 710 Special Study: Religious Education (4)
 RE 720 Seminar: Problems and Issues in Religious Education(4)

V. Biblical Languages Electives

One(1) Course, 4 units from:

- BST 410 Greek I (4)
 BST 412 Greek II (4)
 BST 414 Hebrew I (4)
 BST 416 Hebrew II (4)

VI. Students must select and complete one of the options listed in 1-4 below: (All courses are graded on a Credit/No Credit basis)

1. RM 710, Research Methodology(2) and EO 715 Field Education(4), Total: 6.0 units
2. RM 710, Research Methodology(2) and EO 716, Integrative

- Seminar (4), Total: 6.0 units
3. RM 710, Research Methodology(2) and EO 717, Project Option (4), Total: 6.0 units
 4. RM 710, Research Methodology(2) and EO 718, Thesis Option(4), Total: 6.0 units
 5. EO796: Continuous Registration Master's project/thesis (1) [fee equivalent to one (1) unit of tuition. Credit hours do not count toward Master's degree requirements.] Students who have taken EO 717 or 718 but have not completed their master's thesis/project must sign up for EO 796 to maintain their student status and graduate privileges.

Master of Arts In Religious Education Program

Restricted Electives: 42 units

I. Religious Education

Five (5) courses, 20 units from:

- | | |
|--------|---|
| RE 510 | The Educational Ministry of The Church (4) |
| RE 520 | Curriculum and Methods for Educational Ministries (4) |
| RE 530 | Teaching: Principles and Practice (4) |
| RE 540 | Youth Ministries (4) |
| RE 550 | Religious Education: Children (4) |
| RE 604 | Formative figures in Religious Education (4) |
| RE 615 | The Bible and Religious Education (4) |
| RE 630 | Multicultural Religious Education (4) |
| RE 640 | Religious Education and Faith Development (4) |
| RE 705 | Contemporary Theories of Religious Education (4) |
| RE 710 | Special Study: Religious Education (4) |
| RE 720 | Seminar: Problems and Issues in Religious Education (4) |

II. Biblical, Historical and Systematic Disciplines

Electives, Three(3) courses, 12 units from:

- | | |
|---------|---|
| BST 505 | Basis Aspects of the Hebrew Bible (4) |
| BST 507 | Basic Aspects of the Study of the New Testament (4) |
| BST 508 | Basic Aspects of the Study of the Old Testament (4) |
| CE 568 | Theories of Justice (4) |
| HS 581 | History of Christianity II (4) |
| HS 610 | History of Reformation (4) |
| HS 650 | History of Theology and Revival (4) |
| TP 580 | Systematic Philosophy (4) |
| TP 612 | Biblical Theology (4) |

III. Biblical Languages Electives

One(1) course, 4 units from:

- | | |
|---------|---------------|
| BST 410 | Greek I (4) |
| BST 412 | Greek II (4) |
| BST 414 | Hebrew I (4) |
| BST 416 | Hebrew II (4) |

IV. Field Education and Research Methodology

- RM 710, Research Methodology (2) and RE 715, Practicum/Internship: Leadership and Christian Education(4), Total: 6 units

Master of Arts in Christian Counseling Program

Restricted Electives: 42 units

I. Biblical, Historical and Systematic Disciplines

Electives, Three (3) courses, 12 units from:

- | | |
|---------|---|
| BST 505 | Basic Aspects of the Hebrew Bible (4) |
| BST 507 | Basic Aspects of the Study of The New Testament (4) |
| CE 655 | Religious Ethics in a Secular World (4) |
| CE 680 | Theories of Justice (4) |
| HS 581 | History of Christianity II (4) |
| TP 505 | Backgrounds of Contemporary Theology (4) |
| TP 506 | Major Christian Doctrines (4) |
| TP 508 | History of Western Thought (4) |

II. Christian Counseling Electives

Five (5) courses, 20 units from:

- | | |
|--------|---|
| CC 505 | Fundamentals of Religious Counseling (4) |
| CC 510 | Counseling Techniques (4) |
| CC 540 | Marriage and Family Counseling (4) |
| CC 542 | Counseling Troubled youth (4) |
| CC 552 | Ethics and Counseling (4) |
| CC 560 | Christian Group Counseling |
| CC 570 | Conflict Management (4) |
| CC 623 | Developmental Psychology (4) |
| CC 625 | Christian Counseling: Substance Abuse (4) |
| CC 630 | Career Counseling (4) |
| CC 657 | Advance Pastoral Counseling (4) |

III. Biblical Languages Electives

One(1) course, 4 units from:

- | | |
|---------|---------------|
| BST 410 | Greek I (4) |
| BST 412 | Greek II (4) |
| BST 414 | Hebrew I (4) |
| BST 416 | Hebrew II (4) |

V. Field Education and Research Methodology Exit Option

- | | |
|---------|---|
| CC 712, | Christian Counseling Practicum I (2), |
| CC 713, | Christian Counseling Practicum II (2) and |

RM710, Research Methodology (2), Total (6) unit

MASTER OF ARTS PROGRAMS

GRADUATION REQUIREMENTS

A candidate for the Master of Arts Degree shall have:

1. Successfully completed an approved M.A. program with a minimum cumulative grade point average of 3.0 or better, while having received no more than two (2) letter grades of less than a B or two grades of B-, C+, or C.
2. Successfully completed either the integrative seminar, field education, thesis/or project option;
3. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Religion, Theology and Ministerial Studies.
4. Successfully completed all degree requirements within the maximum time limit allowed six (6) years, or within an officially approved time extension;
5. Settled all financial obligations to the University.

Credit Hour Requirements

The M.A.degree requires a minimum of 62 credit hours of graduate course work (500, 600, 700 level course work). Students may receive a maximum of six (6) credit hours for completion of EO 715, Field Education and RM 710; EO 716, Integrative Seminar and RM 710; EO 717, Project Option and RM 710 and EO 718, Thesis Option and RM 710.

COURSE REGISTER

BIBLICAL STUDIES, OLD TESTAMENT, NEW TESTAMENT		Units
BST 410	GREEK I	4
BST 412	GREEK II	4
BST 414	HEBREW I	4
BST 416	HEBREW II	4
BST 505	BASIC ASPECTS OF THE HEBREW BIBLE	4
BST 507	BASIC ASPECTS OF THE STUDY OF THE NEW TESTAMENT	4
BST 508	BASIC ASPECTS OF THE STUDY OF THE OLD TESTAMENT	4
BST 523	OLD TESTAMENT BACKGROUNDS	4
BST 530	MORAL ISSUES IN THE OLD TESTAMENT	4
BST 533	OLD TESTAMENT ETHICS	4
BST 537	OLD TESTAMENT IN GLOBAL PERSPECTIVE	4
BST 540	OLD TESTAMENT INTERPRETATION	4
BST 543	NEW TESTAMENT BACKGROUND	4
BST 558	NEW TESTAMENT ETHICS	4
BST 560	NEW TESTAMENT THEOLOGY	4
BST 585	EXEGESIS OF THE NEW TESTAMENT	4
BST 608	THE CHURCH IN THE NEW TESTAMENT	4
BST 620	ECHATOLOGY AND NEW TESTAMENT	4
BST 640	ACTS, CANONICAL AND APROCYPHAL	4
BST 710	SPECIAL STUDY: OLD AND/OR NEW TESTAMENT	4
CHRISTIAN COUNSELING		
CC 505	FUNDAMENTALS OF RELIGIOUS COUNSELING	4
CC 510	COUNSELING TECHNIQUES	4
CC 540	MARRIAGE AND FAMILY COUNSELING	4
CC 542	COUNSELING TROUBLED YOUTH	4
CC 552	ETHICS AND COUNSELING	4
CC 560	CHRISTIAN GROUP COUNSELING	4
CC 570	CONFLICT MANAGEMENT	4
CC 585	CRISIS COUNSELING	4
CC 623	DEVELOPMENTAL PSYCHOLOGY	4
CC 625	CHRISTIAN COUNSELING: SUBSTANCE ABUSE	4
CC 630	CAREER COUNSELING	4
CC 635	CARE AND COUNSELING OF THE AGED	4

CC 657	ADVANCED PASTORAL COUNSELING	4
CC 712	CHRISTIAN COUNSELING PRACTICUM I (2).....	2
CC 713	CHRISTIAN COUNSELING PRACTICUM II	2

CHRISTIAN ETHICS

CE 600	CHRISTIAN ETHICS	4
CE 635	METHODS OF ETHICAL ANALYSIS	4
CE 640	WITTGENSTEINIAN ETHICS	4
CE 650	ADVANCED CHRISTIAN ETHICS	4
CE 655	RELIGIOUS ETHICS IN A SECULAR WORLD	4
CE 667	FORMATIVE FIGURES IN CHRISTIAN ETHICS	4
CE 669	PROTESTANT ETHICS	4
CE 675	CONTEMPORARY THEOLOGICAL ETHICS	4
CE 677	CONTEMPORARY ETHICAL ISSUES	4
CE 680	THEORIES OF JUSTICE	4
CE 710	SPECIAL STUDY : CHRISTIAN ETHICS	4

EXIT OPTIONS

EO 715	FIELD EDUCATION	4
EO 716	INTEGRATIVE SEMINAR	4
EO 717	MASTER'S PROJECT OPTION	4
EO 718	MASTER'S THESIS OPTION	4
EO 796	CONTINUOUS REGISTRATION : MASTER'S PROJECT/THESIS	4

HISTORICAL STUDIES

HS 561	HISTORY AND PASTORAL CARE	4
HS 580	HISTORY OF CHRISTIANITY I	4
HS 581	HISTORY OF CHRISTIANITY II	4
HS 610	HISTORY OF THE REFORMATION	4
HS 635	ANABAPTIS REFORMATION	4
HS 637	LUTHER AND THE LUTHERN REFORMATION	4
HS 640	AMERICAN CHURCH HISTORY AND THEOLOGY	4
HS 647	KOREAN CHURCH HISTORY	4
HS 650	HISTORY OF THEOLOGY AND REVIVALS	4
HS 670	CONCEPTS AND METHODS IN U.S. RELIGIOUS HISTORY.....	4
HS 710	SPECIAL STUDY: HISTORY OF CHRISTIANITY	4

RELIGIOUS EDUCATION

RE 510	THE EDUCATIONAL MINISTRY OF THE CHURCH	4
RE 520	CURRICULUM AND METHODS FOR EDUCATIONAL MINISTERIES	4
RE 530	TEACHING: PRINCIPLES AND PRACTICE	4
RE 540	YOUTH MINISTERIES	4
RE 550	RELIGIOUS EDUCATION: CHILDREN	4
RE 604	FORMATIVE FIGURE IN RELIGIOUS EDUCATION	4
RE 615	THE BIBLE AND RELIGIOUS EDUCATION	4
RE 630	MULTICULTURAL RELIGIOUS EDUCATION	4
RE 640	RELIGIOUS EDUCATION AND FAITH DEVELOPMENT	4
RE 705	CONTEMPORARY THEORIES OF RELIGIOUS EDUCATION	4
RE 710	SPECIAL STUDY: RELIGIOUS EDUCATION	4
RE 715	PRACTICUM/INTERNSHIP: LEADERSHIP AND CHRISTIAN EDUCATION	4
RE 720	SEMINAR: PROBLEMS AND ISSUES IN RELIGIOUS EDUCATION	4

RESEARCH METHODOLOGY

RM 710	RESEARCH METHODOLOGY	4
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THEOLOGY AND PHILOSOPHY

TP 505	BACKGROUNDS OF CONTEMPORARY THEOLOGY	4
TP 506	MAJOR CHRISTIAN DOCTRINES	4
TP 508	HISTORY OF WESTERN THOUGHT.....	4
TP 530	MODERN AND CONTEMPORARY CHRISTIAN THOUGHT	4
TP 580	SYSTEMATIC PHILOSOPHY	4
TP 612	BIBLICAL THEOLOGY	4
TP 642	PROCESS THEOLOGY	4
TP 655	PHILOSOPHICAL THEOLOGY	4
TP 660	STUDY IN ASIAN RELIGIOUS AND PHILOSOPHICAL THOUGHTS	4
TP 670	THE CULTURAL CONTEXT OF THEOLOGY AND MINISTRY	4
TP 710	SPECIAL STUDY: THEOLOGY AND PHILOSOPHY	4

COURSE DESCRIPTIONS

BIBLICAL, OLD TESTAMENT, NEW TESTAMENT

BST 410 GREEK I (4)

Prerequisite: Approval of Instructor

A study of phonology, morphology, and grammar of New Testament Greek with an emphasis placed on vocabulary development. Covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture, and politics of the inter-testaments period.

BST412 GREEK II (4)

*Prerequisite: **BST410** or Approval of instructor*

Greek II is a continuation of Greek I. This course emphasizes nouns, verbs, infinitives, adjectives, and pronouns. Voice, extension and tense are also covered.

BST 414 HEBREW I (4)

Prerequisite: Approval of Instructor

Fundamentals of biblical Hebrew with a focus on pronunciation, vocabulary, and the basic grammar in the usage of the Hebrew language. Hebrew I is to be used for translation and written exercises. Selected readings in biblical texts will be covered.

BST 416 HEBREW II (4)

*Prerequisite: **BST 414** or approval of instructor*

BST 416 is a continuation of BST 414. It provides further study of Hebrew grammar with emphasis on morphology, phonology, syntax, vocabulary, and the understanding of the abbreviations and marks in the Hebrew Bible. Selected passages will be read from the Old Testament.

BST 505 BASIC ASPECTS OF THE HEBREW BIBLE (4)

Prerequisite: Approval of Instructor

An introduction to the content of Hebrew Bible Literature, and to the methods for its interpretation.

BST 507 BASIS ASPECTS OF THE STUDY OF THE NEW TESTAMENT.

Prerequisite: Approval of Instructor

An introduction to the history and literature of the Christian movement in the first and second centuries, with particular focus on the New Testament. This course is a prerequisite to all other courses in New Testament. Students may

proceed to advanced New Testament courses by passing a prescribed examination in lieu of taking the course.

BST 508 BASIC ASPECTS OF THE STUDY OF THE OLD TESTAMENT (4)

Prerequisite: Approval of Instructor

A survey of the history and literature of the Old Testament, with special attention paid to significant events (e.g., creation, the Exodus from Egypt), outstanding persons (e.g., Moses), and dominant theological motifs (e.g., redemption). An emphasis will be made on certain books which advance and develop one's grasp of the holistic message of Scripture.

BST 523 OLD TESTAMENT BACKGROUNDS (4)

Prerequisite: Approval of Instructor

An exploration of Egyptian, Babylonian, Assyrian and Persian backgrounds of the Old Testament designed to provide the student with an understanding of the Old Testament world.

BST 530 MORAL ISSUES IN THE OLD TESTAMENT (4)

Prerequisite: Approval of Instructor

An examination of the moral values that govern human behavior in the Old Testament. Special attention will be devoted to the relationship between moral behavior and its theological foundations.

BST 533 OLD TESTAMENT ETHICS (4)

Prerequisite: Approval of Instructor

This course is designed to acquaint students with the ethical teachings of the Old Testament, and to probe the relevance of Old Testament ethics for a contemporary personal and social ethic.

BST 537 THE OLD TESTAMENT IN GLOBAL PERSPECTIVE (4)

Prerequisite: Approval of Instructor

Learn how the Old Testament has been used and interpreted in Africa, Asia and Latin America and explore the important relationship between biblical interpretation and one's socio-cultural context.

BST 540 OLD TESTAMENT INTERPRETATIONS (4)

*Prerequisite: **BST 410** and **412** or Approval of Instructor*

General introduction and hermeneutics: historical, cultural, and religious background; the language and translation of the New Testament; textual criticism; the theological

Raison d'etre of the New Testament; The New Testament books as canon; the principles and practice of New Testament exegesis.

BST 543 NEW TESTAMENT BACKGROUNDS(4)

Prerequisite: Approval of Instructor

A study of the Greek, Roman and Jewish backgrounds of the New Testament is made in order to give the New Testament student an understanding of the world of Jesus and the Early Church. Extensive readings in representative texts from the New Testament period, including the Dead Sea Scrolls.

BST 558 NEW TESTAMENT ETHICS (4)

Prerequisite: Approval of Instructor

This course is designed to acquaint students with the ethical teachings of the New Testament, and to probe the relevance of New Testament ethics for a contemporary personal and social ethic.

BST 560 NEW TESTAMENT THEOLOGY(4)

Prerequisite: Approval of Instructor

A study of the history and methods of biblical theology and examination of the major themes of the principal New Testament writers in the light of their historical backgrounds.

BST 585 EXEGESIS OF THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various tools of New Testament investigation and the praxis of interpretation of selected texts.

BST 608 THE CHURCH IN THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

An examination of New Testament sources dealing with the early Church in its various communities, including its social composition, rituals, customs of worship, and organization. Important documents concerning the Church from other early Christian literature are also examined.

BST 620 ESCHATOLOGY AND THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various eschatologies of the New Testament and the early Christian movement from their beginnings in the ancient Near East into the second century. Course includes a survey of early Christian views of the Combat of God and the Devil, life after death, the judgment, heaven

and hell, and the Eschaton both personal and cosmic.

BST 640 ACTS, CANONICAL AND APPOCRYPHAL (4)

Prerequisite: Approval of Instructor

The study of the so-called Apocryphal Acts of Apostles, especially The Acts of Paul, The Acts of Peter, The Acts of John, The Acts of Andrew, and The Acts of Thomas. Topics treated include the religious orientation of each of the Acts, the relationships among those Acts and the New Testament, the role of apostolic memory in the early church, the depictions of women in these texts, and the value of the Apocryphal Acts for understanding the diversity of the early church.

BST 710 SPECIAL STUDY: OLD AND/OR NEW TESTAMENT (4)

Prerequisite: Approval of Master's Advisory Committee

Individual study projects involving library research in the field of the old and/or New Testament. Student must have an overall 3.0 grade point average in all master's degree work undertaken. Only students who have completed two quarters or 24 quarter units of master's course work are eligible to take BST 710.

CHRISTIAN COUNSELING

CC 505 Fundamentals of Religious Counseling (4)

Prerequisite: Approval of Instructor

Introduces students to a model for short-term counseling that incorporates knowledge of and practice in facilitation skills, cognitive behavioral approaches and biblical teaching.

CC 510 COUNSELING TECHNIQUES (4)

Prerequisite: Approval of Instructor

A course designed to equip the student with a knowledge of the essential counseling skills such as attending, listening, probing, goal setting, confronting, and challenging.

CC 540 MARRIAGE AND FAMILY COUNSELING (4)

Prerequisite: Approval of Instructor

A course designed to help the student acquire an understanding of the issues in marriage and family counseling. As variety of tools and techniques for managing these issues are presented from the Biblical perspective.

CC 542 COUNSELING TROUBLED YOUTH (4)

Prerequisite: Approval of Instructor

This course considers the heart of the present youth crisis, especially the violence which produces homicide and suicide among so many young people. It will consider the causes and response to such violence from the standpoint of the youth leader. The course deals with systemic as well as individual and cross-cultural factors.

CC 552 ETHICS AND COUNSELING (4)

Prerequisite: Approval of Instructor

An overview of significant professional, legal and ethical considerations applicable to the counseling process, particularly in relation to the Biblical counselors in the church.

CC 560 CHRISTIAN GROUP COUNSELING (4)

Prerequisite: Approval of Instructor

Techniques of group counseling and principles of good interpersonal relationships will be discussed in the context of small group discussion.

CC 570 CONFLICT MANAGEMENT(4)

Prerequisite: Approval of Instructor

An examination of the nature of conflict and how it develops within the Church or religious organizations; ways to manage conflict, and how to be effective in intervention strategies using the best models in social sciences and Christian tradition.

CC 585 CRISIS COUNSELING (4)

Prerequisite: Approval of Instructor

The time together will be spent in examining the psychological-theological aspects of different human crises; dealing with concrete cases which illustrate and clarify the psycho-dynamics of crisis; examining the pastor's as well as the church's role in ministering to these in crises.

CC 623 DEVELOPMENTAL PSYCHOLOGY (4)

Prerequisite: Approval of Instructor

Concepts and processes involved in the understanding of the psychological development of the person throughout the lifespan. Major theoretical systems relevant to Developmental Psychology are examined with emphasis upon the study of cognitive, affective and psychomotor changes manifested in childhood and adolescence.

CC 625 CHRISTIAN COUNSELING: SUBSTANCE ABUSE (4)

Prerequisite: Approval of Instructor

The course is designed to acquaint pastors with the cultural context and prevailing pattern of drug use, the phenomenon of addiction as an illness, and recourses and methods for helping addicts with special reference to the spiritual and theological dimensions of addictive illnesses and recovery.

CC 630 CAREER COUNSELING

Prerequisite: Approval of Instructor

Survey of approaches to counseling about career choices, as well as issues involved in career and other career-related choicem (ie., issues such as view of work, principles of decision-making).Its content is designed to familiarize the student with theory, materials and techniques that focus on helping individuals in their relationship to the world of work.

CC 657 ADVANCED PASTROAL COUNSELING (4)

Prerequisites: CC 505 and CC 510 or approval of instructor

A review of the literature on pastoral counseling in order to discover current trends in counseling therapy. Pastoral counseling in the congregational context. Application of counseling and guidance principles to the work of the pastor and other religious workers in the field of pastoral care, including the used of case studies in ministering to persons with illness, grief, home, work, youth or other types of special problems. Review of personality theory, family systems theory and psychotherapy as they relate to counseling principles. This course is designed to prepare the pastor involved in church ministry for situations which may arise requiring counseling as an interventional mechanism.

CC 712 CHRISTIAN COUNSELING PRACTICUM I (2)

Prerequisite: CS510 or Approval of Instructor

A two weeks-long practicum at a church counseling office. The student serves as an assistant counselor helping the lead counselor in actual Biblical counseling. Pre- and post-session assignments are included.

CC 713 CHRISTIAN COUNSELING PRACTICUM II (2)

Prerequisite: CC 712 or approval of instructor

The course is a continuation of Practicum I. It involves a two weeks-long practicum at a church counseling office. The student serves as a semi-independent counselor

helping the lead counselor in actual Biblical counseling. Pre- and post-session assignments are included.

CHRISTIAN ETHICS

CE 600 INTRODUCTION TO CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

An introduction to the discipline of Christian ethics, drawing on classical, contemporary, and cross-cultural sources. Develop critical skills and apply ethical methodology to a range of current social and ethical issues.

CE 635 METHODS OF ETHICAL ANALYSIS (4)

Prerequisite: Approval of Instructor

A review and critique of various schools of approach to ethics.

CE 640 WITTGENSTEINIAN ETHICS. (4)

Prerequisite: Approval of Instructor

Examination of Wittgensteinian ethics in the works of Rush Rhees, Peter Winch and other.

CE 650 ADVANCED CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

An ethical analysis and reading of five major types of Christian ethics: evangelical, Protestant, Catholic, postmodernist, and liberationist.

CE 655 RELIGIOUS ETHICS IN A SECULAR WORLD (4)

Prerequisite: Approval of Instructor

A study of secularization and its implications for Christian ethics. Seeks to identify major issues, analyze theological responses, and develop criteria for their evaluation.

CE 667 FORMATIVE FIGURES IN CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

A study that compares and contrasts the thought of Walter Rauschenbusch and H. Richard Niebuhr with special reference to the importance of anthropology and the doctrine of God for the formation of Christian ethics.

CE 669 PROTESTANT ETHICS (4)

Prerequisite: Approval of Instructor

The works of selected Protestant theologians (e.g., Bonhoeffer, Wesley, Reinhold Niebuhr) are read to explore expressions of Lutheran, Calvinist, and Methodist ethics.

CE 675 CONTEMPORARY THEOLOGICAL ETHICS(4)

Prerequisite: Approval of Instructor

A comparative study of a selected sample of contemporary Christian ethicists from K. Barth to the present.

CE 677 CONTEMPORARY ETHICAL ISSUES (4)

Prerequisite: Approval of Instructor

A selection of two contemporary issues are picked for consideration, e.g., sexual ethics and violence in contemporary society.

CE 680 THEORIES OF JUSTICE (4)

Prerequisite: Approval of Instructor

Exploration several dominant philosophical and theological approaches to distributive justice, especially the strengths and limits of liberal and communitarian approaches.

CE 710 SPECIAL STUDY; CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

Individual study projects involving library research in the field of Christian Ethics. Students must have an overall GPA of 3.0 in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's course work are eligible to take CE 710.

EXIT OPTIONS

EO 715 FIELD EDUCATION (4)

Prerequisite: Approval of Instructor

A field education experience with a qualified mentor approved by the student's M.A. degree faculty advisor in field education. Contact the Dean of the School of RTMS for applications.

EO 716 INTEGRATIVE SEMINAR (4)

Prerequisite: Approval of Instructor

The Integrative Seminar is a classroom teaching experience designed to help students reflect theologically on their academic experience by integrating what they have learned in graduate course work with the practice of ministry, theology, Christian counseling, religious education or their faith journey.

EO 717 MASTER'S PROJECT OPTION (4)

Prerequisite: Approval of Instructor

The application of a theory or concept in a specific research setting culminating in a written research report with the guidance of a faculty committee.

EO 718 MASTER'S THESIS OPTION (4)

Prerequisite: Approval of Instructor

The study of a well-defined problem that both emerges from and carries forward some existing body of knowledge or theory. Students who choose this research option, work with the guidance of a faculty committee.

EO 719 CONTINUOUS REGISTRATION: MASTER'S PROJECT/THESIS (1)

Prerequisite: Approval of Instructor

(Fee equivalent to one (1) unit of tuition.) Credit hours do not count toward Master's degree requirements. Students who have taken EO 717 or EO718, but have not completed their Master's thesis/project must sign up for EO 719 to maintain their student status and graduate privileges.

HISTORICAL STUDIES

HS 561 HISTORY AND PASTORAL CARE (4)

Prerequisite: Approval of Instructor

Explore issues in pastoral care as they arise and as they were faced in the past. Critical models from the past will be used as resources to be used in the present. Psychological, social scientific, and historical methodologies are used.

HS 580 HISTORY OF CHRISTIANITY I (4)

Prerequisite: Approval of Instructor

A survey of how varied Christian communities have shaped their beliefs and practices from the New Testament era to the age of reform. Extensive use is made of primary sources as means of illuminating historical and historiographical issues. This course is writing intensive.

HS 581 HISTORY OF CHRISTIANITY II (4)

Prerequisite: Approval of Instructor

A history of Christianity from the Reformation to the present which focuses on the worldwide expansion of Christianity in the modern era and the diversity of form which Christian faith and practice have taken in different time periods and cultural contexts. Extensive use is made of primary sources as means of illuminating historical and historiographical issues.

HS 610 HISTORY OF THE REFORMATION (4)

Prerequisite: Approval of Instructor

A study of the magisterial phase of Protestant Reformation, especially as promoted in Germany, Switzerland, Scotland and England. Special emphasis will be placed on one of its major personalities: Luther, Zwingli, Calvin. Knox or the Anglicans and Puritans.

HS 635 ANABAPTIST REFORMATION (4)

Prerequisite: Approval of Instructor

A survey of the background, developments, personalities, issues and results of the Anabaptist phase of the Reformation of the sixteenth century and its particular impact on the rise of the English Baptists.

HS 637 LUTHER AND THE LUTHERAN REFORMATION

Prerequisite: Approval of Instructor

In-depth examination of Luther's writings, placing them within the religious, political and social context of 16th century Europe. Study of Luther's experience as a paradigm for the progress of the early Reformation, from the desire for internal reform and spiritual renewal to the break with established authority and the development of an alternative religious confession.

HS 640 AMERICAN CHURCH HISTORY AND THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the beginnings of Christianity in America to the present. Includes the European background, colonial Christianity, the first Great Awakening, the rise of the United States, the separation of church and state, the second Great Awakening, the development of religious diversity, the impact of the Civil War on religion. Denominational development, the impact of immigration and industrialization, and the modern period.

HS 647 KOREAN CHURCH HISTORY (4)

Prerequisite: Approval of Instructor

The primary objective of this course is to identify and understand the identity of the Korean church from a historical perspective by focusing on the introduction of the Gospel to Korea and its historical background; the sociological and political contexts of the time; the influence of the Gospel on the traditional Korean society and an evaluation of the rapid growth of the Korean church in a relatively short period of time. The future of the Korean church will also be explored.

HS 650 HISTORY of THEOLOGY and REVIVALS (4)

Prerequisite: Approval of Instructor

The background, development, results and theology of the great revivals throughout Christian history.

HS 670 CONCEPTS AND METHODS IN U.S. RELIGIOUS HISTORY

Prerequisite: Approval of Instructor

An examination of the ways in which the field as a whole has been conceptualized in the past, new approaches to the overall survey or "narrative" of religion in the U.S. and methodologically innovative monographs likely to shape research and teaching in the future. Designed for students planning to teach courses in U.S. religious history or incorporate such material in courses in U.S. history, literature of politics, etc.

HS 710 SPECIAL STUDY: HISTORY OF CHRISTIANITY (4)

Prerequisite: Approval of Instructor

Individual study projects involving library research in the field of the History of Christianity. Students must have an overall GPA of 3.0 in all Master's degree work undertaken at WCU. Only students who have completed two or more or 24 quarter units of the Master's course work are eligible to take HS 710.

RELIGIOUS EDUCATION

RE 510 THE EDUCATION MINISTRY OF THE CHURCH

Prerequisite: Approval of Instructor

Exploration of historical and contemporary models of educational ministry. Particular attention is given to teaching and developing the learning community in the church.

RE 520 CURRICULUM AND METHODS FOR EDUCATIONAL MINISTRIES (4)

Prerequisite: Approval of Instructor

This course presents curriculum in a systematic and intentional plan for educational ministry. Special attention is given to principles for design, analysis, and evaluation of curriculum, and to the exploration of teaching-learning processes and appropriate methods for various educational purposes and contexts.

RE 530 TEACHING: PRINCIPLES AND PRACTICE (4)

Prerequisite: Approval of Instructor

Exploration of the various aspects and methods of teaching. Question addressed: How is religious education undertaken and realized? Question asked in the context of other educational questions which address the nature, purpose, context and interpersonal relationships of any educational effort.

RE 540 YOUTH MINISTRY (4)

Prerequisite: Approval of Instructor

An exploration of adolescent development, culture and socialization as an integration point for effective youth ministry. Discussion of current issues in youth ministry will serve to provide students with the foundation necessary for contemporary youth ministry.

RE 550 RELIGIOUS EDUCATION: CHILDREN (4)

Prerequisite: Approval of Instructor

A study of the religious education of the church with a specific focus on children. Issues explored include religious experience, faith formation, psycho-social development, neglect and abuse, and worship and teaching, each with relation to children.

RE 604 FORMATIVE FIGURE IN RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

A reading course that focuses on formative figures of the late 19th and 20th centuries—figures who have influenced the development of religious education theory and practice. Students also engage in studying and gathering oral histories of scholars and leaders in the field.

RE 615 THE BIBLE AND RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

An exploration of the role of Scripture in the shaping of Christian identity, its place in the educational ministry of the church, and various models for teaching scripture.

RE 630 MULTICULTURAL RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

Examination of the philosophical and theological frameworks of multiculturalism in relation to religious educational praxis. Discussion of linguistic and cultural knowledge and its relationship to power. Powerlessness and justice. Issues looked at through the lenses of religious educators of different cultural communities.

RE 640 RELIGIOUS EDUCATION AND FAITH DEVELOPMENT (4)

Prerequisite: Approval of Instructor

Advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of particular persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to surface and illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the international nurture of spirituality.

RE 705 CONTEMPORARY THEORIES OF RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

An exploration of major theoretical perspectives in religious education from the mid-1960s until the present time. Particular attention will be given to critical issues as they have merged in Jewish and Christian communities, and to the theological, philosophical and social- psychological dimensions of these issues. Some of the issues have to do with identity, ecumenical and inter-religious relationship, scripture and personality.

RE 710 SPECIAL STUDY: RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Master's advisory committee

Individual study projects involving library research in the field of Religious Education. Students must have an overall 3.0 GPA in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's course work are eligible to take RE 710.

RE 715 PRACTICUM/INTERNSHIP: LEADERSHIP AND CHRISTIAN EDUCATION (4)

Prerequisite: Approval of Instructor

For the purpose of the M.A. in Religious Education program, the practicum/internship requires 160 hours in a

lab/church school sponsored by a church and approved by the student's M.A. Committee. The practicum/ internship occurs under the supervision of a trained religious educator. The student conducts religious education classes and services as a tutorial.

RE 720 SEMINAR : PROBLEMS AND ISSUES IN RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

Exploration of some of the significant problems and issues in the theory and practice of religious education. Contemporary issues as raised by various leaders in the field are examined for the purpose of formulating the work of the student in present or future contexts.

RESEARCH METHODOLOGY

RM 710 RESEARCH METHODOLOGY (2)

Prerequisite: Approval of Instructor

An introduction to research methods, including research design, collection of data, data analysis, and interpretation of data. Required for all M.A. students.

THEOLOGY AND PHILOSOPHY

TP 505 BACKGROUNDS OF CONTEMPORARY THEOLOGY (4)

Prerequisite: Approval of Instructor

A selected study of major theologians who continue to influence contemporary Christianity.

TP 506 MAJOR CHRISTIAN DOCTRINES

Prerequisite: Approval of Instructor

An introduction to prominent doctrinal topics of Christian theology.

TP 508 HISTORY OF WESTERN THOUGHT (4)

Prerequisite: Approval of Instructor

A survey of Western philosophical thought with the purpose of introducing students of theology to philosophical ideas which have had a significant influence on the development of Christian theology. Students may complete an examination in lieu of the course requirement, or the course may be taken concurrently with other required courses.

TP 530 MODERN AND CONTEMPORARY CHRISTIAN
THOUGHT (4)

Prerequisite: Approval of Instructor

A study of thought from Enlightenment trends to contemporary theological and philosophical developments. The latter subject includes nineteenth century liberalism, twentieth century new-orthodoxy, existentialism, and post-existential trends such as secular, liberation, and hope theologies. Attention is also given to recent philosophical movements such as logical positivism, linguistic analysis and process thought. The course stresses the history of major ideas, the system of formative scholars, and the conservative alternative.

TP 580 SYSTEMATIC THEOLOGY (4)

Prerequisite: Approval of Instructor

An examination of man as sinner, Christology and the atonement, salvation, eschatology and the church.

TP 612 BIBLICAL THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the nature, history and current trends in Biblical theology. Each quarter there will be a special focus given to specific areas in Old Testament Biblical Theology or New Testament Biblical Theology.

TP 642 PROCESS THEOLOGY

Prerequisite: Approval of Instructor

An examination of the theological movement based on the process philosophy of Alfred North Whitehead and Charles Hartshorne.

TP 555 PHILOSOPHICAL THEOLOGY (4)

Prerequisite: Approval of Instructor

The course employs philosophical methodology to examine the problems of the nature, limits and validity of

religious knowledge, the meaning of religious languages, and the origin and nature of evil.

TP 660 STUDY IN ASIAN RELIGIOUS AND
PHILOSOPHICAL THOUGHTS (4)

Prerequisite: Approval of Instructor

A thematic approach to the study of Asian religious and philosophical thoughts. Major themes of Buddhism, Confucianism, and Taoism are identified and explored both historically and diachronically (both within their individual contexts and in their mutual interactions with one another).

TP 665 THEOLOGY OF CHRISTIAN SPIRITUALITY
(4)

Prerequisite: Approval of Instructor

An exploration of historical and contemporary currents in Christian spirituality. Particular attention is given to changes in the theology and practice of spirituality during the 20th century within Protestantism and Roman Catholicism. Students have opportunities to do analytic and theory-building work.

TP 670 THE CULTURAL CONTEXT OF THE
THEOLOGY AND MINISTRY (4)

Prerequisite: Approval of Instructor

A study of the impact of culture on the development of theology and the practice of ministry.

TP 710 SPECIAL STUDY: THEOLOGY AND
and PHILOSOPHY (4)

Prerequisite: Approval of Master's advisory Committee

Individual study projects involving library research in the field of theology and philosophy. Students must have an overall 3.0 GPA in all Master's degree work undertake at WCU. Only students who have completed two quarters or 24 quarter units of Master's Course work are eligible to take TP 710.

DOCTOR OF PHILOSOPHY IN THEOLOGY PROGRAM

Program Description and Objectives

The School of RTMS believes that doctoral level scholarship, even if informed by and contributing to a specific tradition, should benefit from broader critical perspectives to introduce students to life and the practice of intellectually and methodologically rigorous scholarship in order to prepare them for a diversity of theological and ministerial services, occupations and vocations.

The purpose of the Doctor of Philosophy in Theology program is to develop in a limited number of advanced students of high intellectual ability the capacity for independent inquiry and criticism required for doing original research in a particular area of theological study, teaching in a theological seminary or a college, or providing specialized leadership in the church.

Ph.D. in Theology Learning Goals

Upon graduation, the student will:

1. Demonstrate a breadth of knowledge in their chosen field of study and cognate fields;
2. Demonstrate the ability to engage in original research and produce a piece of original work which contributes to the student's chosen discipline;
3. Demonstrate a sense of and commitment to the vocation of theological education;
4. Demonstrate, in addition to the Greek and Hebrew prerequisites, a working knowledge of two modern languages to assist the student in scholarly competence and research.

APPLICATION PROCEDURE AND ADMISSION REQUIREMENTS

Application Procedure

To be considered for admission to the Doctor of Philosophy in Theology program the following must be submitted to the Office of Admissions and Records (OAR) by all applicants to the program.

1. A completed Application for Admissions Form.
2. An application fee of \$100.00 (non-refundable).
3. A full official transcript of all college work, including an attestation of the attainment of a baccalaureate degree, and a full transcript of the applicant's theological program, including an attestation of the attainment of a first theological degree must be sent directly to WCU's OAR. International transcripts must be accompanied by a certified English translation. A two-year degree (such as the M.A.R. or the Th.M.) is acceptable, but a three-year degree (such as the M.Div.) is preferred.
4. Personal Statement (in 250 words or more) describing reasons for wanting to study with confession of faith
5. Two (2) academic letters of recommendation from persons with academic credentials who can speak knowledgeably about the applicant's academic performance and potential, and his/her suitability for doctoral level studies. Academic references are not the same as character references; they should speak directly to academic strengths and potential.

Materials submitted as part of the application procedure become the bases for the successful applicant's permanent file at WCU. Application materials become the property of WCU and will not be returned. File materials are available to enrolled students to review upon request.

Admission Requirements

Upon receipt of all materials, the formal admission review will commence. Once all the conditions and requirements in items 1–6 below have been met, an individual conference will be arranged with the candidate to clarify general degree requirements and to discuss and explore the meaning of a doctoral specialty,

as well as to answer any questions the potential student may have. Applicants who live beyond commuting distance may choose to communicate by telephone or correspond or discuss the program by e-mail.

The Doctor of Philosophy in Theology program admission requirements are:

1. Earned a M.Div., M.Min., Th.M. or an equivalent degree from an institution/seminary accredited by an accrediting agency recognized by the U.S. Department of Education; from an institution/seminary approved by the Bureau for Private Postsecondary Education or from a national or international institution that meets these standards.
2. Achieved an accumulative grade-point average of 3.0 (on a 4.0 scale) in all master's degree coursework.
3. Completed at least two (2) years of full-time (or the part-time equivalent) service satisfactorily in ministry or in the field of theology.
4. Present personal and professional qualifications essential to effective ministry.
5. Demonstrate the ability to write effectively and to produce a written doctoral project.

Classification of Students

Each doctoral program student applicant will be placed into one of the following enrollment categories, depending on the evaluation of their academic preparedness to enter the Doctor of Philosophy in Theology program or for other reasons they have for wanting to take Doctor of Philosophy in Theology courses. For specific enrollment categories, see catalog section General Enrollment Procedure.

- a. Regular standing
- b. Provisional standing
- c. Special standing
- d. Auditor

Academic Advisors/Mentors

The dean of The School of RTMS or the designee will assign an advisory mentor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor/mentor prior to their registration in the program. The academic advisor sometimes becomes the chairperson of the student's doctoral committee.

Academic Performance

Doctoral students are required to maintain a minimum overall GPA of 3.0 or better in their coursework throughout the program. Any grade below B is considered below minimal performance in the program and indicates that improvement is required if the student expects to stay in the program. If a student receives a second grade which is below B, he/she will be required to meet with his/her academic advisor and the school dean, or designee, to determine whether or not the student should continue as a degree student. If a student receives a third grade, which is below B, he/she may be dismissed from the program at the discretion of the school dean. No more than two (2) course grades of less than a B may count toward the doctoral degree. Grades below C cannot be used for credit towards the doctoral degree.

Doctor of Philosophy in Theology Residency Requirement

Doctoral candidates must be registered for a minimum of three years of full-time graduate education or the equivalent in part-time study. After coursework transferred and formal admission to the Doctor of Philosophy in Theology program, student must spend at least two academic year of full-time residence enrolled in coursework numbered 600-900 at WCU.

Transfer Credit Regulation

All courses submitted by a student for transfer credit for courses in the Doctor of Philosophy in Theology degree program must meet the requirements of the university's transfer credit policy to qualify for credit. Specifically: Only courses in which a letter grade of B or better was received, or in which a pass or credit grade was received in courses that are graded pass/fail or Credit/No Credit will be considered for transfer credit from: (1) a college/university approved by the Bureau for Private Postsecondary Education; (2) a college/university accredited by an agency recognized by the U.S. Department of Education; or (3) another state approved postsecondary institution or a foreign institution that meets these standards. Final acceptance of a course for transfer to the Doctor of Philosophy in Theology program is determined by the STMS. Determination of the transferability of a course and the amount of credit to be given are determined by a faculty committee appointed by the school dean. The decision of the committee is final. A maximum of 16 quarter units of coursework, approved by the student's Doctor of Philosophy in Theology Doctoral Committee, may be transferred to WCU.

Graduation Requirements

1. Students have to complete Degree Required Core Courses (40) quarter units and Elective Courses (16) quarter Units.
2. After this completion of all required work, each student has to pass the Dissertation/Research Project by Doctoral Committee and Qualifying Examination.
3. The satisfactory completion of the dissertation/research project and the writing of the dissertation are required.

Doctoral Committee

Each student in Doctor of Philosophy in Theology

degree program is assigned a Doctoral Committee. The student's Doctoral Committee supervises and plays a critical role in the student's doctoral program. It is essential, therefore, that members of the committee represent the special interest and academic areas of the ministry specialty. The Chair of the committee is selected and assigned during this process. The Committee Chair oversees all of the candidate's doctoral work.

During the coursework phase, the candidate chooses for his/her committee a second member of the School of RTMS faculty whose interests are compatible with the candidate's academic interest. The third member of the committee may be any faculty member of the School of RTMS. A fourth non-faculty member, a ministry or theology professional with a doctoral degree (Ph.D., D.Min., Th.D., D.Div., etc.), may be added at the discretion of the Committee Chair. Selection of the committee members is done in consultation with the doctoral student, the chair of the committee and the school dean. The candidate will need to maintain close contact with his/her committee regarding progress toward the completion of degree requirements. If it is necessary to change the Committee Chair, the candidate must submit a petition for a Change of Committee Chair to the school dean.

Qualifying Examination

After completion of the prescribed and required coursework and the preparation of an outline for a dissertation project, the student must take and pass the Qualifying Examination. The Qualifying Examination is a research readiness assessment designed to determine if the candidate has made satisfactory progress to demonstrate an advanced understanding of the doctoral specialty area proposed for his/her thesis project.

The qualifying examination committee is chosen by the school dean and consists of four members. The student's advisor/mentor cannot be a member of the

qualifying exam committee. The qualifying exam committee will conduct an oral comprehensive examination which will evaluate the student's understanding of religion in general, theology, divinity and ministerial studies. The purpose of this examination is to permit the student to demonstrate competence not only in the major research field but also in related areas of the ministry.

Depending on the student's performance on the Qualifying Examination, the qualifying examination committee may specify a course of study to strengthen any weakness identified during the examination.

Qualifying examinations may be judged as being: passed with distinction, passed, failed with the possibility of re-examination, or failed terminally. A terminal failure ends a student's program at WCU, although the examining committee may recommend the award of the Master of Philosophy in Theology degree with the submission of a suitable research paper. Two failures of the Qualification Examination end a student's program at WCU.

Advancement to Candidacy

A student will be recommended for Advancement to Candidacy after completing all requirements, including the Qualifying Examination and the dissertation proposal. Students eligible for Advancement to Candidacy are recommended to the school dean. When approved, the student will be notified by the school dean that he/she has been advanced to candidacy.

The Dissertation/Research Project

After Advancement to Candidacy the remaining requirement is the satisfactory completion of the dissertation/research project and the writing of the dissertation.

Dissertation/research projects test and examine a special area of Theology and should require about five D/RP's findings.

(5) quarters to complete the research and write the research document.

Students choose a primary focus which includes one or more areas of interest in the curriculum. At least 40 units of coursework must be in the area of focus or concentration. Each student designs his/her Doctor of Philosophy in Theology program under the direction of a mentor, and takes at least two (2) courses from the mentor. The educational methodology throughout the curriculum accentuates the professional character of the Doctor of Philosophy in Theology degree, striving to integrate content and process, intellect and emotion, and theory and practice—all essential to the effective practice of Theology.

The dissertation/research project (D/RP) applies the student's focused studies to the practice of Theology, or considers an issue related to a Doctor of Philosophy in Theology focus in light of the practice of Theology. Academically and professionally, the D/RP tests and examines a practical application of the Theology, specialty to develop the skills involved in an objective investigation into an issue or aspect of the Theology. The work must demonstrate relevance to the mission of the church, theological foundation, methodological rationale, and a process of critical evaluation. The D/RP also involves accountability or reporting to a church body, e.g., presbytery, conference, diocese, or other faith community, and an oral presentation. Student must submit the research proposal to their doctoral committee by the beginning of the fourth quarter of their Doctor of Philosophy in Theology studies.

Once the proposed D/RP is approved by the student's the Doctor of Philosophy in Theology committee, the candidate carries out the project under the committee's supervision. Fulfillment of the D/RP requirement is certified by the committee upon approval of the final research document, the candidate's oral presentation and the satisfactory explication or defense of the Students must file two approved copies of their dissertation, typographically perfect and bearing the

signatures of each member of the doctoral committee, with the school dean by the deadline before the School of RTMS's faculty meeting at which the degree is to be approved.

An abstract of 500 words or less, which clearly sets forth the content and conclusion of the dissertation, is to be filed at this time, signed by the doctoral committee chair. It is bound with the dissertation. When the final copies are filed with the school dean, the student is asked to sign a microfilming and copyright agreement. The dissertation, including the abstract, bibliography and appendix, should not exceed 300 pages. The student who submits a longer manuscript will be asked to reduce it to the page limit.

AWARDING THE DOCTOR OF PHILOSOPHY IN THEOLOGY DEGREE

When it is certified that the candidate has completed all required work for the Doctor of Philosophy in Theology degree and has met all financial obligations, the degree will be recommended by vote of the core faculty of the School of RTMS. The degree is granted by WCU's Board of Trustees and is conferred at the university's commencement in May/June of the academic year, if there are candidates for the Doctor of Philosophy in Theology.



Doctor of Philosophy in Theology Program Requirements: 72 quarter units		
Degrees Required Core Courses		40 units
Elective Courses		16 units
Dissertation/Research Project		16 units

Old Testament & New Testament		
Course No.	Course Title	Units
OT 703	Old Testament Issues I: Exegesis	4
NT 703	New Testament Issues I: Exegesis	4
OT 704	Formation of Israelite Nation in Old Testament	4
NT 704	Pauline Theology	4
HEB 703	Hebrew Discourse Analysis	4
GRK 703	Greek Discourse Analysis	4
	Total	24

Theology & Ministry		
Course No.	Course Title	Units
ST 701	Seminar: The Kingdom of God	4
ST 702	Spiritual Formation and Worship	4
HIS 701	Major Issues in Church History	4
PT 709	Models of Church Leadership	4
	Total	16

Degree Required Core Courses Total Units 40

Elective Courses(4 out of the following 8 courses)

Course No.	Course Title	Units
MSN 701	Contextualization of Mission Theology	4
ST 703	Recent Apologetic Issues	4
ST 704	Seminar: Current Contemporary Theological Issues	4
PT 707	Homiletical Theology	4
CSL 701	Seminar on Pastoral Counseling	4
EDU 701	Christian Education and Faith Development	4
PT 713	Church Music and Worship	4
PT 718	Theological Ethics	4
	Elective Courses Total	16

Dissertation/Research Project Outline Procedure		Due Date
Faculty Approval of Thesis Topic		10/15
Bibliography and Outline		11/1
Draft Copy		3/15
Presentation before the Faculty		4/15
Bound Copy to Faculty		5/1

Dissertation/Research Project Total Units	16
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Course Descriptions

Degrees Required Core Courses

Old Testament & New Testament

OT 703 Old Testament Issues I: Exegesis
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course focuses on a detailed study of a selected book of the Old Testament, with an emphasis on the critical issues of exegetical questions in recent scholarship.

NT 703 New Testament Issues I: Exegesis
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is a special study of a New Testament book with special emphasis on critical passages. The content of this course may change from year to year, depending on the needs of students.

OT 704 Formation of Israelite Nation in Old Testament
4 quarter units/40 clock hours
Prerequisite: None
 This is an in-depth study of historical, cultural and religious history of the nation of Israel mainly in the age of Old Testament emphasizing Israelite as the chosen among nations. It also covers the intermediate period of Jesus Christ.

NT 704 Pauline Theology
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is a study on the main issues of Paul's theological and missionary preaching from the biblical-theological perspective

HEB 703 Hebrew Discourse Analysis
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This is a study of Hebrew syntax and Hebrew discourse structure. The relation of grammar to reference and meaning, and exegesis of selected Hebrew texts will be

included.

- GRK 703** **Greek Discourse Analysis**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This is an in-depth study of the linguistic analysis of New Testament Greek discourse and exegesis; including the introduction to various linguistic theories of sentence and discourse, and the relation of grammar to reference and meaning, and the exegesis of selected New Testament texts.
- ST 701** **Seminar: The Kingdom of God**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is an investigation into the meaning and purpose of the Kingdom of God and its progressive development within history. Special emphasis will be on Jesus' teaching concerning this topic.
- ST 702** **Spiritual Formation and Worship**
4 quarter units/40 clock hours
Prerequisite: None
 This course will examine the historical and biblical roots of spiritual formation and worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.
- HIS 701** **Major Issues in Church History**
4 quarter units/50 clock hours
Prerequisite: Approval of Doctoral Committee
 This is a selected study of the major issues and trends in the development of the Christian church from the first century to the present.
- PT 709** **Models of Church Leadership**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 A study of current methods of church leadership combining lecture/dialogues of practitioners of various ethnic and methodological approaches to local church leadership with cognitive study of the theology, spirituality, development and application of leadership in the local church.

Elective Courses

(4 out of the following 8 courses)

- MSN 701** **Contextualization of Mission Theology**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is a detailed study of Christian understanding of missiological concepts of contextualization of theology in the field of mission theology.
- ST 703** **Recent Apologetic Issues**
4 quarter units/50 clock hours
Prerequisite: Approval of Doctoral Committee
 A Critical study of evangelical and apologetic issues within the last 50 years, emphasizing the recent challenges to Christian belief, and a survey of theories and applications to those challenges,
- ST 704** **Seminar: Current Contemporary Theological Issues**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is a study of the thoughts of particular contemporary theologians and prominent theological or theologically significant ethical issues in the light of biblical revelation.
- PT 707** **Homiletical Theology**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This course is an advanced seminar/practicum on contemporary preaching theory and movements of the last three decades.
- CSL 701** **Pastoral Counseling**
4 quarter units/40 clock hours
Prerequisite: Approval of Doctoral Committee
 This is a review of the literature on pastoral counseling therapy and pastoral counseling in the congregational context. Application of counseling and guidance principles to the work of the pastor and other religious workers in the field of pastoral care, including the use of case studies in ministering to persons with illness, grief, home, work, youth or other types of special

problems. Review of personality theory, family systems theory and psychotherapy as they relate to counseling principles. This course is designed to prepare the pastor involved in church ministry for situations which may arise requiring counseling as an interventional mechanism.

EDU 701 Christian Education and Faith Development

4 quarter units/40 clock hours

Prerequisite: Approval of Doctoral Committee

This course is an advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of particular persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to surface and illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the intentional nurture of spirituality.

PT 713 Seminar: Church Music and Worship

4 quarter units/40 clock hours

Prerequisite: None

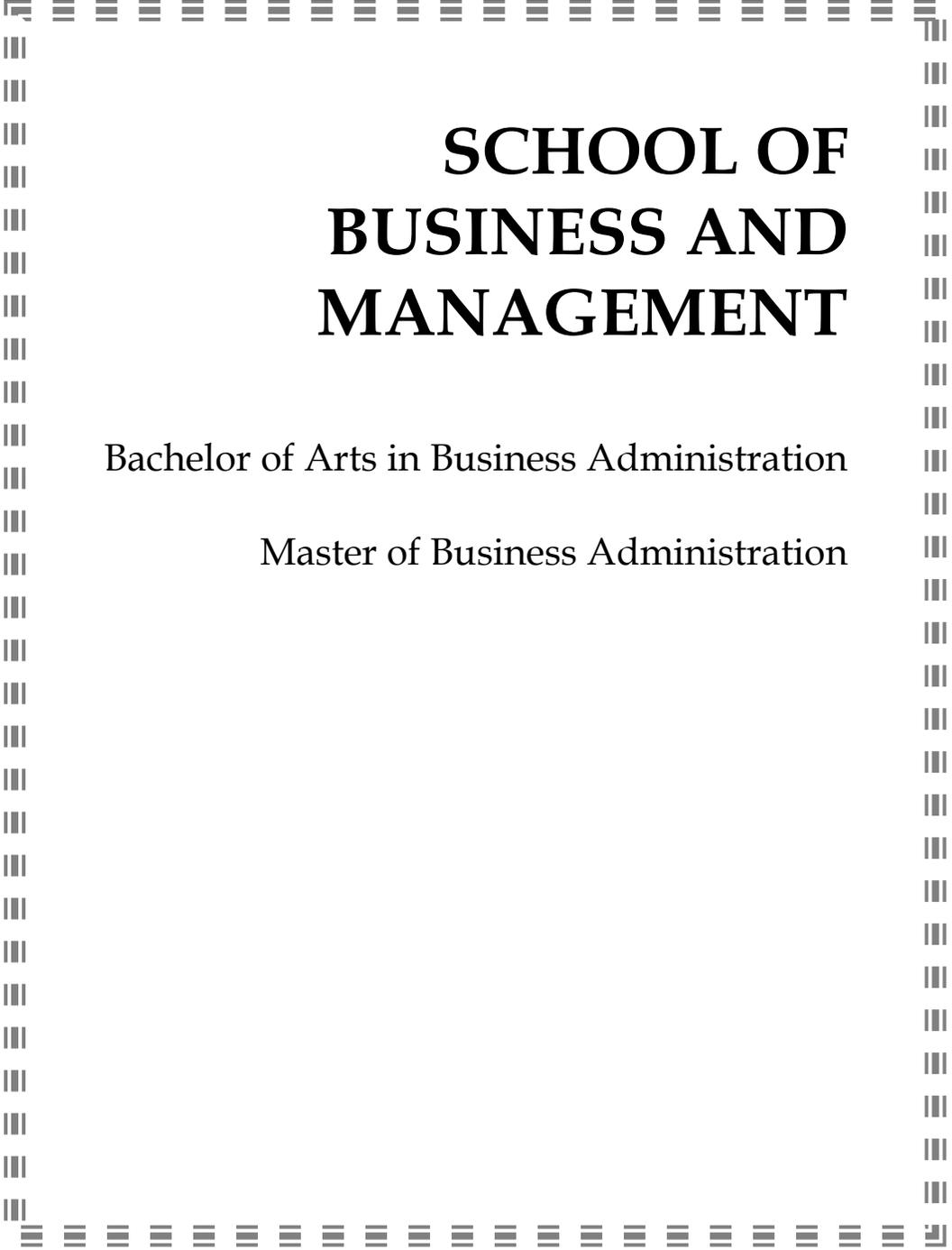
This is an in-depth course that covers advanced church music and worship which includes the guiding principles of designing and organizing corporate worship.

PT 718 Theological Ethics

4 quarter units/40 clock hours

Prerequisite: Approval of Doctoral Committee

This is an advanced analysis of moral reasoning in the context of Christian faith commitment and the life of the church, with emphasis on protestant sources.



SCHOOL OF BUSINESS AND MANAGEMENT

Bachelor of Arts in Business Administration

Master of Business Administration

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

STATEMENT OF PURPOSE

The Bachelor of Arts in Business Administration program is designed to meet the educational needs of working adults in an ever-expanding global economy. The B.A. in Business Administration program emphasizes in the study of accounting, management, marketing and economics which lays a foundation for later study in business administration. Completion of the B.A. in Business Administration program requirements ensures students will comprehend the relationships among marketing, quantitative theory, accountancy, economic principles and financial, human and organizational management. Furthermore, In keeping with the institution's Statement of Purpose, this program seeks to enable students to integrate academic disciplines, Christian lifestyle, and an enriched cultural experience by offering the course work that produces comprehensively prepared Christian business leaders.

Our educational objectives of the business program are to:

- Equip business majors with the necessary tools to be successful in general management positions.
- Enable them to emphasize certain aspects of business such as accounting, economics, management, or marketing;
- Stress the importance of Christian ethics in all areas of business; and
- Enable them to integrate and analyze theoretical and literary information concerning strategic planning.

The program curriculum will:

- Provide students with the analytical, technical, communication, and interpersonal skills needed to succeed in today's competitive global markets,
- Encourage the development of high ethical standards in connection with current legal and business environments, and
- Provide maximum opportunities for personal interaction between faculty and students.

ADMISSION STANDARDS AND REQUIREMENTS

Responsibility for admission decisions is vested in the Admissions Committee (AC). All applicants seeking

admission into a B.A. program must first meet the general admissions standard of and be admitted into the University.

General Admission Procedure

Application forms for B.A. program are obtained from the university's Office of Admissions and Records and returned to the office after completion. The following materials are required before a decision on admission can be made by the AC:

1. Official transcripts of all academic work taken from high school. A final official transcript indicating that the high school has been granted should be submitted. If the high school's Diploma has not been granted at the time that the student applies for admission into a B.A. degree program, then the student — upon reception of the high school's Diploma — should immediately make arrangements to have an official transcript sent to WCU indicating that the high school's Diploma has been granted.
2. Application Form: an application is valid for one year.
3. Payment of the Bachelor's degree application fee — \$100.00 (nonrefundable).

Preparation for the B.A. Degree program

A cumulative grade point average of 2.5 or higher (on a four-point scale) in all high school work.

Based on individual merit, at the discretion of the GAC, an applicant whose grade point average is below 2.5 may be admitted into the program on a provisional status — requiring the applicant to complete the first 12 credit hours of bachelor level courses with grades of —"B" or above before receiving further consideration for regular standing in a B.A. degree program.

ACADEMIC POLICIES

Academic Calendar

The timelines of B.A. programs are given in the academic calendar in the front of the catalog.

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student's advisor may be used toward the Bachelor's degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog.

Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student's academic advisor, and the instructors involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Business Office. A late registration fee will be charged students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled **Bachelor-level** course(100-499) in which enrollment is less than eight and any scheduled **Master-level** course(500-599) in which the enrollment is **less than six**.

Bachelor Course Numbering System

See catalog section on Course Numbering System for specific details.

Limitation on the Number of 100 TO 499-level Courses Applicable to the B.A. Degree.

Excluding the B.A. degree's Common-Core-Curriculum Courses — no more than twelve 100 TO 499-level courses

may be applied toward completion of requirements for the B.A. degree.

Student Academic Load

A full-time academic load in a B.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum grade point average of C (2.0 on a 4.0 scale). Students are expected to gauge the course load for each quarter so that they will achieve at least a C grade in each course attempted. Any grade below C is considered below minimal performance in a B.A. program and indicates that improvement is required if students expect to complete the degree. If a student receives a second grade which is below C, he/she will be required to meet with their academic advisor and the School Dean or the designee to determine whether or not the student should continue as a degree student in the B.A. program. If a student receives a third grade which is below C, he/she may be dismissed from the program at the discretion of the School Dean. No more than two (2) course grades of less than C may count toward the Bachelor's degree. Grades below D cannot be used for credit towards the B.A. degree except by repeating the course and receiving a satisfactory grade.

A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined on the basis of courses completed at Western Covenant University. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal

Students who find it necessary to withdraw from a B.A. program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from a B.A. program.

Leave of Absence

B.A. students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity of their program. Forms for this purpose are available in the Office Admissions and Records. **Time spent on a leave of absence is not exclusive of the six-year (6) time limit for completion of the B.A. degree.**

Readmission

B.A. students who have been absent from a B.A. program for six or more consecutive quarters and do not have a current Leave of Absence form on file, must submit an Application for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from Western Covenant University.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, 71770 (b)(2) stipulates that **no more than 75% graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Bachelor's degree.** WUC accepts transfer credits only from the institutions of higher learning approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education.

All other course work for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution, while working toward their B.A. at WCU that they want transferred to WCU.

Time Limits on Completion of the B.A. Degree

All work for a B.A. degree must be completed within six (6) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean. The petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year.

Degree Requirements: 180 quarter units

General Education: 60 units

Degree Required Courses: 120 units

1) Common-Core Course 72 units

2) Concentration Required Courses 48 units

- Successfully complete the degree requirements within the time limit.
- Successfully complete a minimum of 180 Units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
- Complete 60 Units of general education courses in the following fields:
 - English 12 Units
 - Mathematics 12 Units
 - Natural Sciences 12 Units
 - Humanities 8 Units
 - Social Sciences 8 Units
 - Foreign Languages 8 Units
- Complete 72 quarter units of common core courses.
- Complete 48 quarter units of unrestricted elective courses.

General Education Courses

15 courses – 60 academic units – 600 academic hours: **Select the required units specified by the area of study from the following General Education Courses:**

Course Number	Course Description	units
ENG101	English I	4
ENG102	English II	4
BE91	Business English I	4
KOR101	Korean I	4

SPN101	Spanish I	4
MTH103	Business Math	4
ECO102	Economics I	4
ECO103	Economics II	4
ETH101	Ethics	4
HIS103	US History	4
GOV101	US Government	4
MTH118	Statistics	4
PHL101	Introduction to Philosophy	4
SOC101	Principles of Sociology	4
POL101	Political Science	4
MTH103	Business Mathematics	4
PSY101	Introduction to Psychology	4
GEOG101	Geography	4
LIT101	American Literature	4
KOR102	Korean II	4
SPN102	Spanish II	4
HIS101	World History	4
WPC101	Word Processing I	4
WPC102	Word Processing II	4

Common Core courses

18 courses – 72 academic units – 720 academic hours

Course Number	Course Description	units
ACC101	Accounting I	4
ACC102	Accounting II	4
BUS101	Introduction to Business	4
BUS102	Principles of Business Management	4
BUS103	Business Law I	4
BUS120	Introduction to Sales and Marketing	4
BUS225	Business Systems and Procedures	4
BUS210	Human Resource Management	4
BUS240	International Business	4
BUS310	Internet Business Models and Strategies	4
BUS325	Entrepreneurial Leadership	4
BUS335	Internet Sales and Marketing	4
BUS375	New Venture Creation	4

BUS415	Organizational Theory and Development	4
CIS300	Managing Information System	4
TAX101	Principles of Taxation	4
BUS455	E-Business Systems Development	4
BUS440	Business Forecasting and Simulation	4
BUS470	Investment and Practice	4
CIS315	E-Commerce Management	4
BUS465	Small Business Management	4
BUS110	Business Ethics	4
BUS112	Business Plans	4
BUS375	New Venture Creation	4
BUS227	Business, Government and Society	4
BUS340	Financial Management	4

Concentration Courses

12 courses – 48 academic units – 480 academic hours

Course Number	Course Description	units
BUS345	Labor Relations	4
BUS430	Competitive Strategies	4
BUS210	Human Resource Management	4
BUS470	Investment and Practice	4
BUS325	Entrepreneurial Leadership	4
BUS343	Operations Management	4
BUS340	Financial Management	4
BUS400	Advanced Financial Management	4
BUS230	Business Statistics	4
BUS450	Advertising Management	4
BUS463	Research in Management	4
BUS125	Global Marketing	4

Course Description

General Education

- ANT 101 Introduction to Anthropology**
4 quarter units/40 clock hours
Prerequisite: None
 This course is an introduction to the concept of Anthropology, the relevance of Anthropology, with emphasis on culture relativity.
- CHI 101 Chinese I**
4 quarter units/40 clock hours
Prerequisite: None
 This course offers basic Chinese as a second language. A study of grammar, diction spelling, and usage is also covered.
- CHI 102 Chinese II**
4 quarter units/40 clock hours
Prerequisite: CHI101 or approval of instructor
 This course offers advanced studies in the Chinese language that furthers the ability to read Chinese.
- CMP 101 Basic Computer Operations**
4 quarter units/40 clock hours
Prerequisite: None
 This is an introductory course for those without prior experience in computer operations. Students will learn how to use popular word processing software, spreadsheets, and graphics to increase their effectiveness as end users. Students will also learn the fundamentals of software installation, troubleshooting, and upgrading.
- CUL 101 World Culture**
4 quarter units/40 clock hours
Prerequisite: None
 This course introduces the student to the ethnic definition about range of ethnic groups in the multicultural curriculum. Topics included will be the Persistence of Ethnicity in American Society; Ethnic Revival Movements: A World Development; Diversity: An Opportunity and a Challenge.
- DBS 101 Spreadsheet**
4 quarter units/40 clock hours
Prerequisite: None
 This program segment introduces electronic

spreadsheet software. This application software package enables the students to apply the analytical process associated with programming solutions to business problems without having to write actual programs.

- DBS 110 Data Base**
4 quarter units/40 clock hours
Prerequisite: None
 This program segment introduces microcomputer database management software. Students learn the knowledge and skills by creating and using multiple database files, columnar reports, and use menus.
- ECO 101 Introduction to Economics**
4 quarter units/40 clock hours
Prerequisite: None
 This course teaches the student a basic understanding of the economic system. The direct and indirect effects of structure, organization, and operation of our economy are covered as well as the affects of inflation, taxation, jobs, role of money, business fluctuations, and production.
- ECO 102 Economics I (Macro-Economics)**
4 quarter units/40 clock hours
Prerequisite: None
 This is an intro to Macro-Economics, the American Economy since World War II, and the Great Recession and its Aftermath.
- ECO 103 Economics II (Micro-Economics)**
4 quarter units/40 clock hours
Prerequisite: ECO102 or approval of instructor
 This course will continue with the study of Economics by introducing the basic concepts of Microeconomics from the Nature of Consumer Demand through the World Economy.
- ENG 101 English I**
4 quarter units/40 clock hours
Prerequisite: None
 The course is an intensive study of the fundamentals of English grammar, usage, diction, sentence structure, vocabulary building, punctuation, and paragraph development. The eight parts of speech and common grammatical mistakes will be

	studied in depth.		
ENG 102	<p>English II 4 quarter units/40 clock hours Prerequisite: ENG101 or approval of instructor</p> <p>This course is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are emphasized. This course will require production of compositions on current affairs, past experience, cultural heritage, and other topics.</p>		<p>Prerequisite: None</p> <p>This course is for mastering word studies and grammar in German. This course is designed for the student who does not have a German language background.</p>
		GER 102	<p>German II 4 quarter units/40 clock hours Prerequisite: GER101 or approval of instructor</p> <p>This German writing course is designed to acquaint the student with principles of effective German composition. Critical thinking skills and analysis of German literature are included.</p>
ENG 103	<p>Modern Novels 4 quarter units/40 clock hours Prerequisite: ENG102 or approval of instructor</p> <p>A developmental study of novels as a literary form; emphasis on critical reading and writing through study of novels through major writers such as Turain, Conrad, Dickens, Hemingway, and others.</p>	GOV 101	<p>US Government 4 quarter units/40 clock hours Prerequisite: None</p> <p>The study of the United States Government will be the main topic of this course, with appraisals of the weaknesses and strengths of the executive and legislative branches.</p>
		HIS 102	<p>History of Western Civilization 4 quarter units/40 clock hours Prerequisite: HIS101 or approval of instructor</p> <p>This is an introduction of the United States of America History. This course will include studies of history from the colonization through the Second World War.</p>
ETH 101	<p>Beginning Ethics 4 quarter units/40 clock hours Prerequisite: PHL101 or approval of instructor</p> <p>This course is an introduction to the ample definition of ethics. In this course the student will be introduced to the relationship of Ethics and Philosophy. Also it will include the real definition of Morality.</p>		
		HIS 101	<p>World History 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is the study of the origins and development of major civilizations from early beginning through the renaissance period, cultural, and societal, considerations will be explored.</p>
GEOG 101	<p>Beginning Geography 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is an introduction to the general study of the world geography. It will include a general study of the planet and its people. Also included will be the two branches of geography: the Physical Geography and the Human Geography.</p>	HIS 103	<p>US History 4 quarter units/40 clock hours Prerequisite: HIS102 or approval of instructor</p> <p>This course is a study of the Western Civilization from the Renaissance period through the developmental stages of Western society to the present time with emphasis on political, economic, and religious impact upon our lives.</p>
GEOL 101	<p>Geology I 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is an introductory course of Geology that will be defined as a science and it will teach the students the composition, structure, and history of the earth.</p>		
GER 101	<p>German I 4 quarter units/40 clock hours</p>	KOR 101	<p>Korean I 4 quarter units/40 clock hours Prerequisite: None</p>

	<p>This course will cover pronunciation, grammar, reading and speaking of Korean with an emphasis on vocabulary building and writing simple sentences. It will also provide an initial exposure to the Korean language, history, and cultural heritage.</p>		<p>This is a continuation of the American Literature. It will continue presenting the interaction of classic and modern forms of literature.</p>
KOR 102	<p>Korean II 4 quarter units/40 clock hours Prerequisite: KOR101 or approval of instructor</p> <p>This is a continuation of KOR101 and is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are emphasized.</p>	LIT 105	<p>World Literature I 4 quarter units/40 clock hours Prerequisite: ENG101 or approval of instructor</p> <p>This is an introduction to the World Literature. In this part will be included the multicultural literacy and contemporary writers.</p>
LAT 101	<p>Latin I 4 quarter units/40 clock hours Prerequisite: None</p> <p>This course builds and strengthens comprehension of the Latin Language through reading and translation. Students will acquire a working vocabulary, the fundamentals of grammar, and an understanding of the language.</p>	LIT 107	<p>World Literature II 4 quarter units/40 clock hours Prerequisite: LIT105 or approval of instructor</p> <p>This is a continuation of the World Literature. Included in this part will be the Juxtapositions that help the students to see the presence of the past or the continuity of perennial themes in works rooted in diverse cultural traditions.</p>
LAT 102	<p>Latin II 4 quarter units/40 clock hours Prerequisite: LAT101 or approval of instructor</p> <p>This course is a continuation of the study of the Latin language. Vocabulary and its derivatives and Romance languages will be studied. There will be an emphasis on English derivatives from Latin vocabulary. Students will study Roman culture and history.</p>	MTH 101	<p>Mathematics 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is an introductory course intended to foster logical thinking and problem solving skills. The course emphasizes whole numbers, fractions, decimals, geometry, algebra, elementary statistics, and linear equations.</p>
LIT 101	<p>American Literature I 4 quarter units/40 clock hours Prerequisite: ENG101 or approval of instructor</p> <p>This is an introductory course to the American Literature. It will help the student to discover the life of the imagination and the power of literature. It will also provide a balanced coverage of the rich diversity of our literary culture. It will be aimed by the interaction of classics and moderns.</p>	MTH 102	<p>Statistics 4 quarter units/40 clock hours Prerequisite: MTH101 or approval of instructor</p> <p>This is a continuation of MTH 101. During this course, the student will be taught about statistical information. The Range, the Median, the Mode, the Mean, and other variables of measurement will be studied.</p>
LIT 103	<p>American Literature II 4 quarter units/40 clock hours Prerequisite: LIT101 or approval of instructor</p>	MTH 103	<p>Business Mathematics 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is an introductory course intended to foster logical thinking and problem solving skills. The course emphasizes whole numbers, fractions, decimals, geometry, algebra, elementary statistics, and linear equations. Also it will include the introduction to taxation and interest tables.</p>

	Same it will happen with the payroll fundamentals.		
MTH 105	<p>Algebra I 4 quarter units/40 clock hours Prerequisite: None</p> <p>This is the introduction to the course of Algebra. This part will include the study of Basic Algebra, Equations and Inequalities, Functions and their Graphs, Polynomial and Rational functions, Exponential and Logarithmic functions, and the Trigonometric functions.</p>	MTH 121	<p>Pre-Calculus 4 quarter units/40 clock hours Prerequisite: MTH112 or approval of instructor</p> <p>This is the introductory course to Calculus. This course will include the Rate of Change of a Function; Formal Differentiation; Applications, Integration, Application of the Definite Integral; Transcendental Functions; and Methods of Integration.</p>
MTH 107	<p>Geometry 4 quarter units/40 clock hours Prerequisite: MTH105 or approval of instructor</p> <p>This is an introductory course to analytic geometry, the geometric properties of curves when their equations are given, and to find equations for curves when their geometric properties are known.</p>	MTH 125	<p>Calculus 4 quarter units/40 clock hours Prerequisite: MTH121 or approval of instructor</p> <p>This is a continuation course of Calculus, the branch of mathematics that is the connection between algebra and analytic geometry. It will include the Differential Calculus through the Integral Calculus.</p>
MTH 110	<p>Algebra II 4 quarter units/40 clock hours Prerequisite: MTH107 or approval of instructor</p> <p>This is the continuation of the course of Algebra. This part will include the study of Trigonometric Identities and Equations, Trigonometry and its Applications, Systems of Equations and Inequalities, Complex Numbers, Roots of Polynomials, and Discrete Algebra.</p>	MUS 101	<p>Fundamentals of Music 4 quarter units/40 clock hours Prerequisite: None</p> <p>This course deals with the fundamentals and principles of music. Students will be introduced to the elements of music: pitch and rhythm symbols, meter and time signatures, melody, scales, intervals, and chord structure.</p>
MTH 112	<p>Trigonometry 4 quarter units/40 clock hours Prerequisite: MTH110 or approval of instructor.</p> <p>This course is a study of trigonometric functions and their inverses. Trigonometric equations, identities, graphs, and complex numbers.</p>	MUS 301	<p>Church Music I 4 quarter units/40 clock hours Prerequisite: None</p> <p>This course is an introduction to church music. Studies include historical background, purpose, leadership, function and application.</p>
MTH 118	<p>Statistics 4 quarter units/40 clock hours Prerequisite: MTH110 or approval of instructor</p> <p>A study of statistics and statistical analysis. This will teach the student the different uses of the different information to calculate the mean, the median, the average, and the mode.</p>	MUS 302	<p>Church Music II 4 quarter units/40 clock hours Prerequisite: None</p> <p>This course covers church music and worship which includes the guiding principles of designing and organizing corporate worship.</p>
		MUS 303	<p>Introduction to Hymnology 4 quarter units/40 clock hours Prerequisite: None</p> <p>This course is an introduction of Christian Hymnody. Studies include historical patterns, covering broad scope of hymnic literature, its environment, and the significant contributing individuals.</p>

MUS 304	Introduction to Music Composition 4 quarter units/40 clock hours Prerequisite: None This course is a beginning study of harmony, counterpoint, and musical form. The student will learn skills to develop compositions and abilities for writing Hymns, Anthems, Choral and instrumental pieces.	4 quarter units/40 clock hours Prerequisite: None This course is an advanced study of church music. Studies include historical background, purpose, leadership, function and application.
MUS 306	Introduction to conducting 4 quarter units/40 clock hours Prerequisite: None This is a beginning course which covers basic skills needed for conducting both choral and orchestra groups.	MUS 502 Advanced Church Music II 4 quarter units/40 clock hours Prerequisite: None This course covers advanced church music and worship which includes the guiding principles of designing and organizing corporate worship.
MUS 401	Basic Piano Skills 4 quarter units/40 clock hours Prerequisite: None This course is designed to teach the student with no previous keyboard training how to play the piano.	MUS 503 Advanced Hymnology 4 quarter units/40 clock hours Prerequisite: None This is an advanced course on Christian Hymnody. Studies include historical patterns, covering broad scope of hymnic literature, its environment, and the significant contributing individuals.
MUS 404	Basic Organ Skills 4 quarter units/40 clock hours Prerequisite: None This course will teach the student with no previous keyboard training how to play the organ.	MUS 504 Intermediate Music Composition 4 quarter units/40 clock hours Prerequisite: None This course is an intermediate study of harmony, counterpoint, and musical form. The student will further their skills to develop compositions and abilities for writing Hymns, Anthems, Choral and instrumental pieces.
MUS 422	Basic Guitar Skills 4 quarter units/40 clock hours Prerequisite: None The student will be taught the basics of Guitar including parts of the guitar, musical notation, classical guitar methods, arpeggios, chords and Gospel songs.	MUS 506 Intermediate conducting 4 quarter units/40 clock hours Prerequisite: None This is an intermediate course which covers practical skills needed for conducting both choral and orchestra groups.
MUS 449	Basic Voice Skills 4 quarter units/40 clock hours Prerequisite: None This course is a study of basic vocal techniques including preparation and presentation of a recital.	MUS 601 Intermediate Piano Skills 4 quarter units/40 clock hours Prerequisite: None This course is designed to improve the student's piano skills and prepares them to perform as accompanists or as solo artists.
MUS 452	Beginning Chorus 4 quarter units/40 clock hours Prerequisite: None This is a Choir and group vocal ensemble which includes performance and practice. Choir will practice in group numbers for performance at school functions.	MUS 604 Intermediate Organ Skills 4 quarter units/40 clock hours Prerequisite: None Lessons will focus on hymn playing, sight – reading, modulation, transposition, and playing by ear improvisation. This is a supervised study in accompanying at the keyboard.
MUS 501	Advanced Church Music I	

MUS 622	<p>Intermediate Guitar Skills 4 quarter units/40 clock hours Prerequisite: None This is an intermediate course which enhances the student's skills in notation, guitar methods, arpeggios, chords and gospel songs.</p>	<p>The student will learn about selected topics on the political, social, and cultural aspects of the United States of America, with particular emphasis on reform and social change.</p>
MUS 649	<p>Intermediate Voice Skills 4 quarter units/40 clock hours Prerequisite: None This course is an intermediate study that improves vocal techniques. This course also includes the preparation and presentation of a recital.</p>	<p>PSY 101 Introduction to Psychology 4 quarter units/40 clock hours Prerequisite: None This course is a study of the nature of man and human behavior, giving special attention to various factors associated with the development of personality and behavior patterns, and coping strategies for dealing with stress.</p>
MUS 652	<p>Intermediate Chorus 4 quarter units/40 clock hours Prerequisite: None This is a Choir and group vocal ensemble which includes performance and practice. Students will increase their skills by practicing in Choir groups and performing at school functions.</p>	<p>SOC 101 Principles of Sociology 4 quarter units/40 clock hours Prerequisite: None This is an introduction to sociology analysis to social interaction, social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.</p>
PHL 101	<p>Introduction to Philosophy 4 quarter units/40 clock hours Prerequisite: None This course is a survey and critical analysis of the various systems of philosophy, philosophical ideas, and major philosophers and their theories in the light of both logic and Scripture. The coverage is from pre-Christian to modern times.</p>	<p>SPE 101 Speech 4 quarter units/40 clock hours Prerequisite: ENG101 or approval of instructor This is an introductory study Speech. It will include the language and its study; the origin of language; the acquisition of language; the development of language. Phonology, Morphology, and Syntax, will also be included, same as Semantics, Pragmatics, and Writing.</p>
PHL 102	<p>Western Philosophy 4 quarter units/40 clock hours Prerequisite: PHL101 or approval of instructor This is a study of the science of philosophy. Topics include the sources and nature of knowledge; methods of inquiry; the nature of man; what is the self?; what is the mind?; how free is man?</p>	<p>SPN 101 Spanish I 4 quarter units/40 clock hours Prerequisite: None This course will cover pronunciation, grammar, reading and speaking of Spanish with an emphasis on vocabulary building and writing simple sentences. It will also provide an initial exposure to the Spanish language, history, and cultural heritage.</p>
PHY 101	<p>General Physics 4 quarter units/40 clock hours Prerequisite: None This is an introductory course to the fundamental physical principles to the life sciences, in a modern context.</p>	<p>SPN 102 Spanish II 4 quarter units/40 clock hours Prerequisite: SPN101 or approval of Instructor This course is a continuation of Spanish I. The student will learn Spanish language composition and conversation.</p>
POL 101	<p>Political Science 4 quarter units/40 clock hours Prerequisite: None</p>	

WPC 101	Word Processing I 4 quarter units/40 clock hours Prerequisite: None This course segment acquaints the student with an up-to-date word processing software and begins the learning with creating and saving a document; bold text; cutting and pasting; and other basic word processing procedures.	ACC 108	Payroll Accounting 4 quarter units/40 clock hour Prerequisite: None This course explains the methods of calculating wages and salaries. Record keeping, government reports, deductions, and planning are all stressed.
WPC 102	Word Processing II 4 quarter units/40 clock hours Prerequisite: WPC101 or approval of instructor This course segment continues with the word processing software and emphasizes more advanced editing processes.	ACC110	Computerized Accounting I 4 quarter units/40 clock hours Prerequisite: None This program segment provides the student with realistic accounting work to be completed on microcomputers. This segment is designed to teach the student to apply the principles of the accounting cycle. Prerequisite: None This course explains the methods of calculating wages and salaries. Record keeping, government reports, deductions, and planning are all stressed.
<u>Core Courses</u>			
ACC 101	Accounting I 4 quarter units/40 clock hours Prerequisite: None This program segment introduces the fundamentals of accounting and the accounting cycle, including journalizing, posting and the preparation of work sheets, and all financial statements. Students also learn closing procedures.	ACC 111	Computerized Accounting II 4 quarter units/40 clock hours Prerequisite: ACC110 or approval of instructor This segment of the program continues with the automated accounting software, including accounts payable, accounts receivable, and payroll.
ACC 102	Accounting II 4 quarter units/40 clock hours Prerequisite: ACC101 or approval of instructor This section of the course teaches students special journals, handling cash receipts, cash payment, banking activities and payroll concepts and procedures.	AUD 101	Auditing 1 4 quarter units/40 clock hours Prerequisite: ACC101 or approval of instructor This is an introduction to auditing and assurance services. This course covers the decision making process research and auditing standards and procedures with an emphasis upon ethics, legal liability, internal control, audit evidence, and testing. Students will also be given an introduction to statistical sampling and EDP auditing.
ACC 103	Accounting III 4 quarter units/40 clock hours Prerequisite: ACC102 or approval of instructor This section of the program teaches students combined journals, preparation of worksheets and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable and notes payable.	BUS 101	Introduction to Business 4 quarter units/40 clock hours Prerequisite: None This course will introduce the students to the environment of business, with emphasis in the different forms of business.
ACC 106	Managerial Accounting 4 quarter units/40 clock hours Prerequisite: None This is an introduction to accounting for management planning, control, and decision	BUS 102	Principles of Business Management

	<p>4 quarter units/40 clock hours Prerequisite: BUS101 or approval of instructor This program segment teaches students objectives of business, environmental forces affecting business, and social responsibility and ethics of business. In addition, students will learn business organizations (forms of ownership) and enterprise management.</p>		<p>Prerequisite: BUS102 or approval of instructor This course is study on effective methods for marketing products and services. Advertising techniques and Direct Mail are discussed. Consumer profile, organizational personalities, and demographics are presented as components of market research and analysis.</p>
BUS 103	<p>Business Law I 4 quarter units/40 clock hours Prerequisite: BUS102 or approval of instructor This course teaches the student the different rules and laws that govern the different forms of business</p>	BUS 210	<p>Human Resource Management 4 quarter units/40 clock hours Prerequisite: BUS104 or approval of instructor The employee is a company's greatest asset. Human Resource Management is fundamental to a happy employee. This course introduces the student to personnel law, benefit administration and selection, productivity reviews, incentives, and more. Today's employees offer challenges to Human Resources with cultural diversity and language barriers.</p>
BUS 104	<p>Business Law II 4 quarter units/40 clock hours Prerequisite: BUS103 or approval of instructor This course is an analysis of the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations.</p>	BUS 225	<p>Business Systems and Procedures 4 quarter units/40 clock hours Prerequisite: BUS104 or approval of instructor This course discusses the importance of planning and organizing duties and responsibilities, the importance of office policies and procedures, and time management.</p>
BUS 110	<p>Business Ethics 4 quarter units/40 clock hours Prerequisite: None This course is a study of the ethical principles of business governing personal and public life with special emphasis on current issues and crisis facing the society.</p>	BUS 230	<p>Business Statistics 4 quarter units/40 clock hours Prerequisite: MTH110 or approval of instructor This is an introductory course to the relationship of business and statistics. Statistical methods and hypothesis will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities and confidence limits.</p>
BUS 111	<p>Business Communication 4 quarter units/40 clock hours Prerequisite: None This course is the study of the principles and processes of communicating, the knowledge of which is essential for business communication. Topics covered include different perceptions and ways of thinking, values, non-verbal expression, language expression and subgroups within a culture as they relate to the media and the message.</p>	BUS 240	<p>International Business 4 quarter units/40 clock hours Prerequisite: Upper Division Standing or approval of instructor This course will discuss how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions.</p>
BUS 112	<p>Business Plan 4 quarter units/40 clock hours Prerequisite: None Principles and techniques for developing a business plan.</p>		
BUS 120	<p>Introduction to Sales and Marketing 4 quarter units/40 clock hours</p>		

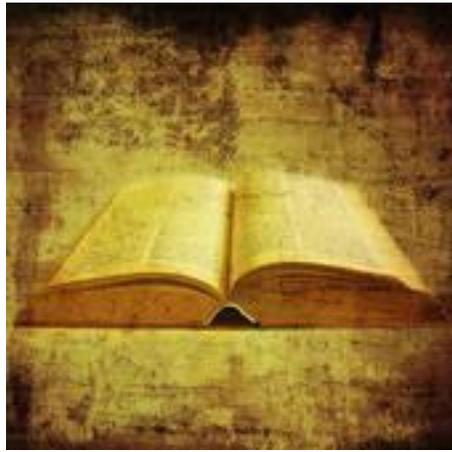
- BUS 250 Principles of Business Economics**
4 quarter units/40 clock hours
Prerequisite: BUS101 and ECO103 or approval of instructor
 This is an introduction to the business economics concepts. This will include the major approaches to business forecasting, short term forecasting and domestic capital spending, and forecasting short-term business inventory movements.
- BUS 250 instructor**
 The study of successful leaders and their companies will be used to teach the students the techniques to move a company from mediocre to great. Also included are topics of goal setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.
- BUS 300 Financial Accounting: Reporting and Analysis**
4 quarter units/40 clock hours
Prerequisite: ACC102 or approval of instructor
 This course will make emphasis on the financial statement as a mean of diagnosing a company's strengths and weaknesses enabling decisions on loans, investments, acquisitions, and employment. We will cover the economic and political forces impacting accountants. Included in the course are the topics of financial statements, analysis and data mining, balance sheets, cash flows, revenue cycle, expenditure cycle, and decision making.
- BUS 300 E-Business Distributed Software Architecture**
4 quarter units/40 clock hours
Prerequisite: BUS310 and CIS305 or approval of instructor
 This course focuses on work systems that make extensive use of computer and communication technologies in order to perform work more efficiently satisfy new and existing customer desires through the application of cost-effective technologies. Topics include building and maintaining systems, innovation, obstacles, frameworks and analysis, data modeling, database management systems, and functional information system business systems.
- BUS 305 International Business Strategies**
4 quarter units/40 clock hours
Prerequisite: BUS240 or approval of instructor
 This course emphasizes on the strategies and structures of international businesses. Topics included are cultural differences, economics and politics of international trade and investment, functions and form of the global monetary system business's various functions.
- BUS 305 Internet Sales and Marketing**
4 quarter units/40 clock hours
Prerequisite: BUS310 or approval of instructor
 This course emphasizes the importance of e-commerce, business to business, technology, social issues, and legal issues as applied to sales and marketing. Additional topics include security, encryption, payment systems, marketing concepts including branding, marketing communications, web retailing, online service industries, supply chain management and collaborative commerce.
- BUS 310 Internet Business Models and Strategies**
4 quarter units/40 clock hours
Prerequisite: CMP101 and CIS300 or approval of instructor
 This course addresses the impact of the internet on business performance through theory and case studies. Included will be the concept and theory-grounded information about internet star-ups, the challenges faced by bricks-and-mortar firms, and the worth of star-ups.
- BUS 310 Financial Management**
4 quarter units/40 clock hours
Prerequisite: BUS115 or approval of instructor
 This is an introductory to Finance and its importance and relevance. Financial environment and financial objectives, Financial Statement, Cash Flow, Taxes, Risk, Rates of Return, Time Value of Money, Bonds, Stocks, and Capital will be included.
- BUS 325 Entrepreneurial Leadership**
4 quarter units/40 clock hours
Prerequisite: BUS225 or approval of
- BUS 345 Labor Relations**
4 quarter units/40 clock hours

- Prerequisite: BUS210 or approval of Instructor**
This course introduces the basic concepts of employee relations and satisfaction based upon company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.
- BUS 350 E-Business and Internet Law**
4 quarter units/40 clock hours
Prerequisite: BUS104 and BUS310 or approval of instructor
This course provides an in-depth study of various networking technologies including internetworking devices and the OS software models as they impact the business world. Topics include wide-area networks topologies, cyber-law, employment concerns, regulatory agencies, UCITA, and the international environment.
- BUS 355 Internet Architecture and Trends**
4 quarter units/40 clock hours
Prerequisite: BUS330 and CIS310 or approval of instructor
This course provides an in-depth study of various networking technologies including internetworking devices and the OS software models as they impact the business world. Topics include wide-area networks, network topologies, network protocols, cabling systems as well as wireless communications.
- BUS 365 Employee Relations**
4 quarter units/40 clock hours
Prerequisite: BUS345 or approval of instructor
This course presents an in-depth analysis of employee-related practices such as selection, training, continuing development, performance evaluation, and compensation. Topics also include termination, discipline, and various ethical and legal issues.
- BUS 375 New Venture Creation**
4 quarter units/40 clock hours
Prerequisite: Upper Division Standing or approval of instructor
This course will provide a research and knowledge about the entrepreneurial process. Materials will include the driving forces of entrepreneurship: opportunity recognition, team, resource requirements, and effective business plan. Included will be the topics of equity creation, recognizing opportunities, effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plan.
- BUS 400 Advanced Financial Management**
4 quarter units/40 clock hours
Prerequisite: BUS340 or approval of instructor
This is a continuation course of finance management and will include the topics such as Capital Budgeting, Capital Structure and Leverage, Distributions, Dividends, Current Asset Management and Financing, Hybrid Financing, Mergers, LBOs, and Holding Companies.
- BUS 415 Organizational Theory and Development**
4 quarter units/40 clock hours
Prerequisite: BUS375 or approval of instructor
This course examines the field of organizational development and provides a background in theory and application. It will also include the topics of history of organizational development theory, models for organizational structure and change, and advances in organizational development theory.
- BUS 425 Diversity in the Workplace**
4 quarter units/40 clock hours
Prerequisite: BUS365 or approval of instructor
This course examines the management of a diverse workforce and the benefits of creating this diversity. Topics include understanding human behavior in an organization, changing marketplace realities, employment systems, affirmative action, behavior modification for employees and other topics related to a multicultural workforce.
- BUS 430 Competitive Strategies**
4 quarter units/40 clock hours
Prerequisite: BUS325 or approval of instructor
This course addresses the complex future faced by existing businesses. Materials will cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving

- markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change.
- BUS 435 Business Information Systems Security**
4 quarter units/40 clock hours
Prerequisite: BUS355 or approval of instructor
 This course focuses on the development of a security policy that balances access, protection and cost, and the importance of a global policy that is consistent and of even strength throughout the organization. Topics covered include security threats, security tools, system security, firewalls, voice systems, and security deployment and management.
- BUS 440 Business Forecasting and Simulation**
4 quarter units/40 clock hours
Prerequisite: BUS430 or approval of instructor
 This course examines the application of economics theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits and challenges and interactions between firms and the marketplace.
- BUS 455 E-Business Deployment**
4 quarter units/40 clock hours
Prerequisite: BUS355 or approval of instructor
 This course presents a new understanding of e-commerce and e-business design. The course focuses on business processes, back-office and front-office applications and strategy to be successful in a digital economy. Topics include an overview of e-business and e-commerce, trend spotting, developing an e-customer relationship management, sales, and enterprise resource planning.
- CIS 300 Managing Information Systems**
4 quarter units/40 clock hours
Prerequisite: CMP101 and BUS230 or approval of instructor
 This course will focus on information system
- which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business and emerging digital firm. The course includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems. The impact of such systems on the reengineering of critical business processes and on the decision making cycle are discussed in detail.
- CIS 305 E-Business IT Infrastructure**
4 quarter units/40 clock hours
Prerequisite: CIS300 or approval of instructor
 This course discusses the basic networking infrastructure used in e-business environments and the typical multi-tiered e-business architectures. Technologies include the OSI Reference Architecture, IP Protocol, TCP Protocol (connection establishment, error control, congestion control), and the HTTP Protocols. Topics also include load balancers, web servers, applications servers, database servers in an e-business site architecture as well as software architecture elements such as transaction processing services, remote method invocations, CGI scripts, and active server pages.
- CIS 310 E-Business Software Infrastructure**
4 quarter units/40 clock hours
Prerequisite: CIS305 or approval of instructor
 This course focuses on flow analysis of e-business transactions and the role of the various software servers (web servers, applications servers, database servers) in executing e-commerce transactions. Topics include protocols used for authentication and payment in e-commerce, introduction to symmetric and public-key encryption, digital signatures, digital certificates, Secure Socket Layer protocol, Transport Layer Services, and Secure Electronic Payment protocols.
- TAX 101 Principles of Taxation**

4 quarter units/40 clock hours
Prerequisite: ACC101 or approval of instructor

This course guides the student to the preparation of tax returns for personal and business needs.



MASTER OF BUSINESS ADMINISTRATION PROGRAM

STATEMENT OF PURPOSE

The School of Business and Management is dedicated to preparing its students to meet the challenges of the Twenty-First Century by providing high quality professional programs that prepare students to think critically, to be adaptable in a changing world, and to assume leadership positions in a diversified and internationally oriented community.

The School places high value on building an organization of quality personnel in an environment that fosters individual career development. The School encourages faculty vision and creativity in the development of programs, exploration of new ideas, and joint participation in activities common to the whole school. The School also expects high ethical standards of conduct among its faculty, staff and students.

The goals of the School of Business and Management is to develop in students the people, technical, and managerial competence necessary for successful performance in any component of the public and/or private sectors, and life in general.

OVERVIEW — MASTER OF BUSINESS ADMINISTRATION PROGRAM

The Master of Business Administration (M.B.A.) program is designed to meet the educational needs of working adult managers in an ever-expanding global economy. The program emphasizes the identification, analysis, and solution of complex management problems within a context requiring both technical understanding and balanced decision making.

Management consists of the rational assessment of a situation and the systematic selection of goals and purposes; the systematic development

of strategies to achieve these goals; the marshalling of the required resources; the

rational design, organization, direction, and control of the activities required to attain the selected purposes, and finally, motivation and rewarding of people to do the work.

To be an effective manager, an individual needs a broad knowledge of the practice of management, the workings of business and the economy, and the behavior of people. Effective management requires persistence, tough-mindedness, hard work, intelligence, analytic ability, and perhaps most importantly, tolerance and good will.

The M.B.A. program provides adult learners with a comprehensive foundation for business decision making and prepares them to lead effectively in a rapidly changing business environment. The program has been structured with flexibility so as to serve holders of baccalaureate degrees in business administration as well as those who hold degrees in other disciplines.

Because WCU's M.B.A. faculty practice what they teach, they can share with students, in classes that are kept small in number to encourage active participation and lively discussion, practical experience that can give them a competitive edge. The degree encompasses the theoretical concepts and practical applications that enables graduates to manage challenges, including globalization, diversity, social and ethical responsibility, technology, and to anticipate and adopt to the challenges of tomorrow.

ADMISSION STANDARDS AND REQUIREMENTS

Responsibility for admission decisions is vested in the Graduate Admissions Committee (GAC).

MASTER OF BUSINESS ADMINISTRATION PROGRAM

All applicants seeking admission into the M.B.A. program must first meet the general admissions standard of, and be admitted into, the University; applicants for the M.B.A. degree must also meet the following requirements.

Undergraduate Preparation for the Master's Degree Program

- Completion of a bachelor's degree from a college or university accredited by an accrediting agency recognized by the United States Secretary of Education, from an institution approved by the Bureau for Private Postsecondary and Vocational Education, or from a national or international institution that meets these standards.
- A cumulative grade point average of 2.75 or higher (on a four-point scale) in all baccalaureate work.

General Admission Procedure

Application forms for the master's degree program are obtained from the university's Office of Admissions and Records. The following materials are required before a decision on admission can be made by the GAC:

1. Official transcripts of all academic work undertaken since graduation from high school. A final official transcript indicating that the bachelor's degree has been granted should be submitted. If the bachelor's degree has not been granted at the time that the student applies for admission into the M.B.A. degree program, then the student — upon receipt of the bachelor's degree — should immediately make arrangements to have an official transcript sent to the University indicating that the bachelor's degree has been granted.

2. Payment of the master's degree application fee of \$75.00, which is nonrefundable.

Classification of Students

Each graduate student will be placed into one of the following enrollment categories:

Regular Standing — Students who intend to obtain a M.B.A. degree, and who meet all the university's and the school's entrance requirements, are admitted without reservation and are granted regular standing in the M.B.A. program. Only those students who have regular standing may become candidates for the master's degree program.

Provisional Standing — A student whose academic record indicates deficiencies may be granted provisional status. The student must demonstrate the ability to do graduate level work by completing three courses or twelve (12) credit hours of graduate study with at least a "B" in each course before receiving further consideration for regular standing in the M.B.A. degree program. The GAC, upon the student's completion of the three courses, may then grant the student regular graduate standing, or determine that the student should remain on provisional standing until certain additional requirements have been met.

Special Standing — Students who meet all requirements for regular standing, but who do not plan to earn a degree, may be granted special standing in the M.B.A. program. Students with special standing may apply at a later date to the GAC for regular standing in the program. The University and/or the program are not obligated legally or morally to accept a special standing status student into degree status. An abbreviated application form is available from the Office of the School Dean for students applying for Special Standing.

Auditor — Students who attend graduate classes for personal enrichment, and not for

MASTER OF BUSINESS ADMINISTRATION PROGRAM

academic credit, may be granted auditor's status. Auditors attend class with no obligations to participate actively in the work. An abbreviated admissions process is necessary to receive this status and audit fees are required for each class in which audit students enroll. Regular standing M.B.A. students enrolled in twelve units or more may audit one course free of charge.

ACADEMIC POLICIES

Academic Calendar

The timelines of the M.B.A. program are given in the academic calendar in the front of the catalog.

Academic Advisors

The Office of the School Dean will assign faculty advisors to counsel students concerning the details of their programs. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student's advisor may be used toward the master's degree, students must arrange for an interview (in person or by phone) with their graduate advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog. Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student's graduate advisor, and the instructor involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment

arrangement has been made with the Business Office. Students who register late will be charged a late fee. Students may not receive credit for concurrent enrollment at another institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled course in which the enrollment is **less than six students.**

Graduate Course Numbering System

See catalog section on Course Numbering System for specific details.

Student Academic Load

A full-time academic load in the M.B.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their graduate advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their graduate advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum grade point average of B (3.0 on a 4.0 scale). Students are expected to gauge the course load for each quarter so that they will achieve at least a B grade in each course attempted. Any grade below B is considered below minimal performance in the M.B.A. program and indicates that improvement is required if the student expects to complete the program. If a student receives a second grade which is below B, he or she will be required to meet with their graduate advisor and the School Dean or the designee to determine whether or not the student shall continue as a degree student in the program. A student may be dismissed from the program at the discretion of the School Dean if the student fails to meet the program's academic standards. **No more than two (2) course grades of less than**

MASTER OF BUSINESS ADMINISTRATION PROGRAM

B may count toward the master's degree. Grades below C cannot be used for credit towards the M.B.A. degree except by repeating the course and receiving a satisfactory grade. A grade point is a numerical value assigned to a letter grade. Each credit for a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. For example, a four (4) credit hour course with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. GPAs are determined on the basis of courses completed at WCU. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Coursework that received an Incomplete must be "made up" and submitted no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done a tentative grade, which the instructor assigns along with the incomplete, automatically becomes effective and is placed on the student's permanent record. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the university catalog for the policy on adding or dropping courses.

Withdrawal from a Master's Program

Students who find it necessary to withdraw from the M.B.A. program during a regular academic term must officially withdraw from all classes. Students must procure an **Add/Drop** form from the Office of Admissions and Records, complete the form, including the

required signatures, and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of **F** (failure) by their professors. Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from the M.B.A. program.

Leave of Absence from a Master's Program

Students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity of their program. Forms for this purpose are available from the Office of Admissions and Records. Time spent on **leave of absence** is not exclusive of the five (5) year time limit for completion of the master's degree.

Readmission

Students who have been absent from the master's program for six or more consecutive quarters and do not have a current Leave of Absence form on file must submit an Application for Readmission to the Office of Admissions and Records. Students must meet any new graduation requirements that have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from WCU.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, Article 16, Section 71865 (b) (1) stipulates that **no more than six graduate semester, or nine graduate quarter units, awarded by another institution may be credited toward a master's degree.** All other

MASTER OF BUSINESS ADMINISTRATION PROGRAM

coursework for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of coursework for matriculating students (students currently enrolled).

SPECIFIC REQUIREMENTS FOR THE M.B.A. DEGREE

The student must complete an approved program of study of 60 quarter units of graduate coursework. Up to nine (9) units of coursework may be accepted for transfer credit. Transfer credit will be accepted for graduate coursework completed at institutions meeting Western Covenant University's course transfer credit policy as stipulated earlier in this catalog.

At least 51 of the total units required must be completed in residence at WCU, and at least 12 units of program courses must be completed after Advancement to Candidacy.

Students entering the program should have completed coursework in basic statistics and macro-and micro-economics. They should be proficient in college-level mathematics, including algebra, and in the use of personal computers, including spreadsheets and word processing. Students who do not have an undergraduate business degree may meet these requirements by taking these foundation courses before applying for entrance into the M.B.A. program or may take them concurrently with the approval of their advisor.

FULL AND PART-TIME PROGRAMS

Students enrolling in the M.B.A. program may be either full- or part-time students. Generally, in their first year, full-time students must take three (3) courses at a time and part-time students take one or two courses at a time. Students will be assigned to classes during their first year if they are full-time

students and during the first two years if they are part-time students, based on a combination of personal and administrative factors. It is anticipated that part-time students will pursue their coursework in the evening, and full-time students will take courses in the day and evening.

OFFICIAL PROGRAM OF STUDY

An official program of study must be developed for each student by the student and his/her graduate advisor. This program must be submitted to the School's Graduate Committee prior to the time the student wishes to be considered for Advancement to Candidacy.

Official M.B.A. degree programs of study, as recommended by the graduate adviser and approved by the School's Graduate Committee and the School Dean, are binding unless the student withdraws from the University. Withdrawal is defined as having taken no courses during a calendar year.

A student who withdraws from the University and is later readmitted with regular graduate status may, with the recommendation of the graduate advisor and the consent of the School Dean, continue with the original official program of study or may be required to submit a new program that complies with the requirements of the M.B.A. program in effect at the time of readmission. When course requirements listed on the official M.B.A. program deviate from those prescribed by the School of Business and Management, the student must submit a petition for adjustment of academic requirements to the School Dean.

It is the student's responsibility to complete the specific courses listed on the official program of study. No changes will be permitted unless recommended by the graduate advisor and approved by the School Dean. No course can be deleted from an official program of study after the course has been completed. This includes a course for which a student has registered and received an incomplete grade.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

ADVANCEMENT TO CANDIDACY

A student who holds regular graduate status and who meets the scholastic, professional, and personal standards of the University may be considered for Advancement to Candidacy for the M.B.A. degree, provided an official program of study has been approved by the graduate advisor and the School Dean, and the student has completed a minimum of 16 units of the coursework listed on the official program of study with a minimum grade point average of 3.0 (B).

In addition to having regular graduate standing and the grade point average specified above, the student must:

1. have maintained the required grade point average with no grade of less than 2.0 (C);
2. have completed any undergraduate deficiencies required for entrance into the M.B.A. program;
3. have been recommended for Advancement to Candidacy by the School of Business and Management's Graduate Studies program Committee, and
4. have been approved for Advancement to Candidacy by the School Dean.

The Dean of the School of Business and Management will send the student written notification of Advancement to Candidacy. A minimum of 12 unites of courses listed on the official program of study must be enrolled in and completed concurrently with or after Advancement to Candidacy.

COURSE RESTRICTIONS FOR THE M.B.A. PROGRAM

No undergraduate course, graded Credit/No Credit, may be assigned to the deficiencies listed on a student's Official Program of Study.

At least 40.0 of the required units used to fulfill the minimum units required for the M.B.A. degree program (60 units) shall be letter graded.

Units graded Credit/No Credit earned in practice, field experiences, and internships, listed as specific requirements in a students' Official Program of Study, will not be included in the determination of the number of non-lettered units allowable on the program of study.

Credits earned by correspondence or by examination are not acceptable for meeting course and unit requirements for the M.B.A. degree. No transfer or extension credits may be used as units to improve the grade point average of the official M.B.A program or the overall grade point average.

TIME LIMITATION FOR COMPLETION OF THE M.B.A. DEGREE

All work and requirements for the M.B.A. degree must be completed within five (5) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean. The petition will then be submitted to the Graduate Studies Program Committee for final action. If approved, an extension may be granted for a period of one year. Under certain extenuating circumstances, two extensions may be granted allowing a maximum of seven (7) years to complete all coursework and requirements for the M.B.A. degree.

APPLICATION FOR GRADUATION

Graduation is not automatic on completion of degree requirements. An application must be filed with the School of Business and Management during the quarter in which the student expects to graduate. Refer to the academic calendar for deadline dates.

Students who do not graduate in the quarter for which they have applied must reapply and pay any applicable fees in the subsequent quarter in which they expect to graduate.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

**Master of Business
Administration
Major Requirements
60 units**

PART A

**Common-Core-Curriculum for the M.B.A.
Degree: 32 Units, 8 Required Courses.**

Students who have already earned 12 or more undergraduate units in a specific area of business (finance, management, etc.) may substitute an advanced course in the same field with permission from their M.B.A. advisor.

- BA 625 Financial Accounting (4)
- BA 630 Accounting for Managerial Decision Making (4)
- BA 635 Statistics For Managerial Decision Making (4)
- BA 640 Economics For Managerial Decision Making (4)
- BA 642 Organizational Behavior (4)
- BA 647 Marketing Management and Strategies (4)
- BA 670 Financial Analysis and Management (4)
- BA 680 Operations Management (4)

**M.B.A. Program Specialization
Concentrations
24 units**

PART B

Select 5 courses (20 units) from the courses listed in one of the areas below to obtain a specialization in that specific area.

I SPECIALIZATION IN FINANCIAL MANAGEMENT

The Financial Management program is designed to provide both a sound theoretical and conceptual framework for financial managers with emphasis on growth and diversification policies, evaluation and management of securities portfolios, investment banking and merger strategies, analysis of foreign exchange rate movements and formulation of plans to reduce foreign exchange risk exposure.

Program Electives (five courses)

- BA 638 Business law (4)
- FIN 650 Financing the Emerging Enterprise (4)
- FIN 655 Financial Risk Management (4)
- FIN 675 Security Analysis and portfolio Analysis (4)
- FIN 680 International Financial Management (4)
- FIN 685 Financing Capitol Requirements (4)
- FIN 690 Financial Institutions (4)

Required Course

- FIN 700 Seminar in Financial Management (4)

II SPECIALIZATION IN INTERNATIONAL BUSINESS/GLOBAL MANAGEMENT (IB/GM)

The IB/GM Specialization program provides students with an internationally focused body of knowledge and skills to enable them to be successful in an increasingly globalized economy. Students will learn to consider the broader implications of decisions, such as the potential effect on government relations, marketing, finances and operations. This program is designed to help students understand the strategies of business finance when they are applied to international and how to manage human and material resources effectively and efficiently within international cultural, legal, and political contexts.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Program Electives (five courses)

- BA 633 International Business Accounting (4)
 BA 655 Principles and Practices of e-Business (4)
 FIN 665 International Business Finance (4)
 FIN 670 International Business and Decision-Making in a World Economy (4)
 FIN 680 International Financial Management (4)
 MKT 640 International Marketing (4)
 MGT 695 International Strategic Management (4)

Required Course

- MKT 700 Seminar: Selected Topics in International Business (4)

III SPECIALIZATION IN MARKETING

The Marketing program prepares students with the knowledge and tools they need to perform as a marketing department director or officer. The program emphasizes the global/international aspects of marketing, sales, and advertising and the relationship between the marketing department and other departments of the firm or business.

Program Electives (five courses)

- MKT 610 Integrated Marketing Communications (4)
 MKT 630 Consumer Behavior (4)
 MKT 640 International Marketing (4)
 MKT 650 Sales Management (4)
 MKT 660 Market Research (4)
 MKT 670 Advanced Marketing Strategies (4)
 MKT 680 Advertising Management and Marketing Communications (4)

Required Course

- MKT 700 Seminar: Selected Topics in Marketing (4)

IV INDIVIDUALIZED SPECIALIZATION

The Individualized Specialization program is for students who wish to fashion their own specialization to fit a special need or interest. In forming their specialization, a student, with the approval of his/her advisor, may select five (5) courses (20 units of coursework) from among the courses offered in the School of Business and Management to develop an Individualized Specialization. The student must submit a written proposal explaining the objectives of the individualized plan, and how the proposed specialization meets a specific need and objective that cannot be met by specialization I, II, or III.

On approval of the Individualized Specialization plan by the student's advisor, it is submitted to the Dean of the School of Business and Management for review and approval. Approval must be received from the School Dean before the student is authorized to commence the Individualized Specialization.

All students who option for the Individualized Specialization must take BA 700.

Required Course

- BA 700 Seminar: Integrative Business Analysis (4)

**MASTER OF BUSINESS
 ADMINISTRATION PROJECT
 4 UNITS**

PART C

In order to receive the M.B.A. degree, students who have met all of the course requirements for the degree must complete the M.B.A. project, BA 750.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

The M.B.A. project is designed to require the student to show critical and independent thinking and to demonstrate mastery of the subject matter. The project should demonstrate organizational ability, a high level of writing competency, critical analysis and accuracy of documentation.

Students should schedule the M.B.A. project, BA 750, toward the end of their degree program. The minimum requirement to take BA 750 is completion of the M.B.A. Common-Core-Curriculum courses and four (4) of the six (6) courses in the students area of specialization in I, II, III, or IV. To complete the project satisfactorily, students should plan to apply extensive effort in research and writing over a period of at least two (2) months. Due to the time and effort required for this project, it is recommended that students dedicate

themselves to the completion of this project without distractions.

All candidates for the M.B.A. are required to take the course:

BA 750 Master of Business Administration Project (4) (CR/NC)

Prerequisite: Approval of M.B.A. Advisor

A research project where students work in teams or as individuals under the guidance of an assigned faculty advisor. Students clarify research topics and identify data sources in preparation for the project. Students then gather data and present and defend their research in both written and oral form to faculty and classmates. Grading is by CR (for credit) and NC (unsatisfactory or No Credit).

MASTER OF BUSINESS ADMINISTRATION DEGREE GRADUATION REQUIREMENTS

A candidate for the Master's Degree in Business Administration shall have:

1. Successfully completed an approved program in Business Administration with a cumulative grade point average of 3.0 or better, while having received no more than two letter grades of less than a B and no letter grade of less than a C;
2. Successfully completed a minimum of 60 units of course work, at least 51 of which were completed in residence at WCU and at least 12 units of which were completed after Advancement to Candidacy;
3. Successfully completed all degree requirements within the maximum time limit allowed, five years, or within an officially approved time extension;
4. Successfully completed the Master of Business Administration Capstone Project, BA 750;
5. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Business and Management;
6. Settled all financial obligations to the University.

MASTER OF BUSINESS ADMINISTRATION PROGRAM COURSE REGISTER
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BUSINESS ADMINISTRATION		UNITS
BA 625	FINANCIAL ACCOUNTING.	4
BA 630	ACCOUNTING FOR MANAGERIAL DECISION MAKING	4
BA 633	INTERNATIONAL BUSINESS ACCOUNTING.	4
BA 635	STATISTICS FOR MANAGERIAL DECISION MAKING	4
BA 638	BUSINESS LAW	4
BA 640	ECONOMICS FOR MANAGERIAL DECISION MAKING	4
BA 642	ORGANIZATIONAL BEHAVIOR	4
BA 647	MARKETING MANAGEMENT AND STRATEGIES	4
BA 650	PRINCIPLES AND PRACTICES OF E-BUSINESS	4
BA 655	STRATEGIC HUMAN RESOURCE PLANNING AND STAFFING	4
BA 660	BUSINESS CYCLES AND FORECASTING	4
BA 665	EXECUTIVE LEADERSHIP	4
BA 670	FINANCIAL ANALYSIS AND MANAGEMENT	4
BA 680	OPERATIONS MANAGEMENT	4
BA 685	BUSINESS ENTREPRENEURSHIP AND NEW VENTURE FORMATION	4
BA 700	SEMINAR: INTEGRATIVE BUSINESS ANALYSIS	4
BA 705	SEMINAR: ISSUES IN HUMAN RESOURCE MANAGEMENT	2
BA 710	SEMINAR: GROUP PROCESSES AND LEADERSHIP	2
BA 715	SEMINAR: BUSINESS PLAN DEVELOPMENT	2
BA 720	ADVANCED BUSINESS INTERNSHIP PRACTICUM	2
BA 725	RESEARCH METHODS IN BUSINESS	2
BA 750	MASTER OF BUSINESS ADMINISTRATION PROJECT	4
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FINANCE		
FIN 650	FINANCING THE EMERGING ENTERPRISE	4
FIN 655	FINANCIAL RISK MANAGEMENT	4
FIN 660	REAL ESTATE FINANCE AND VALUATION	4
FIN 665	INTERNATIONAL BUSINESS FINANCE	4
FIN 670	INTERNATIONAL BUSINESS AND DECISION MAKING IN A WORLD ECONOMY	4

**MASTER OF BUSINESS ADMINISTRATION PROGRAM
COURSE REGISTER**

FINANCE (CONTINUED)	UNITS
FIN 675 SECURITY ANALYSIS AND PORTFOLIO ANALYSIS	4
FIN 680 INTERNATIONAL FINANCIAL MANAGEMENT	4
FIN 685 FINANCING CAPITAL REQUIREMENTS	4
FIN 690 FINANCIAL INSTITUTIONS	4
FIN 700 SEMINAR IN FINANCIAL MANAGEMENT	4

MANAGEMENT

MGT 635 MANAGERIAL COMMUNICATION STRATEGIES	4
MGT 645 HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT LAW	4
MGT 655 ORGANIZATIONAL CONFLICT MANAGEMENT	4
MGT 665 MANAGEMENT INFORMATION SYSTEMS	4
MGT 675 MANAGEMENT OF INNOVATION	3
MGT 685 ORGANIZATIONAL LEADERSHIP, LEADERSHIP DEVELOPMENT AND CHANGE MANAGEMENT	4
MGT 695 INTERNATIONAL STRATEGIC MANAGEMENT	4
MGT 697 COST-BENEFIT ANALYSIS FOR EXECUTIVE DECISION MAKING	2
MGT 700 SEMINAR: SELECTED TOPICS IN INTERNATIONAL BUSINESS	4

MARKETING

MKT 610 INTEGRATED MARKETING AND COMMUNICATIONS	4
MKT 630 CONSUMER BEHAVIOR	4
MKT 640 INTERNATIONAL MARKETING	4
MKT 650 SALES MANAGEMENT	4
MKT 660 MARKET RESEARCH	4
MKT 670 ADVANCED MARKETING STRATEGIES	4
MKT 680 ADVERTISING MANAGEMENT AND MARKETING COMMUNICATIONS	4
MKT 700 SEMINAR: SELECTED TOPICS IN MARKETING	4

BUSINESS ADMINISTRATION

BA 625 FINANCIAL ACCOUNTING (4)

Understanding of accounting procedures and judgements underlying corporate financial statements; ability to read and analyze these statements; make inferences from them about financial health, likelihood of success, and other important attributes of various business entities.

BA 630 ACCOUNTING FOR MANAGERIAL DECISION MAKING (4)

Prerequisite: BA 625 or approval of instructor

Accounting for management planning, control, and decision making. Cost-profit-volume relationships; cost and revenue information for routine and nonroutine decisions; budgeting and profit planning. Discussions of standard costing, responsibility accounting, decentralization and transfer pricing in the context of management control of operations.

BA 633 INTERNATIONAL BUSINESS ACCOUNTING (4)

Prerequisite: BA 625 or approval of instructor

Theories, practices, and concepts which underlie development of standards of financial reporting for enterprises engaged in international trade and business.

BA 635 STATISTIC FOR MANAGERIAL DECISION MAKING (4)

Prerequisite: One course in statistics or approval of instructor

Applied statistic's role in business decision making. Analysis of data generation and evaluation techniques, including survey design, survey sampling and dirty data. Extensive use of tables, charts, and summary measures to demonstrate appropriate ways to use and display data as a manager. Analysis of variance,

regression and correlation methods are studied from a data analytic perspective, emphasizing the conceptual understanding of where and when these techniques should be used and the proper interpretation of their results as it pertains to business decision making. Theory of decision making under conditions of uncertainty, general structure of decision problems including subjective probability, utility, experimentation, and decision analysis.

BA 638 BUSINESS LAW (3)

Analysis of the legal requirements of the formation, operation and financing of partnerships, corporations, and other business organizations. Legal consequence of selecting one form of business organization over another; analysis of the laws of corporation: formation, management, shareholder's rights and liabilities, securities regulations. Law of partnerships and agencies: creation, operation and dissolution. Sales of goods, property and negotiable instruments. Consideration of agency relationships and responsibilities of involved parties. Case studies.

BA 640 ECONOMICS FOR MANAGERIAL DECISION MAKING (4)

Applications of microeconomic and macroeconomic theory to managerial decisions and planning. Analysis of the firm's resource and product markets. Production functions; cost and output decisions. Pricing strategies under various market constraints. Investment in fixed assets. Risk and demand analysis; business forecasting. Emphasis on the calculation of solutions to operational problems of the business firm.

BA 642 ORGANIZATIONAL BEHAVIOR (4)

Emphasis on the contingency view for understanding the whys of behavior and the hows of increasing effectiveness. (The contingency view contends that there is no way of managing all situations.) The student will develop conceptual skill involved in: 1) diagnosing the human problems in

MASTER OF BUSINESS ADMINISTRATION PROGRAM COURSE DESCRIPTIONS

management; 2) recognizing the situation and how it relates to the organization as a whole as well as to the external environment; 3) understanding how an individual's actions and actions of the parts of the organizations are interdependent and impact one another; 4) knowing how and when to use models for managing organizational problems.

BA 647 MARKETING MANAGEMENT AND STRATEGIES (4)

Management of marketing decisions particular to organizational customers and prospects: private, commercial, institutional, and governmental customers in both domestic and global markets. Development, implementation and evaluation of marketing strategies. Role of marketing planning in the overall corporate strategic planning process. Use of contemporary techniques and models in the strategic planning process. Exploration and analysis of modern marketing problems and solutions from conceptual, legal, and ethical perspectives. Marketing information systems and the use of advanced technologies in marketing decision-making.

BA 650 PRINCIPLES AND PRACTICES OF e-BUSINESS (4)

This course introduces the model for conducting business-to-business and business-to-consumer electronic transactions. Topics include the application of e-business strategic management, how to leverage technology to enhance business processes, the unique characteristics of e-marketing, and how the legal, ethical, and regulatory environments act as a filter for conducting e-business.

BA 655 STRATEGIC HUMAN RESOURCES PLANNING AND STAFFING (4)

Prerequisite: BA 642 or approval of instructor
Estimating demand and supply of labor. Designing staffing systems for attaining strategic objectives and developing human resources. Study of legal, global, and other environmental issues and comparisons of staffing practices.

BA 660 BUSINESS CYCLES AND FORECASTING (3)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

Examines the business cycle and techniques for forecasting fluctuations. The emphasis of the course is to gain hands-on exposure to specific business forecasting techniques and to learn to apply them to limit the range of uncertainty in management decision-making. Techniques for estimation of sales, investment, working capital, inventories and labor requirements; naïve forecasts, moving averages, and regression techniques. Specific techniques covered include lead-lag, exponential smoothing, econometric and arima (Box-Jenkins) time series analysis.

BA 665 EXECUTIVE LEADERSHIP (3)

Review of contemporary leadership styles of high-level governmental officials and executives in business, industry and commerce. Assessment of student's leadership strengths and developmental needs to prepare them to take responsible leadership positions; focuses on topics such as power and authority in leadership and goal setting for leadership development.

BA 670 FINANCIAL ANALYSIS AND MANAGEMENT (4)

Prerequisite: BA 635 or approval of instructor

Role of finance in the firm, financial planning and control, management of working capital, time value of money, valuation, risk analysis, basic capital budgeting, long-term financing, international aspects of financial decisions.

BA 680 OPERATIONS MANAGEMENT (3)

Decision-making techniques for operations management. — management of the production of goods and services. Topics include resource allocation, facility location and design,

operations scheduling, capacity planning, inventory management, and quality control. Quantitative techniques for establishing management decision criteria, constraints and alternatives. Use of computer based models.

BA 685 BUSINESS ENTREPRENEURSHIP AND NEW VENTURE FORMATION (3)

The entrepreneurship philosophy, attitudes, and characteristics. Entrepreneurship and new venture success and failure factors. Identifying and evaluating entrepreneurial opportunities. Developing a new venture business plan. Successfully managing the new venture. Applications cover creation and management of stand-alone ventures and of those developed within corporations. Students develop the creative thinking skills required in recognizing business opportunities. Other skills include team building, goal setting, leadership, and negotiation. Case studies. Members of the class are asked to develop their own five-year business plan for a new enterprise.

BA 700 SEMINAR: INTEGRATIVE BUSINESS ANALYSIS (4)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

Strategic case analysis of business problems. Problem definition analysis and prioritization of solution mechanisms.

BA 705 SEMINAR: ISSUES IN HUMAN RESOURCE MANAGEMENT (2)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

In-depth study of current major issue in the fields of personnel/human resource management. Group discussions and expert guest speakers. Topics may include planning and analysis of human resource management systems; staffing; performance evaluation;

training and development; reward systems; collective bargaining, and industrial relations theory.

BA 710 SEMINAR: GROUP PROCESSES AND LEADERSHIP (2)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

Perceptions and processes in work groups. Experience in interpersonal networks, influence and rewards, stereotypes; managing differences and conflicts.

BA 715 SEMINAR: BUSINESS PLAN DEVELOPMENT (2)

Prerequisite: Approval of the instructor

Principles and techniques for developing a business plan.

BA 720 ADVANCED BUSINESS INTERNSHIP PRACTICUM 1-3 MAX (4)

Prerequisite: Consent of graduate advisor and approval of the instructor

Students work as "an intern" in operating businesses or organizations to acquire practical business policies, procedures, decision making and organizational culture experience.

BA 725 RESEARCH METHODS IN BUSINESS (2)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

Analysis of the scientific method as it relates to the acquisition of reliable knowledge in business. Emphasis upon conceptual basis of research and basic methodological issues.

FINANCE

FIN 650 FINANCING THE EMERGING ENTERPRISE (4)

Prerequisite: BA 670 or approval of instructor

Financial considerations in emerging and growing enterprises to include internal financial management, external funding sources, and dealing with venture capitalist. Emphasis on integration of theory, computer analysis, and human judgement in financial decision making.

FIN 655 FINANCIAL RISK MANAGEMENT (4)

Prerequisite: BA 670 or approval of instructor

Measurement and management of foreign exchange, interest rate, equity and commodity risks. Risk assessment models, implementation strategies, risk management, and capitol allocation. The theoretical basis of insurance and self-insurance mechanisms. Using derivatives for risk management.

FIN 660 REAL ESTATE FINANCE AND VALUATION (4)

Application of valuation theory to real property and related mortgage instruments in a market context. Market definition, data collection and analysis. Value determinants and new valuation technologies. Special valuation and financing issues and cases.

FIN 665 INTERNATIONAL BUSINESS FINANCE (4)

Prerequisite: BA 670 or approval of instructor

International financial instruments, markets, and institutions; international trade and capitol flows; foreign exchange risks and their management; direct and portfolio investments; implications for conduct of global business.

FIN 670 INTERNATIONAL BUSINESS AND DECISION MAKING IN A WORLD ECONOMY (4)

Prerequisite: BA 670 or approval of instructor

Nature, dimensions and motives of international business. Evolution of multinational corporations, management of organizations in the global environment and marketing and management implications of competition in the international arena. International business decision making with emphasis on business functions, practices, and law as they are influenced by cultural, political, economic, social and institutional factors in various parts of the world.

FIN 675 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (4)

Prerequisite: BA 670 or approval of instructor

This course is an analysis leading to the appraisal and pricing of securities; discusses the income and pricing of securities and the income generating ability of securities, forecasts of trends in the stock and bond market, fundamental and technical analysis, application of Modern Portfolio Theory (MPD), analysis of active and passive investment strategies and measurement of portfolio performance.

FIN 680 INTERNATIONAL FINANCIAL MANAGEMENT (3)

Prerequisite: BA 670 and FIN 665 or approval of instructor

International financial environment and multinational corporations. Topics include: international trade and balance of payments; international monetary agreements and currency arrangements, international short-term borrowing and investment; international taxation. Review of global financial challenges and opportunities facing U.S. firms including the problems of risk in foreign investments, currency value fluctuations and exchange rate variations.

FIN 685 FINANCING CAPITOL REQUIREMENTS (4)

Prerequisite: BA 670 or approval of instructor

A discussion of how to establish capitol structure policies and determine the best methods for raising required capitol; the course covers formulation of debt, dividend and equity policies, selection of appropriate financing vehicle, and selection of capitol markets.

FIN 690 FINANCIAL INSTITUTIONS (4)

Prerequisite: BA 670 or approval of instructor

This course is an examination of the financial policies and practices of commercial banks, savings and loan associations, pension funds, insurance companies, and other major financial management institutions. It discusses sources and uses of funds, their cost and return, and government regulation of the financial sector.

FIN 700 SEMINAR IN FINANCIAL MANAGEMENT (4)

Prerequisite: BA 670 or approval of the instructor

A study of corporate financial management through case studies and/or term projects; this course covers issues such as sources of long-term financing, cost of capitol, capital budgeting, dividend policy, mergers and acquisitions, bankruptcy and reorganization, the globalization of finance, ethical standards, information technology, and financial strategy.

MANAGEMENT

MGT 635 MANAGERIAL COMMUNICATION STRATEGIES (4)

Organizational theory and the roll communication plays in modern business, industrial and governmental organizations. Development of advanced written, oral and interpersonal communication strategies for the

business environment. Case studies of communication problems and organizations.

MGT 645 HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT LAW (4)

Theory and practice of personnel function in organizations. Design of organizational systems for accomplishing work through individuals and groups. Strategic, legal, and ethical considerations in staffing, appraising, developing, and rewarding people to work. Study of California and federal employment laws as they affect the management of human resources. Emphasis is upon the legal rights and responsibilities of employers and employees in the employment relationship, primarily in a private-sector environment.

MGT 655 ORGANIZATIONAL CONFLICT MANAGEMENT (4)

Prerequisite: BA 642 or approval of instructor

This course provides students with both a theoretical and a practical framework for systematically identifying and managing organizational conflict, both internal and external. Topics include assessing and managing workplace conflict; legal and ethical considerations in conflict management system design; negotiation and communication strategies; design of an effective conflict management system, conflict management training and development strategies; and implementing and evaluating an effective conflict management system.

MGT 665 MANAGEMENT INFORMATION SYSTEMS (4)

Information as an organizational resource, decision-making frameworks, transaction-processing systems, decision-support systems, external-information systems, office automation, competitive information systems, accounting and financial applications, marketing applications, production applications, needs assessment, system design and implementation,

organizational impacts, and social issues. A technology update is provided in hardware and software basics, database-management systems, and telecommunications.

MGT 675 MANAGEMENT OF INNOVATION (3)

Prerequisite: Completion of M.B.A. common-core-curriculum courses

(Managing innovative enterprises in a changing and uncertain environments.) To survive in today's very competitive world, innovation is essential. Yet, firms often have considerable difficulty moving new products or services out quickly enough, or responding to new market opportunities, or taking advantage of new technologies. This course will take us into the trenches of the organization to examine in some detail the human and organizational aspects of the innovation process in order to understand why these problems occur and what managers can do about them. The focus of this course is on analysis of the issues and options which must be faced in developing a new technological or service venture. Particular attention is directed to the identification of technology-based product and services, venture opportunities, evaluation of technical feasibility and commercial potential, and planning for successful commercialization.

To keep the discussion grounded in organizations' realities, focus will be on specific types of innovation, the development of technologically innovative new products and services for new markets.

MGT 685 ORGANIZATIONAL LEADERSHIP, LEADERSHIP DEVELOPMENT AND CHANGE MANAGEMENT (4)

This is a course on organizational leadership in the context of managing continuous change.

Topics include models and theories of leadership including leadership development; leading organizational culture; effective leadership models; theories and applications of change management; and leading and sustaining change(s).

MGT 695 INTERNATIONAL STRATEGIC MANAGEMENT (4)

Prerequisite: Completion of the B.A. common-core-curriculum courses or approval of instructor

Strategic decision making in managing international enterprises. General management problems in directing and controlling transnational companies, including entry, acquisitions and joint ventures. Cases and readings to acquaint students with worldwide business practices.

MGT 697 COST-BENEFIT ANALYSIS FOR EXECUTIVE DECISION MAKING (4)

Prerequisite: Completion of M.B.A. common-core-curriculum courses or approval of the instructor

Use of cost-benefit analysis for executive decision making with particular emphasis on advantages, disadvantages, and appropriate uses of cost-benefit analysis in real-world situations. In depth analysis of opportunity costs, ad hoc decisions, constraints in decision making, costs of executive decisions; decision analysis, determinants, costs, benefits, losses and forecasting; indifference analysis; intuitive judgement in decision making; optimum resource allocation; risks measurements; decision vulnerability; decision making under conditions of uncertainty and rival-related decisions. Case studies and problem solving.

MGT 700 SEMINAR: TOPICS IN INTERNATIONAL BUSINESS (4)

Prerequisite: MGT 695 or approval of the instructor

A seminar regarding topics of emerging trends and areas of interest in international business. The topics might include marketing and doing business in eastern Europe, implications and opportunities created by NAFTA, emerging markets for "high tech" industries and the progress of European market integration.

A study of strategic planning and organizing for international marketing, researching global markets, marketing consumer products, industrial products, marketing consumer products, industrial products and services in the world market; the course explores the international advertising and promotion effects, personal selling and personnel management, pricing, distribution systems, export trade mechanics and logistics, financial requirements for international marketing and coordinating and controlling global operations.

It also discusses the effect of trade agreements on international business.

MARKETING

MKT 610 INTEGRATED MARKETING COMMUNICATION (4)

Prerequisite: BA 647 or approval of instructor

Theory and application of integrated marketing communication to advertising, promotions, public relations/publicity, personal selling and direct marketing. Theory and application of marketing utilizing the Internet and associated issues in electronic commerce.

MKT 650 SALES MANAGEMENT (4)

Prerequisite: BA 647 or approval of instructor

This course is a survey of all facets of sales management including estimating sales potential and forecasting sales, manning territories, selecting, training, motivating, supervising and compensating the sales force, and interfacing with other company functions. Also covered are typical sales management problems and potential solutions.

MKT 630 CONSUMER BEHAVIOR (4)

Prerequisite: BA 647 or approval of the instructor

An in-depth study of how psychological, sociological and cultural variables influence buying behavior and marketing strategy development. It focuses on identifying the relevant behavioral variable in a given product purchase, situation and determines how marketing strategy can be adopted to meet the ways in which consumers perceive, select, and buy products and/or services. This class utilizes advanced cases (case studies) and a field study project.

MKT 660 MARKET RESEARCH (4)

Prerequisite: BA 647 or approval of instructor

An examination of principles and techniques of market research, with emphasis on quantitative applications. This course focuses on defining organizational information needs and designing appropriate research methods to obtain information. This course covers qualitative and quantitative research methodologies, secondary research, internal market intelligence systems, and data analysis.

MKT 640 INTERNATIONAL MARKETING (4)

Prerequisite: BA 647 or approval of instructor

MKT 670 ADVANCED MARKETING STRATEGIES (4)

Prerequisite: BA 647 or approval of instructor

Development, implementation, and evaluation of marketing strategies and planning. Role of

marketing planning in the overall corporate strategic planning process. Use of contemporary techniques and models in the strategic planning process

**MKT 680 ADVERTISING
MANAGEMENT AND
MARKETING
COMMUNICATIONS (4)**

Prerequisite: BA 647 or approval of instructor

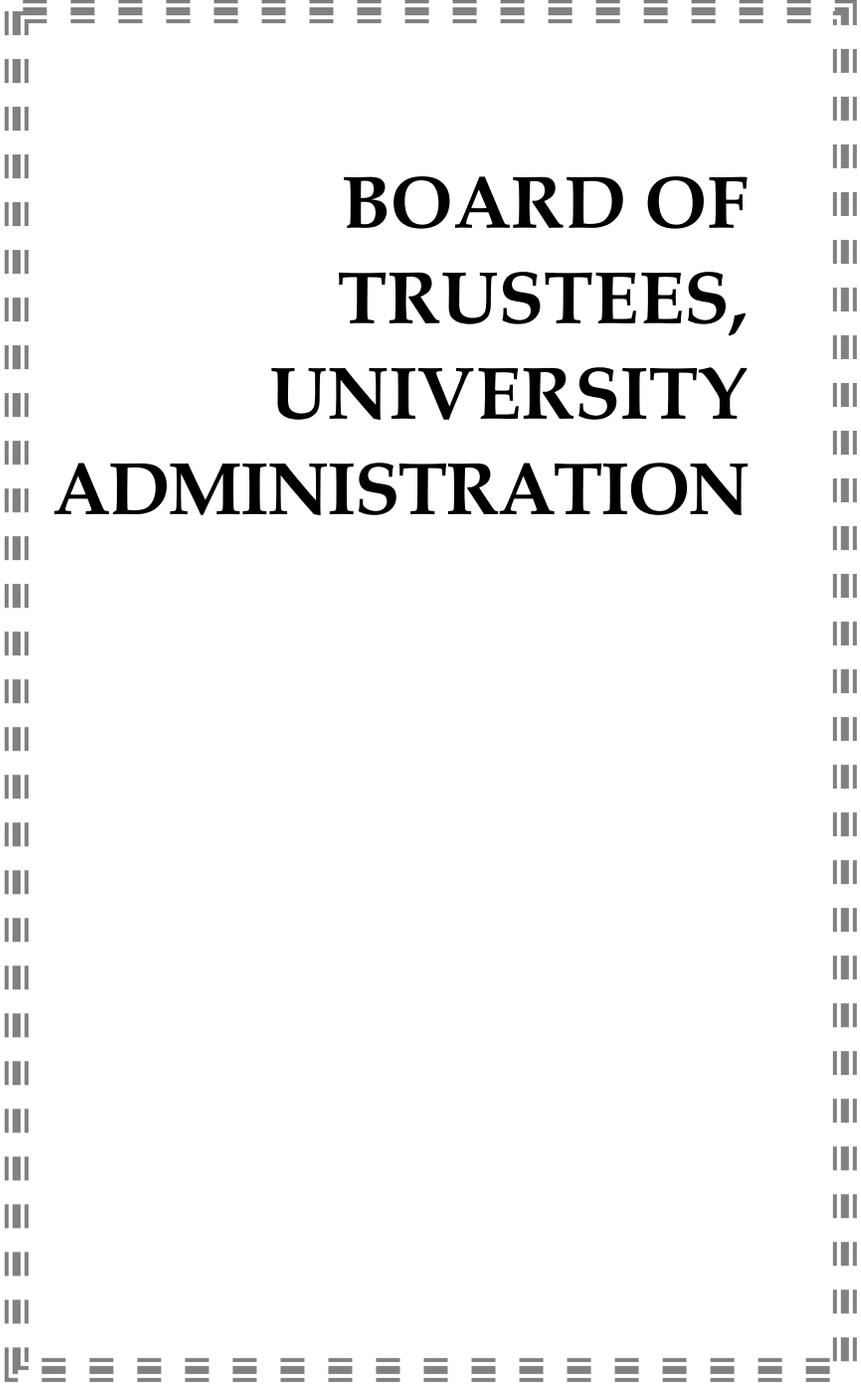
An analysis of marketing communications from business, social, economic, and political promotions as key tools in marketing new and established products. An examination of advertising planning and management, research, creative development, media

selection, direct response, and advertising agencies. Emphasis is on new media technologies and the growing use of alternative media in communicating with selected publics. agencies. Emphasis is on new media technologies and the growing use of alternative media in communicating with selected publics.

**MKT 700 SEMINAR: SELECTED TOPICS
IN MARKETING (4)**

Prerequisite: BA 647 or approval of instructor

This capstone course for the Marketing Specialization covers topics such as telecommunications, computers, health care services, marketing communications, retail management, and/or industrial marketing.



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