

# CATALOG 2013-2014



## Wyclif University & Theological Seminary

14631 Leffingwell Rd., Whittier, CA 90604

Tel: (562) 777-7078, Fax: (562) 777-7071

[info@wyclifuniversity.org](mailto:info@wyclifuniversity.org)

[www.wyclifuniversity.org](http://www.wyclifuniversity.org)



## TABLE OF CONTENTS

Message from the Chairman of the Board.....	6
Approval Disclosure Statement .....	7
Statement of Faith .....	8
Mission.....	9
Academic Calendar .....	10
• Fall Semester 2012-Spring Semester 2013 .....	10
• Fall Semester 2013-Spring Semester 2014 .....	11
Institutional Information and Policies.....	12
• Student Service.....	12
• Counseling.....	12
• Language Proficiency.....	12
• Academic Freedom .....	12
• Student Rights .....	13
• Non-Discrimination/ Equal Opportunity Policy .....	13
• Drug Free Workplace Policy.....	14
• Sexual Harassment Policy.....	14
• Standards of General Conduct and Disciplinary Policy.....	15
• Academic Dishonesty.....	16
• Copyrighted Material .....	16
• Library and Equipment.....	16
• Study Groups.....	17
• Student Lounge .....	17
• Parking .....	17
• Placement Service .....	17
Admission Information.....	18
• Admission .....	18
• Application Procedures .....	18
• Admission Process .....	18
▪ Bachelor Degree Program Admission Requirements .	18
▪ Master Degree Programs Admission Requirements ...	19
▪ Doctoral Degree Programs Admission Requirements .....	19
▪ English as A Second Language Programs Admission Requirements.....	20
Academic Information .....	21
• Student Records .....	21
• Transfer Credit Policy .....	21
• Admission of Transfer Students.....	21

• Transfer of Credits .....	22
• Credit for Prior Experiential Learning .....	23
• General Education .....	23
• Grading System .....	24
• GPA Point Rate .....	24
• Grading Symbols .....	24
• Grade Report .....	25
• Incomplete Work .....	25
• Examination Procedures .....	25
• Failing an Examination .....	25
• Failure to Attend an Examination .....	26
• Make-up Exam Policy .....	26
• Make-up Work .....	26
• Audit Courses .....	27
• Auditor Admission .....	27
• Audit to Credit .....	27
• Directed Independent Study .....	27
• Change or Cancellation of a Class .....	28
• Adding or Dropping Courses .....	28
• Course Withdrawal .....	28
• Attendance and Tardiness .....	28
• Absences .....	29
• Leave of Absence .....	29
• The Doctoral Committee .....	30
• Academic Grievances .....	30
• Academic Probation and Suspension .....	31
• Satisfactory Academic Progress .....	31
• Graduation Requirements .....	31
• Graduation with Honors .....	31
<b>Financial Information .....</b>	<b>32</b>
• Tuition Information .....	32
• General Fees .....	32
• University Scholarships .....	33
• Policy on Student Rights .....	33
• Student Grievance Procedure .....	34
• Controlled Substance, Alcohol and Drug Abuse Policy .....	34
• Student Tuition Recovery Fund (STRF) .....	36
• 76215. Student Tuition Recovery Fund Disclosures .....	36
• “Student Right” to Cancellation, Withdrawal and Refund Rights .....	36
• General Terms .....	38

<b>Student Support and Services</b> .....	39
• Orientation.....	39
• Academic Counseling .....	39
• Student Complaint Procedures.....	39
• Student Body Association.....	39
• Campus Emergency Plan .....	40
• Medical Emergency.....	40
• Crime or Fire .....	40
<b>Academic Programs/ Course Descriptions</b> .....	41
• Bachelor of Arts in Theology.....	41
▪ Degree Requirements/Time Limit.....	41
▪ General Education Courses .....	41
▪ Common Core Courses.....	42
▪ Unrestricted Electives.....	43
▪ Course Descriptions.....	44
• Master of Arts in Theology .....	57
▪ Degree Requirements/Time Limit.....	57
▪ Common Core Courses.....	57
▪ Unrestricted Electives.....	58
▪ Master’s Research Project .....	59
▪ Course Descriptions.....	63
• Master of Divinity .....	60
▪ Program Overview.....	60
▪ Degree Requirements/Time Limit.....	60
▪ Common Core Courses.....	60
▪ Unrestricted Electives.....	62
▪ Master’s Research Project .....	62
▪ Course Descriptions.....	63
• Doctor of Ministry.....	74
▪ Program Overview.....	74
▪ Degree Requirements/Time Limit.....	74
▪ Conferment of the Degree .....	74
▪ Common Core Courses.....	74
▪ Dissertation Research Project.....	75
▪ Course Descriptions.....	76
• English as a Second Language (ESL) .....	80
▪ Certificate Requirements/Time Limit.....	80
▪ ESL Courses (ESL 100/ ESL 200/ ESL 300) ..	80
▪ Course Descriptions.....	81
<b>Directory/ Board of Trustees</b> .....	85
<b>Administration/ Staff</b> .....	85

**Faculty**..... 86

**General Information** ..... 89

- **History** ..... 89
- **Facility Information**..... 89
- **Semester Credit Hour Measure**..... 90
- **Academic Year Definition**..... 90
- **Housing**..... 91
- **Wyclif University Catalog Updates**..... 91
- **Contact Information**..... 92
- **Recipient’s Signature Sheet**..... 93

## MESSAGE FROM THE CHAIRMAN OF THE BOARD



Dear Student:

Welcome!

Wyclif University & Theological Seminary was established to provide interested students with a quality education in the field of Christian Biblical and theological studies. I believe that the training experience at Wyclif University & Theological Seminary will challenge you and motivate you to become qualified messengers of the gospel and to be models of Christian character for ministry.

We are dedicated to the values of Christian excellence with professionalism that will make the academic experience both a rewarding personal and professional growth experience for you as a student. With pride and dedication, our institution has launched a spectrum of courses and disciplines to provide quality academic training with an aim to producing Christian leaders who can carry on the work of the ministry in the local church and within Christian organizations.

It is my honor to invite each and every one of you to participate in this challenging and traditional program here at Wyclif University & Theological Seminary.

Sincerely,

Doo Hun Bark, Ph.D.

*President*

## APPROVAL DISCLOSURE STATEMENT

Wyclif University & Theological University was approved as a degree-granting institution by the Bureau for Private Postsecondary and Education (BPPE) in 1998, pursuant to California Education Code Section 94900.

**\*Wyclif University & Theological Seminary is a private Institution who's application for approval to operate has not been reviewed by the Bureau per Section 94809.**

Wyclif University & Theological Seminary is not accredited by an accrediting agency recognized by the United States Department of Education (USDE). Therefore, unaccredited degrees are not recognized for some employment positions, including, but not limited to, positions with the State of California.

\*Wyclif University & Theological Seminary does not participate in federal or state financial aid programs.

Wyclif University & Theological Seminary has complied and will continue to comply with all state statutes, all the rules and regulations mandated by the Bureau for Private Postsecondary and Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)).



## STATEMENT OF FAITH

At Wyclif University & Theological Seminary we make a solemn declaration of faith on the basis of the Scriptures as follows:

The Bible is the inerrant and divinely inspired word of God. There is one God, eternally existing and manifesting Himself to us in three Persons; the Father, the Son and the Holy Spirit.

God, by His Word and for His glory, freely created the world in six days from nothing and created man and woman, in His own image, that they might have fellowship with Him. The existence of the creation is not explainable apart from the roles of God as the sovereign Creator and Sustainer of the entire natural realm. Concepts such as theistic or threshold evolution do not adequately explain the wonder of God's creation.

Tempted by Satan, the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the kingdom of God until they are born again of the Holy Spirit.

The only Mediator between God and humankind is Jesus Christ our Lord, the eternal Son of God. Jesus Christ revealed His divine love and upheld divine justice through His death on the cross in our place, revealing our guilt and reconciling us to God. All have sinned through Adam, but the gift of God is eternal life through Jesus Christ our Lord. Christ redeemed us from sin through His death on the cross and that on the third day He rose bodily from the grave victorious over death and power over darkness. He ascended to heaven where, at God's right hand, He intercedes for His people and rules as Lord overall.

The true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ. The Holy Spirit is a Person, and is possessed of all the distinctively divine attributes. He is God.

God's redemptive purpose will be consummated by the return of Christ to raise the dead, to judge all people according to the deeds done in the body and to establish His glorious kingdom. All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such become children of God and receive eternal life, and become heirs of God. At death their spirits depart to be with Christ in conscious blessedness, and at the Second Coming of Christ their bodies shall be raised and transformed into glorious bodies. They shall live and reign with Him forever.

The wicked shall be separated from God's presence. All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, endless torment and anguish in hell. Satan, an evil being of cunningness, shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

## MISSION

Wyclif University & Theological Seminary seeks to provide each student with the opportunity to mature in their experiential understanding of the substance of Christ's character and image while developing their cognitive and effective potential. It is to be a University where understanding and knowledge are generated and disseminated together with essential principles of their practical application in a contemporary world for lifelong ministry and the development of a foundation for lifelong learning and training.

Wyclif University & Theological Seminary seeks to impart to each student a high level of competency in their ability to study and present the Word of God to others. It is our goal to produce individuals who are able to bring enlightened solutions to the problems which are faced by both a church and the secular world.

### Purpose and Objectives

1. Ministers with a Christian worldview point who are willing and capable of effective communication.
2. Ministers who can demonstrate a solid background of Biblical knowledge and Christian theological background.
3. Reliable family ministers, with expertise in marriage and family matters, which have concrete faith in God.
4. Professional ministers who can efficiently cope with life crises within a church and/or ministry setting.
5. Ministers who understand the nature of human life and its spiritual needs.
6. Ministers who can develop and implement ministries to families and other groups within the church setting.
7. Family ministers who are well trained to work within the church, school, and Christian organizations.

\*Wyclif University & Theological Seminary admits students from other countries, however, visa services are not provided and the University does not vouch for student status, or associated charges.

Wyclif University & Theological Seminary is also unique in that it seeks to allow a broad range of theological spectrums within a reformed tradition. Students are free to choose elective courses that are in keeping with their personal viewpoint and expression.

DEGREE PROGRAMS	CLOCK HOURS	SEMESTER CREDIT HOURS
Bachelor of Arts in Theology		128
Master of Arts in Theology		48
Master of Divinity		96
Doctor of Ministry		48
English-as-a-Second Language	1,080	72

## ACADEMIC CALENDAR 2012-2013

Dates are subject to change. Refer to semester schedule of classes for recent changes related to holiday observances, registration deadlines and commencement ceremonies. For purposes of degree evaluation, the academic year is defined as: fall and spring semesters.

### **FALL SEMESTER 2012**

- Aug 20-24 Student registration and orientation
- Aug 27 Beginning of Semester and first day of classes
- Sept 4 Last day to add class or register late
- Sept 3 Labor Day Academic Recess
- Sept 14 Last day to drop classes
- Oct 26 Bible Test
- Nov 22-23 Thanksgiving Academic Recess
- Dec 6 Last day of classes
- Dec 7 Reading Day
- Dec 10-15 Final examinations
- Dec 15 End of Semester

### **SPRING SEMESTER 2013**

- Feb 4-8 Student registration and orientation
- Feb 11 Beginning of Semester and first day of classes
- Feb 15 Last day to add class or register late
- Feb 28 Last day to drop classes
- Mar 25-29 Passion Week Recess
- Apr 12 Bible Test
- May 23 Last day of classes
- May 24 Reading Day
- May 28-June 1 Final examinations
- June 1 End of Semester
- June 7 Commencement Ceremony

**ACADEMIC CALENDAR 2013-2014**

Dates are subject to change. Refer to semester schedule of classes for recent changes related to holiday observances, registration deadlines and commencement ceremonies. For purposes of degree evaluation, the academic year is defined as: fall and spring semesters.

**FALL SEMESTER 2013**

- Aug 19-23 Student registration and orientation
- Aug 26 Beginning of Semester and first day of classes
- Aug 30 Last day to add class or register late
- Sept 2 Labor Day Academic Recess
- Sept 13 Last day to drop classes
- Oct 25 Bible Test
- Nov 28-29 Thanksgiving Academic Recess
- Dec 5 Last day of classes
- Dec 6 Reading Day
- Dec 9-14 Final examinations
- Dec 14 End of Semester

**SPRING SEMESTER 2014**

- Feb 3-7 Student registration and orientation
- Feb 10 Beginning of Semester and first day of classes
- Feb 14 Last day to add class or register late
- Feb 28 Last day to drop classes
- Apr 11 Bible Test
- Apr 14-18 Passion Week Recess
- May 22 Last day of classes
- May 23 Reading Day
- May 26 Memorial Day Academic Recess
- May 27-31 Final examinations
- May 31 End of Semester
- June 6 Commencement

## INSTITUTIONAL INFORMATION AND POLICIES

### **Student Services**

Student services are available to all students for any assistance they require. Students have easy access to these services throughout their educational programs via phone, fax, or internet.

### **Counseling**

Students have a great resource in that most of the staff and faculty are ordained ministers and are academically prepared to counsel individuals through periods of stress.

### **Language Proficiency**

The instruction will occur in the Korean language, and the level of proficiency required will be level as follows:

Documentation of proficiency for admission to Wyclif University will be based on a Test score of English as a Foreign Language minimum TOEFL score is 500 for all Bachelors, 550 for all graduate studies. An English placement examination will be required of English as a Second Language student.

### **Academic Freedom**

In institutions of higher education, like Wyclif University & Theological Seminary, the principle of Academic Freedom is essential to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge. The right to Academic Freedom in teaching is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Wyclif University & Theological Seminary and are elaborated as follows:

- The teacher is entitled to full freedom in research and in publication of the results; subject to the adequate performance of the teacher's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the university's officer or President of the university, provided it does not interfere with his/her duties at the university.
- Teachers are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.
- Faculty members may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that (s)he is not speaking for the university.

- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Wyclif University & Theological Seminary and who is unable to obtain redress which

is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President's office of the university.

### **Student Rights**

Student grievances are processed in the following manner. Students are encouraged to try to solve a grievance at the lowest level, between themselves or between a student and a member of the faculty. If not resolved, the student may then proceed to the Dean of Students for resolution. Lacking agreement, the student may then move to the Academic Dean for final resolution. In special cases, a student has the ability to present a written grievance, addressed to the President and with the Board.

The written grievance must be submitted to the President within 48 hours of any incident. The President will verify that the student has made a verbal attempt to resolve the concern with the Academic Dean. After the student follows the above steps, the President will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the President, the Academic Dean, the faculty member and/or any other appropriate staff members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to review the evidence and render a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the President explaining why the decision is unacceptable.

All complaints will be resolved within 30 days from the receipt of the incident report. The President and the Board's decision will be Final.

Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education:**

**2535 Capitol Oaks Drive # 400 5000, Sacramento, CA 95833**

**Tel (916) 431-6959 Fax (916) 263-1897**

**Toll-Free (888) 370-7589**

### **Non-Discrimination/ Equal Opportunity Policy**

All aspects of Wyclif University & Theological Seminary's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denied benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Wyclif University & Theological Seminary's programs because of race, color, age, disability, citizenship, handicap or political affiliation.

Wyclif University & Theological Seminary's commitment is that participation in any program shall be open to citizens and nationals of the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

Wyclif University & Theological Seminary's commitment is that no individual will be intimidated, threatened,

coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Wyclif University & Theological Seminary's programs.

### **Drug Free Workplace Policy**

Wyclif University & Theological Seminary has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace. The workplace is defined as any classrooms, hallway, restroom, parking lot, or storage areas that are connected to the campus at 14631 Leffingwell Rd., Whittier, CA 90604; or any location outside of the campus where Wyclif University & Theological Seminary's programs or courses are discussed or promoted. All students must sign a drug free policy awareness statement located within this Catalog/Student Handbook. This form may also be found in the administrative office during normal office hours.

### **Sexual Harassment Policy**

Sexual Harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is Wyclif University & Theological Seminary's policy that all its employees/students have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee/student that refusal to submit to sexual advances will adversely affect employees'/students' employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

Sexual Harassment is defined as:

1. Unwelcomed physical or verbal contact;
2. Sexually explicit language or gestures;
3. Uninvited or unwanted sexual advances;
4. An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

No employee/student shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

Wyclif University & Theological Seminary prohibits other sexually harassing conduct in the workplace/university, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person's body; gestures; or the display in the workplace/university of sexually suggestive objects or pictures.

Any employee/student who believes that he/she has been a victim of sexual harassment in the workplace/university should notify his/her supervisor (Dean) and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

**Standards of General Conduct and Disciplinary Policy**

Wyclif University & Theological Seminary shall take disciplinary action against a student who violates the standards of personal and ethical conduct.

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate professional ethics. At the discretion of the Academic Standards Committee, a student may be dismissed from the University for behavior disruptive to the educational mission of the University, such as, but not limited to, those stated below; these standards include the following:

- Cheating, bribery, or plagiarism in connection with an academic program;
- Forgery, alteration or misuse of the University documents, records or identification, or knowingly furnishing false information to the University;
- Misrepresentation of oneself or of an organization to be an agent of the University;
- Obstruction or disruption on or off-campus property, of the campus educational process administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Fabrication: Falsification or invention of information concerning the student's background;
- Theft of or non-accidental damage to the University property or property in the possession of or owned by a member of the University community;
- Unauthorized entry into, unauthorized use, or misuse of the University property;
- Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on University property or at a University function;
- Use of vulgar or abusive language or abusive behavior directed toward a member or a staff of the University community;
- Any type of Hazing Activity;
- Violation of any order of the University President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section; and
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;

Among those listed, an act of academic dishonesty is one of the most serious violations of the student code of conduct. Definitions of various forms of academic dishonesty are as follows:

- Plagiarism: Knowingly or intentionally presenting the ideas, words or work of another as one's own.
- Cheating: Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise.

The Ethical Conduct Committee of the University, composed of faculty representatives, administrators and a representative from the University Student Association, is entrusted with the task of determining the disciplinary action.

These actions shall be implemented immediately upon the findings of a violation by the Ethical Conduct Committee and include, but are not limited to:

- verbal reprimand
- written reprimand
- loss of credits
- property restitution
- temporary suspension or dismissal
- permanent dismissal

The President of Wyclif University & Theological Seminary, at his/her discretion and prior to recommendations or actions of the Academic Council, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

### **Academic Dishonesty**

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Council for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, and going to a restroom during an exam and consulting notes or references. Cheating includes plagiarism.

Plagiarism is the presentation or representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence the University represents and will be dealt with vigorously. Academic dishonesty, however, is major subject to dismissal from the University.

### **Copyrighted Material**

Effective August 14, 2008, the HEOA adds a new requirement to section 487 of the Program Participation Agreement under which an institution must certify that it develops plans to effectively combat the unauthorized distribution of copyrighted material including through the use of a variety of technology-based deterrent

This Institution and in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extent allowed by federal laws, who are engage in authorized distribution of copyrighted materials using the institution's information technology system; without unduly interfering with the educational and research use of network

### **Library and Equipment**

Each classroom is equipped with individual student desks and appropriate whiteboards or chalkboards for use by instructors. There are three overhead projectors for use by instructors, a copy machine and word processor for

faculty usage. The library, which houses about 400 reference materials, contains a work table for research and chairs, and the Internet Research computer for student usage. The library is located on the first floor and is accessible during class hours and normal business hours.

### **Study Groups**

Wyclif University & Theological Seminary encourages students to form study groups to assist their learning. Study groups can arrange to meet on campus during normal business hours and can be arranged through the Dean of Students office.

### **Student Lounge**

The student lounge is located on the first floor of the school building which has tables and chairs for eating, studying, and relaxing. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged. Students wishing a quiet atmosphere for study should use the library.

### **Parking**

There is an ample parking in front of the facility for students, staff, and visitors, and is well lighted during the evening.

### **Placement Services**

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

Wyclif University & Theological Seminary's Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. Wyclif University & Theological Seminary **CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

## ADMISSION INFORMATION

### Admission

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed at the masters and doctoral level. Personal and/or professional letters of recommendation are included in the admission process for entrance into the programs. Finally, a personal interview with a college administrator is required of all applicants.

The University admits students of any race, color, creed, and sex, regardless of national or ethnic origin or physical handicap. Students must understand that Wyclif University & Theological Seminary is a Christian University that provides training from a decidedly Christian reformed worldview.

Wyclif University & Theological Seminary does not grant I-20's nor is approved to grant I-20's to foreign students.

### Application Procedures

Admission is granted to applicants who demonstrate the ability to undertake successfully study and research at the undergraduate or the graduate level. Admission is granted to students who meet the following requirements:

### Admission Process

Students must contact the admissions office and obtain an application packet. The packet will contain the required application and forms needed for submission. The student must also contact all relevant institutions for submission of transcripts attesting to their academic qualifications from undergraduate institutions for master degree admission and graduate programs for admission to the doctoral program. The student must insure that all required scores are submitted to the institution attesting to Assessment, if applicable. It is the student's responsibility to insure that all documents and forms are submitted to the admissions office. Once the university receives all required documents and forms, the student's application file will be deemed complete and a decision by the Admission Committee will be made concerning the student's admission to the school. Admission decisions will be made within 30 days of receiving all required documentation.

Students will not be admitted to the school without the required documentation submitted and registration fees paid. Admission is granted for a period of one year. If an applicant does not accept their admission or fails to matriculate after one year acceptance, the applicant will need to go through the admission process again as a new student. This will mean that the applicant must submit a new non-refundable registration fee and an application and all required documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission. Admission requirements per program are as follows:

#### **1. Bachelor Degree Program Admission Requirements:**

In order to be admitted into the institution's Bachelor degree program, the student must:

- Provide the institution with a completed application with a recent photo affixed.
- Submit proof of completion of a high school education, G.E.D. or equivalent education. Proof can be made by submission of official copies of transcripts of a high school diploma, G.E.D. or other equivalent high school completion. High School course work must evidence a G.P.A. of 2.0 or G.E.D. of satisfactory completion. Students who do not have a traditional high school education may be required to take an independently administered entrance test given by the school to determine adequate skills for entrance into the university.
- Submission of a statement of Christian faith.
- Submit two letters of recommendation attesting to their Christian maturity and character.
- Submit a non-refundable application fee of \$100.

Admission will be done by reviewing all factors as a whole, not on one indicator only. Review will be finalized by the Admission Committee.

## **2. Master Degree Programs Admission Requirements:**

In order to be admitted into the institution's Master degree programs, the student must:

- Provide the institution with a completed application with a recent photo affixed.
- Demonstrate that they have completed a bachelor degree with a minimum grade average of 2.0 in all course work. Bachelor degrees must be earned from either colleges or universities that have been approved by an appropriate state agency. Bachelor degrees earned from institutions outside the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions officers for equivalency. Proof will be evidenced by submission of official copies of transcripts of all undergraduate work completed.
- Submit a statement of Christian faith.
- Submit two letters of recommendation attesting to their Christian maturity character.
- Submit a statement of around 200 words outlining their career and ministry objectives and how the attainment of the degree will facilitate these goals.
- Submit a non-refundable application fee of \$100.

## **3. Doctoral Degree Program Admission Requirements:**

In order to be admitted into the institution's doctoral degree program, the student must:

- Provide the institution with a completed application with a recent photo affixed.
- Prove three 3 years of full-time ministry experience after receiving the Master of Divinity Degree. Document of at least 2 years of full time ministry experience through attestation in a personal ministry statement. This statement must be submitted in typed double spaced format and must detail the applicant's ministry experience, an assessment of their weaknesses and strengths and personal objectives for the program.
- Demonstrate that they have completed a Master degree with a minimum G.P.A. of 3.0 from either colleges or universities or institutions that have been approved by an appropriate state agency. Master degrees earned from institutions outside the U.S. will be evaluated using standards published by the

American Association of Collegiate Registrars and Admissions officers for equivalency. Proof will be demonstrated by submission of official copies of transcripts of all graduate course work.

- Submit two letters of recommendation attesting to their Christian maturity and character from a clergy college, church official, professional and/or layperson. Additionally, if the student is married a statement from the student's spouse may be required to demonstrate support for the course work.
- Submit transcripts from all previous graduate course work
- Complete a theological interview if the Admission Committee perceives that this is needed. The purpose of this will be to determine the student's depth of basic Christian theology.
- Submit a non-refundable application fee of \$100.

#### 4. **English as A Second Language Programs Admission Requirements:**

In order to be admitted into the institution's ESL program, the student must:

- Provide the institution with a completed application with two 2 recent photo I.D.
  - Submit a non-refundable application fee of \$100.
  - Submit proof of completion of a high school education or G. E. D. or equivalent education. Proof will be done by submission of official copies of transcripts of a high school. Course work must evidence a G.P.A. of 2.0 or G.E.D. of satisfactory completion. Students who do not have a traditional high school education may be required to take an independently administered entrance test given by the institution to determine adequate skills for entrance into the institution.
  - Submit two letters of recommendation.
  - Take an entrance test to determine level of English proficiency for proper placement into the appropriate level of ESL instruction.
- 1) **100:** There are no additional requirements for this course of study.
  - 2) **200:** A copy of the applicant's Certificate of Completion of the ESL 100 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 100 program.
  - 3) **300:** A copy of the applicant's Certificate of Completion of the ESL 200 program or official transcripts showing that he/she successfully completed the equivalent of the ESL 200 program.

## ACADEMIC INFORMATION

### Student Records

The Family Educational Rights and Privacy Act of 1974 as amended govern the release of information from the student's permanent record. Federal law provides for the release of information to Wyclif University & Theological Seminary personnel who have a legitimate educational interest or to certain government officials.

The student's academic file is the sole property of Wyclif University & Theological Seminary, and student records are confidential. The University policy is to maintain the confidentiality of student academic records. The University will not release copies of documents of course work from other institutions attended. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order. **Student files will be kept for 5 years and transcripts will be kept indefinitely.**

Students have the right to inspect their own academic records during normal business hours. All requests for access to academic records shall be presented in writing to the Registrar's office. Students who believe that their academic records contain inaccurate or misleading information may discuss their concerns informally with the Registrar as well.

### Transfer Credit Policy

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

The transferability of credits you earn at Wyclif University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn in Wyclif University is also at the complete discretion of the institution to which you may seek to transfer.

If the degree or diploma that you earned at Wyclif University are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Wyclif University to determine if your credits or degree or diploma will transfer.

### Admission of Transfer Students

Students transferring from other colleges or universities must follow the same application procedures as first-year students. Transcripts from all previous colleges attended must be received prior to consideration for admission. The minimum cumulative grade point average for students transferring from a 4-year institution is 2.0 and from a 2-year college, 2.5.

Applicants with averages below the standard, or with lower scores, or with fewer college preparatory courses in their high school program are reviewed individually by the Admission Committee. Some of these applicants may be admitted under special conditions.

Transfer credit will normally be awarded for work done in accredited institutions. The courses must be academic and similar in nature to courses offered at Wyclif University. A minimum grade of “C” is required in each course to receive credit. No more than seventy semester hours of advanced credit will be allowed for work completed at an accredited community college.

### **Transfer of Credits**

Credit for work done in other institutions of recognized standing will be transferred at full value where, and only where, such work parallels courses offered by Wyclif University.

Students seeking transfer into Wyclif University are required to submit the following credentials.

- Official transcript of the school or seminary from which the student is transferring, in addition to any academic transcripts since high school, when applicable.
- A statement of the transferee's Christian faith, vocational objectives and reasons for seeking transfer into the University;
- A letter of recommendation from the transferee's pastor;
- A letter of recommendation from the transferee's former academic advisor.

The exact and final decision on all matters of the transfer of students and the transfer of credits rests with the Executive Faculty Committee. The committee may grant transfer admission on the basis of these credentials alone, or may request the applicant to submit additional materials and/ or schedule an interview with a representative of the school.

The percentages of the transferable maximum units directed by BPPE are as follows:

Certificate and undergraduate Programs:	75% of total coursework
Master level Programs:	20% of total coursework
Doctoral level Programs:	45% of total coursework

Required total semester units of each program for completion at the University are as follows:

B.A. Degree Program	120 Semester Units
M.A. Degree Program	48 Semester Units
M. Div. Degree Program	96 Semester Units
D. Min Degrees Program	48 Semester Units
ESL Certificate Program	1,080 Clock Hours

All transfer credits must have been earned with a minimum grade of C in undergraduate programs and a minimum grade of B in graduate degree programs.

The student must submit to Wyclif University & Theological Seminary an official copy of all transcripts of undergraduate or graduate education to be considered for transfer into their Wyclif University & Theological Seminary program. The student may also be required to submit catalogs from institutions to be used to clarify course work and academic equivalency of units earned for transfer. The student must request in writing that previous units earned be considered for transfer. Once the institution has received official copies of transcripts and additional documents requested by the Academic Dean, the units will be considered for transfer. Course descriptions and objectives will be used where possible to determine course equivalency to Wyclif University &

Theological Seminary courses. The student will be notified within 30 days of submission of documents on transferability of units.

Course work done at institutions that have been approved by the BPPE, another appropriate and equivalent state agency or institutions accredited by an accrediting agency recognized by the U.S.D.O.E. will be considered as equivalent to Wyclif University & Theological Seminary course work where the course descriptions and/or objectives are similar to Wyclif University & Theological Seminary courses. The student may be required to submit catalogs of institutions where they attended to help in determining equivalency. For course work accomplished in institutions outside the U.S. Wyclif University & Theological Seminary will use standards established by ACRAO (Association of Collegiate Registrars and Admissions Officers) for institutional equivalency and will require that the student submit a catalog to help in determining course equivalency. Where outside institutions are deemed to be equivalent to Wyclif University & Theological Seminary, course work will be assessed on a similar equivalency level to courses at Wyclif University & Theological Seminary. Where international institutions are not up to the same level as U.S. institutions as determined by ACRAO, course work will be evaluated for transfer as appropriate.

The Academic Dean is responsible for implementing transfer of credit policies and for approving all transfers of credit to the institution.

Equivalency for general education for transfer will be done by the Academic Dean after the student has submitted copies of official transcripts from all course work done. In order for a student to receive credit, course work must be done at institution's that are either BPPE approved, or approved by another state approval agency in other states, or accredited institutions whose accreditation has been recognized by the U.S.D.O.E. Course work taken at foreign institutions will be evaluated using standards published by AACRAO. Quarter units will be evaluated using a 2/3(1:1.5) ratio and must be equivalent to course work offered by Wyclif University & Theological Seminary. The Academic Dean will determine equivalency.

If questions arise concerning equivalency, the Academic Dean will consult faculty with academic experience in that field for their perspective concerning the equivalency. Students with military training will be given up to 2 credits for 2 years of active military duty credited towards general education credits.

### **Credit for Prior Experiential Learning**

In order to qualify for a degree at Wyclif University, all transfer students must successfully complete at least two semesters of course work in the desired program at Wyclif University.

### **General Education**

Courses that qualify as general education are those that provide the student with a broad educational experience in the arts and sciences. Students must take general education courses from at least four academic disciplines and must extend at least two of these disciplines into a second year of study. The student must complete at least 3 semester units in four areas preferably 36 semester units (12 courses) all together. Wyclif University & Theological Seminary will offer general education in history, language, literature, science, government and computer science areas to provide a broad base of training in support of their bachelor program.

**Grading System**

Any student receiving an incomplete grade will be given up to six weeks to complete the assignment.

Any student receiving a "D" grade or below, is responsible for arranging with the instructor a plan for improving his/her grade. Student performance will be evaluated by examination, attendance, classroom participation, special projects, seminars, and research works, etc.

The instructor may use Plus (+) or Minus (-) and such notations will result in a final GPA as follows:

**GPA Point Rate**

<u>Explanation</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>
Excellent	A	93-100 %	4.00
	A-	90-92 %	3.75
Good	B+	87-89 %	3.50
	B	83-86 %	3.00
	B-	80-82 %	2.75
Satisfactory	C+	77-79 %	2.50
	C	73-76 %	2.00
	C-	70-72 %	1.75
Poor	D+	67-69 %	1.50
	D	63-66 %	1.00
	D-	60-62 %	0.75
Failure	F	Below 60 %	0.00

Master and Doctoral Programs: D and F (Failed Courses) = 0 points Administrative

**Grading Symbols**

<u>Symbol</u>	<u>Explanation</u>	<u>Value</u>
I	Incomplete	0.00
P	Passed course	0.00
AU	Audit (No Credit)	0.00
CR	Credit	0.00
NC	No Credit	0.00
W	Withdrawal	0.00
RD	Report Delayed	0.00
SP	Satisfactory Progress	0.00

**Grade Report**

At the end of each semester, notification of the student's academic standing and report of grades achieved while in attendance at the university are mailed to each student. Grades are normally mailed within two week following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration.

Grades submitted by instructors after completion of courses are considered final. Any petition for grade changes due to special circumstances must come from instructors and will be considered on case by case basis by the Academic Dean and School Dean. Completion of coursework and payment of fees does not guarantee graduation from the university.

**Incomplete Work**

An Incomplete (I) must be converted to a passing grade in the next semester or it will be converted to a failure (F) and counted as 0 units in terms of satisfactory academic progress.

Any incomplete work for a course must be made up no later than the fourth week of the subsequent semester in which the incomplete grade was granted or a tentative grade will be assigned to the course by the instructor and 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 Academic Dean and the School Dean.

**Examination Procedures**

Requirements for midterms and other examinations during the term (written and oral), term papers, reports, projects and other student activities are assigned by each instructor. Make-up examinations, re-tests, late submission of reports or other special arrangements are made only by the instructor, and only at the instructor's option. Either the instructor or the University can administer a make-up examination or re-test, after the student has received approval from the Academic Dean and School Dean.

No instructor is required to offer make-ups, re-tests, or to accept late submissions of work. It is fully within the instructor's authority to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

**Failing an Examination**

An instructor may recommend that a re-test be permitted. The instructor must indicate, in writing, on the Grade Report to the Academic Committee, which consists of two members, the School Dean and the Academic Dean, A re-test is recommended based on compelling evidence that the student failed the examination due to extenuating circumstances. The re-test, if approved by the Academic Committee, shall be scheduled in agreement with, and at the convenience of, the instructor. The Registrar will notify the student in writing of the decisions of the Academic Committee. The examination must be completed before the end of the fourth week of the next semester.

In the interim, a grade of Incomplete (I) will be recorded for the course. A fee is assessed for each re-test, and must be paid at least one week before the examination is given. If a student fails to appear for the examination on time, the fee is forfeited. The student may reapply for permission to be re-tested and must pay an additional fee.

### **Failure to Attend an Examination**

Without prior authorization or an excuse approved by the Academic Committee, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course, paying full tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situations acceptable to the Academic Committee. Students must apply for a make-up examination on an Examination Request Form.

The request must be endorsed by the instructor and approved by the Academic Committee. The student will usually be required to submit acceptable proof of inability to attend the examination.

### **Make-up Exam Policy**

Make-up assignments for missed classes, quizzes, mid-term and final exams for a specific course shall be made only by the instructor in charge and only at the discretion of the instructor. Make-up and re-test final exams may be given as follows:

- The Academic Committee shall make the final decision with respect to granting or denial of the request for make-up examination or re-test.
- If a student misses the final examination, the student must contact the instructor in charge and must secure his/her endorsement on the MAKE-UP EXAMINATION REQUEST form, which can be obtained at the Registrar's office.
- If a re-test is desired, secure the instructor's endorsement on the RE-TEST REQUEST form indicating that the student has made a good faith effort to pass the course, and could reasonably be expected to pass a re-test. The re-test is given at the discretion of the instructor in charge of the course.
- The make-up examination or re-test must be completed before the end of the fifth week of the next semester.

A grade of "I" or incomplete will be given to the course until the results of the make-up are known.

### **Make-up Work**

Students are expected to attend classes every scheduled day. If for any acceptable reason a student has to miss one or more class sessions, the student must communicate it to the administration office. The student may obtain make-up material when returning to school.

### **Audit Courses**

Students who wish to audit classes for personal enrichment may do so. Students who attend classes for personal enrichment and not for academic credit may be granted auditor's status.

Degree program students may also enroll in any course as an auditor for personal enrichment.

### **Auditor Admission**

Auditors may attend class with no obligations to participate actively in the work. Auditors will receive a grade of "AU" for every course completed. Auditor students may change the course grade from audit to credit once they are accepted into a degree program (See "Audit to Credit" section of this catalog). An abbreviated admissions process is necessary to receive auditor status. Audit fees are required for each class in which auditor students enroll.

Auditor students who wish to apply for entry into a degree program must submit the "Auditor to Degree Program" form and meet the existing requirements for admission to the degree program. A minimum cumulative GPA of 3.0 is required for those courses that have been taken by the student. The "Auditor to Degree Program" form can be found at the administration office during normal business hours.

### **Audit to Credit**

Once Audit students are accepted into a degree program, changes from audit to credit can be made prior to the beginning of the third week of a given quarter in which the student is taking the course he/she wishes to change from audit to credit. Students who wish to change from audit to credit status must fill out and submit the "Audit to Credit" form that is available in the admissions office during normal business hours.

### **Directed Independent Study**

An Independent Study course allows students to study one or more topics of importance that are related to the student's major field of study. Independent study classes may be arranged under special circumstances with the permission of the Academic Dean and the School Dean. Independent study classes may not be taken at the same time that the class in question is being offered. All students that register for an independent study class will be under the direct supervision of the instructor as assigned by the Academic Dean. Students may not exceed 6 units of Independent Study courses.

Independent study class will begin on the first day of the academic semester and end on the last day of the academic semester. The student will be required to meet at least weekly with the assigned instructor and to complete all assignments and pass the test as prescribed by the course syllabus. Independent study may not be substituted for a class which is being regularly offered at the time.

Only those students who maintain a GPA of 3.0 or higher will be permitted to take an independent study course. All Directed Independent Study projects must be completed before the end of the term in which students are enrolled.

Directed Independent Study is not an option for veterans or other students whose tuition is paid by third parties.

**Change or Cancellation of a Class**

Should enrollments drop unusually low in any one class, the university may, at its option, cancel that class in accordance with the rules and regulations of the BPPE and advise the remaining students to relocate to one of the other available classes. In the unforeseen cancellation of a class session, the university, at its option, may reschedule the class on a weekday or a Saturday. This will always be done giving the maximum amount of prior notice possible.

**Adding or Dropping Courses**

Any course can be added to student's schedule within five business days of the first class session. After the fifth business day, courses cannot be added. Courses can be dropped up to four weeks after commencing classes. After that day no more changes can be made to the student's schedule.

Students may add or drop courses after the Add/Drop course deadlines by securing an approval from the instructor in charge or from the Academic Dean or School Dean, and completing the add/drop form, available at the Registrar's office. Deadlines for adding or dropping courses are listed in the academic calendar.

The difference in tuition resulting from a reduction in the number of credits registered will be refunded to the student in accordance with the published refund policy. If the number of units is increased after the program change, the student must pay the difference in tuition.

**Course Withdrawal**

After the deadline to drop courses, students may withdraw from a course. If the student withdraws from a course before the start of the eighth week from the first day of commencing classes, the student may receive a withdrawal "W" with the permission of the instructor in charge. All courses withdrawn will be assigned a grade of withdrawal "W", unless reasons for withdrawing are accepted by the Academic Dean and School Dean, at which time the course will be assigned a grade of "W". Students planning withdrawal from a course should contact Academic Dean or the School Dean and submit a completed withdrawal form. Students who withdraw officially will receive refunds in accordance with the posted prorated refund schedule if applicable. Students who do not officially withdraw from a course will automatically receive a grade of "F" and not be entitled to any refund.

**Attendance and Tardiness**

Students who accumulate more than six (6) unexcused absences from a regularly scheduled class are required to complete make-up assignments in order to be eligible to take the final examination. Courses that have not been completed with make-up assignments given by the instructor shall be automatically given the grade of "I". Students who accumulate more than eight (8) unexcused absences from a regularly scheduled class are considered unofficially withdraw from the course and are automatically given the grade of "F".

Excusable absences are as follows:

1. Injury
2. Childbirth
3. Documented illness

4. Death in the family
5. Military duty
6. Jury Duty
7. Emergency situations reported to the Academic Dean.

Any student who arrives after the regularly scheduled start time of a class shall be considered tardy. Students who are more than 15 minutes late for a class will be considered tardy, and more than 30 minutes late will be absence unless acceptable reasons are given. Three tardiness (3) shall be considered as one unexcused absence. If a student is absent on the day of final examination due to an unforeseen circumstance, a make-up examination may be arranged upon payment of the challenge examination fee and at the discretion of the professor.

### **Absences**

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course. Instructors arrange for make-up examinations in cases of excused absence (see section on make-up examinations for details).

Excessive absence (absenteeism) is defined as absences in excess of 20% of scheduled classroom hours in a course. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Committee and the instructor. Failure to appear at the meeting may result in a failing grade, and may also result in suspension or dismissal.

If the excessive absences are classified as excused, the Academic Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class with no penalty grade assigned.

If the excessive absences are not classified as excused, the Academic Committee may:

1. Place the student on probation, giving provisions for return to good standing;
2. Suspend the student for the remainder of the class meetings with no penalty grade assigned. Any tuition refund due shall be that provided for in university refund policies. The date of notice of termination of study, as required for all tuition refunds, shall be the date of the Academic Committee's decision.
3. Suspend the student for the remainder of the class meetings with a failing grade assigned.
4. Recommend the student be dismissed from the University.

### **Leave of Absence**

Leave of Absence may be granted to a student.

The official request for a Leave of Absence form may be obtained from the Registrar's office. It should be understood that a leave of absence is granted only in extreme cases and must be approved by the Academic Committee, which will prescribe the duration of the leave of absence and specific conditions for resumption of study.

Students desiring a Leave of Absence must contact the University and request a leave in writing. Leaves will be granted on a case by case basis for a maximum of up to 6 months. Students who do not return to school from their leave of absence will be dropped from the institution and a refund will be calculated at that time if applicable. Students who do not return from their leave of absence must submit a new application for admission to the University.

### The Doctoral Committee

Each student enrolled in a doctoral degree program is assigned to a Doctoral Committee. The Doctoral Committee supervises the student's doctoral program. A Chair for the committee is to be assigned by the Doctoral Committee. The Chair of the Committee, in consultation with the Academic Dean or School Dean, selects two (2) additional committee members to be assigned to the Doctoral Committee. The candidate cannot submit any petition for the change of the Doctoral Committee.

### Academic Grievances

Students have a right to submit grievances and complaints at any time. Students who have a complaint are encouraged to talk to institutions administrative staff. If a complaint/grievance is submitted in writing, it must be submitted to the School Dean's office. The School Dean's office will report to the President's office. The President's office will respond in writing within 10 days concerning the complaint or how the complaint will be addressed. The Academic Committee office will be the office to adjudicate academic grievances and these can be submitted in writing to the Academic Committee office according to the policy below. If the student has an academic grievance with the Academic Dean, the student may submit the grievance to the President through the School Dean for adjudication. The President will follow the same procedures outlined below referring to the School Dean.

If a student has a grievance concerning their grades, the student is required to comply with the following policy:

1. The student must address the dispute or grievance with the appropriate instructor no later than 3 weeks after grades are posted concerning a final grade or within 3 days after a student receives a grade for an exam or term paper or assignment. If the student is not satisfied with the instructor's resolution of their grade, the student has a right to submit a written request to the Academic Dean's office.
  2. The submission of a grievance concerning a grade must be in writing to the Academic Dean's office. The Academic Dean will report to the Academic Committee office to review the grievance and investigate the grievance using their discretion to interview sources as needed. The Academic Dean will notify the student within 10 days concerning the disposition of it.
    - 1) If the student is not satisfied, the student can request an interview with the School Dean and the instructor within 7 days. Any decision resulting from this interview shall be deemed as final.
    - 2) The student will be notified again of their right to file a grievance with the BPPE:  
**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)
- All other grievances shall be handled as follows:
    - 1) If the student wishes to file a formal grievance for any matter, excluding grades, the student must file a written grievance with the Academic Dean's office within 10 days of being notified by the school of any action taken against the student.

- 2) The Academic Dean shall review the grievance and notify the student of a decision within 7 days.
- 3) If the student is not satisfied, the student can request an interview with the School Dean and a faculty/administrator of their choice within 10 days. Any decision resulting from this interview shall be deemed as final. The student will be reminded of their right to file a grievance with the BPPE as well.

### **Academic Probation and Suspension**

Academic suspension is an identification of students whose scholastic performance remains below university standards for two consecutive semesters. Below is a general classification of students based on credit hours with the standard grade point average the semester indicated.

1. A student who fails to meet these minimum standards for one semester is placed on academic probation.
2. If he/she fails to meet these minimum standards for two consecutive semesters, he/she is placed on academic suspension.

On Academic Probation: A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension: A student is required to remain out of the University for one regular semester. His/her record will be stamped academic suspension.

### **Satisfactory Academic Progress**

A student is deemed to be making satisfactory academic progress if they complete their program within extended time period over the scheduled time period for certain degree. Under this policy, a student in the BA program has up to 8 academic years to make satisfactory academic progress on completion of their degree, 4 years in the MA program, and 6 years in the M.Div. program and 4 years in the D.Min. program.

### **Graduation Requirements**

Students must meet the following requirements prior to graduating:

1. Successfully complete all specified requirements for the enrolled program within the time limit; and
2. Complete a graduation assessment;
3. Timely file all necessary forms for graduation;
4. Submit the graduation and commencement fees, and settle all financial obligations with the university.

### **Graduation with Honors**

Candidates for graduation whose work has been of superior quality are honored at the commencements exercise as indicated below:

<u>Graduate Honors</u>	<u>Cumulative GPA</u>
Summa Cum Laude	For candidates who have an average of: 3.90 - 4.00
Magna Cum Laude	For candidates who have an average of: 3.70 - 3.89
Cum Laude	For candidates who have an average of: 3.50 - 3.69

## FINANCIAL INFORMATION

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and registration fees at the time of registration in each semester.

### Tuition Information (Subject to annual revision)

<b>Programs</b>	<b>Tuition per Unit</b>	<b>Full Time Tuition Per Semester (12-18 units)</b>
Bachelor Degree	\$150.00 per semester unit	\$1800.00
Master Degree	\$200.00 per semester unit	\$2400.00
Doctoral Degree	\$250.00 per semester unit	\$3000.00
ESL Program		
(Each level of ESL 100, 200 or 300)	\$900.00 per semester	

### General Fees

* Application fee	\$100.00
* Registration fee per each Semester	\$50.00
* Late registration fee	\$100.00
* Add or Drop Fee for each course	\$30.00
* Graduation Fees:	
- Bachelor Degree	\$100.00
- Master Degree	\$200.00
- Doctoral Degree	\$350.00
- ESL	\$50.00
Graduation Photo	\$100.00
* Master Level Thesis Fee	\$200.00
* Doctoral Level Dissertation or Project Fee	\$300.00
* Doctoral Continuation Fee per semester	\$200.00
* Matriculation Fee	\$100.00
* Out Going Transfer Fee	\$20.00
* Official Transcript	\$20.00
* Unofficial Transcript	\$10.00
* STRF Fee per thousand of tuition	0.005
Other Documentation Fee	\$10.00
Library Fee per semester for all programs	\$10.00
* Returned Check Service Charge	\$50.00
* Fees are non-refundable	

Full time as Bachelor degree and Master degree students are defined as taking 12 to 18 units a semester. Students will be charged the per unit fee for units less than 12 or greater than 18. Students in the Doctoral program will be charged the per semester unit fee.

### University Scholarships

The University awards a limited amount of tuition scholarships on a semester to semester basis to truly deserving students who meet the following qualifications:

- The student must be accepted for admission.
- The student must submit an application for scholarship
- The student must satisfy the scholarship requirements established by the Scholarship Committee of the university.
- The student must submit any additional documents requested by the Scholarship Committee required for assessing the student's scholarship application.
- Apply at least two weeks prior to the beginning of any semester
- Maintain required Standards of Student Achievement.

If a student fails to maintain the minimum Standards of Student Achievement, financial aid (scholarship) may be terminated after a one semester grace period until the required levels are reached. A student who loses eligibility for financial aid (scholarship) may re-establish eligibility by maintaining the minimum Standards of Student Achievement.

Students that are admitted provisionally are not eligible for university scholarships.

Further details regarding Wyclif University and Theological Seminary's scholarship programs and its requirements may be found at the administration office.

### Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

**"You may cancel your contract for 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 as described** in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

"After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institution for a description of the refund policy.

"If the Institution closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the school, write or call the:

**Bureau for Private Postsecondary Education (BPPE) :**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.**  
**Tel. 916. 431-6959, Fax 916. 263-1897, Toll Free: (888) 370-7589**

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

### **Student Grievance Procedure**

Wyclif University publishes the following student grievance procedure in the University catalog:

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence. Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the University. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the University will schedule a Grievance Committee meeting. The members of the Committee will be (2) two. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Institute Director will arrive at a fair and equitable decision. It is the Institute Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact :

**Bureau for Private Postsecondary Education**  
**Department of Consumer Affairs**  
**2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833.**  
**Tel (916) 431-6959, Fax (916) 263-1897, Toll Free: (888) 370-7589**

### **Controlled Substance, Alcohol and Drug Abuse Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the Institute is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

1. Drug Information Hot Lines:
2. National College on Drug Abuse (800) 662-HELP, (800) 843-4971
3. National Clearinghouse for Drug Information (800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy. Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

## STUDENT TUITION RECOVERY FUND (STRF)

### **76215. Student Tuition Recovery Fund Disclosures**

“You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following apply 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 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. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have an 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 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.

**"Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.**

### **"Students Right" to Cancellation, Withdrawal and Refund Rights**

You have the right to cancel this 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. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the University will refund any money that you paid within 30 days after your notice is received. Students are advised that notification of withdrawal or cancellation must be made in writing. The Cancellation Notice must be addressed to:

**University Dean  
Wyclif University & Theological Seminary  
14631 Leffingwell Rd., Whittier, California 90604**

If the University has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the University may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The University shall have the burden of proof to establish the equipment's fair market value. The University is required to refund any amount over that as provided above, and you may keep the equipment.

You have the right to withdraw from a program of instruction at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the University will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you fail to return the equipment in good condition within 30 days, the University may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

\*If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

**If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.**

**Hypothetical Refund Example:** Assume you enrolled in a 720-hours (24 semester units) course, which costs \$5,500.00 for tuition, \$75.00, and a STRF fee and \$250.00 for books.

Assume you made a payment of \$2,000.00 (\$1,860.00 towards tuition, \$65.00 for a book, and the \$75.00 registration fee and the STRF fee. Assume you withdrew after completing 100 hours, which represents 13.9% of the 720 hours. The cost of 100 hours of training is \$764.50. The total refund you are entitled to is \$1,160.50. If you did not return the \$65 book in "as new" condition, then the refund will be \$1,095.50.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the University of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

**If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds**

**General Terms:**

No applicant shall be rejected from admission to the University the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the University Dean of designee.

\*The University does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the University. There are, however, required books and materials that are to be paid by you.

Degrees signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Degree.

The University reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent` as provided by law.

In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

The University reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.

The University reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The University reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the Academic Dean if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the University, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the University's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid of unenforceable provisions were omitted.

## STUDENT SUPPORT AND SERVICES

### Orientation

New students are given a full tour of the campus, after which students will be informed of the University's academic policies, registration process, scholastic regulations, library hours, office hours, student organizations, student code of conduct, grievance policy and procedures, and other support services available to students.

### Academic Counseling

The Office of the Academic Dean or the School Dean will serve as the academic advisor, or it will assign a faculty member to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their registration in the program.

### Student Complaint Procedures

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. Faculty, administrator, or personnel who receive a complaint shall attempt to resolve all complaints that are related to his/her duties and transmit it as soon as possible to the Director of Student Affairs.

Students have the option to direct all complaints to the Director of Student Affairs. The Dean of Student Affairs shall be responsible for taking action to remedy the complaint under California Education Code Section 73770.

If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the student is recommended to submit the complaint to the School Dean in writing. If the student provides a written complaint, the School Dean shall provide the student with a written response within 10 days of receiving the complaint, including a summary of university's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the University shall provide the students with the reasons for the rejection.

The students' participation in this optional complaint procedure and the disposition of a student's complaint shall not limit or waive any of the students' other rights or remedies including the right to directly file a complaint with the BPPE:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400,**  
**Sacramento, California 95833**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

### Student Body Association

The students organized in the Student Body Association, for the purpose of promoting the best interest of students and to create a spirit of cooperation.

This association also serves as the conduit through which students can input their ideas to the University for addressing students' needs and interests.

Officers of the Student Association, elected by the student body for the term of one year, are:

President

- Vice-President
- Secretary
- Treasurer

### **Campus Emergency Plan**

In case of emergency at Wyclif University & Theological Seminary, it is important to remain calm and to listen for instructions from personnel in charge, whether these are school personnel or an emergency response team. In all emergencies, someone should phone 911; if this is an emergency involving the whole school and is during regular office hours, someone in administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911.

If you have not had a first aid course, you may want to familiarize yourself now with the first aid survival guide at the front of the white pages in the phone directory. It addresses a variety of medical emergencies and earthquake issues. When you dial 911, be prepared to tell the operator:

1. give your name and the phone number from which you are calling;
2. the address;
3. any special directions of how to find the victim (i.e., the first floor library);
4. describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.);
5. describe what happened; how many are injured; what help is being given;
6. DO NOT HANG UP until the 911 operator tells you; they may have special questions.

### **Medical Emergency**

All students are encouraged to maintain a medical insurance policy for themselves (and their families, if they are head of household) while studying at Wyclif University & Theological Seminary.

A first aid kit is kept in the Registrar's office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone. Students are encouraged to visit their own physicians as needed to prevent medical emergencies. If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

### **Crime or Fire**

While we have experienced very little crime at the University, the possibility is still very real. If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also report any crime to the administration offices at the earliest possible time. Students should use caution after leaving campus at night.

In case of fire or fire drill on the campus, all persons are to proceed quickly and calmly through exit doors to the main parking lot toward Leffingwell Road in front of the building.

## ACADEMIC PROGRAMS

### BACHELOR OF ARTS IN THEOLOGY

#### Degree Requirements/Time Limit

1. Successfully complete 120 semester units of the following coursework with a cumulative minimum Grade Point Average of 2.0 on a 4.0 scale:
  - 1) Complete 36 semester units of general education
  - 2) Complete 60 semester units of common core courses
  - 3) Complete 24 semester units of unrestricted electives
2. Complete all financial requirements
3. File an application for intent to graduate with the university office 8 weeks prior to graduation to certify that all graduation requirements have been met.
4. Complete the degree requirements within the time limit.
5. The B.A. in Theology program must be completed within 8 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements.

#### General Education Courses (GE)

##### **36 semester units**

The Bachelor of Arts in Theology degree student will choose a minimum of 36 semester units of General Education Courses (GE) from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
AN 101/ Introduction to Anthropology .....	3/45	LI 103/ American Literature I .....	3/45
CO 101/ Public Speaking .....	3/45	LI 104/ American Literature II.....	3/45
EN 101/ English I.....	3/45	MU 101/ Introduction to Music .....	3/45
EN 102/ English II .....	3/45	PH 101/ Introduction to Philosophy.....	3/45
EN 103/ Modern Novels in English.....	3/45	PO 101/ Political Science.....	3/45
ET 101/ Beginning Ethics.....	3/45	PS 101/ Introduction to Psychology.....	3/45
GO 101/ American Government .....	3/45	RE 101/ Religion and Law .....	3/45
HS 101/ World History .....	3/45	SO 101/ Principles of Sociology .....	3/45
HS 103/ History of Asian Culture.....	3/45	SP 101/ Spanish I.....	3/45
HS 105/ History of Western Civilization.....	3/45	SP 102/ Spanish II.....	3/45
HS 107/ American History.....	3/45	WP 101/ Word Processing I.....	3/45
LI 101/ World Literature I .....	3/45	WP 102/ Word Processing II.....	3/45
LI 102/ World Literature II .....	3/45		

**Common Core Courses****60 semester units**

The Bachelor of Arts in Theology degree student will choose a minimum of 60 semester units of Common Core Courses from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
<b>Biblical Studies</b>		<b>Christian Ethics</b>	
BI 201/ Old Testament Survey.....	3/45	CE 201/ Introduction to Christian Ethics .....	3/45
BI 203/ New Testament Survey .....	3/45		
BI 205/ Introduction to Pentateuch .....	3/45	<b>Church History</b>	
BI 207/ Introduction to Psalms and Wisdom Books.....	3/45	HS 201/ History of the Scriptures .....	3/45
BI 209/ Introduction to Major Prophets .....	3/45	HS 203/ History of Israel in the O.T. ....	3/45
BI 211/ Introduction to Minor Prophets.....	3/45	HS 205/ Intertestamental History .....	3/45
BI 213/ Introduction to the Synoptic Gospels.....	3/45	HS 207/ Ancient Church History .....	3/45
BI 215/ Introduction to the Gospel of John.....	3/45	HS 209/ Medieval Church History .....	3/45
BI 217/ Introduction to Acts .....	3/45	HS 211/ Reformation .....	3/45
BI 219/ Introduction to Romans.....	3/45	HS 213/ Church in the Modern Age.....	3/45
BI 221/ Introduction to Pauline Epistles .....	3/45	<b>Church Music</b>	
BI 223/ Intro to Pastoral & Petrine Epistles.....	3/45	MU 201/ Introduction to Church Music I .....	3/45
B 225/ Intro to General Epistles & Revelation .....	3/45	MU 203/ Introduction to Church Music II .....	3/45
<b>Biblical Languages</b>		<b>Church Ministry</b>	
GR 201 / Introduction to Greek I .....	3/45	MN 201/ Introduction to Spiritual Worship.....	3/45
GR 202/ Introduction to Greek II .....	3/45	MN 203/ Introduction to Pastoral Ministry.....	3/45
HE 201/ Introduction to Hebrew I .....	3/45	MN 205/ Introduction to Sermon Preparation .....	3/45
HE 202/ Introduction to Hebrew II.....	3/45	MN 207/ Introduction to Preaching .....	3/45
<b>Christian Counseling</b>		MN 209/ Introduction to Church Leadership.....	
CS 201/ Introduction to Christian Counseling .....	3/45	<b>Mission</b>	
CS 203/ Marriage and Family Counseling.....	3/45	MS 201/ Missionary Anthropology.....	3/45
<b>Christian Education</b>		MS 203/ Introduction to World Mission.....	3/45
ED 201/ Introduction to Christian Education.....	3/45	MS 205/ History of Mission.....	3/45
ED 203/ Introduction to Principles of Teaching .....	3/45		
ED 205/ Life and Teaching of Christ.....	3/45		

**Unrestricted Electives****24 semester units**

The Bachelor of Arts in Theology degree student will choose a minimum of 24 semester units of Unrestricted Electives from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
<b>Biblical Studies</b>		MN 309/ Introduction to Field Education..... 3/45	
BI 301/ Introduction to Principles of Bible Study .....	3/45	<b>Church Music</b>	
EB 301/ Introduction to English Bible Survey .....	3/45	MU 301/ Introduction to Hymnology .....	
EB 303/ Introduction to Biblical English.....	3/45	3/45	
<b>Biblical Languages</b>		<b>Mission</b>	
GR 301/ Introduction to Greek III .....	3/45	MS 301/ Intro to Intercultural Communication..... 3/45	
HE 301/ Introduction to Hebrew III.....	3/45	MS 303/ Intro to Comparative World Religions .....	
		3/45	
		MS 305/ History of Korean Mission .....	
		3/45	
<b>Christian Counseling</b>		<b>Systematic Theology</b>	
CS 301/ Biblical Truth in Counseling.....	3/45	ST 301/ Introduction to Doctrine of Revelation..... 3/45	
CS 303/ Introduction to Pastoral Counseling.....	3/45	ST 303/ Introduction to Doctrine of God..... 3/45	
<b>Christian Education</b>		ST 305/ Introduction to Doctrine of Man..... 3/45	
ED 301 / History of Christian Education .....	3/45	ST 307/ Introduction to Doctrine of Christ .....	
ED 303 / Philosophy of Christian Education .....	3/45	3/45	
<b>Church History</b>		ST 309/ Introduction to Doctrine of Salvation..... 3/45	
HS 301/ History of the Christian Doctrine.....	3/45	ST 311/ Introduction to Doctrine of Church .....	
HS 303/ History of the American Church.....	3/45	3/45	
HS 305/ History of the Korean Church.....	3/45	ST 313/ Introduction to Doctrine of Eschatology .....	
		3/45	
<b>Church Ministry</b>		<b>Theological Studies</b>	
MN 301/ Introduction to Youth Ministry .....	3/45	TH 301/ Introduction to Dogmatics .....	
MN 303/ Introduction to Evangelism .....	3/45	3/45	
MN 305/ Introduction to Church Growth .....	3/45	TH 303/ Introduction to Reformed Theology .....	
MN 307/ Introduction to Church Polity.....	3/45	3/45	
		TH 305/ Introduction to Pauline Theology .....	
		3/45	
		TH 307/ Introduction to Covenant Theology .....	
		3/45	
		TH 309/ Contemporary Theology .....	
		3/45	
		TH 311/ Intro to the Westminster Standards..... 3/45	
		TH 313/ Introduction to Christianity and Cults..... 3/45	
		TH 315 / Introduction to Christian Apologetics..... 3/45	

## COURSE DESCRIPTIONS

### BACHELOR of ARTS in THEOLOGY (B.A.Th.)

#### General Education Courses (GE)

##### **AN 101/ Introduction to Anthropology**

**3 semester units/45 clock hours**

This course is an introduction to the concept of Anthropology, the relevance of Anthropology, with emphasis on culture relativity.

##### **CO 101/ Public Speaking**

**3 semester units/45 clock hours**

This course is an introduction to the elements of communication the public arena and elements of effective speaking in a non-preaching context.

##### **EN 101/ English I**

**3 semester units/45 clock hours**

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 errors will be studied in depth.

##### **EN 102/ English II**

**3 semester units/45 clock hours**

**Prerequisite: ENG 101 or approval of instructor**

This course is designed to develop strong writing skills with an emphasis on grammar. Correct usage, punctuation, capitalization, spelling, and effective expression are emphasized.

##### **EN 103/ Modern Novels in English**

**3 semester units/45 clock hours**

**Prerequisite: ENG 202 or approval of instructor**

This course is a developmental study of novels as a literary form; emphasis on critical reading and writing through study of novels by well-known writers such as Train, Conrad, Dickens, and Hemingway.

##### **ET 101/ Beginning Ethics**

**3 semester units/45 clock hours**

**Prerequisite: PHL 101 or approval of instructor**

This course is an introduction to the 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.

##### **GO 101/ American Government**

**3 semester units/45 clock hours**

The study of the United States Government will be the main topic of this course, with analysis of the weaknesses and strengths of the executive and legislative branches.

**HS 101/ World History****3 semester units/45 clock hours**

This is the study of the origins and development of major civilizations through the renaissance period. Cultural and societal subjects will be explored.

**HS 103/ History of Asian Culture****3 semester units/45 clock hours****Prerequisite: HIS 101 or approval of instructor**

This is an introduction of the Cultural History of Asia. This course will include studies of history from the ancient civilization through the modern age.

**HS 105/ History of Western Civilization****3 semester units/45 clock hours**

This course is a study of Western Civilization from the developmental stages of Western society to the present time with emphasis on the political, economic, and religious impact upon our lives.

**HS 107/ American History****3 semester units/45 clock hours****Prerequisite: HIS 102 or approval of instructor**

This is an introduction to American History. This course will include studies of history from the colonization through the Second World War.

**LI 101/ World Literature I****3 semester units/45 clock hours**

This is an introduction to World Literature. Included in this class will be the study of multicultural literacy and contemporary writers.

**LI 102/ World Literature II****3 semester units/45 clock hours****Prerequisite: LIT 101 or approval of instructor**

This is a continuation of the World Literature. Included in this part will be the era that help the students see the presence of the past or the continuity of perennial themes in works rooted in diverse cultural traditions.

**LI 103/ American Literature I****3 semester units/45 clock hours**

This is an introductory course to American Literature. It will help the student discover the imagination and the power of literature. It will also provide a balanced coverage of the rich diversity of our literary culture

**LI 104/ American Literature II****3 semester units/45 clock hours****Prerequisite: LIT 103 or approval of instructor**

This is a continuation of American Literature I. It will continue the examination of the interaction between classic and modern forms of literature.

**MU 101/ Introduction to Music****3 semester units/45 clock hours**

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.

**PH 101/ Introduction to Philosophy****3 semester units/45 clock hours**

This course is a survey and critical analysis of the various systems of philosophy, philosophical ideas, and major philosophers and their theories emphasizing both logic and Scripture. The coverage is from pre-Christian to modern times.

**PO 101/ Political Science****3 semester units/45 clock hours**

The student will learn about selected topics on the political, social, and cultural aspects of the United States of America, with particular emphasis on social change.

**PS 101/ Introduction to Psychology****3 semester units/45 clock hours**

This course is a study of the nature of man and behavior, giving special attention to various factors associated with the development of personality and behavior patterns, and coping strategies for dealing with stress.

**RE 101/ Religion and Law**

This course looks at the first amendment and its jurisprudence history. This course will also examine important Supreme Court decision that has shaped religion in the culture of America.

**SO 101/ Principles of Sociology****3 semester units/45 clock hours**

This is an introduction to sociological analysis, with emphasis on social interaction, social processes, society, culture, social structures, and other concepts fundamental to sociological understanding.

**SP 101/ Spanish I****3 semester units/45 clock hours**

This course will cover pronunciation, grammar, reading and speaking of Spanish with an emphasis on vocabulary building and writing simple sentences providing an initial exposure to the Spanish history.

**SP 102/ Spanish II****3 semester units/45 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.

**WP 101/ Word Processing I**

**3 semester units/45 clock hours**

This course segment acquaints the student with up-to-date word processing software and begins the learning of creating documents; bold text; cutting and pasting; and other basic word processing procedures.

**WP 102/ Word Processing II****3 semester units/45 clock hours****Prerequisite: WPC101 or approval of instructor**

This course segment continues with instruction in word processing software and emphasizes more advanced editing processes.

**Common Core Courses****BI 201/ Old Testament Survey****3 semester units/45 clock hours**

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.

**BI 203/ New Testament Survey****3 semester units/45 clock hours**

This course is a survey of the New Testament. Topics covered are: political, social, moral and religious backgrounds of the inter-Testament period.

**BI 205/ Introduction to Pentateuch****3 semester units/45 clock hours**

This introductory course is a Biblical and theological exploration of God's ruling over His kingdom in the period of the Pentateuch. A study focusing on the analysis of the Old Testament will be included.

**BI 207/ Introduction to Psalms and Wisdom Books****3 semester units/45 clock hours**

This introductory course is an exegetical study of the following Old Testament Books: Psalms, Proverbs, Job, Song of Solomon, and Ecclesiastes.

**BI 209/ / Introduction to Major Prophets****3 semester units/45 clock hours**

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 teachings will also be examined.

**BI 211/ / Introduction to Minor Prophets****3 semester units/45 clock hours**

This is an exegetical and biblical-theological approach to the al text of Minor Prophets. The focus of the course will be on the close reading of the books themselves.

**BI 213/ Introduction to the Synoptic Gospels**

**3 semester units/45 clock hours**

This course is a study of passages from the book of the Gospels. There will be discussions of background issues including history, composition, authorship, and distinctions of each book.

**BI 215/ Introduction to the Gospel of John****3 semester units/45 clock hours**

This course is a study of this book. There will be focus and discussion on the similarities and differences between the Gospel of John and the three Synoptic Gospels.

**BI 217/ Introduction to Acts****3 semester units/45 clock hours**

This is an exegetical study of the book of Acts, with special consideration on the contribution of this book to the knowledge of the expansion and the life of the early church.

**BI 219/ Introduction to Romans****3 semester units/45 clock hours**

This course is an exegetical and theological study of the book of Romans.

**BI 221// Introduction to Pauline Epistles****3 semester units/45 clock hours**

This course covers many key issues of 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.

**BI 223/ / Introduction to Pastoral and Petrine Epistles****3 semester units/45 clock hours**

This course is a study of First and Second Timothy and Titus with reference to the text. Special focus will be on church structure and leadership. It also is an introductory study of the pastoral and theological contents of Peter's writings and of the literature on Petrine theology and his bearing on the work of pastoral theology.

**BI 225/ / Introduction to General Epistles and Revelation****3 semester units/45 clock hours**

This introductory course is an exegetical and theological study of the General Epistles and the Book of Revelation, with special attention to biblical and theological background of the General Epistles, and historical backgrounds of its imagery and contemporary bearing its message of Revelation.

**CE 201/ Introduction to Christian Ethics****3 semester units/45 clock hours**

This course considers the various areas in personal and social ethics as they are formulated in Christian theology and as they apply to Christian Life and ministry.

**CS 201/ Introduction to Christian Counseling****3 semester units/45 clock hours**

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.

**CS 203/ Marriage and Family Counseling****3 semester units/45 clock hours**

This course presents models for personality, partnership, and parenthood emphasizing Biblical views for improving skills in individuals, marriage, and family counseling. Problematic situations in the lives of people will be discussed and analyzed in light of biblical principles.

**ED 201/ Introduction to Christian Education****3 semester units/45 clock hours**

This course covers the philosophy and methodology of establishing a biblical world and life view in Christians.

**ED 203/ Introduction to Principles of Teaching****3 semester units/45 clock hours**

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.

**ED 203/ Life and Teaching of Christ****3 semester units/45 clock hours**

This introductory course is to expose the undergraduate student to the life and teaching of Christ, both in terms of content and style as explained in the four Gospels of the New Testament

**GR 201/ Introduction to Greek I****3 semester units/45 clock hours**

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.

**GR 202/ Introduction to Greek II****3 semester units/45 clock hours****Prerequisite: GRK 201 or approval of instructor**

This course is a continuation of GRK 201. Nouns, verbs infinitives, adjectives, and pronouns will be studied along with voice, extension, tense, and book.

**HE 201/ Introduction to Hebrew I****3 semester units/45 clock hours**

This course studies the basic grammar of the Hebrew language. Translation and written exercises based on selected biblical texts will be assigned. The emphasis on language used in the writings will be part of the course.

**HE 202/ Introduction to Hebrew II****3 semester units/45 clock hours****Prerequisite: HEB 201 or approval of instructor**

This course studies the intermediate grammar of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be done.

**HS 201/ History of the Scriptures****3 semester units/45 clock hours**

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 which are recognized in history.

**HS 203/ History of Israel in the Old Testament****3 semester units/45 clock hours**

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 contributed to the history of Israel. It covers the periods from Adam to Malachi.

**HS 205/ Intertestamental History****3 semester units/45 clock hours**

This course is a historical study which covers the period of the intermediate periods from post Malachi to Jesus Christ with special attention to the period of time, known as the "Intertestamental Period." It covers four centuries and the changes and influences of the culture and Israelite people throughout the known world which was very influential on the setting of the books of the New Testament.

**HS 207/ Ancient Church History****3 semester units/45 clock hours**

This course is a survey of the main events and theological developments of the Christian church from the close of the apostolic age, with focus on; the church and Roman Empire, ecclesiastical organization, development of theology and dogma, Christian life and worship.

**HS 209/ Medieval Church History****3 semester units/45 clock hours**

The main topic of this course will cover the Medieval Age of Church History with focus on the period up to approximately 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.

**HS 211 Reformation****3 semester units/45 clock hours**

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.

**HS 213/ Church in the Modern Age****3 semester units/45 clock hours**

This is study of the change in intellectual background which developed in the seventh century and continued through the modern age; the claims of reason; pietism; the evangelical revival. It will also cover current conflicts and attitudes.

**MN 201/ Introduction to Spiritual Worship**

**3 semester units/45 clock hours**

This is a course designed to build basic spiritual disciplines for Christian Living and ministry, and the development of a Christ-like character following a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**MN 203/ Introduction to Pastoral Ministry****3 semester units/45 clock hours**

This course covers biblical principles regarding the full scope of the local ministry including preaching, teaching, counseling, and visitation.

**MN 205/ Introduction to Sermon Preparation****3 semester units/45 clock hours**

This is an introductory course focusing on preaching from the Scripture. It will cover principles of effective verbal communication, types of sermons, analysis of sermons by great preachers of the past, outlining and structuring a sermon along with adaptation to select audiences.

**MN 207/ Introduction to Preaching****3 semester units/45 clock hours****Prerequisite: MN 205 or approval of instructor**

This is an introductory course focusing on preaching from the Scriptures. Students will prepare and preach sermons in the class. The preparation and delivery of sermons will be practiced, under guidance and criticism, focusing on use of voice and body in sermon delivery, the use of language, and the use of notes.

**MN 209/ Introduction to Church Leadership****3 semester units/45 clock hours**

This is a course on the current thinking of educational leadership. Traditional and contemporary theories on leadership will be examined from a diverse array of perspectives. Topics will include the roles and responsibilities of educational leaders from organizational and managerial perspectives, models of instructional leadership, shared leadership and issues of equity and morality

**MS 201/ Missionary Anthropology****3 semester units/45 clock hours**

This is an introduction to cultural anthropology emphasizing 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 changing role.

**MS 203/ Introduction to World Mission****3 semester units/45 clock hours**

This course is an introduction to a wide range of issues and basic principles governing the missionary task of the church. It covers studies in the cultural and religious backgrounds and the historical developments, as well as, the present situation of Christian missions in East and Southeast Asia, Africa, and Eastern Europe.

**MS 205/ History of Mission****3 semester units/45 clock hours**

A survey of the history of the expansion of Christianity from Apostolic times to the present, focusing on the lives of great missionaries from the past to the present.

**MU 201/ Introduction to Church Music I**

**3 semester units/45 clock hours**

This course is an introduction to church music. Studies include historical background, purpose, leadership, function and application.

**MU 203/ Introduction to Church Music II**

**3 semester units/45 clock hours**

This course covers church music and worship which includes the guiding principles of designing and organizing group worship.

**Unrestricted Electives**

**BI 301/ Introduction to Principles of Bible Study**

**3 semester units/45 clock hours**

This course teaches Bible study using inductive and deductive methods. Special attention is given to words, phrases, definition, and sources of material, historical and cultural background. Teaching methods for small groups are also presented.

**CS 301/ Biblical Truths in Counseling**

**3 semester units/45 clock hours**

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.

**CS 303/ Introduction to Pastoral Counseling**

**3 semester units/45 clock hours**

This course covers biblical principles used in the full scope of the local ministry. Included are: preaching, teaching, counseling, and visitation instruction.

**EB 301/ Introduction to English Bible Survey**

**3 semester units/45 clock hours**

This is a basic course which provides a thorough survey of the content of the English Bible and which seeks to equip future church leaders with skills for teaching the English Bible in the ministry. Assigned reading of the entire English Bible, written exercises and class discussion are included.

**EB 303/ Introduction to Biblical English**

**3 semester units/45 clock hours**

This introductory course introduces students to theological language comprehension through selected texts, which reflect major aspects of theology, church history and the ongoing influence of classical culture.

**ED 301/ History of Christian Education**

**3 semester units/45 clock hours**

This course examines the history of Christian education 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 democracies; and teaching of social justice in the contemporary classroom.

**ED 303/ Philosophy of Christian Education****3 semester units/45 clock hours**

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.

**GR 203/ Introduction to Greek III****3 semester units/45 clock hours****Prerequisite: GRK 202 or approval of instructor**

This course is a continuation of GRK 202. Nouns, verbs infinitives, adjectives, and pronouns will be further studied along with voice, extension and tense.

**HE 203/ Introduction to Hebrew III****3 semester units/45 clock hours****Prerequisite: HEB 202 or approval of instructor**

This course studies the advanced grammar and structure of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be done.

**HS 301/ History of the Christian Doctrine****3 semester units/45 clock hours**

This is an introductory study that deals with the origin, development and contemporary aspects of the Christian doctrine.

**HS 303/ History of the American Church****3 semester units/45 clock hours**

This course is a historical and theological study of the origin, development, and current domestic and overseas activities of the whole Church in America. Emphasis will be given to social, cultural, and geographic, as well as, theological factors in the history of American Christianity.

**HS 305/ History of the Korean Church****3 semester units/45 clock hours**

This course is a historical and theological study of the origin, development, and current domestic and overseas activities of the entire Korean Church: i.e., Presbyterian, Methodist, Holiness-Pentecostal, Baptist, Catholicism, and others.

**MN 301/ Introduction to Youth Ministry****3 semester units/45 clock hours**

This is the study of youth ministry from event planning to instruction methods for youth ministries. It will include

input from youth ministers and Christian educators.

**MN 303/ Introduction to Personal Evangelism****3 semester units/45 clock hours**

Evangelism is the study of both the methods and message for converting disbelievers to Christ. This course presents the biblical and theological basis for evangelism.

**MN 305/ Introduction to Field Education****3 semester units/45 clock hours**

This course is a field education designed to provide basic supervised field experience for students.

**MN 307/ Introduction to Church Polity****3 semester units/45 clock hours**

This is an introductory course on theological and historical examinations of principles of polity, ecclesiology, church structure and constitutional activities of the church.

**MN 309/ Introduction to Practical Theology****3 semester units/45 clock hours**

This course introduces students to practical theology as a disciplined reflection on the church's life and ministry. This reflection will be by a 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 discuss the practice of ministry in communities.

**MS 301/ Intercultural Communication****3 semester units/45 clock hours**

This course is the study of the principles and processes of communicating between cultures, the knowledge of which is essential for effective missionary work. Topics covered include different perceptions and ways of thinking, language expression and subgroups within cultures as they relate to the message.

**MS 303/ Comparative World Religions****3 semester units/45 clock hours**

This course is an examination and comparison of the major religions of the world to Christianity. Religions covered are Buddhism, Confucianism, Hinduism, Islam, Judaism, and Taoism.

**MS 305/ History of Korean Mission****3 semester units**

This is a study of the methods, principles, aims, and progress of ministry. Attention is given to the various periods of missionary endeavor, through the beginning of Korean church and the period of modern missions.

**MU 301/ Introduction to Hymnology****3 semester units/45 clock hours**

This is an introductory course on Christian Hymnody. Studies include historical patterns, review of a broad scope of hymnic literature and significant contributing individuals

**ST 301/ Introduction to Doctrine of Revelation****3 semester units/45 clock hours**

This course is an introductory study of the nature, method, and sources of theology as well as revelation and the inspiration of Scripture.

**ST 303/ Introduction to Doctrine of God****3 semester units/45 clock hours**

Authority, covenants, providence, divine attributes, the deity of Christ, and the Holy Spirit are treated.

**ST 305/ Introduction to Doctrine of Man****3 semester units/45 clock hours**

During this course the student will be taught the Doctrine of Sin since the beginning of the creation.

**ST 307/ Introduction to Doctrine of Christ****3 semester units/45 clock hours**

This is a study of Christ's person, office, humiliation, exaltation, and grace.

**ST 309/ Introduction to Doctrine of Salvation****3 semester units/45 clock hours**

This course is a basic Theology course examining the doctrine of Grace, Faith, Repentance, Conversion, Justification, and Sanctification.

**ST 311/ Introduction to Doctrine of Church****3 semester units/45 clock hours**

This course is a study of the church from a biblical-theological perspective including attributes, marks, worship, kingdom, politics, and Para-church organizational issues.

**ST 313/ Introduction to Doctrine of Eschatology****3 semester units/45 clock hours**

This course is an introduction to eschatology and covers biblical teachings regarding the last things, the second coming of Christ, the consummation of the age, the resurrection and judgments, the millennial reign of Christ, and the final state of both the saved and unsaved.

**TH 301/ Introduction to Dogmatics I****3 semester units/45 clock hours**

This course is the first half of an introduction to theological studies and allows students to master various theological approaches, different lines, doctrine of the Trinity, doctrines of the redemption of Christ, doctrines of the Holy Spirit and doctrines of sanctification.

**TH 303/ Introduction to Reformed Theology****3 semester units/45 clock hours**

This course is an introductory study of Reformed theology and includes the Reformed faith, practice, and the historical confessions that have helped give shape to the tradition. This course will provide an opportunity to explore the sources and development of Calvin's theology through historical backgrounds and his own writings.

**TH 305/ Introduction to Pauline Theology****3 semester units/45 clock hours**

This course is a focus on an introductory study of Paul's theology contrasting Jewish and Hellenistic backgrounds in the light of his life and missionary situations. The course concentrates on a systematic exposition of Christology, soteriology, eschatology and other leading themes such as analyzing the organic unity of justification, sanctification, and union with Christ, covenant, and eschatology in Pauline theology.

**TH 307/ Introduction to Covenant Theology****3 semester units/45 clock hours**

This course is an introductory study of the covenants with theological and biblical perspectives based upon the Old Testament, New Testament and historical background. This study focuses on the covenantal relationship between God and His people, as well as, the heritage of His chosen people.

**TH 309/ Contemporary Theology****3 semester units/45 clock hours**

This introductory course is a study of the trends in modern theological thought, from the eighteenth-century Enlightenment to the present, and an evaluation of this diversity in light of evangelical Christianity. The perspectives and contributions of several theologians of this period will be considered.

**TH 311/ Introduction to Westminster Standards****3 semester units/45 clock hours**

This introductory course is a study of the origin and historical development of the Westminster Confession of Faith. Emphasis will be given to the Biblical foundation and development of the Westminster Standards which are recognized in history.

**TH 313/ Introduction to Christianity and Cults****3 semester units/45 clock hours**

This introductory course primarily involves the study of major cults in the United States. Attention will be given to the theological and operational characteristics of new religions and cults.

**TH 315/ Introduction to Christian Apologetics****3 semester units/45 clock hours**

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.

## MASTER OF ARTS IN THEOLOGY

### Degree Requirements/Time Limit

1. Successfully complete 60 semester units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
  - 1) Complete 36 semester units of the common core courses.
  - 2) Complete 18 semester units of unrestricted electives
  - 3) Complete 6 semester units of thesis project courses.
2. Complete all financial requirements
3. File an application for intent to graduate with the university office 8 weeks prior to graduation to certify that all graduation requirements have been met.
4. Complete the degree requirements within the time limit.
5. The Master of Arts in Theology program must be completed within 4 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements.

### Common Core Courses

#### **36 semester units**

The Master of Arts in Theology degree student will choose a minimum of 36 semester units of Common Core Courses from any of the following courses:

Course No/ Course Title .....	Units/Hours	Course No/ Course Title.....	Units/Hours
<b>Biblical Theology</b>		<b>GR 503/ New Testament Greek II.....</b>	
BI 501/ Hermeneutics .....	3/45	GR 505/ New Testament Greek III .....	3/45
BI 503/ Old Testament Theology.....	3/45	HE 501/ Biblical Hebrew I.....	3/45
BI 505/ New Testament Theology. ....	3/45	HE 503/ Biblical Hebrew II.....	3/45
BI 507/ Pentateuch.....	3/45	HE 505/ Biblical Hebrew III .....	3/45
BI 509/ Psalms and Wisdom Books.....	3/45	<b>Christian Counseling</b>	
BI 511/ Major Prophets.....	3/45	CS 501/ Christian Counseling .....	3/45
BI 513/ Minor Prophets.....	3/45	CS 503/ Pastoral Counseling.....	3/45
BI 515/ Synoptic Gospels .....	3/45	<b>Christian Education</b>	
BI 517/ Gospel of John .....	3/45	ED 501/ Christian Education.....	3/45
BI 519/ Acts .....	3/45	ED 553/ Life and Teaching of Christ .....	3/45
BI 521/ Romans .....	3/45	ED 505/ Philosophy of Christian Education .....	3/45
BI 523/ Pauline Epistles.....	3/45	<b>Christian Ethics</b>	
BI 525/ Book of Hebrews .....	3/45	CE 501/ Christian Ethics .....	3/45
BI 527/ Pastoral & Petrine Epistles.....	3/45	<b>Church History/Historical Theology</b>	
BI 529/ General Epistles & Revelation.....	3/45		
<b>Biblical Languages</b>			
GR 501 / New Testament Greek I.....	3/45		

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title.....</b>	<b>Units/Hours</b>
HS 501/ History of the Scriptures .....	3/45	MN 507/ Spiritual Preaching.....	3/45
HS 503/ History of the Christian Doctrine.....	3/45	MN 509/ Church Planting .....	3/45
HS 505/ History of Israel in O.T.....	3/45	MN 511/ Church Polity .....	3/45
HS 507/ Intertestamental History.....	3/45	MN 513/ Church Administration and Leadership.....	3/45
HS 509/ Ancient Church History .....	3/45		
HS 511/ Medieval Church History.....	3/45	<b>Systematic Theology</b>	
HS 513/ Reformation .....	3/45	ST 501/ Doctrine of Revelation.....	3/45
HS 515/ Church in the Modern Age .....	3/45	ST 503/ Doctrine of God.....	3/45
		ST 505/ Doctrine of Man.....	3/45
<b>Church Music</b>		ST 507/ Doctrine of Christ .....	3/45
MU 501/ Church Music I.....	3/45	ST 509/ Doctrine of Salvation.....	3/45
MU 503/ Church Music II.....	3/45	ST 511/ Doctrine of Church .....	3/45
		ST 513/ Doctrine of Eschatology .....	3/45
<b>Mission</b>			
MS 501/ Missionary Anthropology .....	3/45	<b>Theological Studies</b>	
MS 503/ World Christian Mission.....	3/45	TH 501/ Pauline Theology .....	3/45
MS 505/ History of Mission.....	3/45	TH 503/ Covenant Theology .....	3/45
		TH 505/ Reformed Theology .....	3/45
<b>Practical Theology</b>		TH 507/ Contemporary Theology .....	3/45
MN 501/ Pastoral Ministry .....	3/45	TH 509/ Christianity and Cults .....	3/45
MN 503/ Spiritual Worship.....	3/45	TH 511/ Christian Apologetics.....	3/45
MN 505/ Sermon Preparation .....	3/45		

### Unrestricted Electives

#### 18 semester units

The Master of Arts in Theology degree student will choose a minimum of 18 semester units of Unrestricted Electives from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
<b>Biblical Theology</b>		ED 551/ Principles of Teaching .....	3/45
BI 551/ Principles of Bible Study .....	3/45	ED 553/ History of Christian Education .....	3/45
EB 551/ English Bible Survey .....	3/45		
EB 553/ Theological English .....	3/45	<b>Church History/Historical Theology</b>	
		HS 551/ History of the American Church.....	3/45
<b>Christian Counseling</b>		HS 553/ History of the Korean Church.....	3/45
CS 551/ Marriage and Family Counseling.....	3/45		
CS 553/ Biblical Truths in Counseling .....	3/45	<b>Church Music</b>	
CS 555/ Techniques of Christian Counseling .....	3/45	MU 551/ Hymnology .....	3/45
CS 557/ Personality Development .....	3/45		
<b>Christian Education</b>		<b>Practical Theology</b>	
		MN 551/ Church Growth .....	3/45

<b>Course No/ Course Title .....</b>	<b>Units/Hour</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hour</b>
MN 553/ Ministry of Witness .....	3/45	MS 555/ History of Korean Mission .....	3/45
MN 555/ Youth Ministry .....	3/45		
MN 557/ Pastoral Internship .....	3/45		
		<b>Theological Studies</b>	
		TH 551/ Christian Life .....	3/45
		TH 553/ Dogmatics .....	3/45
		TH 555/ Westminster Standards .....	3/45
<b>Mission</b>			
MS 551/ Intercultural Communication .....	3/45		
MS 553/ Comparative World Religions.....	3/45		

### **Master's Research Project**

#### **6 semester units**

Students are required to complete a Master's research project for Master's degree in the form of a thesis and present it to the Master's Research Evaluation Committee for approval during the student's final semester at Wyclif University & Theological Seminary. Candidates for the Master's Research Project are required to enroll in the following preparation course work of master's research project (MRP 571) and writing a thesis as an original project (MRP 573) under the guidance of a faculty member.

#### **Course No/ Course Title .....**

MRP 571/ Master's Research Project I-1 .....	3/45
MRP 573/ Master's Research Project I-2 .....	3/45

## MASTER OF DIVINITY

### Program Overview

The Master of Divinity degree is a professional degree which will equip graduates with the comprehensive graduate education necessary for becoming an ordained minister. This program is designed to provide the student with both the foundations in the Scriptures and Theology and to provide the skills for effective pastoral ministry within the local church. It will provide the foundation for further professional doctoral studies and is also designed to strengthen the student's personal spirituality and to refine skills for ministry. At the conclusion of this program the student should:

1. Demonstrate a solid understanding of the Bible in its themes and structure.
2. Demonstrate a thorough understanding of Christian theology.
3. Have developed a foundation for leadership within Christian organizations
4. Demonstrate an ability to communicate within a variety of settings.
5. Articulate a Christian worldview for ministry.
6. Demonstrate ability to exegete Biblical texts using both Biblical language skills and principles of interpretation
7. Have developed an understanding of personal strengths and weaknesses for future development in pastoral ministry
8. Have understanding of church pastoral ministry requirements.
9. Have developed foundation for optional future professional development

### Degree Requirements/ Time Limit

1. Successfully complete 96 semester units of the following coursework with a minimum cumulative grade point average of 2.0 on a 4.0 scale:
  - 1) Complete 60 semester units of the common core courses.
  - 2) Complete 30 semester units of unrestricted electives.
  - 3) Complete 6 semester units of master's project courses.
2. Complete all financial requirements
3. File an application for intent to graduate with the university office 8 weeks prior to graduation to certify that all graduation requirements have been met.
4. Complete the degree requirements within the time limit.
5. The Master of Divinity program must be completed within 6 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements.

### Common Core Courses

#### **60 semester units**

The Master of Divinity Degree student will choose a minimum of 60 semester units of Common Core Courses from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
<b>Biblical Theology</b>		HS 505/ History of Israel in O.T.....	3/45
BI 501/ Hermeneutics .....	3/45	HS 507/ Intertestamental History.....	3/45
BI 503/ Old Testament Theology.....	3/45	HS 509/ Ancient Church History .....	3/45
BI 505/ New Testament Theology.....	3/45	HS 511/ Medieval Church History.....	3/45
BI 507/ Pentateuch.....	3/45	HS 513/ Reformation .....	3/45
BI 509/ Psalms and Wisdom Books.....	3/45	HS 515/ Church in the Modern Age.....	3/45
BI 511/ Major Prophets.....	3/45	<b>Church Music</b>	
BI 513/ Minor Prophets.....	3/45	MU 501/ Church Music I .....	3/45
BI 515/ Synoptic Gospels .....	3/45	MU 503/ Church Music II.....	3/45
BI 517/ Gospel of John .....	3/45	<b>Mission</b>	
BI 519/ Acts .....	3/45	MS 501/ Missionary Anthropology.....	3/45
BI 521/ Romans .....	3/45	MS 503/ World Christian Mission .....	3/45
BI 523/ Pauline Epistles.....	3/45	MS 505/ History of Mission.....	3/45
BI 525/ Book of Hebrews .....	3/45	<b>Practical Theology</b>	
BI 527/ Pastoral & Petrine Epistles.....	3/45	MN 501/ Pastoral Ministry.....	3/45
BI 529/ General Epistles & Revelation.....	3/45	MN 503/ Spiritual Worship.....	3/45
<b>Biblical Languages</b>		MN 505/ Sermon Preparation .....	3/45
GR 501 / New Testament Greek I.....	3/45	MN 507/ Spiritual Preaching.....	3/45
GR 503/ New Testament Greek II .....	3/45	MN 509/ Church Planting .....	3/45
GR 505/ New Testament Greek III .....	3/45	MN 511/ Church Polity .....	3/45
HE 501/ Biblical Hebrew I.....	3/45	MN 513/ Church Administration and Leadership.....	3/45
HE 503/ Biblical Hebrew II .....	3/45	<b>Systematic Theology</b>	
HE 505/ Biblical Hebrew III.....	3/45	ST 501/ Doctrine of Revelation .....	3/45
<b>Christian Counseling</b>		ST 503/ Doctrine of God.....	3/45
CS 501/ Christian Counseling.....	3/45	ST 505/ Doctrine of Man .....	3/45
CS 503/ Pastoral Counseling.....	3/45	ST 507/ Doctrine of Christ.....	3/45
<b>Christian Education</b>		ST 509/ Doctrine of Salvation.....	3/45
ED 501/ Christian Education .....	3/45	ST 511/ Doctrine of Church .....	3/45
ED 553/ Life and Teaching of Christ.....	3/45	ST 513/ Doctrine of Eschatology .....	3/45
ED 505/ Philosophy of Christian Education .....	3/45	<b>Theological Studies</b>	
<b>Christian Ethics</b>		TH 501/ Pauline Theology .....	3/45
CE 501/ Christian Ethics.....	3/45	TH 503/ Covenant Theology.....	3/45
<b>Church History/Historical Theology</b>		TH 505/ Reformed Theology .....	3/45
HS 501/ History of the Scriptures .....	3/45	TH 507/ Contemporary Theology .....	3/45
HS 503/ History of the Christian Doctrine.....	3/45	TH 509/ Christianity and Cults .....	3/45
		TH 511/ Christian Apologetics .....	3/45

**Unrestricted Electives****30 semester units**

The Master of Divinity Degree student will choose a minimum of 30 semester units of Unrestricted Electives from any of the following courses:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
<b>Biblical Theology</b>		<b>Church Music</b>	
BI 551/ Principles of Bible Study .....	3/45	MU 551/ Hymnology .....	3/45
EB 551/ English Bible Survey .....	3/45	<b>Practical Theology</b>	
EB 553/ Theological English .....	3/45	MN 551/ Church Growth .....	3/45
<b>Christian Counseling</b>		MN 553/ Ministry of Witness .....	3/45
CS 551/ Marriage and Family Counseling.....	3/45	MN 555/ Youth Ministry.....	3/45
CS 553/ Biblical Truths in Counseling .....	3/45	MN 557/ Pastoral Internship .....	3/45
CS 555/ Techniques of Christian Counseling .....	3/45	<b>Mission</b>	
CS 557/ Personality Development .....	3/45	MS 551/ Intercultural Communication .....	3/45
<b>Christian Education</b>		MS 553/ Comparative World Religions.....	3/45
ED 551/ Principles of Teaching .....	3/45	MS 555/ History of Korean Mission .....	3/45
ED 553/ History of Christian Education.....	3/45	<b>Theological Studies</b>	
<b>Church History/Historical Theology</b>		TH 551/ Christian Life .....	3/45
HS 551/ History of the American Church.....	3/45	TH 553/ Dogmatics .....	3/45
HS 553/ History of the Korean Church.....	3/45	TH 555/ Westminster Standards .....	3/45

**Master's Research Project****6 semester units**

Students are required to complete a Master's research project for Master's degree in the form of a thesis and present it to the Master's Research Evaluation Committee for approval during the student's final semester. Candidates for the Master's Research Project are required to enroll in the following preparation course work of master's research project (MRP 591) and writing a thesis project (MRP 593) under the guidance.

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
MRP 591/ Master's Research Project II-1 .....	3/45
MRP 593/ Master's Research Project II-2 .....	3/45

## COURSE DESCRIPTIONS

### MASTER OF ARTS IN THEOLOGY (M.A.Th.)

### MASTER OF DIVINITY (M.Div.)

#### Common Core Courses

##### **BI 501/ Hermeneutics**

##### **3 semester units/45 clock hours**

This course is a study of the principles and practices of biblical interpretation in all of its basic aspects: theological, historical, cultural, grammatical, and literary. It will range from prolegomena to biblical interpretation seen from the viewpoint of typology, symbolism, prophecy, and parables.

##### **BI 503/ Old Testament Theology**

##### **3 semester units/45 clock hours**

This course is an analysis of the Old Testament and its diversity in materials from various historical settings, genres and theological perspectives. This course is also an analysis of Israel's history from conquest to exile, with special investigation into the relationship between Israel's historical traditions and its theological appropriation of those traditions around such themes as election, law, the land, and leadership.

##### **BI 505/ New Testament Theology**

##### **3 semester units/45 clock hours**

This course is a review of the New Testament. Topics covered are: political, social, moral, and religious backgrounds of the inter-Testament period. It also covers each book including, authorship, date and occasion of writing, theme, and purpose. New Testament I covers the first half of the New Testament.

##### **BI 507/ Pentateuch**

##### **3 semester units/45 clock hours**

This course is a Biblical and theological analysis of God's covenantal administration of his kingdom during the period covered by the Pentateuch. A study of the emergence and formation of the Old Testament canon will be included. A survey of the content and higher criticism of the Pentateuch will also be covered.

##### **BI 509/ Psalms and Wisdom Books**

##### **3 semester units/45 clock hours**

An exegetical study of the following Old Testament Books: Psalms, Proverbs, Job, Song of Solomon, and Ecclesiastes.

##### **BI 511/ Major Prophets**

##### **3 semester units/45 clock hours**

This advanced course is a thorough study of the teachings of 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.

**BI 513/ Minor Prophets****3 semester units/45 clock hours**

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. Broader issues concerning principles and methods of interpretation of Old Testament prophecy will also be discussed

**BI 515/ Synoptic Gospels****3 semester units/45 clock hours**

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 the distinction of each book. Special attention will be given to assessment of critical methods for the interpretation of the biblical text.

**BI 517/ Gospel of John****3 semester units/45 clock hours**

This course is an exegetical 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.

**BI 519/ Acts****3 semester units/45 clock hours**

This course is an exegetical study of selected portions of this book with special consideration of the contribution this book made to the knowledge of the expansion and life of the early church. There will be an introduction to critical issues in the book with stress on its importance and its history.

**BI 521/ Romans****3 semester units/45 clock hours**

This course is a careful exegetical study of the book of Romans. The great theme of "Salvation by Grace" is carefully examined.

**BI 523/ Pauline Epistles****3 semester units/45 clock hours**

This course covers many key theological issues, theology, and religious answers found in the thirteen writings of Paul the Apostle. His epistles are Romans, 1 and 2 Thessalonians, 1 and 2 Timothy, and Titus.

**BI 525/ Book of Hebrews****3 semester units/45 clock hours**

Hebrews has been called the "Fifth Gospel". This course explores the superiority of Christ over the Prophets, Angels, Joshua, and Moses. It also explores the superiority of the New Testament and the sacrifice of Christ over the Old Testament and its sacrificial system.

**BI 527/ Pastoral and Petrine Epistles****3 semester units/45 clock hours**

This course is an advanced study on the letter of 1st and 2nd Timothy and Titus. Critical issues with regard to background, context, authorship, and literary characteristics will be examined. This course also provides students

with the pastoral and theological contributions of Peter's writings and of the literature on Petrine theology and its' relevance to ministry.

**BI 529 General Epistles & Revelation****3 semester units/45 clock hours**

An overview of the main teachings and problems of interpretation of the New Testament books of James through Jude, and in-depth chronological and topical studies of the Book of Revelation with special discussion of their significance in view of current events today.

**CE 501 Advanced Christian Ethics****3 semester units/45 clock hours**

This course considers the various areas in personal and social ethics as they are formulated by Christian theology and as they apply to Christian life and the ministry.

**CS 501/ Christian Counseling****3 semester units/45 clock hours**

This is an advanced study of 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. The Bible will be the basic source in dealing with human problems and the search for solutions.

**CS 503/ Pastoral Counseling****3 semester units/45 clock hours**

This course is an advanced study in biblical principles as they relate to the full scope of the local ministry. This will include: preaching, teaching, counseling, and visitation.

**ED 501 Advanced Christian Education****3 semester units/45 clock hours**

This course is an advanced study that covers the philosophy and methodology of establishing a biblical world and life view in children, youth, and adolescents.

**ED 503/ Life and Teaching of Christ****3 semester units/45 clock hours**

This in-depth course provides the graduate student a learning experience that prompts extended reflection and consideration of the teaching of Christ as found in the four Gospels of the New Testament

**ED 505/ Philosophy of Christian Education****3 semester units/45 clock hours**

This advanced 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.

**GR 501/ New Testament Greek I****3 semester units/45 clock hours**

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.

**GR 503/ New Testament Greek II****3 semester units/45 clock hours**

A continuation of GRK501. Nouns, verbs infinitives, adjectives, and pronouns will be studied along with voice, extension and tense.

**GR 505/ New Testament Greek III****3 semester units/45 clock hours****Prerequisite: GRK503 or approval of instructor**

A continuation of GRK503. Nouns, verbs infinitives, adjectives, and pronouns will be further studied along with voice, extension and tense.

**HE 501/ Biblical Hebrew I****3 semester units/45 clock hours**

This course studies the basic grammar of the Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HE 503/ Biblical Hebrew II****3 semester units/45 clock hours****Prerequisite: HE 501**

This course further studies the intermediate grammar of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HE 505/ Biblical Hebrew III****3 semester units/45 clock hours****Prerequisite: HE 502**

This course studies advanced grammar and structure of the biblical Hebrew language. Translation and written exercises of selected biblical texts will be required.

**HS 501/ History of the Scriptures****3 semester units/45 clock hours**

This in-depth course is a historical study of the origin and development of the Scriptures, as well as, the Old Testament and the New Testament. Emphasis will be given to canonical factors of the Scriptures recognized in history.

**HS 503/ History of the Christian Doctrine****3 semester units/45 clock hours**

This is an advanced study that deals with the origin, development and contemporary aspect of the Christian doctrine.

**HS 505/ History of Israel (OT)****3 semester units/45 clock hours**

This is an advanced study that brings to life the people and the environment that made the history of Israel. It covers the periods from Adam to Abraham to Moses to David to Isaiah to the intermediate period to Jesus Christ.

**HS 507/ Intertestamental History****3 semester units/45 clock hours**

This in-depth Intertestamental history covers the period between the writing of the final books of the Old and the first book of the New Testaments. The intertestamental period is a vital historical time period for better understanding the New Testament. Many dynasties rose up and diminished in this time period. An understanding of the events of the intertestamental period provides context for the New Testament.

**HS 509/ Ancient Church History****3 semester units/45 clock hours**

This in-depth course is a survey of the main events and theological developments of the Christian church from the close of the apostolic age; ecclesiastical organization; development of theology and dogma; Christian life and worship.

**HS 511/ Medieval Church History****3 semester units/45 clock hours**

This in-depth course will cover the Medieval Age of Church History, focusing on the period to approximately year 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.

**HS 513/ Reformation****3 semester units/45 clock hours**

This is a study of the in-depth 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's message and methods of the church.

**HS 515/ Church in the Modern Age****3 semester units/45 clock hours**

This is an in-depth study of the intellectual and theological backgrounds which developed from the seventh century through modern age; the claims of reason; pietism; the evangelical revival and modernism.

**MN 501/ Pastoral Ministry****3 semester units/45 clock hours**

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

**MN 503/ Spiritual Worship****3 semester units/45 clock hours**

This course will examine the historical and biblical roots of spiritual worship. This will be followed by a study of developing personally effective, pastorally sensitive, and theologically sound worship services.

**MN 505/ Sermon Preparation**

**3 semester units/45 clock hours**

This is an in-depth course focusing on preaching from the Scripture. It will cover principles of effective verbal communication, types of sermon, analysis of sermons by great preachers of the past, outlining and structuring a sermon along with adaptation to a particular audience.

**MN 507/ Spiritual Preaching****3 semester units/45 clock hours**

This is an in-depth course focusing on preaching from the Scripture. It will cover the practice of effective verbal communication. Students will prepare and preach sermons in the class. The preparation and delivery of sermons will be practiced under guidance and criticism focusing on use of voice and body in sermon delivery, the use of language, and the use of notes.

**MN 509/ Church Planting****3 semester units/45 clock hours**

This course will focus on the theology, history, and theory of church planting, examining the biblical mandate, as well as, historical models. Participants will be challenged to consider their role in forwarding the Kingdom of God in their generation through the planting of churches worldwide.

**MN 511/ Church Polity****3 semester units/45 clock hours**

This is an advanced course on theological and historical examinations of principles of polity, ecclesiology, church structure and constitutional activities of the church

**MN 513/ Church Administration and Leadership****3 semester units/45 clock hours**

This course helps equip students for church leadership and administration. The pastor's responsibilities for the management of ministry will be discussed, including; recognizing needs, planning, organizing, motivating, coaching, mentoring core members, evaluating, and revising church programs and strategies.

**MS 501/ Missionary Anthropology****3 semester units/45 clock hours**

This course is an advanced study of cultural anthropology for effective cross-cultural ministry. The course will focus on understanding social structures, customs, thought forms, culture, religion, worldview, language, and related topics in light of the missionary's change-agent role.

**MS 503/ World Christian Mission****3 semester units/45 clock hours**

This course is an advanced study of a wide range of issues and basic principles governing the missionary task of the church. Also covered are studies of the cultural and religious background as well as the historical developments and present situation of Christian missions in the world.

**MS 505/ History of Christian Mission****3 semester units/45 clock hours**

This course is an advanced survey of the history of the expansion of Christianity from Apostolic times to the

present, focusing on the lives of great missionaries of the past and present.

**MU 501/ Church Music I****3 semester units/45 clock hours**

This course is an advanced study of church music. Subjects include historical background, purpose, leadership, function and application.

**MU 503/ Church Music II****3 semester units/45 clock hours**

This course covers advanced church music and worship which includes the guiding principles of designing and organizing group worship.

**ST 501/ Doctrine of Revelation****3 semester units/45 clock hours**

This advanced course is a study in the higher level of nature, method and sources of theology; revelation and the inspiration of Scripture.

**ST 503/ Doctrine of God****3 semester units/45 clock hours**

This course focuses on the study of Prolegomena and Bibliology which include an examination of revelation, inspiration, canonization, preservation, and illumination. It also covers the doctrine of God, including His existence, attributes, and Trinitarian nature.

**ST 505/ Doctrine of Man****3 semester units/45 clock hours**

This course covers the origin of man, his nature and his destiny; the consequence and the effects of sin on mankind.

**ST 507/ Doctrine of Christ****3 semester units/45 clock hours**

This course is an in-depth study of the doctrine of the trinity with special emphasis on the person and character of Christ. It also covers the salvation of God, including the work of Christ.

**ST 509/ Doctrine of Salvation****3 semester units/45 clock hours**

This course will cover the study of the role of the Holy Spirit, Salvation, Justification, and Sanctification. Also covered is the study of Pneumatology, which will examine the Person and work of the Holy Spirit.

**ST 511/ Doctrine of Church****3 semester units/45 clock hours**

During this course, the student will be taught the teachings of the church from a biblical/theological perspective including; attributes, marks, worship, kingdom, politics and Para-church organization issues.

**ST 513/ Doctrine of Eschatology**

**3 semester units/45 clock hours**

This is an advanced course in eschatology and major eschatological events. Subjects that are covered include The Rapture, The Great Tribulation, The Church Spared from the Tribulation, The Church Antichrist, Israel in the Tribulation, The Close of the Tribulation, and The Millennium.

**TH 501/ Pauline Theology****3 semester units/45 clock hours**

This course is a focus on the advanced study of Paul's theology contrasting the Jewish and Hellenistic background in the light of his life and missionary situations. The course concentrates on a systematic exploration and other leading themes analyzing the unity of justification, sanctification, and union with Christ, and eschatology in Pauline theology.

**TH 503/ Covenant Theology****3 semester units/45 clock hours**

This course is an advanced study of covenants with theological and biblical perspectives, based upon the Old Testament, New Testament and historical background. This study focuses on the covenantal relationship between God and His people, as well as, the heritage of His chosen people.

**TH 505/ Reformed Theology****3 semester units/45 clock hours**

This course is a study of Reformed theology and faith, and the historical confessions that have helped give shape to tradition. This course will provide an opportunity to explore the contours of Reformed theology, giving attention to its historical formations, contemporary expressions and pastoral implications for church and community.

**TH 507/ Contemporary Theology****3 semester units/45 clock hours**

This in-depth course is a study of the trends in modern theological thought, from the eighteenth-century Enlightenment to the present, as well as, an evaluation of this diversity in light of evangelical Christianity. The perspectives and contributions of several theologians of this period will be considered.

**TH 509/ Christianity and Cults****3 semester units/45 clock hours**

This advanced course primarily involves the in-depth study of major cults in the world. Attention will be given to the theological and operational characteristics of new religions and cults.

**TH 511/ Christian Apologetics****3 semester units/45 clock hours**

This advanced course presents the nature, methods, and issues involved in defending the 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.

**Unrestricted Electives****BI 551/ Principles of Bible Study**

**3 semester units/45 clock hours**

This course teaches advanced bible study using the inductive and deductive methods, with special attention given to words, phrases, definition, source of material, historical and cultural background, as well as, teaching steps in preparing for a small group

**EB 551/ English Bible Survey****3 semester units/45 clock hours**

This is an advanced course which provides a thorough survey of the contents of the English Bible and which seeks to equip future church leaders with the skills for teaching the English Bible in the ministry. Assigned reading of the entire English Bible, written exercises and class discussion will be required.

**EB 553/ Biblical and Theological English****3 semester units/45 clock hours**

This in-depth course equips students with theological language comprehension through selected texts which reflect major aspects of theology, church history and the ongoing influence of classical culture.

**CS 551/ Marriage and Family Counseling****3 semester units/45 clock hours**

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

**CS 553/ Biblical Truths in Counseling****3 semester units/45 clock hours**

This course is an advanced study of the meaning of biblical principles and will involve practice in applying those principles in a culturally appropriate manner within the context found in pastoral counseling.

**CS 555/ Techniques of Christian Counseling****3 semester units/45 clock hours**

This course is an advanced study of the principles, theories, and techniques of Christian Counseling for use by pastors and Christian counselors. This course will involve role playing with “hands on” training in the use of counseling for the purpose of bringing about solutions to the delicate problems involved in counseling.

**CS 557/ Personality Development****3 semester units/45 clock hours**

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 viewed from the Christian perspective. Topics covered include social skills, relational capacities, gender and role learning, and socialization.

**ED 551/ Principles of Teaching****3 semester units/45 clock hours**

This is an advanced research course consisting of the philosophical, psychological, and educational aspects of teaching and learning. Concepts involved in contemporary teaching will be studied and synthesized as models for teaching, as well as, presented in planning-learning experiences and used in actual practice teaching opportunities.

**ED 553/ History of Christian Education****3 semester units/45 clock hours**

This advanced course examines the history of 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 the teaching of social justice in the contemporary classroom

**HS 551/ History of the American Church****3 semester units/45 clock hours**

This advanced course is a historical and theological study of the origin, development, and current domestic and overseas activities of the Church in America. Emphasis will be given to social, cultural, and geographic, as well as, theological factors in the history of American Christianity.

**HS 553/ History of the Korean Church****3 semester units/45 clock hours**

This course is a study of the historical and theological origin, development, and current domestic and overseas activities of the Korean Presbyterian, Methodist, Holiness-Pentecostal, Baptist churches and Catholic.

**MN 551/ Church Growth****3 semester units/45 clock hours**

This course examines how a church grows and develops techniques to stimulate growth and maintenance.

**MN 553/ Ministry of Witness****3 semester units/45 clock hours**

This course will present biblical and theological foundations of evangelism. Special attention will be given to developing methods of how to present the gospel of Christ to the ignorant, the unconcerned, the procrastinator, or other types of disbelievers.

**MN 555/ Youth Ministry****3 semester units/45 clock hours**

This is the study of an advanced youth ministry from event planning to instruction methods for youth ministries. It will include in-depth input from youth ministers and Christian educators.

**MN 557/ Pastoral Internship****3 semester units/45 clock hours**

This course is a pastoral internship designed to provide basic supervised pastoral field experience for students.

**MS 551/ Intercultural Communication****3 semester units/45 clock hours**

This course is an advanced study of the processes of communicating between cultures, the knowledge of which is essential for effective missionary work. Topics covered include different perceptions and ways of thinking, values, language expressions and subgroups within a culture as they relate to the message.

**MS 553/ Comparative World Religions**

**3 semester units/45 clock hours**

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

**MS 555/ History of Korean Mission****3 semester units**

This is a study of the methods, principles, aims, and progress of ministry. Attention is given to the various periods of missionary endeavor, through the beginning of Korean church and the period of modern missions.

**MU 551/ Hymnology****3 semester units/45 clock hours**

This is an advanced course on Christian Hymnody. Studies include historical patterns, hymnic literature, and significant contributing individuals.

**TH 551/ Christian Life****3 semester units/45 clock hours**

This course is a theological examination of important aspects of Christian Life. Topics covered in this course are: regeneration, faith, reconciliation, sanctification, worship, evangelism, fellowship, stewardship, and freedom.

**TH 553/ Dogmatics****3 semester units/45 clock hours**

During this course, the student will be taught Revelation to Eschatology. An exegetical approach to Bible prophecy's nature and problems is discussed.

**TH 555/ Westminster Standards****3 semester units/45 clock hours**

This course is an advanced study of the origin and historical development of the Westminster Confession of faith. Exploration of the theology of the Assembly, by means of studying the Westminster Confession of faith, will be examined accordingly.

**Master's Research Project****MRP 591/ Master's Research Project II-1****3 semester units/45 clock hours****Prerequisite: Approval of instructor**

This course provides guidance for the organization and preparation of a Master's thesis. This course is for the completion of a master's project under the guidance of an appointed faculty member.

**MRP 593/ Master's Research Project II-2****3 semester units/45 clock hours****Prerequisite: Approval of the instructor.**

This course provides step-by-step guidance by a faculty member for writing a Master's thesis. This course is for the completion of a master's project under the guidance of an appointed faculty member.

## DOCTOR OF MINISTRY

### Program Overview

This program is designed to further refine the professional ministers skills using the basic biblical and theological foundations acquired during their first professional training program and using their insights acquired during their professional ministry and then helping the minister define a cohesive area of research and study for effective ministry. The program requires that the student be actively engaged in ministry to effectively relate their doctoral training to practical ministry. The D.Min. Program is 48 Semester units past the M. Div. degree program.

At the conclusion of this program, the graduate should be able to:

1. Articulate a comprehensive understanding of Biblical and Theological principles for professional ministry
2. Develop a clear understanding of their professional strengths.
3. Demonstrate an ability to critically analyze ministry issues.
4. Provide a solution to a professional ministry problem within their own personal area of ministry
5. Articulate a specific plan for ministry effectiveness

### Degree Requirements/ Time Limit

#### **42 semester units**

1. Successfully complete a minimum of 42 semester units of coursework determined by the student and the student's Doctoral Committee from the Doctor of Ministry course list with a minimum cumulative grade point average of 2.0 on a 4.0 scale.
2. Successfully complete 6 semester units of the Dissertation/Research Project.
3. Successfully complete the degree requirements within the time limit.
4. The D.Min. program must be completed within 6 years from the time the student commenced the first course, as a regular student, which applies to the degree requirements. This time limit, at the option of the university, may be extended due to special circumstances.

### Conferment of the Degree

The degree is granted by Wyclif University & Theological Seminary's Board of Trustees and is conferred at the university's commencement when it is certified that the candidate has completed all required work and met all financial obligations for the Doctor of Ministry degree program.

### Common Core Courses

#### **42 semester units**

The Doctor of Ministry Degree student will choose a minimum of 42 semester units of Common Core Courses from any of the following courses:

Course No/Course Title .....	Units/Hours	Course No/Course Title .....	Units/Hours
DM 701/ Apologetic Issues .....	3/45	DM 705/ Exegetical Issues in the O.T. ....	3/45
DM 703/ Cults and Other Religions .....	3/45	DM 707/ Exegetical Issues in the N. T. ....	3/45

<b>Course No/Course Title .....</b>	<b>Units/Hours</b>	<b>Course No/Course Title .....</b>	<b>Units/Hours</b>
DM 709/ Greek Discourse Study .....	3/45	DM 731/ Discipleship and Evangelism.....	3/45
DM 711/ Hebrew Discourse Study .....	3/45	DM 733/ Bible Study Ministry .....	3/45
DM 713/ Pastoral Counseling .....	3/45	DM 735/ Issues in Laity Ministry .....	3/45
DM 715/ Pastoral Care Conflict.....	3/45	DM 737/ Preaching Practicum.....	3/45
DM 717/ Christian Education and Spiritual Growth...	3/45	DM 739/ Church Leadership.....	3/45
DM 719/ Philosophical Issues: Christian Education...	3/45	DM 741/ Small Group Ministry .....	3/45
DM 721/ Major Issues in Church History.....	3/45	DM 743/ Contextualization of Mission Theology .....	3/45
DM 723/ Movements in American Church History ....	3/45	DM 745/ Anthropological Issues in Mission .....	3/45
DM 725/ Church Planting .....	3/45	DM 747/ Christian Spirituality.....	3/45
DM 727/ Biblical Strategies of Church Growth .....	3/45	DM 749/ Traditional Reformed Ethos .....	3/45
DM 729/ Corporate Church Worship.....	3/45		

### **Dissertation Research Project**

#### **6 semester units**

After approval of the Dissertation Research Project candidates must write a dissertation, under the supervision of the Doctoral Committee, demonstrating an ability to do significant research and analysis and to present findings and conclusions with clarity. An abstract of less than 1250 words which clearly sets forth the content and conclusion of the dissertation is to be filed and signed by the Doctoral Committee Chair and 2 Committee members. The final copies are to be filed with the Dean of the university. Dissertation, including the abstract, body, bibliography and appendix, should not exceed 500 pages.

Candidates for the Dissertation Research Project are required to enroll in the following course:

<b>Course No/ Course Title .....</b>	<b>Units/Hours</b>
DRP 791/ Methods of Research Seminar.....	3/45
DRP 793/ Dissertation Project .....	3/45

## COURSE DESCRIPTIONS

### DOCTOR OF MINISTRY (D.Min.)

#### Common Core Courses

##### **DM 701/ Apologetic Issues**

**3 semester units/45 hours**

A Critical study of evangelical and apologetic issues in the 20<sup>th</sup> century, emphasizing the recent challenges to Christian belief, and a survey of theories and applications to those challenges,

##### **DM 703/ Cults and Other Religions**

**3 semester units/45 hours**

This course includes the academic study of religious traditions of Hinduism, Buddhism, Confucianism, Taoism, Judaism, and Islam. The seminar examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions and expressions of these religions.

##### **DM 705/ Exegetical Issues in the O.T.**

**3 semester units/45 hours**

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.

##### **DM 707/ Exegetical Issues in the N. T.**

**3 semester units/45 hours**

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.

##### **DM 709/ Greek Discourse Study**

**3 semester units/45 hours**

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.

##### **DM 711/ Hebrew Discourse Study**

**3 semester units/45 hours**

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.

##### **DM 713/ Pastoral Counseling**

**3 semester units/45 hours**

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 in the field of pastoral care, including the use of case studies in ministering to persons with illness or other types of special problems.

**DM 715/ Pastoral Care Conflict****3 semester units/45 hours**

This is a study of various types of conflicts found in the local church and intervention strategies for managing these conflicts. A primary concern will be that of developing tools for assessing individuals and systems that contribute to conflict and creating pastoral care interventions for redemptive management.

**DM 717/ Christian Education and Spiritual Growth****3 semester units/45 hours**

This course is an advanced seminar on the dynamics of spiritual growth related with Christian education. Special attention will be given to theological and social-scientific sources to illuminate dimensions of spiritual growth, and the role of Christian education for spiritual growth.

**DM 719/ Philosophical Issues: Christian Education****3 semester units/45 clock hours**

This course is an advanced seminar on a variety of Christian philosophical issues regarding the goals of education. Discussions on topics covered may include: Christian educators' responsibilities and the role of Christian education in modern society compared with the secular educational system.

**DM 721/ Major Issues in Church History****3 semester units/45 hours**

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.

**DM 723/ Movements in American Church History****3 semester units/45 hours**

This is a course of an examination of the ways in which the field as a whole have been conceptualized in the past; new approaches to the overall survey or "narrative" of Christianity in the U.S.

**DM 725/ Church Planting****3 semester units/45 hours**

This is a course that will focus on the theology, history and theory of church planting, examining the biblical mandate, as well as, historical models. Participants will be challenged to consider their role in forwarding the Kingdom of God in their generation through the planting of churches worldwide.

**DM 727/ Biblical Strategies of Church Growth****3 semester units/45 hours**

This course is an advanced study on the strategies of church growth, development techniques, and how to stimulate and maintain growth.

**DM 729/ Corporate Church Worship****3 semester units/45 hours**

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

**DM 731/ Discipleship and Evangelism****3 semester units/45 hours**

This course is a practical overview of the ministry of evangelism and is structured to cover the fundamental aspects of the biblical paradigm for evangelism. This seminar is designed to prepare the student to be an effective witness of the gospel.

**DM 733/ Bible Study Ministry****3 semester units/45 hours**

This course will explore the Bible, and its role in shaping a particularly Christian worldview by examining concepts of authority and revelation, the Bible as revelation, the meta-narrative or the “Big Story” that the Bible provides of life and the world, the flow and the general content of the Bible.

**DM 735/ Issues in Laity Ministry****3 semester units/45 hours**

Examination of issues that face laity in their work lives in order to develop church models that support laity’s work in the world. Includes exploration of the issues — what is the vocation of laity in the ministry of the church?

**DM 737/ Preaching Practicum****3 semester units/45 hours**

This course is an advanced practicum in sermon preparation, delivery and operative theology. It involves the integration of one’s faith journey, the use of language, public speaking, storytelling, imagination, and the full range of communication skills.

**DM 739/ Church Leadership****3 semester units/45 hours**

This course is a conceptual examination of church leadership and management. It focuses on a study of current methods of church leadership combining lecture/dialogues of practitioners of various ethnic and methodological approaches to local church leadership.

**DM 741/ Small Group Ministry****3 semester units/45 hours**

This course is a practice-focused seminar on the principles of managing one’s small group and parish ministry, ranging from the various aspects of church administration to self-care of the pastor in his/her operational ministry.

**DM 743/ Contextualization of Mission Theology****3 semester units/45 hours**

This course is a detailed study of Christian understanding of missiological concepts of contextualization of theology in the field of mission.

**DM 745/ Anthropological Issues in Mission****3 semester units/45 hours**

This course is an advanced study of cultural-anthropological issues for mission emphasizing the understanding of cultural factors; language, custom, religion, and other related aspects in missionary fields.

**DM 747/ Christian Spirituality****3 semester units/45 hours**

Students will explore a Christian view on historical and contemporary currents in Christian spirituality. Particular attention is given to changes in theology and practice of spirituality during the 20th century. Students have opportunities to do analytic and theory-building work on spirituality.

**DM 749/ Traditional Reformed Ethos****3 semester units/45 hours**

This course is a study of Reformed theology and includes the Reformed faith, practice, and the historical confessions that have helped give shape to its tradition. This course will provide an opportunity to explore the contours of Reformed theology, emphasizing its historical formations, contemporary expressions and pastoral implications for church and community. `

**Dissertation Research Project Courses****DRP 791 Methods of Research Seminar****3 semester units**

This course will examine methods of conducting research applicable to D. Min. projects. The student will develop a foundational topic for D.Min. research and will then develop a plan for research that will eventually lead to the writing of their D. Min. dissertation project.

**DRP 793/ Dissertation Project****3 semester units**

D.Min. students should register in this course as they begin to conduct writing their D.Min. Dissertation.

## ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL certificate programs are designed to provide for the academic needs of the ESL students. The Wyclif University & Theological Seminary ESL programs lay a foundation for later study and help prepare students to enter and succeed in their various fields of study. Special emphasis is given to advanced listening, speaking and reading skills, complex English grammatical forms and structures, and academic composition.

### Certificate Requirements/ Time Limits

1. ESL 100: Completion of 24 semester units with cumulative GPA of 2.0 on a 4.0 scale:
2. ESL 200: Completion of 24 semester units with cumulative GPA of 2.0 on a 4.0 scale:
3. ESL 300: Completion of 18 semester units with cumulative GPA of 2.0 on a 4.0 scale:
4. Time Limits: 1) ESL 100:4 academic semesters, 2) ESL 200:4 academic semesters, 3) ESL 300:3 academic semesters. These time limits, at the option of the university, may be extended due to special circumstances.

### ESL Courses

The ESL Certificate student will complete all of the following Common Core Courses:

#### ESL 100

##### **24 semester units**

Course No/ Course Title .....	Units/ Hours	Course No/ Course Title .....	Units/ Hours
ESL101/ Beginning Grammar I.....	3/45	ESL 204/ Intermediate Writing II .....	3/45
ESL102/ Beginning Grammar II.....	3/45	ESL 205/ Intermediate Reading I.....	3/45
ESL103/ Beginning Writing I.....	3/45	ESL 206/ Intermediate Reading II .....	3/45
ESL104/ Beginning Writing II.....	3/45	ESL 207/ Intermediate Verbal Communication I.....	3/45
ESL105/ Beginning Reading I.....	3/45	ESL 208/ Intermediate Verbal Communication II .....	3/45
ESL106/ Beginning Reading I.....	3/45		
ESL107/ Beginning Oral Communication I.....	3/45	<b><u>ESL 300</u></b>	
ESL108/ Beginning Oral Communication II .....	3/45	<b>24 semester units</b>	

#### ESL 200

##### **24 semester units**

Course No/ Course Title .....	Units/ Hours	Course No/Course Title .....	Units/ Hours
ESL 201/ Intermediate Grammar I.....	3/45	ESL 301/ Advanced Reading and Composition I .....	3/45
ESL 202/ Intermediate Grammar II .....	3/45	ESL 302/ Advanced Reading and Composition II.....	3/45
ESL 203/ Intermediate Writing I .....	3/45	ESL 303/ Advanced Reading and Composition III.....	3/45
		ESL 304/ Advanced Reading and Composition IV.....	3/45
		ESL 305/ Advanced Verbal Communication I.....	3/45
		ESL 306/ Advanced Verbal Communication II .....	3/45

## **COURSE DESCRIPTIONS**

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

#### **Common Core Courses**

##### **ESL 101/ Beginning Grammar I**

**3 semester units/45 clock hours**

This course is designed to enable students to use linguistic forms accurately, meaningfully, and appropriately in both oral and written expression. This course will include grammar terminology, sentence grammar appropriate to this level, and new vocabulary.

##### **ESL 102/ Beginning Grammar II**

**3 semester units/45 clock hours**

**Prerequisite: ESL101 or approval of instructor**

This course is the second level of the beginning grammar course designed to enable students to read and use linguistic forms accurately. Emphasis will be given on written academic language. Students will learn verb tenses, focusing on the present, past, and future of the simple and the progressive verb tenses

##### **ESL 103/ Beginning Writing I**

**3 semester units/45 clock hours**

This course is designed to enable students to use linguistic forms accurately, meaningfully, and appropriately in written expression. Students will develop academic writing skills, especially writing simple and compound sentences and short paragraphs. Students will also develop cultural understanding, vocabulary, and fluency through a variety of writing tasks.

##### **ESL 104/ Beginning Writing II**

**3 semester units/45 clock hours**

**Prerequisite: ESL103 or approval of instructor**

This course is the second level in beginning academic writing. Students will further develop academic writing skills, especially writing simple, compound and complex sentences, developing support for main ideas and organizing that support effectively.

##### **ESL 105/ Beginning Reading I**

**3 semester units/45 clock hours**

This is the first level of the reading course and is designed to enable students to read and use linguistic forms accurately and meaningfully. Students will develop strategies for reading comprehension and flexibility, interactive reading, and vocabulary.

##### **ESL 106/ Beginning Reading II**

**3 semester units/45 clock hours**

**Prerequisite: ESL105 or approval of instructor**

This is the second level for the beginning reading course.

This course focuses on developing strategies for reading comprehension and flexibility, including skimming, scanning, identifying main ideas and support. Students will engage in interactive reading and vocabulary development activities.

### **ESL 107/ Beginning Verbal Communication I**

**3 semester units/45 clock hours**

This is the first level for the beginning oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills: listening and talking in small groups, and understanding new grammar structures, learning new words and expressions, and understanding and using idiomatic expressions.

### **ESL 108/ Beginning Verbal Communication II**

**3 semester units/45 clock hours**

**Pre-requisite: ESL107 or approval of instructor**

This is the second part of the beginning oral communication course. This course is designed to enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.

### **ESL 20 I/ Intermediate Grammar I**

**3 semester units/45 clock hours**

This is the first part of the intermediate grammar course. This course will help students develop grammatical competence which forms the foundation for academic reading and writing skills. Students will learn a variety of complex grammatical structures, including subordinating clauses and phrases, and learn more complex verb sentences.

### **ESL 202/ Intermediate Grammar II**

**3 semester units/45 clock hours**

**Prerequisite: ESL201 or approval of instructor**

This is the second part of the intermediate grammar course. This course focuses on sentence level grammar, as well as, on extended passages, such as paragraphs and essays. Students will develop complex academic grammar, especially verb tenses, verb forms, passive voice and subordination.

### **ESL 203/ Intermediate Writing I**

**3 semester units/45 clock hours**

This is the first part of the intermediate academic writing course in preparation for academic and professional writing. Included in this course are the following: writing sentences, paragraphs and short essays, development of cultural understanding, vocabulary, and fluency through a variety of reading and writing tasks.

### **ESL 204/ Intermediate Writing II**

**3 semester units/45 clock hours**

**Prerequisite: ESL203 or approval of instructor**

This is the second part of the intermediate academic writing course. Students will develop their academic writing skills of organization and content development, as well as, editing skills. Focus is on writing paragraphs and short

essays, development of academic cultural knowledge, academic vocabulary, and fluency through a variety of reading and writing tasks.

**ESL 205/ Intermediate Reading I****3 semester units/45 clock hours**

This is the first part of the intermediate reading course for academic purposes that focus on improving strategies for reading comprehension and analysis, flexibility, interactive reading, and vocabulary development. Activities included are reading, as well as, responding to the author's ideas. Both fiction and non-fiction are included.

**ESL 206/ Intermediate Reading II****3 semester units/45 clock hours****Prerequisite: ESL205 or approval of instructor**

This is the second part of the intermediate reading course. The purpose of this course focuses on improving strategies for reading comprehension, critical thinking, flexibility, interactive reading, and vocabulary development. This will include activities such as reading and responding to the author's ideas.

**ESL 207/ Intermediate Verbal Communication I****3 semester units/45 clock hours**

This course is the intermediate oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills; listening and talking in small groups, and understanding new grammar structures; learning new words and expressions and understanding and using idiomatic expressions.

**ESL 208/ Intermediate Verbal Communication II****3 semester units/45 clock hours****Pre-requisite: ESL207 or approval of instructor**

This course is the second part of the intermediate oral communication course. This course is designed to enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.

**ESL 30 1/ Advanced Reading and Composition I****3 semester units/45 clock hours**

Focus is on verb tense in discourse, relative clauses, modal perfect verbs, hypothetical statements, subjunctive verb clauses and other complex grammar issues.

**ESL 302/ Advanced Reading and Composition II****3 semester units/45 clock hours****Prerequisite: ESL301 or approval of instructor**

During this course the student will write a variety of essays. They will further develop critical thinking skills, critical reading skills, and academic vocabulary and research skills.

**ESL 303/ Advanced Reading and Composition III****3 semester units/45 clock hours**

**Pre-requisite: ESL302 or approval of instructor**

During this course the students will write longer essays employing several rhetorical modes. Students will further develop critical thinking skills, critical reading skills, academic research skills, and academic vocabulary.

**ESL 304/ Advanced Reading and Composition IV****3 semester units/45 clock hours****Pre-requisite: ESL303 or approval of instructor**

This course will further emphasize critical reading and essay writing, with each student writing essays and an extended research paper, as well as, engaging students in the reading, thinking and writing processes central to academic research.

**ESL 305/ Advanced Verbal Communication I****3 semester units/45 clock hours**

This course is the advanced oral communication course. This course is designed to enable students to use linguist forms accurately, meaningfully, and appropriately, emphasizing the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, and understanding and using idiomatic expressions.

**ESL 306/ Advanced Verbal Communication II****3 semester units/45 clock hours****Pre-requisite: ESL305 or approval of instructor**

This course is the second part of the advanced oral communication course. This course is designed to enable students to develop the following conversational skills: listening and talking in small groups, understanding new grammar structures, learning new words and expressions, understanding idiomatic expressions, and note taking.

## DIRECTORY

- **BOARD OF TRUSTEES**

1. Chairperson: Yoon Sung Chang
2. President: Doo Hun Bark
3. Secretary: Jung Young Bark
4. Treasurer: Sun Ok Bark
5. Member: Peter Yongho Yim
6. Member: Yong Chul Kim
7. Member: Phillip Myung Suk Park

- **ADMINISTRATION / STAFF**

### **Administration**

#### **Doo Hun Bark, President**

Ph.D., Faith Theological Seminary and Christian College, 2004;  
D.Min., Southern California Theological Seminary, 1986;  
Th.M., Southern California Theological Seminary, 1985;  
M.Div., Presbyterian School of Theology in Southern California, 1984;

### **Staff**

#### **Peter Yongho Yim, Dean of University**

Th.D., Life University, 2008;  
Ed.D., Reformed University and Theological Seminary, 2005;  
M.Div., American Christian Theological Seminary, Oklahoma 2003;  
B.A.Th., American Christian College, Oklahoma 2002;  
M.Div., Chongshin Theological Seminary in US, 1993;  
B.Th., Chongshin University in US, 1990;

#### **Peter Yong Chul Kim, Dean of Advanced Program**

Th. D., California Graduate School of Theology, 2007;  
D. Min., Trinity Theological Seminary, 2001;  
Th. M., Calvinist Theological Seminary of NY, 1998;  
M. Div., Korea Theological Seminary of NY, 1995;

- **FACULTY**

1. **Biblical Theology/Language**

- 1) **Old Testament**

**Sung Jin Park**

Ph. D. University of Sheffield, England, 1999;  
Th. D. Boston University, 1995;  
M. Div. Pacific School of Religion, Berkeley, 1990;  
B.Th., Seoul Evangelical University, 1985;

**Seenam Kim**

Ph.D., (Near Eastern Languages and Culture), University of California,  
Los Angeles, 1990;  
M.A., (Near Eastern Languages and Culture), University of California  
Los Angeles, 1983;  
M.A., (Near Eastern Languages and Culture), Fuller Theological  
Seminary, 1981;  
M.Div., Chong Shin Theological Seminary, 1977;

- 2) **New Testament**

**John Michael Gutierrez**

Ph.D., (Department of Biblical Studies), University of Sheffield, 1990;  
M.A., (Hebrew Bible), Western Seminary, 1981  
B.A., (New Testament Literature and Language), Multnomah Bible  
College, 1978;

- 3) **Hermeneutics**

**Doo Hun Bark**

Ph.D., Faith Theological Seminary and Christian College, 2004;  
D.Min., Southern California Theological Seminary, 1986;  
Th.M., Southern California Theological Seminary, 1985;  
M.Div., Presbyterian School of Theology in Southern California, 1984;

2. **Christian Counseling**

**Hyun Sup Kim**

D.Min.,(Cand.), Fuller Theological Seminary;  
Th.M., Calvin Theological Seminary, 2007;  
M.Div., ChongShin Theological Seminary in Korea, 1995;  
B.A.Th., Chongshin University in Korea, 1992;

3. **Christian Education**

**Peter Yongho Yim**

Th.D., Life University, 2008;  
Ed.D., Reformed University and Theological Seminary, 2005;  
M.Div., American Christian Theological Seminary, Oklahoma 2003;  
M.Div., Chongshin Theological Seminary in US, 1993;

B.A.Th., American Christian College, Oklahoma 2002;  
B.Th., Chongshin University in US, 1990;

**Kap Sik Chung**

Ph.D., Reformed University & Seminary, 2004;  
D.M.C.C., American Christian College & Seminary, 2004;  
D.R.C., Faith Theological Seminary, 1993;  
Th.M., Faith Theological Seminary, 1990;  
M.Div., Chong Shin Theological Seminary in US, 1989;  
B. Th., Chong Shin University in US, 1986;

**4. Church History /Historical Theology**

**Peter Yongho Yim**

Th.D., Life University, 2008;  
Ed.D., Reformed University and Theological Seminary, 2005;  
M.Div., American Christian Theological Seminary, Oklahoma 2003;  
M.Div., Chongshin Theological Seminary in US, 1993;  
B.A.Th., American Christian College, Oklahoma 2002;  
B.Th., Chongshin University in US, 1990;

**5. Church Music**

**Elliott Bark**

D.M., Indiana University Jacobs School of Music, Composition 2013;  
M.M., Indiana University Jacobs School of Music, Composition, 2009;  
B.M., Indiana University Jacobs School of Music, Composition, 2007;

**6. Church Ministry/Practical Theology**

**Doo Hun Bark**

Ph.D., Faith Theological Seminary and Christian College, 2004;  
D.Min., Southern California Theological Seminary, 1986;  
Th.M., Southern California Theological Seminary, 1985;  
M.Div., Presbyterian School of Theology in Southern California, 1984;

**James Sang Mok Park**

D.Miss., Reformed Theological Seminary, 1995;  
Th.M., Reformed Theological Seminary, 1993;  
M.Div., Reformed Theological Seminary, 1986;  
M.A., Reformed Theological Seminary, 1986;  
B.S., West Virginia University

**7. Mission**

**James Sang Mok Park**

D.Miss., Reformed Theological Seminary, 1995;  
Th.M., Reformed Theological Seminary, 1993;  
M.Div., Reformed Theological Seminary, 1986;  
M.A., Reformed Theological Seminary, 1986;  
B.S., West Virginia University

**8. Systematic Theology****Peter Yong Chul Kim**

Th.D., California Graduate School of Theology, 2007;  
D.Min., Trinity Theological Seminary, 2001;  
Th.M., Calvinist Theological Seminary of NY, 1998;  
M.Div., Korea Theological Seminary of NY, 1995;

**9. Theological Studies/Apologetics****Hee Kyu Choi**

Th.D., (Cand.), International Theological Seminary, 2008-;  
D.Min., Reformed Theological Seminary, 2007;  
Th.M., International Theological Seminary, 1991;  
M.Div., ChongShin Theological Seminary, 1984;  
B.A., Calvin Bible College, 1983;

**Myung Do Kim**

D.Min., Westminster Theological Seminary, Philadelphia, 1980;  
Th.M., Westminster Theological Seminary, Philadelphia, 1976;  
M.Div., Westminster Theological Seminary, Philadelphia, 1973;  
B.A., Yonse University, Seoul, Korea, 1965

**10. Master's & Dissertation Research Project****Doo Hun Bark**

Ph.D., Faith Theological Seminary and Christian College, 2004;  
D.Min., Southern California Theological Seminary, 1986;  
Th.M., Southern California Theological Seminary, 1985;  
M.Div., Presbyterian School of Theology in Southern California, 1984;

**Peter Yongho Yim**

Th.D., Life University, 2008;  
Ed.D., Reformed University and Theological Seminary, 2005;  
M.Div., American Christian Theological Seminary, Oklahoma 2003;  
M.Div., Chongshin Theological Seminary in US, 1993;  
B.A.Th., American Christian College, Oklahoma 2002;  
B.Th., Chongshin University in US, 1990;

**11. English as A Second Language (ESL)****Carrie Ann Bark**

MSME, Indiana University Jacobs School of Music, 2013;  
B.M., Indiana University Jacobs School of Music, 2009

## GENERAL INFORMATION

### HISTORY

The school was founded in the greater Los Angeles area, in 1998 to educate and train adults to become professional ministers who are knowledgeable of communication, relationships and strategies to effectively communicate Christianity within its culture.

Facilities include: Computers, equipped with internet access. Lecture class, reference library with reference text, journals and manuals, Office and reception area.

In 2011, Wyclif University & Theological Seminary relocated to its current address at 14631 Leffingwell Rd., Whittier, Ca. 90604.

### FACILITY INFORMATION

The institution is located at 14631 Leffingwell Rd., Whittier, Ca. 90604. The university occupies two stories and includes an auditorium, a library area, 3 classrooms, offices and student lounge and study areas. There is ample parking in and around the facility and the building is handicapped accessible. Public transportation is available.

### **Facilities/Equipment**

Quantity	Item
3	Classrooms
3	Office
1	Student Lounge
1	Chapel
3	Compatible PC with HP laser printer
1	Library Resource Computer
1	Camcorders
1	Overhead projector
1	Video player

**SEMESTER CREDIT HOUR MEASURE**

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals 1 semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

**ACADEMIC YEAR DEFINITION**

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

\*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. P.O. Box 980818, West Sacramento, Ca. 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589 fax (916) 263-

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. **Toll Free: (888) 370-7589.**

"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".

\*Prior to enrollment Wyclif University will provide a prospective student, a copy of the University catalog containing at a minimum the following:

The educational program leading to positions in a profession, occupation, trade or career field requiring licensure in California, and a list of requirements for eligibility for licensure.

\*Wyclif University currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 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](http://www.bppe.ca.gov)".

\*If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds

**HOUSING**

The Institution does not offer dormitory/housing facilities or have access under its control.

The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this Institute. This Institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student on their own.

Upon request, the student will be sent any referrals that have come to the school for available housing and will send a copy of the local newspaper providing listings in the area for housing.

\*This Institute has not entered into an articulation or transfer agreement with any other College or University.

\*If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**WYCLIF UNIVERSITY CATALOG UPDATES**

The catalog is updated annually or at times necessary by policy changes or regulatory agency changes. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the this catalog

Prospective students are encouraged to visit the physical facilities of the University and to discuss personal educational and occupational plans with University personnel prior to enrolling or signing enrollment agreements.

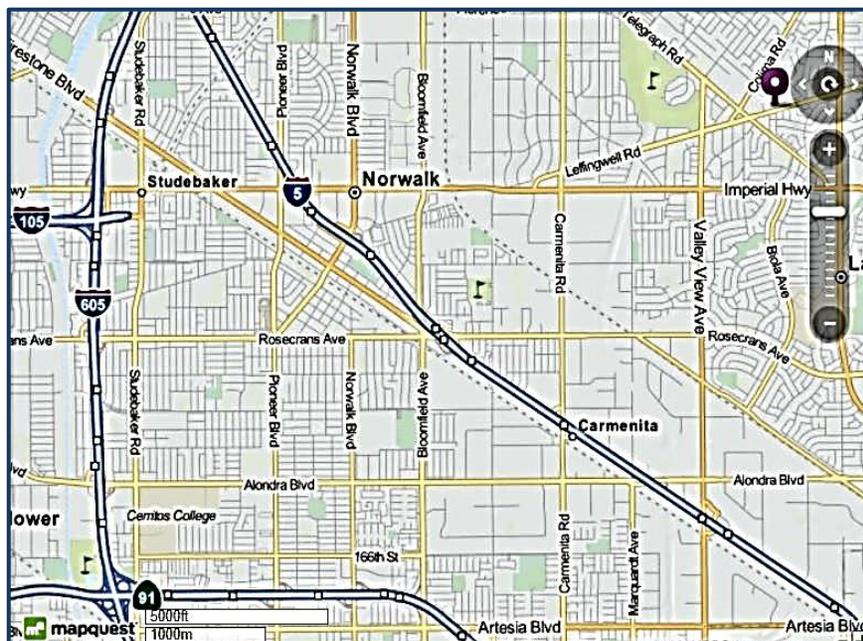
Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589.

\*This Institution **DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY**, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has 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).

## CONTACT INFORMATION

- Campus Location: 14631 Leffingwell Rd., Whittier, CA 90604
- Tel/Fax Number: Tel: 562.777.7078, Fax: 562.777.7071
- E-mail: [info@wyclifuniversity.org](mailto:info@wyclifuniversity.org)
- Website: [www.wyclifuniversity.org](http://www.wyclifuniversity.org)
- Contact Person: Peter Yongho Yim, Th.D., Dean;

Cell: 714.466.0887



**Wyclif University & Theological Seminary**

I have received a copy of the Catalog which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and the School Fact Performance Sheet prior to my enrollment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_