

# CHRISTIAN LIFECOLLEGE



## ACADEMIC CATALOG 2024-2025

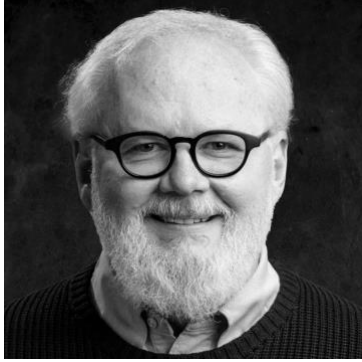
400 E. Gregory St. Mt. Prospect, IL 60056-2522 • Ph: 847.259.1840 • Fax: 847.259.3888  
email: [mail@christianlifecollege.edu](mailto:mail@christianlifecollege.edu) • web: [www.christianlifecollege.edu](http://www.christianlifecollege.edu)

## Table of Contents

	<i>Page</i>
<b>Invitation from the President</b>	<b>3</b>
<b>History</b>	<b>4</b>
<b>Location &amp; Facilities</b>	<b>6</b>
<b>Philosophy of Education</b>	<b>6</b>
<b>Purpose Statement</b>	<b>8</b>
<b>Objectives</b>	<b>8</b>
<b>Statement of Faith</b>	<b>9</b>
<b>Admissions</b>	<b>11</b>
<b>Financial Information</b>	<b>15</b>
<b>Payment of Charges</b>	<b>16</b>
<b>Student Life</b>	<b>18</b>
<b>Residential Hall Living</b>	<b>25</b>
<b>Student Services</b>	<b>28</b>
<b>Student Ministry</b>	<b>32</b>
<b>Academic Policies</b>	<b>34</b>
<b>Satisfactory Academic Progress</b>	<b>41</b>
<b>Academic Programs</b>	<b>47</b>
<b>Course Descriptions</b>	<b>57</b>
<b>Administration and Faculty</b>	<b>69</b>

Christian Life College reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, professors, curricula, and courses.

# CHRISTIAN LIFECOLLEGE



YOU were created by God for a purpose!

For over seventy years, God has been preparing generational leaders to serve the Kingdom through Chicago Bible College and Christian Life College.

More than ever, the church and world needs called and capable leaders for the days ahead. A life of ministry requires training. One must know God and His Word, understand what it means to lead and serve in our world today, and to build deep-rooted relationships to sustain a lifelong call. All of this can be found at CLC!

Christian Life distinguishes itself academically through a highly respected faculty and a challenging curriculum. We pursue an environment where Christ is the center of everything we do.



Daryl Merrill Jr.  
President

## Academic Calendar

Fall 2024	
August 5 - 16	August Intensive
August 17	Housing Move-in Dates
August 19	Fall Day Classes Begin
September 2	Labor Day – No Classes
September 9	Evening Classes Begin
September 13	Last Day to Add Classes
October 4	Last Day to Drop Classes
October 7 – 11	Midterm Exams
November 25 – 29	Thanksgiving Break
December 9 – 13	Final Exams

Spring 2025	
January 6 - 17	January Intensive
January 20	Martin Luther King Jr. Day – No Classes
January 21	Spring Day Classes Begin
January 28	Evening Classes Begin
February 14	Last Day to Add Classes
March 7	Last Day to Drop Classes
March 10 – 14	Midterm Exams
March 17 – 21	Spring Break
April 17 - 19	Ascension Convention
April 28 – May 2	Final Exams
May 3	Graduation
May 9 - 10	Student Housing Move-out Dates

### Christian Life College Timeline

1950	Chicago Bible College founded
1953	Jack Whitesell - first Dean of the College
1954	Russel J. Meade arrives as Dean of Chicago Bible College
1954	College is incorporated in the State of Illinois as a non-profit corporation.
1955	Daryl Merrill arrives in Chicago
1958	Russel Meade becomes President of Chicago Bible College
1959	Leland Paulson arrives from South Dakota
1956 - 1976	College locates to 6007 N. Sheridan Road and 1043 W. School Street, Chicago
1977	College relocates to Mount Prospect
1981	Chicago Bible College changes name to Christian Life College
1984 - 1987	College begins process for degree-granting authorization and becomes authorized by the Illinois State Board of Higher Education
1981 - 1996	Daryl R. Merrill President
2004	Birkemeier Suites (on-campus student housing) is built and dedicated
1996-2023	Harry R. Schmidt President
1997-2017	Accredited with TRACS

2015	Daryl Merrill Jr. appointed Vice President and the Korean Language Program began
2020	On-line Program
2023	Daryl Merrill Jr. begins leadership as fifth President of CBC/CLC

## History

Christian Life College had its beginning over 65 years ago as Chicago Bible College. It was before 1950 that annual instructional sessions were held in connection with the ministry of Philadelphia Church, a local church in Chicago. This local church Bible school came to birth as other churches in fellowship with the Philadelphia Church began to send young people to study God’s Word in Chicago. The idea of a Bible College grew until a four-year program was eventually constructed which included two full semesters of study. This school became known as the Chicago Bible College, the name it retained until 1981.

In 1950 the institution became a full-time school for the purpose of training pastors, evangelists, missionaries and Christian workers. The Philadelphia Church served as the earliest sponsor and became the initial training ground for men and women entering the ministry. By 1954, the school had been incorporated as a state-recognized institution and had expanded its curriculum to include a solid four-year ministry training program.

In 1956, it was agreed by the church and college that the school was to become separate from the church in location, policy, and administration. In 1956 Chicago Bible College moved to 6007 North Sheridan Road in Chicago. After six years at this beautiful mansion home on the shores of Lake Michigan, the larger facilities of the Lake View Covenant Church were purchased by the college. This former church and classroom facility also included a 3-story apartment building used as a dormitory. This 1043 West School Street location became home for the Chicago Bible College for the next 15 years.

The fall of 1976 brought startling changes for the ministry of Chicago Bible College when Dr. Russell Meade, president since 1954, passed away. Upon Dr. Meade’s death, Reverend Robert J. Anderson was appointed to serve as interim president – and did so from 1977 to 1981. Dr. Daryl Merrill, then the Vice President and Academic Dean of the College, had become the pastor of Christian Assembly Church in the northwest suburbs of Chicago. This church grew and expanded until they secured a newer facility which had been a former school being closed in Mt. Prospect, a suburb northwest of the city. In the summer of 1977, the college board of directors voted to leave the older, city location to share newer facilities with the Christian Assembly Church. This led to a time of increased enrollment and enlarged faculty. The curriculum was also expanded to include evening studies.

In 1984 preparation began for degree-granting approval with the Illinois State Board of Higher Education. Two years later the first phase of this application was filed. On May 6, 1987, Christian Life College was approved by the State of Illinois Board of Higher Education to grant Associate of Arts and Bachelor of Arts degrees in Pastoral Studies, Christian Education, and Music Ministry. After serving as college president for fifteen years, Daryl Merrill resigned in 1996. He was elected as chairman of the Board of Directors and President Emeritus. In 2004 the Birkemeier Suites (on-campus student housing) was built and dedicated. Harry Schmidt, former

Executive Vice President of the College was installed as President in 1996 and served through 2023. Daryl Merrill Jr. was appointed Vice President in 2015 and became the fifth president of CBC/CLC in 2023.

## **Location & Facilities**

Christian Life College is located in the greater Chicagoland metropolitan area known as the Crossroads of America. Situated in beautiful Mt. Prospect, a northwest suburb of Chicago, the College location provides many distinctive advantages. The Lake Michigan shoreline is host to the cultural center of the Midwest. The Art Institute, Field Museum of Natural History, Adler Planetarium, Shedd Aquarium and Navy Pier are world famous points of interests. Just minutes from O'Hare International Airport, the area strategically offers opportunities for students to observe and experience all phases of Christian Ministry. Chicago has historically been a world business center generating many employment possibilities for students who must work to help finance their education and training.

## **Philosophy of Education**

Christian Life College centers its educational ministry in God. God is Creator, Redeemer and source of all truth. He desires to communicate Himself and has done so through His Son, Jesus Christ, His Spirit and the written Word. All educational programming is designed with the purpose of knowing God.

Humankind, created by God in His own image, is separated from God by sin. Through the death and resurrection of Christ alone, regeneration is made available to all. When a person is regenerated by grace through faith, they have the ability to discover God and His truth. Truth must be learned with God, not humankind, at the center. CLC strives to provide education that views the student, not as a machine to be programmed, but as a living creature to be formed by God's Spirit. The instructor is a vessel of the Holy Spirit and education is a process of growth in a student's life by the work of the Holy Spirit.

Seven essential elements outline Christian Life College's educational philosophy. These seven elements reflect both the spiritual and academic dimensions of CLC's educational programming.

In the academic area the elements are:

- Spiritual growth
- Cognitive growth
- Affective growth

In the spiritual area the elements are:

- Biblical authority
- Spirit-filled life
- Local church ministry
- Character-directed ministry

## **Spiritual Growth**

CLC views its students as individuals filled by the Spirit of God. Ministry responsibilities are not just technical activities, but demand sensitivity to the direct leading of God's Spirit. Ministry responsibilities also demand spiritual maturity and integrity. Thus all educational programs at CLC contribute to a student's growth. A dichotomy does not exist between the academic and spiritual; rather the spiritual permeates every dimension of the educational progress.

## **Cognitive Growth**

Higher education requires cognitive growth. Information-gathering, reasoning ability, decision-making and thought analysis are all critical ingredients in the equipping of a student for ministry. CLC places a high value on the intellectual progress and development of its students. Educational programs are designed with a strong emphasis placed on cognitive growth and outcomes.

## **Affective Growth**

Students are not just intellectual and spiritual beings. They are created by God with emotions as well. Educational programs must include the affective domain in its design. CLC integrates affective elements into academic, spiritual, and social dimensions of educational programming.

## **Biblical Authority**

Christian Life College affirms the verbal, plenary inspiration of the Bible in its original autographs. The Bible is the Word of God. It serves as the ultimate voice of authority concerning questions of faith and human practice. Every student attending Christian Life College receives considerable training in the Word of God, indicating that Bible content forms the essential core of the curriculum. Handling the Word of God correctly and putting into practice the spiritual precepts of Scripture are crucial principles for every student.

## **Spirit-filled Life and Worship**

Christian Life College has its theological roots in the American Pentecostal and Charismatic movements. This position maintains that modern believers should expect to experience the same gifts of the Spirit that were manifested among the earliest Christians. The spiritual gifts are given for the edification of the church.

"Now to each one the manifestation of the  
Spirit is given for the common good."  
(I Corinthians 12:7)

Christian Life College believes that the Holy Spirit directs the worship ministries of the church. Students are led into worship as attention is drawn to the presence of Christ. Praise and worship are a normal part of the daily activities at CLC.

### **Local Church Ministry**

Christian Life College accepts the theological and the traditional view that there is ultimately only one, holy, universal Church that consists of every believer in every age. In its concrete form, it is expressed in the existence of the local church. The local church manifests all gifts and functions ascribed to it by the Scriptures, and thereby is to be respected as the authoritative voice while it performs the will of God.

The local church provides the source from which students are sent to college, the practical training ground while students attend classes, and the means by which students find ministry upon graduation.

"I will build my church, and the gates of  
hell will not overcome it." (Matthew 16:18b)

### **Character-Directed Ministry**

Students attending Christian Life College are urged to seek the will of God for their personal vocational direction, while paying particular attention to individual character development. Students are encouraged to "lift their vision high" as they continue in school. Learning to seek God's plan and to establish concrete goals are central in the educational experience at Christian Life College. The administration provides personal guidance to assist the student in his/her spiritual life and to help him/her pursue vocational goals through career counseling. Students also learn that living a "separated life" means more than acting spiritual. The sanctified life gives witness to unbelievers and believers alike that Christians can evidence a lifestyle that is dedicated, respected and conformed to the standards of the Biblical texts. Exemplary conduct is the norm at Christian Life College.

### **Purpose Statement**

The purpose of Christian Life College is to glorify God through equipping the local church to fulfill its Divine Commission. Christian Life College equips the local church by educating individuals who have the call of God on their lives for ministry. Ministry preparation is provided in a Biblically based, Spirit-filled environment, developing men and women to lead the Pentecostal/Charismatic church in the world.



## **Objectives**

The objectives of Christian Life College are designed from its purpose statement.

1. To develop students who possess a mature relationship with the Lord Jesus Christ. This objective is identifiable by:
  - a lifestyle that is conformed to the moral standards of Scripture
  - personal spiritual disciplines such as prayer, Bible study, obedience and church fellowship
  - a Spirit-filled life exemplifying the fruit of the Holy Spirit
  
2. To develop students capable of intellectual activity. This objective is identifiable by:
  - a commitment to the authority of God's Word and a thorough knowledge of the Word
  - an integrated Christian worldview, which applies the eternal truths of Scripture to the contemporary setting
  - an awareness of Christian history and its implications to the contemporary church
  - an ongoing desire to seek further knowledge and understanding for lifelong learning
  - an ability to think critically, communicate clearly and defend objectively
  
3. To develop students equipped to serve the church in leadership capacities. This objective is identifiable by:
  - an intimate knowledge of his/her calling and gifting and his/her function in the local church
  - a demonstration of leadership skills needed to function effectively as pastors, teachers, missionaries and church leaders
  - an understanding of God's design for the church and His plan for evangelization
  - personal vision and mission for ministry in an attitude of humility and grace

## **Statement of Faith**

### **I. The Inspired Scriptures**

We believe in the verbal, plenary inspiration of both the Old and New Testaments in their original autographs (II Timothy 3:16, 17; I Peter 2:2; II Peter 1:21).

### **II. Special Creation**

We believe that God created all things in time and space by the power of His Word. The events of the creation week are literally and historically true and we believe in the Biblical record, including the literal existence of Adam and Eve as the progenitors of all people, the literal full and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Genesis 1-11; John 1: 1-3; Colossians 1:16; Hebrews 1:1-3, 11:3).

### **III. The Godhead**

We believe in one Triune God; God the Father, Son and Holy Spirit. As a person of the Divine Trinity, God the Father is spirit, infinite, sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration and obedience (Genesis 1:26; Deuteronomy 6:4; Isaiah 48:16; Matthew 28:19; II Corinthians 13:14; I Timothy 1:17; John 4:24).

### **IV. Man and Original Sin**

We believe that man was created in the image of God, historically fell in Adam and now the entire human race shares in total depravity (Genesis 1:26, 3:1-24; John 3:3-6; Romans 5:12, 19; Ephesians 1:7; 2:1-5).

### **V. The Person and Work of Jesus Christ**

We believe that Jesus Christ is the eternal Son of God, born of the Virgin Mary, lived a sinless life, suffered and died a substitutionary death on the cross for the sin of the world (Isaiah 7:14; Matthew 1:21-23; Luke 1:26-35; John 5:19, 36; 8:26; Acts 10:38). After His literal, physical death as a redemptive sacrifice on the cross, Jesus Christ was literally and historically resurrected and ascended bodily into heaven where He ever lives to make intercession (Acts 2:32, 36; Ephesians 1:7; I Corinthians 1:17,18; 15:1-4; II Corinthians 5:21; I Peter 3:18; I John 2:2; Hebrews 4:14-16, 7:25).

### **VI. Salvation**

We believe that salvation is the gift of God by grace alone and is received through personal faith in the person and finished work of Christ (John 3:16; Romans 5:8; 6:23; Ephesians 2:4-10; Acts 2:38,16:3; Hebrews 6:1).

### **VII. The Person and Work of the Holy Spirit**

We believe in the person of the Holy Spirit, fully God, convicting, regenerating and sanctifying the indwelt believer to live a holy, Christ-like life (John 16:7, 8; 3:3-6; Acts 5:3, 4; Romans 8:1-6,8, 9; Galatians 5:17-22; I Corinthians 6:11; I Peter 1:2). The promise of a personal baptism in the Holy Spirit is evidenced by subsequent gifts which empower the believer for a victorious life, the edification of the church and the evangelization of the nations (Matthew 3:11; Mark 16:20; Luke 11:13, 24:46-49; John 7:38, 39; Acts 1:5, 8, 2:4, 32, 33, 39, 5:32; I Corinthians 12-14).

### **VIII. The Nature and Ordinances of the Church**

We believe in the New Testament pattern of a local church: indigenous, self-supporting, self-governing and self-propagating. The ordinances of Christ include water baptism by immersion for believers only and the Lord's supper (Acts 1:4-8; 2:42-47; 5:32-35; 6:1-6, 13:2, 14:23; 20:28; I Corinthians 1:2; 1:26; 12:26, 27; Ephesians 4:11; Colossians 1:18; I Timothy 3:1-13; Titus 1:5-9).

### **IX. Divine Healing**

We believe in healing as a provision of God in answer to believing prayer (John 14:13,14; I Corinthians 12:9; James 5:14-16).

## **X. The Second Coming of Christ and the Last Days**

We believe in the personal, visible, Second Coming of Jesus Christ which is the "blessed hope" of the church; the bodily resurrection and final judgment of all mankind resulting in eternal death for the wicked in a place of eternal punishment which was prepared for Satan, (a personal, malignant being who acts as tempter and accuser). All who die outside of Christ shall be confined in conscious torment for eternity, whereas those who die in Christ are saved and shall receive eternal reward in the presence of God (Matthew 24:30-46; Acts 1:9-11; I Corinthians 15:51, 52; I Thessalonians 4:16-18; Titus 2:13; II Peter 3:13; Revelation 11:15; 20:4-6, 11-15; 21:1-4).

## **Admissions**

Christian Life College welcomes applicants who seek a Christian education in a Spirit-filled, strong academic environment. CLC graduates are found in a variety of active ministries. Students come to CLC not only for an education, but also for ministry preparation.

## **Non-discrimination Policy**

Christian Life College admits students of any race, color, nationality, physical handicap, sex, age, marital status and denominational affiliation. All students enjoy equal access to school administered programs. In all other areas, Christian Life College reserves the right to deny admission.

## **Americans with Disabilities Act**

The American Disabilities Act of 1990, as amended, and its implementing regulations provide that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity. The Act and regulations also require an entity to make reasonable modifications in policies, practices, or procedures when modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making modifications would fundamentally alter the nature of the service, program, or activity. If you are an individual with a disability who may require assistance or accommodation in order to participate in or receive the benefit of a service, program, or activity, or if you desire more information, you may contact the Academic Dean.

## **Application for Admission**

To apply for admission to Christian Life College, each person must submit the following items to the Admissions Office.

1. A completed (signed and dated) application for admission.

2. Transcripts of all high school and/or college credits or GED scores. Applicants who have been home schooled must submit a document of certification from a recognized educational agency.
3. ACT scores from the American College Testing examination are used for purposes of counseling, guidance and placement in specific courses. Our ACT Institution code is 6304. If the Educational Testing Service (College Board SAT or TOEFL) is used the Institution Code is 2632.
4. Pastoral Recommendation Form - This must be completed by one of the pastors in the Applicant's local church who has known the applicant at least six months and is not a relative.
5. Two (2) personal references not related to the applicant.
6. A written testimony including reasons why the applicant would like to attend Christian Life College.
7. One (1) personal photograph (optional).
8. Certificate of Immunity (Public Act 85-1315) for students born on or after January 1, 1957 on a health form supplied by the Admissions Office.
9. Application fee of \$40. Since this fee is applied toward the cost of processing, it is non-refundable.

All credentials and materials submitted to the college become the property of Christian Life College and will not be returned to the applicant. Applications are kept on file for one (1) calendar year from date of initial application, after which time they are reviewed and destroyed upon non-enrollment and inactivity.

### **Applicant Notification**

Careful consideration is given to a number of factors in reviewing applications. Admission decisions are made on the basis of the candidate's academic record, character, purpose and aptitude, and likelihood of success in the CLC program. Upon receiving the required forms, the applicant will be notified of acceptance or non-acceptance.

### **When to Apply**

Early application to CLC is advisable. If you are a high school student, you may submit your application at the end of your junior year. Application files for admission must be completed by August 1 for the fall semester and December 1 for the spring semester. Applicants should plan to commence studies in the fall semester if possible. The schedule for some students entering at the

beginning of the spring semester may have irregularities because some subjects are designed to follow fall prerequisites.

### **Admission Policies - Conditional Admission**

Admission may be given to certain otherwise qualified students whose scholastic record shows some deficiencies. During the first semester, such a student is placed under academic restriction. The student may gain good standing after one semester of satisfactory enrollment in a specially-arranged class schedule.

If some of the admission materials are lacking at the beginning of one's first semester, the applicant may be given only provisional admission until the applicant's file is complete. All admission requirements must be submitted to the Admissions and Records office within thirty days after classes begin. Students who fail to complete all requirements within this period of time will be dropped from all classes.

### **Transfer Credits**

Transfer credits will be given for work that fulfills the requirements of any program at Christian Life College. Credits must have been earned at a college or university holding accreditation recognized by the United States Department of Education. Christian Life College will accept transfer of credits only for courses in which the student received a grade of C (2.0) or better.

A residency of one year (32 semester hours) is required for the Bachelor of Arts degree and twenty-four (24) semester hours for the Associate of Arts degree. Students accepted for transfer from degree programs at recognized institutions of higher learning may apply for transfer of credit. Students submit a written application for transfer of specific courses which are comparable to or meet the objectives of specific courses offered at Christian Life College. A maximum of thirty-two (32) semester hours for the Associate of Arts and sixty-four (64) for the Bachelor of Arts can be transferred from other institutions and applied to a degree. No transfer credit is given for courses in which the student received less than a "C" grade. Determination of transfer credit is made by the Registrar in consultation with the Academic Dean.

For students seeking to transfer from non-accredited schools, Christian Life College has two standing policies. Students may receive Credit-by-Examination. This credit is based upon an evaluation made by Christian Life College faculty. In order to arrange for this type of credit, a student must confer with the faculty member to arrange for the written evaluation. There is an examination fee and the matter is to be completed within one year after entering Christian Life College.

The second option is the Credits-in-Escrow policy. This permits students from non-accredited colleges to attend Christian Life College with the potential future acceptance of credits based upon their performance at CLC. Guidelines are as follows:

1. The student makes application in writing for this option with the Academic Dean
2. The student registers for a minimum of two consecutive full-time semesters (24 semester hours)

- 3.The student earns a Cumulative Grade Point Average of 2.50 or above
- 4.All courses are to be completed from no less than three departments
- 5.Registration in at least three upper level courses (201 and above)

#### Criteria

- 1.No less than fifty percent of the total credits within a major are to be completed in residence.
- 2.A minimum of 16 of the last 32 credits must be earned in residence.
- 3.Letter grades of “D” or below received at another college will not receive credit at Christian Life College. A maximum of three general education requirements, however, can be considered met through transfer work in which a grade of “D” was received. Requirements in Biblical and Theological studies and Ministerial Studies cannot be met by a grade of “D”.
- 4.A total of 32 credits can be earned for testing and Life Experience credit according to CAEL standards. CLEP credit is given to coursework which meets the minimum recommended score by CLEP. Credit is given for Advanced Placement (AP) for scores of 3 or higher.
- 5.Christian Life College will accept up to 96 credits of transfer work from other colleges. All community college coursework is considered general education.
- 6.Upon satisfactory completion of the above criteria, the student is able to transfer credits that are deemed of comparable quality by the Academic Dean.

#### **International Students**

Christian Life College is authorized under Federal law to enroll nonimmigrant alien students. International students are invited to apply for admission to the college by following these procedures:

- 1.Consult the nearest American consulate regarding study in the United States.
- 2.Submit a fully completed (signed and dated) application for admission along with the non-refundable \$250 application fee.
- 3.Complete and submit the INS I-134 Form (Affidavit of Support) or a letter of guarantee from a person or agency for financial support and demonstrate the acquisition of a return ticket to one’s home country.
- 4.All educational transcripts must be in English or payment for translation and evaluation made.
- 5.Proficiency in written and spoken English is required (TOEFL Scores sent by Educational Testing Service to Institution code 2632).
- 6.Prospective students should send all application materials before July 1.
- 7.An international student who holds an F-1 Student Visa is required to carry a full course of study (12 credit hours) in the fall and spring semesters. Additional details related to international student studies is available upon request.

## Campus Visit

Prospective students are invited to visit the Christian Life College campus and discover first-hand the activities and opportunities available. Arranged visits can be made through the Admissions Office. While on campus, you may visit classes, chapel and meet with students and faculty. An Admissions Advisor will also talk with you.

## Audit Students

Anyone interested in studying the Bible and related subjects may enroll for personal enrichment as an auditing student. Auditors must obtain the permission of the instructor and meet any prerequisites for the course. An auditor is not required to make full application, pay full tuition, or complete all academic requirements. No grade or academic credit is given, but regular attendance is required and the student must abide by all requirements established by the instructor in order for the audit to appear on the official transcript.

## Financial Information

At Christian Life College every effort is made to keep educational costs at a minimum. The moderate costs are kept so by generous gifts from churches, alumni, parents and individual donors. It is important that each student realize the commitment and sacrifices made by others to furthering the work of the Lord.

### Cost of Attendance (COA)

<i>College Expenses</i>	<i>Per Semester</i>
Tuition (per credit hour/15 credit hours) *	150/2,250
Fees	175
Books and Supplies	275
Housing (on-campus)	1,850
<b>Total for Tuition, Housing and Fees</b>	<b>\$4,550</b>

<i>Additional Expenses for Full-time Student Not Living With Parent(s)***</i>	<i>Per Semester</i>
Board (meals not included in housing on-campus)**	2,978
Personal Expenses**	2,047
Transportation**	1,098
<b>Total Additional Expenses</b>	<b>\$6,123</b>

\* Music students will be charged an additional \$375 per semester for private lessons.

\*\* This amount is estimated through the use of national averages for a four month semester.

\*\*\* Actual amount may vary, based on personal lifestyle.

A detailed list of charges and fees for the current school year is printed on a separate sheet inserted in this catalog. Questions regarding costs may be directed to the Finance Office.

While seeking to keep all student charges at a minimum, the College strives to maintain its high standards of quality education. If future requirements necessitate cost adjustments, Christian Life College reserves the right to change fees, modify services or change its classes and programs without notice.

<b>Scholarship</b>	<b>Amount per year</b>	<b>Eligibility</b>
Pastoral/Missionary	Equals 20% of tuition costs less other financial aid.	Pastors/missionaries and spouse, dependent son(s) or daughter(s) may apply. Student must be enrolled full-time.
Resident Advisor	Equals 10% of housing costs.	On-campus, resident student that has completed a full year of full-time study at Christian Life College may apply.
International Student Scholarship	Varies	International, full-time student may apply.

### **Payment of Charges**

A \$200.00 non-refundable prepayment of tuition is required at the acceptance of the offer of admission from all new students and by July 1<sup>st</sup> for all returning students. It is expected that all remaining charges for the semester are due and payable at registration. Cash, personal check, Master Card, Visa and Discover Card are accepted.

An alternative deferred payment plan is available for students. The deferred payment plan requires 50% payment of all tuition, fees and housing at registration. The remaining balance requires payment in three equal monthly installments. A student must submit debit/credit card information at registration for the future processing of these monthly payments. An administrative fee in the amount of \$50.00 will be assessed when the student utilizes this deferred payment plan. In addition, interest will be charged at a rate of twelve percent (12%) per year, compounded monthly, on all outstanding student balances. A written agreement must be signed by the student, which indicates his/her participation in the deferred payment plan to meet his/her financial obligations to the College.

Any student using the deferred payment plan whose planned, periodic payment cannot be processed within five (5) days of the designated due date will incur a \$25.00 late payment fee. Any student whose planned, periodic payment is more than ten (10) days late will be subject to removal from classes until their student account is brought current. Students seeking reinstatement after removal from classes will be assessed a \$50.00 reinstatement fee. Students removed from classes due to non-payment will not be entitled to any refunds of tuition, fees or housing. Students desiring any adjustments to the normal schedule of payments must secure the permission of the Finance Office. Receipts will be required for resolution of account discrepancies.

Student accounts must be paid in full before a student can graduate, receive official transcripts or participate in commencement exercises.



In the event that it should become necessary to place a student account in the hands of an agency for collection, the student will be responsible for payment of such additional amount as shall constitute reasonable fees for such collection.

### **Tuition Refunds**

If a student must withdraw from college after enrollment, tuition charges will be refunded as follows beginning with the first day of classes for the semester:

<b>Withdrawal through:</b>	<b>Percentage of tuition to be refunded</b>
1st week	80%
2nd week	60%
3 <sup>rd</sup>	40%
4 <sup>th</sup>	20%
After 4th week	0%

### **Fee Refunds**

There is no refund for any fees. Students are responsible for payment of all fees regardless of time of withdrawal.

### **Room Reservation Refunds**

Should an accepted resident student decide not to enter Christian Life College, the College office should be immediately notified for the student to qualify for a refund. If the Room Reservation deposit has been paid in full, a refund of that deposit will be made as follows:

<b>Time of Notification</b>	<b>Percentage of Room Reservation Deposit to be Refunded</b>
4 weeks before registration	100%
3 weeks before registration	75%
2 weeks before registration	50%
1 week before registration	25%
Week of registration	0%

If a student vacates the resident housing before midterm of the semester, 50% of the remaining deposit for room rent will be discounted. If a student vacates the resident housing after midterm, there will be no refund.

The summer housing season begins one week after the end of the spring classes. The summer rent season ends one week before fall classes begin.

For information regarding summer housing, contact the College office.

## **Refund Process**

It is the student's responsibility to complete the official add/drop or withdrawal process through the office. The refund computation will include the first day of class through the day the student finalizes an official executed withdrawal form. Refunds of credit balances will require up to 30 days to be paid after the student has officially withdrawn.

Refunds will automatically be canceled should a student be suspended from Christian Life College, and the balance of the school account will remain due and owing, with one percent (1%) interest fee charged per month on all outstanding balances.

In case of course cancellation by the College, credit equal to 100% of tuition and fees will be given.

Students suspended for academic or disciplinary reason will not be entitled to a refund of tuition, fees or housing. Any refunds will be issued only if the student's balance is paid in full.

## **Student Life - Spiritual Life**

Christian Life College considers a student's spiritual life of utmost importance. Students need to cultivate a mature spiritual life that will enable them to serve and lead with distinction and dedication. The opportunity for each student to experience an ever-deepening relationship with God, thereby becoming a Christ-centered person, is provided through a variety of spiritual activities.

### **Personal Devotions**

Developing and maintaining a personal relationship with the Lord Jesus Christ is necessary for a life of service. Each student is encouraged to cultivate consistent daily quiet times of prayer and Bible study to enrich their personal lives and to further their growth in relationship with the Lord. Students are particularly urged to guard their devotional times so that homework, work and busy schedules do not infringe upon it.

### **Chapel**

Chapel is a time for students to reflect upon and respond to the work of the Holy Spirit. This service includes a variety of creative ministry from guest speakers, faculty, and students. Students are provided the experience of worship, inspiration and challenge. Emphasis is placed upon learning and responding to the Holy Spirit. These services meet according to the semester schedule and attendance is recorded and required.

### **Church Life**

Church life is essential to the total educational experience at Christian Life College. Students enrolled at Christian Life College are required to faithfully attend and be involved in ministry at

a local church. This includes regular attendance at weekly worship services. Commuting students are expected to be faithful to their home church. Resident students who do not have a local church in the Chicago area are encouraged to attend Christian Life Church.

### **Spiritual Emphasis Events**

Each semester includes special days and events set aside for spiritual emphasis. Student retreats include opportunities for worship, prayer, fellowship and encouragement. Personal development opportunities, such as ministry conferences and seminars are also integrated into each student's total learning experience.

### **Christian Character**

Scripture sets the overall parameters for Christian character that include love, joy, peace, patience, kindness, generosity, faithfulness, tolerance and self-control. In relationships with each other, students are expected to practice compassion, to bear one another's burdens, to forgive one another, and to encourage one another. In relationship to the material world, they are expected to exercise good stewardship and appropriate use of resources. These expectations are in contrast to sins such as jealousy, conceit, greed, the sowing of discord, and the expression of discord, and the expression of prejudice based on race, creed, ethnic origin, sex, and/or socioeconomic status. All sins are an affront to God and are destructive to Christian character.

Scripture does not provide specific teaching regarding all human behavior. Consequently, controversy regarding individual practices has risen throughout the history of the church. Any set of standards of conduct may contain elements in which its members disagree. Nevertheless, out of a desire to create a spiritual environment appropriate to its purposes, respect for the College's heritage, and concern for the values of the students, Christian Life College has established a Code of Honor for all (on-and off-campus, full-time and part-time) students.

Christian Life College has set the standards outlined in the Code of Honor, Academic Catalog and Student Handbook purposefully high. The standards could not be otherwise for an institution that is committed to following Biblical principles. Christian Life College believes that Christian leaders must demonstrate the highest standards of moral conduct at all times. During semester breaks, a student remains under the guidelines described in the Code of Honor, Academic Catalog and Student Handbook. Christian Life College reserves the right to terminate students who may be involved in activities deemed inappropriate by the College administration.

### **Code of Honor - For Students at Christian Life College**

Endeavoring to follow the Lord and to serve Him well, each student agrees by the signing of the application for admission to abide by the college rules and discipline located in the Academic Catalog and the Student Handbook. In a spirit of humility and willingness, each student will cooperate with the administration. While enrolled as a student at Christian Life College each student will:

1. Refrain from the possession and use of alcoholic beverages, non-medicinal narcotics or hallucinogenic drugs including marijuana and tobacco.

2. Refrain from gambling of all sorts.
3. Exercise self-control and Christian conviction in the choice of entertainment, including the viewing of any questionable movies and internet sites.
4. Abide by the specific rules governing resident life (if a resident student), including adherence to curfew and cleaning assignments.
5. Wear apparel that is not considered offensive or indecent (see Student Handbook)
6. Attend and participate in Chapel, Fall Banquet, Winter Retreat, Ascension Convention and Graduation (These are requirements for graduation).
7. Speak in a manner pleasing to the Lord, not using inappropriate, crude or profane language.
8. Maintain academic integrity by submitting to instructors only work that is one's own and not violate the principles of honesty and fairness by cheating.
9. Treat all faculty, staff and students with love and respect, serving and honoring them as brothers and sisters in Christ.
10. Make a commitment to sexual purity and refrain from inappropriate expressions of public affection and walk in a matter both publicly and privately that is honorable before the Lord.

It is understood that some requirements placed upon the student by the College may be different from the student's personal convictions outside of the campus and community. Nevertheless these policies as listed above and in the Student Handbook must be adhered to and respected by all students while attending Christian Life College. A signed application indicates a willingness to observe these principles and practices and registering for classes is an agreement to refrain from conduct and practices offensive to normal Christian conscience and the development of consistent Christian character. Failure to abide by these principles and practices will result in disciplinary probation or dismissal. Each student is to read and witness this agreement by signing this Code of Honor.

### **Interpersonal Relationships**

It is considered essential that young people enrolled at Christian Life College should permit nothing to interfere with the purposes for which God has directed them here. Wholesome Christian conduct and behavior is a mandate. Students are urged to exercise the utmost care and spiritual discipline in building relationships with the opposite sex. All relationships must be above reproach. Measures of limitation to insure the spiritual and academic welfare of the student include (but are not limited to) the following:

- Restraint must be displayed concerning inappropriate visible signs of affection.
- First-year students are encouraged to set aside building serious relationships with the opposite sex in order to concentrate on their studies and seeking the Lord.
- Undue sexual familiarity between the sexes is unacceptable.
- Dating should not interfere with the students' spiritual commitment and walk, academic achievement, and other student relationships.
- Questions, concerns, or unacceptable situations will be addressed by the Dean of Students or his designee.

- Students not formally engaged before enrolling are encouraged to wait until their fourth semester of attendance before considering their engagement.

It is recognized that God leads men and women to form acquaintances that afterwards may result in lifelong companionship. Nevertheless, wisdom, counsel, and waiting on the Lord are necessary to help students guard against hurried courtships and hasty marriages. Students planning to be married are encouraged to obtain premarital counseling, give evidence of parental approval, and provide notice to the College administration.

While dating is a natural part of college life, it shouldn't distract students from preparation for leadership and service. Couples should avoid developing a relationship where they become preoccupied with each other and isolated from others. Where it becomes evident that a relationship is interfering with academic, social, or spiritual development, the couple will be appropriately advised.

### **Dress and Personal Hygiene**

*“I appeal to you brethren...and beg you in view of all the mercies of God, to make a decisive dedication of your bodies – presenting all your members and faculties – as a living sacrifice, holy...to God...Do not be conformed to this world – this age, fashioned after and adapted to its external, superficial customs...” Romans 12:1-2 (Amplified)*

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern appropriateness.

Dress and grooming communicate a great deal to others about one's personal values and attitudes. Accurately or not, others form first impressions about our character by the way persons dress and present themselves.

The College also seeks to prepare students for professional careers where certain standards of dress are required. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in The Gathering and at all College-sponsored activities.

1. All students, staff, and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes that are not acceptable include halter-tops, open midriffs, short-shorts, form-fitting tops or pants and/or revealing skirts.
2. Body piercing is a growing concern among healthcare professionals and in some cases is considered by the College as outside the bounds of Christian appropriateness. Extreme, or otherwise distracting or harmful, body-piercing is discouraged and will be addressed by the Dean of Students or his designee. Earrings for both men and women are recognized as a legitimate fashion choice. Extremes in size and number are to be avoided. Items

prohibited on campus or in College-sponsored ministry situations are rings and studs on any part of the body other than the ears. Special Note: Men may be asked by a team leader to remove earrings in ministry settings where this fashion choice may not be understood or accepted.

3. During work periods, student workers are expected to conform to the dress code set by the department in which they work.
4. Shorts may be worn on campus, during classes and in The Gathering. However, shorts must be modest and conform to a standard of mid-thigh or longer.
5. Athletic clothing appropriate to the sport may be worn while participating in athletic classes/activities in designated athletic areas.
6. Clothing with inappropriate advertising, pictures or slogans that are contrary to the mission and Christian standards of CLC are prohibited.
7. Men may not wear hats or caps at The Gathering. Caps and hats in classes are at the discretion of the instructor.

Students wearing unacceptable clothing may be required to return home and change.

## **Racism**

CLC deplors racism and will not tolerate behavior associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the college.

## **Drug Policy**

Possession, sale, delivery, or use of any illegal drug is prohibited and subject to disciplinary action. Possession, sale, or delivery of any illegal drug will result in the individual being turned over to the police and State's Attorney. As required by the federal government, counseling is available for students who may be having problems with unacceptable behavior. Students may be referred to an on-campus faculty/ staff member or an off-campus agency. Counseling will be at the student's expense.

## **Tobacco Policy**

Possession, sale, delivery, or use of any tobacco product is prohibited. Violators are subject to disciplinary action. CLC is a smoke/tobacco-free campus. This includes all buildings and surrounding proper.

## **Firearms**

No firearms or other weapons are permitted on campus. This includes pellet and air rifles, paint guns, bows, swords, large knives, or other instruments deemed as weapons.

## **Pornography Policy**

Possession, sale, delivery, or use of pornographic materials is prohibited, including the viewing of

Internet pornography. All computers on the college network system are monitored for inappropriate use.

### **Public Conduct**

The public conduct of couples should be discreet and inoffensive at all times. Displays of affection in public must remain within the bounds of good manners. Special attention must be given to conduct in lounge areas where physical contact by couples may be inappropriate or offensive to others. Students whose public affection moves beyond the bounds of good taste and high morals will be subject to counsel and/or discipline.

### **Sex Offense Policy**

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (Equal Employment Opportunity Commission, Title VII regulations).

**Sexual Assault:** Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent (U.S. Department of Justice, Federal Bureau of Investigation; Uniform Crime Reporting Handbook, National Incident-Based Reporting System, 1982).

If you are the victim of a sexual assault, you should go immediately to a doctor or hospital for treatment of any injuries and for other tests which can provide important medical information. You will also want to take special efforts to preserve any evidence, which may be necessary to prove criminal conduct.

Sexual harassment is an offence against your civil rights. If you believe you have been subjected to sexual harassment you should report the matter immediately and fully to the Students Services Department. A charge of sexual harassment will be taken most seriously and will be thoroughly investigated. Substantiated sexual harassment will not be tolerated and will be prosecuted to the full extent of the law.

### **On-Campus Disciplinary Proceedings**

On-campus disciplinary proceedings in cases of alleged sexual harassment or sexual assault shall be conducted by the Administration (in cases of student misconduct). Both the accuser and the accused are entitled to the same opportunity to have others present during the proceeding and both the accuser and the accused will be informed of the proceeding.

### **Potential Sanctions**

The College will terminate any employee and expel any student determined to have committed a sexual assault. Appropriate action will be taken in the event of sexual harassment.

## **Notify Local Police**

You are urged to report a sexual assault to the Mt. Prospect Police Department (847-391-5333). College personnel are ready to assist you.

## **A.I.D.S Policy – ACQUIRED IMMUNODEFIENCY SYNDROME**

The Christian Life College policy is based upon the guidelines of the United States Public Health Service, the Centers for Disease Control, and the American College Health Association. Nothing contained herein shall mitigate, in any manner, the applicability of the *Code of Honor* to the student body, faculty or staff of *Christian Life College*.

1. Consideration of any form of HIV infection shall not be a part of initial admission decision for those applying to attend CLC.
2. There is no medical justification for restricting access of students or employees with any form of HIV infection to any school facilities.
3. Students having any form of HIV infection shall be allowed to attend regular classes in any unrestricted manner so long as their physical and mental health allows attendance.
4. In view of the fact that AIDS cannot be spread by casual contact in the work place, employees known to have any form of HIV will be treated for work-related purposes in the same manner as all employees.
5. There shall be no mandatory testing of prospective or current students, employees or persons seeking employment. The administration of CLC will refer students or employees desiring to be tested to sources of testing.
6. The potential for discrimination and mistreatment of individuals with any form of HIV infection, whether or not they have the symptoms of the illness, and of individuals thought to be at risk of infection that confidential information regarding any aspect of HIV infection be handled with utmost care.
7. Guidelines concerning the handling of confidential information about students or employees with any form of HIV infection shall follow the general standards set forth in the American College Health Association's Recommended Standards and Practices for a College Health Program. In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents without the express written consent of the patient in each case.
8. The Family Education Rights and Privacy Act support *Christian Life College's* position with respect to health records. No person, group, agency, insurer, employer, or institution shall be provided any medical information of any kind without the prior written consent of the student / employee / patient.
9. *Christian Life College* shall observe and comply with all public health reporting requirements regarding any form of HIV infection set forth in state or federal law.
10. *Christian Life College* shall implement safety guidelines as proposed by the U.S. Public Health Service for the handling of blood and bodily fluids of all persons, not just those known to have any form of HIV infection. Surfaces contaminated by blood or other bodily fluids shall be cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted to a 1:10 solution.
11. As a result of the fear, anxiety, and anger that many people feel in relation to AIDS, students or employees who are either known to be, or suspected of being infected with



HIV may be subjected to emotional or physical abuse. Christian Life College condemns all such occurrences as intolerable, and shall respond to them quickly.

Current medical studies indicate that students or employees with any form of Human Immunodeficiency Syndrome Virus [HIV, the virus causing AIDS] infection do not pose a health risk to other students or employees during their normal activities. The consensus of medical opinion is that household, school or other casual contact cannot transmit HIV. Intimate sexual contact, contaminated blood or blood products, pregnant women to their children, I.V. drug use, piercing of ears, or tattooing primarily transmit HIV virus. The Public Health Service states that there is no risk by living in the same place as an infected person, caring for an AIDS patient, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casually kissing, or swimming in a pool with an infected person.

The primary responsibility of *Christian Life College* is AIDS education. Increasing awareness and providing education to prevent the spread of AIDS are goals of the highest priority insofar as the institution is concerned.

### **Contagious Diseases**

CLC reserves the right to require the testing of any student for any suspected contagious disease at the discretion of the Administration and the expense will be incurred by the College. Should you test positive for any contagious disease, you must notify the office immediately. Your right to privacy will be respected, and only those needing to know will be notified. If your disease poses a clear and present danger to the campus family, a committee will decide whether you can remain a student at CLC, and if so, under what conditions.

### **Health Insurance**

Health insurance is highly recommended for all students. Forms for affordable coverage can be secured at the College Office.

### **Student Services - Orientation**

An orientation session is presented to all registering students. The orientation session explains the mission and vision of Christian Life College as well as helpful, practical information for the student.

### **Student Handbook**

The Student Handbook is a publication with pertinent information for the student. A current handbook is provided for each student at the beginning of each school year.

Each student is responsible for knowing and abiding by the policies and procedures specified to promote a successful learning experience: academically, socially, spiritually, and emotionally.

### **Counseling**

Difficult situations arise in everyone’s life. When difficulties arise, wise counsel may be needed. Students in need of long-term counseling will contact the Administration for a counseling referral.

### **Residential Hall Living**

Living in the Birkemeier Suites provides an excellent opportunity for building relationships and molding character. Within the community, each student is expected to exercise care and respect toward the residence - both people and property.

### **Residence Leaders**

- Residential Housing Supervisor (RHS)

The Residential Housing Supervisor lives in an apartment located within the Birkemeier Suites. This supervisor is responsible for the Birkemeier Suites, and has been granted authority for leadership, supervision, and discipline.

- Resident Assistants (RA)

Resident Assistants are responsible to assist the Residential Housing Supervisor in their duties.

### **Birkemeier Suites Curfew**

Curfew	12:00 A.M. (Doors locked)
Quiet Hours	11:00 P.M. - 7:00 A.M.

Students are expected to be in their suite before curfew unless working or participating in a College-sponsored activity.

Students on disciplinary probation will have no late night privileges and are to be in their Suite at 11:00 PM Sunday – Thursday nights.

### **Room Check-in/Check-out Procedures**

Each apartment has a standard procedure for checking into and out of rooms in the suites. It is the responsibility of each resident to be familiar with the procedures when moving to another room, moving to another suite, or checking out of a room. When vacating a suite, the resident must officially check out by returning the key and completing the appropriate paperwork with the Residential Housing Director or be subject to fines.

In all suite changes, once the key has been acquired to the new suite, the student has 48 hours in which to vacate the old suite and complete all check-out procedures. Failure to follow any of the above procedures will be considered an “improper check-out.”

Prior to the fall semester, a Residential Housing Director or other staff member will conduct an inventory of each room to assess existing conditions and make certain all furnishings are in place. Residents should notify the RHD of any damages noticed on move-in day and make certain that these are included in the room inventory.

For the protection of the resident, it is important to follow proper check-out procedures and complete room inventories. It is the responsibility of each resident to request that a staff member take an inventory before moving out. This will prevent the assessing of unwarranted charges for damages that may arise after the suite has been vacated. If responsibility for damages to a particular suite cannot be determined, each resident of the damaged suite will be charged equally.

## **Disasters - Natural Disasters**

### **Fire - Procedure to be followed when the fire alarm sounds:**

1. Lights should be left on.
2. Windows and doors should be closed (doors left unlocked).
3. Walk, don't run, from the building (if the smoke is dense, crawl on your hands and knees).
4. Move to a point at least 150 feet from the building.

Do not re-enter until instructed to do so.

### **Tornado - Procedure to be followed when a tornado is near:**

1. All residents go to the ground floor.
2. Assume a protected position, cover head with hands or a book.

After the tornado passes, evacuate the building in the safest way possible, being especially cautious of downed power lines.

### **Confrontational Crisis - Procedure to follow when a crisis occurs:**

1. Retreat to a secure place.
2. Notify campus personnel (for example, Residence Hall Director, Faculty, Staff).
3. Campus personnel will contact authorities.
4. Do not re-enter crisis area.

Note: The President of the College will serve as our spokesperson in event of a campus crisis.

## **Personal Possessions**

It would be naïve to think that our campus and community are immune to theft and dishonesty. Therefore, all students are expected to keep their suites locked and valuables put away. Christian Life College is not responsible for loss or damage of any student's personal possessions, so proper precautions must be taken. Renter's insurance is suggested for all residents and information is available in office of the Director of Student Services.

## **Pets**

Pets are prohibited in the Residence Suites.

## **Prohibited Activities and Items**

Certain activities and items are prohibited in the Residence Suites due to the potential for disruption, personal injury, or property damage. These activities and items include but are not limited to:

- Activities such as roughhousing, running, wrestling, throwing, bouncing or kicking of objects, and the use of golf clubs, lacrosse sticks, footballs, etc.
- Ceiling or wall alterations, such as mounting ceiling fans, mounting light fixtures, affixing or hanging posters or other decorations, etc.
- Construction in rooms, except with the approval of the Dean of Students
- Fighting, including fisticuffs, shaving cream fights, powder fights, water fights, etc.
- Skateboards, roller blades and bicycles ridden in the Birkemeier Suites and/or halls
- Smoking (prohibited on CLC campus)
- No televisions in single student housing
- Throwing, dropping, or hanging objects from windows
- Fireworks
- Pets
- Regular childcare
- Weapons
- Possession, sale, delivery, or use of any illegal substance, alcoholic beverages or any tobacco product

## **Student Services**

### **Meade Memorial Library**

Named after the college's first president, Dr. Russell J. Meade, the purpose of the Meade Memorial Library is to serve as the primary campus resource in support of the curriculum, students and faculty of the college. Clearly the primary mission of the Library is to select, acquire, and provide access to information that directly supports the mission of Christian Life College.

The Library contains over 20,000 book, print serial and audio-visual titles. The Library houses a strong and growing collection of Charismatic and Pentecostal materials. Students can also read and study scholarly journals and periodicals for their enrichment and entertainment as well as for their research projects. The Library's catalog is fully automated with helpful search features for fast and user-friendly retrieval of information. Users of the Library have high-speed wireless connectivity to the Internet. Hundreds of online databases and millions of books and articles are accessible through the Library's partnership with OCLC, featuring First Search (<http://www.oclc.org/firstsearch>) and EBSCO HOST (<http://search.epnet.com>). The college library page (<http://www.christianlifecollege.edu/#/academics/library>) features a growing list of helps and digital resources for students and faculty.

The Library provides reference assistance and custom information literacy instruction to students. The director and staff members believe their top priority to be helping students find materials and providing support to students using the Library's electronic resources. In the

Library there are computer workstations available for conducting research, checking email, writing a research paper, creating a presentation, or accessing electronic reserves. Additional information and guidelines for using the Library are in the Library Manual.

### **Computer Use**

Chromebooks are available to students, faculty and staff of Christian Life College. The computer network is regularly expanded with updated hardware and software. Each computer station has access to a laser quality printer and Microsoft Office as well as a high-speed connection to the Internet. Additional information and guidelines for using the computers is available from the Director of Library Services.

Student Computer Usage Agreements are signed during registration. Dataports are available in each apartment of the Birkemeier Suites. All students are encouraged to become “computer literate.” Computers for student use are located in the Library.

The computers in the Library are the property of Christian Life College, and therefore are subject to the restrictions of use appropriate to the completion of schoolwork and ministry-related research. Internet use for unethical or illegal purposes is prohibited. Files of any kind saved to the hard drive of a computer will be deleted by College staff members. Any attempt at unauthorized access to the local network or another student’s computer will be subject to discipline. Installing programs, games, or other software applications on college computers is prohibited.

### **Mail Boxes**

Each student attending classes at our main campus is assigned a student mailbox located in the west hallway of the main campus building. Students are encouraged to check mailboxes regularly.

Student mailboxes are not for the purpose of receiving outside mail. Students are encouraged to use their permanent address for the purpose of receiving regular first-class mail. Each student is expected to clear items from mailboxes at the end of each semester. Mailboxes are not to be used to store food, beverages, articles of clothing or other non-school-related items. Mailboxes are to be cleared out entirely at the end of each semester. Any remaining items may be disposed at the College’s discretion.

Residential students’ outside mail is received at the USPS mailbox located on the southeast corner of the student suites at 404 E. Gregory Street, Suite #\_\_\_\_\_, Mount Prospect, IL 60056.

Mail addressed to students no longer living at the Birkemeier Suites will be marked “return to sender.” Students leaving for the summer must submit a “change of address form” to the Mount Prospect Post Office.

### **Parking**

Parking areas are designated for visitors, the handicapped, and faculty/staff. Maps are available in the College office. Designated parking areas are in effect 24 hours a day, seven days a week. There is no overnight parking on the street. The Village of Mount Prospect reserves the right to ticket parking violations.

### **Vehicle Operation**

Vehicles are to be driven on roads only, with a speed limit of 15 mph. No vehicle is to be driven or ridden on the grass or sidewalks.

### **Parking Penalties**

Parking in a reserved area or a no-parking area may result in a warning ticket. After one warning ticket has been issued to an individual, the vehicle may be towed off campus and impounded. Parking in a handicapped parking space will result in a \$100 ticket from the Village of Mount Prospect. All towing and recovery fees are the responsibility of the student.

### **Office Policies and Procedures**

The College office is the main center of activity for students to change class schedules and pay school accounts. It is therefore important to respect the professional nature of the environment by limiting time in socialization and by making appointments with College personnel.

### **Privacy Information**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights for their educational records:

1. The right to inspect and review education records within 45 days of the date the College receives a request for access. Students should submit to the registrar, Dean of the College, chair of their academic department, or other appropriate officials a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that relate to postsecondary institutions are to school officials - defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility:
  - a. To schools in which a student seeks or intends to enroll.
  - b. To agencies concerning financial aid.
  - c. To organizations conducting studies for or on behalf of educational institutions.
  - d. To accrediting organizations.
  - e. To parents of dependent students or to students under the age of 21 who have violated College policies related to drugs or alcohol.
  - f. To comply with a judicial order or subpoena. (CLC must make a reasonable effort to notify student in advance of compliance.)
  - g. In the event of a health or safety emergency.
  - h. To produce a college directory.
  - i. To the student.
  - j. To an alleged victim of a crime of violence, the results of a disciplinary hearing may be communicated.

Students have the right to file a complaint with the US Department of Education concerning alleged failure to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Under the Family Educational Rights and Privacy Act of 1974, the following types of information may be made public unless the student desires to withhold all or any portion of it.

Students Name, local address, home address, telephone listing, date and place of birth, major field of study, military status, religious preference, participation in officially recognized activities and sports, dates of college attendance, degrees and awards received, and the most recent previous educational agency the student has attended.

Students must provide written consent to authorize the release of an academic record to a third party. A transcript request form is available in the College Office.

## **Student Ministry**

### **Local Church Involvement**

Each student at Christian Life College is required to participate in the ministry of a local church. All students are expected to choose a local church to attend and become involved in an area of service within the first month of classes. The Administration is available to assist students in finding a local ministry that may fit their particular gifting and calling. Student Ministry Experience at Christian Life College is a practical education requirement, equal in attention to other areas of the College curriculum.

Christian Life College requires ministry involvement of every student. We recognize that the classroom equips the students with basic principles and teaching which, in turn, need to be put into practice.

The Student Ministry Program requirement each year is as follows:

First year or transfer student	1 semester involvement per year
Second year student	2 semesters of involvement per year
Third year student	2 semesters of involvement per year
Fourth year student	2 semesters of involvement per year

The Student Ministry requirement may be fulfilled at the student's discretion, but must be completed prior to graduation.

### **Internship**

An internship is for advanced students of Christian Life College in which the entire concept of ministry is explored with emphasis upon church organization, administration, pastoral service and parliamentary procedure.

Each student will receive three semester credit hours upon the successful completion of the internship.

The intern is assigned to a field of service consistent with a specified and predetermined calling and ministerial vocation, and is placed under a supervising pastor to participate in as many areas of ministry as possible. More information can be found in the Internship Manual.

### **Music Team**

The Christian Life College Music Team is comprised of students who desire to participate in this area of ministry.



Auditions are held at the beginning of each semester. Students are chosen not only on the basis of musical ability, but also in accordance with the high standards of our code of conduct.

The Team has regularly scheduled practices and shares frequently in The Gathering services, special school events, and evangelistic outreaches.

### **Student Life Committee**

The purpose of the Student Life Committee is to assist in providing community-building activities for the student body (both residential and commuter). At the beginning of the fall semester, the student body will select representatives to serve for the coming year. Each representative shall seek to maintain a strong spiritual and academic level of leadership. The Student Life Committee meets at regularly scheduled times and in cooperation with the College administration plans activities for students and presents suggestions for community-building and projects solutions to potential problems that may arise.

### **Leadership Training**

All students may participate in various training sessions and retreats especially planned to build leadership and ministerial skills. Special guests often speak in classes and chapel in areas of leadership development.

### **Ascension Convention**

Each Easter weekend the students and staff of Christian Life College host the Ascension Convention. The Ascension Convention is a Christian youth convention with attendees from dozens of churches from across the Midwest. Christian Life College students are involved in every aspect of ministry at the Ascension Convention: worship, audio visual, ushering, monitoring, decorations, administrative and office work, greeting and registration. This convention serves as an exceptional opportunity for ministry experience and leadership development. Every student is required to participate.

### **Missions Opportunities**

Missions opportunities are available through Christian Life College and Christian Life Church. Teams are led by experienced administration and faculty members to different parts of the world. Teams have ministered in India, Russia, England, Ukraine, Honduras, India, Mexico, Dominican Republic, and other countries.

### **Academic Policies**

Christian Life College, under the direction of the Board of Directors, has designed its degrees and academic programs in accordance with its mission, objectives and philosophy. Courses are designed and taught by faculty to fulfill the specified goals and objectives. Academic services are developed and implemented by the administration as additional support of the program objectives. The degree of Bachelor of Arts in Ministerial Studies is designed to provide at least 50% of the course-work in general and interdisciplinary studies. The Biblical and Theological core courses emphasize Christian Life College's commitment to the Word of God. The program courses integrate contemporary issues and historical principles that combine with the practice of ministry to equip the student for effective future ministry.

The blending of Biblical and Theological courses, general and interdisciplinary studies and program courses provides the student with a well-balanced, integrated and comprehensive program of study. The student is assured of graduating with a complete education as a foundation for ministry or further graduate work.

## **Integrity**

The very nature of Christian higher education requires that learners adhere to accepted standards of academic integrity.

During the course of studies at Christian Life College, learners will be exposed to the ideas, theories, and creative works of many scholars. Inevitably, ideas will be shaped and formed by the words and ideas encountered in study and research.

The intellectual challenge of academic work goes beyond learning from textbooks, lectures, in the library, and elsewhere -- to evaluate, rethink, and make your own the information, data, and concepts found in primary and secondary sources. The greatest satisfaction of academic work comes from making something original, genuine, and new out of the material. Knowledge is gained, discovered and demonstrated in the research process. Doing original work is the most demanding, but also the most rewarding part of a Christian Life College education.

Christian Life College expects learners to demonstrate original work -- whether it is a short answer on a test, an essay response to a question, a solution to a math problem, or a research paper. This is also the basis for an instructor's evaluation of performance in a course. For that reason, academic integrity -- intellectual honesty -- is the cornerstone of our academic community.

The Bible supports academic integrity.

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” (Matthew 7:12)

“A truthful witness gives honest testimony, but a false witness tells lies.” (Proverbs 12:17)

“A good name is more desirable than great riches; to be esteemed is better than silver or gold.” (Proverbs 22:1)

“I will not build on someone else’s foundation.” (Romans 15:20)

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (2 Timothy 2:15)

Every Christian and every Christian institution should be able to follow the example of Samuel who at the end of his rule as a judge of Israel, said, “Here I stand. Testify against me in the presence of the LORD and his anointed. Whose ox have I taken? Whose donkey have I taken? Whom have I cheated? Whom have I oppressed? From whose hand have I accepted a bribe to make me shut my eyes?” (1Sa 12:3)

Violations of academic integrity as it is commonly defined include, but are not limited to, the following:

#### Cheating

- obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor
- submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors
- obtaining a copy of an examination before it is officially available
- receiving an examination question before it is officially available
- copying another person’s answer to a quiz or an examination question
- consulting an unauthorized source during an examination
- the use of unauthorized notes
- use of previous exams, books or other materials
- offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
- preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal

#### Plagiarism

- stealing and passing off the ideas or words of another as one's own
- paraphrasing someone else's writing without acknowledgement
- using another's production without crediting the source

#### Also of concern regarding academic integrity

- unauthorized collaboration with others -- working with others without the specific permission of the instructor on assignments that will be submitted for a grade
- misrepresenting original work as your own
- arranging or accepting credit for work not completed by you
- lying
- fabricating -- making up work for the purpose of deception
- abusing academic materials
- participating in academic dishonesty
- falsifying records or official documents
- acting as a substitute for another
- bribing or issuing threats

It is the learner's responsibility to be aware of behaviors that constitute academic dishonesty. The simple rule is clearly stated: when in doubt, don't do it! (Romans 14:23)

As an institution of Christian higher education committed to preparing individuals for Christian living and service to the Church of our Lord Jesus Christ, Christian Life College has a zero-tolerance policy regarding offenses of academic integrity. Mercy does no favor to the student who knowingly violates his or her own honor, and it should therefore not be expected. A verified violation of academic integrity will result in a variety of disciplinary measures beginning with immediately failing the course.

- The learner's character is diminished by every violation of academic integrity.
- The Christian Life College community is weakened by every violation of academic integrity.
- The Body of Christ is damaged by every violation of academic integrity.

For these reasons, a verified violation of academic integrity will result in a variety of disciplinary measures, beginning with immediately failing the course.

Sources for many of the statements above include the following sites and titles.

<http://seaver.pepperdine.edu/academicintegrity/policies/code.htm>

[http://www.acu.edu/campusoffices/campuslife/acad\\_integrity.html](http://www.acu.edu/campusoffices/campuslife/acad_integrity.html): useful definitions of prohibited practices.

<http://www.oakton.edu/user/~pboisver/NewFaculty/FacAcadIntegr.htm>: designed to help instructor's promote academic integrity.

<http://sja.ucdavis.edu/a-i.htm>

<http://sja.ucdavis.edu/collab.htm>

<http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html>

<http://www.collegepubs.com/ref/10PrinAcaInteg.shtml>: ten principles of academic integrity.

[http://www.yorku.ca/tutorial/academic\\_integrity/](http://www.yorku.ca/tutorial/academic_integrity/)

<http://www.princeton.edu/pr/pub/integrity/index.html>

<http://www.princeton.edu/pr/pub/integrity/pages/discipline.html>

Barzun, Jacques, and Henry F. Graff. *The Modern Researcher*. Fort Worth: Harcourt Brace Jovanovich College Publications, 1992.

Booth, Wayne C., Gregory G. Columb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Revised by Wayne C. Booth, et al, Eighth Edition. Chicago: University of Chicago Press, 2013.

## **Registration**

Scheduled times are designated each semester for pre-registration and to finalize registration of all classes. Students may register for classes until the end of the third week of the semester. The fee for late registration is \$50.00.

The design of the curriculum is to carry an average academic load of 16 hours of credits per semester for eight consecutive semesters. The minimum full-time academic load is 12 hours per semester.

### **Course Scheduling**

The academic calendar of Christian Life College is designed with two semesters of study: Fall and Spring. Each semester is typically sixteen weeks long. Summer sessions and interim sessions are also available upon demand.

Course schedules for each semester are available to students prior to the registration date. Special courses, seminars, and study programs are offered on occasion. These educational opportunities are designed with the purpose of helping to fulfill the mission and objectives of Christian Life College.

A variety of study options may be offered either for credit or for personal enrichment. Certain courses may be taken to substitute for core requirements in a program upon approval from the Academic Dean.

### **Changes in Registration**

To add or drop a course after the first week of class, or to make any other schedule change, the student must obtain a Change of Registration form from the Registrar, have the change approved by the Academic Dean, and return the form to the Registrar with the appropriate signatures and the required fee. Failure to officially withdraw from a class will result in the assigning of an "F" and the loss of tuition and fees for that class.

Refunds on tuition and fees (if any) will be computed from the date the forms are delivered to the Registrar's Office.

A student may not drop any course after four weeks without permission from the Academic Dean. No course may be dropped after seven weeks, except for medical reasons, serious family emergency, or by special approval of the Academic Dean.

All course changes must be made by the student (in person and in writing) in the Registrar's or Academic Dean's Office within the first four weeks of the beginning of any semester. A student may withdraw from a course between the fourth and the end of the seventh week and receive a WD (Withdrawal) on the transcript. Unofficial withdrawals will result in a failing grade and the forfeiture of any potential refunds.

### **Independent Study**

Every upperclassman at Christian Life College is allowed to register for a limited number of credit hours on an independent study/project basis. If the student desires and qualifies, a written request is submitted to the Academic Dean. A faculty/ supervisor will be designated to overseeing the student's work. The content of the study may include research and analysis and/or performance requirements. Depending on the type of study, the work may include a written report, usually in the form of a term paper, due on the date assigned by the faculty/supervisor.

### **Student Classifications**

- **Full-time Student:** a student carrying a minimum of 12 semester hours. However, students should note that the programs are designed for 16 hours to be taken per semester if desiring to graduate within a two (A.A.) or four year (B.A.) designated time frame.
- **Part-time Student:** a student carrying less than 12 hours per semester.
- **Transfer Student:** a student having earned accepted transfer credit from another accredited institution.
- **Special Student:** either an audit or credit student with no curricular objective who is enrolled solely for personal edification.
- **Returning Student:** a student who has satisfactorily completed not less than one (1) full-time semester of classes at Christian Life College.
- **First Year (Freshman):** an accepted graduate from an accredited high school (or one who presents a satisfactory equivalent thereto - GED) who has earned zero to thirty-one (0- 31) semester hours (GPA must be 2.0 at the end of the first year).
- **Second Year (Sophomore):** a student who has satisfactorily completed 32 to 63 semester hours (GPA must be 2.0 at the end of the sophomore year).
- **Third Year (Junior):** a student who has satisfactorily completed 64 to 95 semester hours (GPA must be 2.0 at the end of the junior year).
- **Fourth Year (Senior):** a student who has satisfactorily completed 96 to 128 semester hours (GPA must be 2.0 at the end of the senior year).

### **Attendance**

The attendance policy for all Christian Life College students is as follows:

- All students are expected to attend all classes in which they are enrolled. Students are expected to demonstrate growing maturity in the matter of class attendance. The student must carry the full weight of responsibility for being absent.
- Each professor will clearly state the attendance policy in the course syllabus that is filed with the Academic Dean and distributed to students during the first week of the semester.
- The student is responsible for all course work assigned during an absence. Each instructor determines whether a student may make up assignments missed during an absence.
- Protracted absences do not constitute a withdrawal from a course. All withdrawals must be made following the formal procedure designated under "Changes in Registration."

### **Course Grading**

All class work completed while attending Christian Life College will be governed by the following grading system:

<i>Letter Grade</i>	<i>Scores</i>	<i>Description</i>	<i>GPA</i>
A	93-100	Excellent	4.00
A-	90-92		3.67
B+	88-89	Very Good	3.33
B	83-87	Good	3.00
B-	80-82	Above Average	2.67
C+	78-79		2.33
C	73-77	Average	2.00
C-	70-72		1.67
D+	68-69	Below Average	1.33
D	63-67	Passing	1.00
D-	60-62		.67
F	0-59	Failure	.00
P		Pass	
R		Retake	
WD		Withdrawal	
EX		Extension	
I		Incomplete	
IP		In Process	
AU		Audit	

**I: Incomplete** The grade of "I" is issued by the instructor only in the case where a student cannot finish the assigned work and has not submitted sufficient course requirements for evaluation because of unavoidable circumstances (e.g., documented illness or emergency situations). The grade of "I" must be formally requested of the instructor by the student and may be granted only if the student has missed no more than one test for the entire semester and the student's average is no less than 70%. Extensions are normally granted for one semester. If the work is not completed by the deadline, a grade may be determined based on work completed. Incompletes are not computed in the grade point average and if not completed within the allocated time granted automatically change to an F.

**AUD: Audit** Indicates a non-credit course not receiving a grade.

**W: Withdrawal** from class before the end of the seventh week of instruction - not used in computing grade point averages.

**WP: Withdrawal Passing**

**WF: Withdrawal Failing**

**F: Failure** to demonstrate comprehension or failure to continue with the course after the eighth week of instruction.

**EXT:** An **extension** of time to complete a course will be allowed for extenuating circumstances. Application for an extension must be made with the individual instructor and approved by the Academic Dean.

**IP:** The grade of IP may be issued by the Registrar for enrollment in courses where assignments remain due after the normal recording period.

### **Final Exams**

Each student is allowed to take the final exam if finances and library responsibilities are completed. Final exams are only to be taken during the scheduled exam week at designated times.

### **Graduation Requirements**

To be eligible to receive the Associate of Arts or the Bachelor of Arts degrees from Christian Life College, a student must meet the following requirements.

1. One hundred twenty-eight semester hours of credit for the Bachelor of Arts (64 semester hours for the Associate of Arts).
2. Completion of all academic requirements with a Grade Point Average of C (2.00) or better.
3. 32 hour residency for Bachelor of Arts (24 hours for Associate of Arts).
4. Fulfillment of required chapel attendance.
5. Character showing Christian maturity.
6. Doctrinal soundness with regard to basic Christian beliefs.
7. Faithfulness demonstrated in Christian service.
8. Consistent cooperation with the policies of the college.
9. Payment of all financial obligations due the college.
10. Filing of *Intent to Graduate* prior to the semester of graduation.
11. Attendance at Commencement.
12. The time limit for completion of the Bachelor of Arts program is 6 years (3 years for the Associate of Arts program). Extension of this time may be granted upon petition to the Academic Dean.

### **Scholastic Honors**

Honors are awarded on the basis of work completed prior to the semester before graduation. Graduates who have attained a cumulative grade point average of 3.50 or above for all work completed at Christian Life College are recognized as follows:

Summa Cum Laude	3.90
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Magna Cum Laude	3.70
Cum Laude	3.50

### **Academic Probation**

Students enrolled at Christian Life College will be placed on academic probation for the following reasons:

1. A student may be placed on academic probation when the semester (or cumulative) grade point average falls below 2.0. In such cases, the student will be asked to limit class load to 12 credit hours or less per semester. Other additional restrictions may also be deemed appropriate.
2. A student whose semester GPA is 2.00 or less is notified in writing and a warning is posted to the record.
3. A student enrolled on academic probation may not register for more than 12 semester hours and must raise the semester grade point average (GPA) above a C (2.00) within one semester or will be placed on academic suspension.

### **Academic Suspension/Dismissal**

Academic probation gives the student time to raise the semester grade point average (GPA) to the minimum (“C” or 2.00). If by the end of the semester on academic probation the student fails to provide sufficient evidence of academic progress (a semester GPA of 2.00 or lower) then the student is suspended. If placed on academic suspension the student is not allowed access to instruction at Christian Life College for one semester or until there is a demonstration of academic ability at another institution. A student who is registered full-time and earns grades of “F” in all academic courses is automatically suspended.

### **Satisfactory Academic Progress, Probation, and Suspension**

A learner enrolled at Christian Life College maintains Satisfactory Academic Progress (SAP) by making reasonable progress toward the completion of a degree within the federally mandated maximum of 150% of the stated credit hours for the degree. Students must achieve and maintain SAP to continue attending Christian Life College. SAP is defined qualitatively through a minimum GPA of 2.00 and quantitatively by earning no less than 67% of full-time status (16 credit hours) in order to comply with applicable laws governing federal, state, and institutional student aid.

#### **Qualitative Measures (Maintain Cumulative GPA: 2.00)**

The student must maintain a minimum cumulative GPA of 2.00 to achieve the qualitative measure of SAP, which is also the minimum GPA required for graduation. Failing to maintain the minimum GPA jeopardizes the student’s ability to graduate.

#### **Quantitative Measures (Minimum Earned Hours: 67%)**

The student must complete the degree within 150% of the stated credit hours for the degree. The maximum number of attempted hours for the Associate of Arts degree is 96 credit hours and 192 hours attempted for the Bachelor of Arts. Thus the student must earn 67% of the semester's attempted hours to achieve the quantitative measure of SAP. Credits with the final grade of "C-" or higher are considered "Earned Credits." Credits with the final grade lower than a "C-" ("D+", "D", "D-", "F", "I", "W", "WF", "WP", "EXT" or "AUD") are not considered "Earned Credit." A student attempting six semester hours or less must earn all of the attempted Hours in order to meet the qualitative standard of SAP. Students must earn at least 67% of each semester's Attempted Hours to complete the degree within the 150% limits already established.

## **Warning**

The student will be placed on academic warning for the following reasons:

- When the semester or cumulative Grade Point Average (GPA) falls below 2.00 and/or when the student fails to complete 67% of the Attempted Hours for that semester.
- The student will be asked to limit class load to 12 credit hours or less for the following semester. Other additional restrictions may also be deemed appropriate (meetings with Academic Advisor, implementation of performance evaluation plan, and restriction of extracurricular activities).
- A learner whose semester GPA is below the required level is notified in person, in writing, to the student's CLC email address, and a warning is posted to the record.

A learner enrolled on academic probation must raise the current semester GPA above a C (2.00) or face subsequent consequences. Academic Probation will be in effect for the immediately following semester and will be communicated through written letter, face-to-face dialogue with the Dean and to the student's CLC email address.

If by the end of the semester on academic probation the student provides sufficient evidence of academic promise the possibility of re-enrollment as a full-time student increases.

## **Suspension**

A student on Academic Probation will be placed on Academic Suspension if the student's cumulative GPA remains below 2.00 and/or the student fails to complete at least 67% of the Attempted Hours for two (2) consecutive semesters. Students may also be placed on Academic Suspension if he or she receives more than 50% of his or her grades as "F" after the seventh week of the semester without the benefit of a probationary period except in the case of extenuating circumstances as determined by the President, Vice President or the Academic Dean. A student who is registered full-time and earns grades of "F" in all academic courses will be automatically suspended.

The student will be suspended from Christian Life College for the following semester and may reenroll at the conclusion of the subsequent semester by completing a Reapplication Form. Academic suspension will be communicated in writing, face-to-face and to the student's CLC email address.

The student on Academic Suspension is not eligible to receive financial aid. Upon returning, the student must comply with the SAP standards in order to qualify for financial aid.

### **Dismissal/Expulsion**

A student will be placed on Academic Dismissal/Expulsion following a second Suspension. Such a student has demonstrated that he or she is not equipped to succeed at CLC because of academic or other factors. In this situation, the student may be expelled from CLC. If the student would like to return to CLC, he or she must reapply through the Admissions Office. Final approval of re-admittance will be the decision of the Academic Committee. The Academic Expulsion will be communicated in person, through a letter from the Academic Dean to the student, and in an email to the student's CLC email address. A student under Academic Expulsion must complete the normal process for exiting the College.

### **Reinstatement of Satisfactory Academic Progress**

The student, who has failed to achieve Satisfactory Academic Progress, has been placed on Suspension, and who has re-enrolled following his or her suspension must then regain Satisfactory Academic Progress without the benefit of Financial Aid. The student must take and complete courses at his or her own expense in order to raise the cumulative GPA to a 2.00 or higher. The student will be evaluated at the end of each semester for compliance with the SAP standards. Upon achieving Satisfactory Academic Progress, the student may apply for financial aid for the following semester. Periods of time in which the learner does not receive Title IV aid are counted toward the maximum time frame for earning the degree.

### **Compulsory Withdrawals**

A student's continued enrollment at CLC is a privilege based not only on satisfactory scholastic status, but on good emotional health and behavior. If, in the opinion of the administration, the student demonstrates evidence of emotional instability, the student may be referred by the administration to an approved counseling professional for evaluation.

Refusal to obtain the evaluation when requested shall be cause for the involuntary withdrawal of the student from CLC by the administration. If the counseling professional recommends that the student withdraw from CLC, the student will have 3 business days from the recommendation to withdraw voluntarily; CLC will administratively withdraw the student if the student does not withdraw voluntarily. The Academic Dean shall inform the student in a face-to-face meeting, followed up in writing, of the effective date of the withdrawal and shall explain the procedure for readmission to CLC. Application for readmission after involuntary withdrawal will require evaluation by a CLC-approved counseling professional at the student's expense. In no case shall

readmission be granted after such withdrawal without the approval of a CLC-approved counseling professional.

### **Academic Appeals and Personal Grievance Policy**

CLC has an established process for resolving concerns and complaints within the College. Any student personally aggrieved by a staff member's words, actions, or decisions may submit an appeal or grievance to the Academic Dean, Vice President or President. The Academic Committee will convene to consider the appeal or grievance.

The student must notify the administration in writing of his/her intent to appeal the sanction or to pursue the grievance within 30 days of the student's notification of the sanction or the event of personal grievance. If the student does not provide this written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.

The written appeal must be submitted (email and/or hard copy) and include the following:

- The heading "Academic Appeal"
- Student's name and Student ID Number
- Nature and background of appeal/grievance
- Date of occurrence and/or notification
- Date and description of College communication with outcome
- Signed and dated, or with email signature

The Academic Dean, Vice President or President will present the grievance in accordance with the nature of the grievance:

- **Academic Dishonesty Sanction:** The Academic Dean will provide a copy of the appeal to the instructor involved and convene the Academic Committee to review the student's appeal and render a decision.
- **Personal Grievance:** The Academic Dean, Vice President or President will provide a copy of the grievance to the staff member involved and convene the Academic Committee to review the student's appeal and render a decision. The Academic Committee may decide to gather more information from the student and a peer (student) advocate of the student's choice.
- **Satisfactory Academic Progress sanction:** The student must submit an Academic Suspension Appeal with the required documentation to the Academic Dean. The Dean will request and convene the Academic Committee to review the student's appeal and render a decision. If the student's appeal is accepted, the student will be placed on Academic Probation for the next semester. Unusual or mitigating circumstances for which a suspension may be appealed include, but are not limited to, 1) the death of a relative of the student, 2) debilitating injury or illness of the student, 3) other emergency or special circumstances.
- **Grade Appeal:** If a student is not satisfied with the final grade awarded for a course, he/she may first appeal to the faculty member awarding the grade. If the student is not satisfied with this initial appeal, he/she must write a letter to the Academic Dean explaining in detail why the grade is unsatisfactory and provide documentation (such as,

but not limited to, copies of the student's work). The Dean will provide a copy of the appeal and the supporting documentation to the instructor involved. If after receiving the student's letter, the faculty member agrees that the grade should be changed, he/she will notify the Registrar in writing of the change. If the faculty member maintains that the grade is correct, the Dean will request and convene the Academic Committee to review the student's appeal and render a decision. If a grade change is necessary, the Academic Dean will notify the Registrar.

- All decisions will be communicated in writing to all applicable parties\

## **Change of Grades**

Grade reports submitted by the professor are considered permanent and final. Under specific condition, however, a change of grade may be requested, for example to correct a clerical or procedural error or a mistake in calculation. If you believe that there is an error on your grade report, please follow this procedure within the first thirty (30) days of the notification of the grade.

1. Contact the instructor.
2. If the instructor feels there has been an error, the grade will be changed with the Registrar.
3. If the instructor states that there is no error and you feel there is still a problem, you must submit a grievance in writing to the Academic Dean
4. The final decision is made by the Academic Dean.

Every special change or exception must be made in writing and kept on file in the College office. Occasionally one course might be substituted or approved as exchange for another. All course substitutes or program modifications must be approved by the Academic Dean.

## **Repeat Policy**

The repeat policy may be used for any class taken at CLC. Learners who desire to repeat a course must process a Repeat Policy Form at the time of registration.

NOTE: Courses that are remedial in nature may be repeated without counting toward the eighteen (18) hour maximum.

Only courses retaken at CLC qualify for the repeat policy. The subsequent grade will apply toward the cumulative GPA. The grade which was deleted will not count toward hours earned, but will remain on the record as an 'R.' Only grades of A, B or C in the subsequent course will activate the repeat policy. Only the repeated course is calculated in the grade point average. All courses will count toward attempted hours, but only the second (or third) will be counted as completed for calculating quantitative satisfactory academic progress ratio.

If a course is repeated more than once, only the first attempt is deleted from the student's grade point average. All subsequent repeats are used in computing the student's cumulative grade

point average. The grade from the last attempt will determine credit earned to satisfy degree requirements.

The changing of a grade under this policy does not affect the academic standing for any previous semester. Academic standing in a prior semester can be changed only because of a grade reporting error.

A repeat policy form may NOT be processed after graduation.

### **Withdrawing from a Course**

Students desiring to withdraw from a course may do so at any time before the end of the seventh week of classes by completing a Change in Registration form complete with appropriate signatures. Withdraw Passing (WP), Withdraw Failing (WF), and Administrative Withdrawal (W) are grades given between the third and seventh week of a semester. The WP or WF grade does not count in the grade point average and a W is an administrative designation by the office of the Registrar. Courses receiving the grade of W, WF or WP are counted toward hours attempted, but are not computed when calculating the quantitative satisfactory academic progress ratio.

Challenges to a grade received for or during a given semester must be completed before the end of the subsequent semester. No challenges will be accepted after that time frame. Once granted, an Incomplete allows the student to complete unfinished work in the time allotted by the professor. If the student fails to complete the work or write the final examination, they must seek the professor's approval in order to take a late exam.

If the emergency or significant event results in multiple courses being affected, the student must obtain approval from each professor individually.

### **Withdrawing from the School**

We sincerely hope that students will not leave CLC before completing the degree, and especially not in the middle of the semester, but if a learner must leave school before the end of the semester, s/he is required to process a withdrawal form, even if s/he never attended a class. If a learner withdraws within the first 21 days of school, no grades will be recorded. After that date, grades of "WD" will be recorded. If the registered course is of an intensive format and the student completes all work before withdrawing, the credit attempted and earned will be posted to your academic record.

Failure to complete the withdrawal process before leaving campus results in an UNOFFICIAL Withdrawal. Grades of "F" will be recorded for all courses and there will be no financial refunds. Failure to properly withdraw may result in the student not being allowed to re-enroll in the future or to receive any potential refunds.

An expulsion resulting from violation of the Christian Life College Code of Honor will result in an Administrative withdrawal. The student will receive grades of "W" for the classes for which

he/she had been registered. The institution reserves the right to dismiss any student failing to make satisfactory academic progress, who violates academic honesty standards, who does not comply with the written Code of Honor, or who fails to meet financial obligations.

There is a \$25 fee for the processing of any withdrawal.

Students deciding to withdraw from Christian Life College must contact the Academic Dean's Office and/or the Registrar to secure necessary forms. Before the withdrawal is considered complete, account balances must be paid in full or acceptable arrangements must be made with the Director of Finance. Official transcripts will not be released until a student has satisfactorily met all financial and academic requirements. Voluntary absences do not constitute an official withdrawal.

### **Residency Requirements**

The Associate of Arts degree has a residency requirement of twenty-four (24) semester hours and the Bachelor of Arts requires a thirty-two (32) hour residency.

### **Time Limits**

There is no maximum time limit for the completion of any academic program. We do, however, encourage all learners to complete their programs of study in a timely manner.

### **Transcripts**

Official transcripts are released according to FERPA regulations which require a written authorization for the release (see Transcript Request Form) submitted to the Registrar's office. Official transcripts are not released directly to students. Christian Life College will send the transcript to the recipient as determined by the student. The first official transcript is free. Additional transcripts are \$10.00. Students may receive an unofficial copy of their transcript at no charge.

### **Program Changes**

Any student enrolled in any undergraduate program who desires to change programs must submit the appropriate "Change of Program" form and be aware that each request is handled on a case-by-case basis.

### **Academic Programs**

#### **Certificate and Diploma of Bible**

Christian Life College offers two non-degree programs: a one-year Certificate of Bible (32 semester hours), and a two-year Diploma of Bible (64 semester hours).

The Certificate of Bible and the Diploma of Bible programs are designed for the student whose major concentration is Bible and Bible-related subjects and who does not intend to pursue a degree program. The Certificate of Bible program primarily follows the requirements for the Christian studies program without the general education studies requirements. The Diploma of Bible program includes an additional year of in-depth study in Bible and Bible-related subjects without the general education studies requirements.

### **Associate of Arts Christian Studies**

Christian Life College offers the Associate of Arts Degree in Christian Studies (sixty-four semester hours). This degree is intended to serve the student who will pursue a non-ministerial career; people who are already established in their career but who desire a Biblical education, people who attend a local church regularly and want to develop their capacity to minister more effectively, and people who simply desire a Biblical education for personal spiritual growth and an understanding of the Scriptures. This program also provides a foundation for further study in the Bachelor of Arts program in Ministerial Studies.

### **Bachelor of Arts in Ministerial Studies**

Christian Life College offers a Bachelor of Arts degree (128 semester hours) in Ministerial Studies and several minors to support individual specialties.

The goal of the Bachelor of Arts degree in Ministerial Studies is to provide quality Christian Education and an adequate education for ministry preparation.

Together with this is a desire to provide sufficient experience in training and personal evaluation to prepare students for effective ministry. Believing that there is no higher calling or greater challenge than that of ministry, Christian Life College is committed to training qualified persons for full-time service in ministry. Successful ministry requires an earnestness to serve, a passion for God's Word, and above all else, a divine summons to leadership. The function and calling of the College is to observe and assist those who sense a call to full-time Christian service in preparing them to accept the training and time required for successful ministry preparation.

### **Minor in Biblical and Theological Studies**

(Pre-Seminary – 21 semester hours)

The minor in Biblical and Theological studies is designed for the student who anticipates continuing studies at the graduate level. An introduction to both Greek and Hebrew is a requisite for such study. Upon completion of this minor, the student is able to:

1. gain entrance into seminaries requiring language exams
2. demonstrate comprehension of both Old and New Testaments
3. articulate a distinctive substantive theological conviction
4. employ theological research methods with an emphasis on exegesis



### **Minor in Music Ministry**

(21 semester hours)

The Music Ministry minor is designed to prepare the student to effectively minister through music in the local church by providing the balance of academics and practice. Students who complete a minor in music ministry at Christian Life College may expect to serve in the local church as musicians, singers, choir members, choir directors, worship leaders, and ministers of music.

The Christian musician-leader is not only concerned with fine musicianship, but also recognizes the fact that we minister to and with people. Currently we are experiencing rapid developments in music ministry demanding competent and Spirit-filled Christian music ministers. The graduate with a minor in music ministry will:

1. demonstrate competence in leading the music ministry of a local church
2. confidently provide appropriate music for worship
3. teach Biblical texts with conviction on the subject of worship in ministry
4. express sensitivity to the variety of needs represented in a congregation

### **Minor in Missions and Evangelism**

(21 semester hours)

The minor in missions and evangelism is designed to provide the student with a working knowledge of aspects related to local church evangelism and world missions. Upon completion of the minor in missions and evangelism, the student should be able to:

- 1) articulate a philosophy on home and world missions
- 2) demonstrate competency in the sharing of one's personal faith
- 3) pursue active ministry in missions and/or evangelism
- 4) begin ministry in a specific field of mission and/or evangelism

### **Minor in Christian Education**

(21 semester hours)

The department of Christian Education provides practical training in the use of contemporary, Biblically-based education as a primary means for working with people of all age levels. The Christian Education minor prepares the student to function well within an educational ministry. Their field of ministry may include the home, local church, church school or other agency which emphasizes teaching and training.

Foundational preparation equips the student for a variety of educational ministries. These include areas such as directing church education, working with children or youth, teaching in church schools, effective parenting, and serving in related ministries. The graduate with a minor in this field will be able to:

1. articulate their own personal philosophy of Christian Education
2. model the role of an effective teacher in a local church ministry
3. foster mature interpersonal relationships in order to work and plan in harmony with others
4. administer, organize and develop an effective program to meet the educational needs of the local church.

### **Minor in Youth Ministry**

(21 semester hours)

The minor in youth ministry is designed to prepare students for effective ministry to today's youth culture. Ministry requirements for this calling include special leadership skills. Upon completion of the youth ministry minor, the student should be qualified to:

1. understand and articulate the unique calling to youth ministry
2. demonstrate effective communication skills
3. realize the importance of working as a team with the pastoral staff
4. utilize skills to build an effective youth discipleship program

The following curricula models for the academic programs offered at Christian Life College provide the student with an approximate layout of courses to be taken during the entire academic program.

The curriculum model is based on an average of 16 hours per semester. If a student enrolls for fewer hours per semester, it will take longer to reach the desired academic goal. If allowance is made for the student to register for more than 16 hours per term or if summer courses are taken, the student may complete the academic goal in less time.

#### **Associate of Arts - 64 Hours**

General Education - 19 Hours

Biblical & Theological Studies - 24 Hours

Christian Studies - 21 Hours

**General Education Core Requirements - 19 Hours**

**Humanities - 9 Hours**

CO110	Oral Communication	3 hours
EN101	English Composition I	3 hours
EN102	English Composition II	3 hours

**Social Sciences - 6 Hours (Choose Two)**

PS101	Introduction to Psychology	3 hours
SO202	Introduction to Sociology	3 hours
HI120	Western Civilization	3 hours
SO211	Human Development	3 hours

SO222	Marriage & Family	3 hours
<b>Natural Science - 3 Hours (Choose One)</b>		
NS101	College Math	3 hours
NS201	Introduction to Computer Science	3 hours
NS202	Computers & Ministry	3 hours
NS211	Science & the Bible	3 hours
NS212	Origin Studies	3 hours

**Physical Education – 1 Hour**

**Biblical and Theological Studies Requirements - 24 Hours**

BI101	Old Testament Survey	3 hours
BI102	New Testament Survey	3 hours
BI111	Life of Christ	3 hours
BI112	Pentateuch	3 hours
BI220	Acts	3 hours
TH210	Charismatic Distinctives	3 hours
TH231	Theology I	3 hours
TH232	Theology II	3 hours

**Christian Studies - 21 Hours**

BI321	Epistles I	3 hours
MS201	Principles of Admin./Org.	3 hours
MS203	Leadership/Teambuilding	3 hours
TH221	Hermeneutics	3 hours
PH202	Ethics	3 hours
	Electives	6 hours

**Bachelor of Arts - 128 Hours**

General Education - 41 Hours

Biblical and Theological Studies - 36 Hours

Ministerial Studies - 30 Hours

Minor - 21 Hours

**General Education Core Requirements - 41 Hours**

**Humanities - 21 Hours**

CO110	Oral Communication	3 hours
	Foreign Language	6 hours
EN101	English Composition I	3 hours
EN102	English Composition II	3 hours
PH201	Introduction to Philosophy	3 hours
EN110	Classics in Christian Literature	3 hours
PH204	Critical Thinking	3 hours
MU101	Introduction to Music	3 hours
HU120	Introduction to Drama	3 hours

**Social Sciences - 9 Hours**

PS101	Introduction to Psychology	3 hours
SO202	Introduction to Sociology	3 hours
HI120	Western Civilization	3 hours
SO211	Human Development	3 hours
SO222	Marriage and Family	3 hours

**Natural Sciences - 9 Hours**

Choose three courses from at least two categories:

Biology and Chemistry (courses may be taken at other accredited college/ university)

**Mathematics – 3 Hours**

NS101	College Math	3 hours
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**Computer Science**

NS201	Introduction to Computer Science	3 hours
NS202	Computers & Ministry	3 hours

**Physical Sciences**

NS211	Science & the Bible	3 hours
NS212	Origin Studies	3 hours

**Physical Education - 2 Hours**

PE101-102	Physical Education	2 hours
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**Biblical & Theological Studies - 36 Hours**

BI101	Old Testament Survey	3 hours
BI102	New Testament Survey	3 hours
BI111	Life of Christ	3 hours
BI112	Pentateuch	3 hours
BI220	Acts	3 hours
BI321	Epistles I	3 hours
TH210	Charismatic Distinctives	3 hours
TH221	Hermeneutics	3 hours
TH231	Theology I	3 hours
TH232	Theology II	3 hours
TH331	Theology III	3 hours
TH332	Theology IV	3 hours

**Program Major - Ministerial Studies - 30 Hours**

MS201	Principles of Admin. and Org.	3 hours
MS203	Leadership/Teambuilding	3 hours
MS301	Homiletics I	3 hours
MS302	Homiletics II	3 hours
MS310	Ministerial Studies Seminar	3 hours

MS321	Church History I	3 hours
MS322	Church History II	3 hours
MS401	Pastoral Counseling	3 hours
MS412	Ministerial Internship	3 hours
PH202	Ethics	3 hours

### **MINORS**

#### **Biblical and Theological Studies - (Pre-Seminary) - 21 Hours**

Second Year of Language Studies - 6 Hours

Biblical and Theological Studies Electives - 15 Hours

#### **Biblical Languages - 6 Hours – Choose Two Courses in the same language**

BL120	Biblical Exegesis	3 hours
BL311	Introduction to Hebrew	3 hours
BL312	Hebrew II	3 hours
BL321	Hebrew III	3 hours
BL322	Hebrew IV	3 hours
BL331	Introduction to Greek	3 hours
BL332	Greek II	3 hours
BL333	Independent Study	3 hours
BL341	New Testament Exegesis	3 hours
BL342	Greek Exegesis II	3 hours

#### **Biblical & Theological Studies (15 Hours)**

BI201	Historical Books	3 hours
BI202	Poetical Books	3 hours
BI211	Major Prophets	3 hours
BI212	Minor Prophets	3 hours
BI217	Gospel of John	3 hours
BI219	Synoptic Gospels	3 hours
BI221	Life & Teachings of Paul	3 hours
BI322	Epistles II	3 hours
BI323	Epistles III	3 hours
BI324	Epistles IV	3 hours
BI325	Hebrews	3 hours
BI326	Apocalyptic Writings	3 hours
BI333	Independent Study	3 hours
TH212	Apologetics	3 hours
TH333	Independent Study	3 hours
TH431	New Testament Theology	3 hours
TH432	Old Testament Theology	3 hours

#### **Music Ministry - 21 Hours**

MU112	Sightsinging	2 hours
MU103	Individual Instruction	3 hours

MU122	Music History & the Church	3 hours
MU211	Music Theory I	3 hours
MU212	Music Theory II	3 hours
MU221	Worship Ministry	2 hours
MU222	Choral Conducting	3 hours
MU321	Hymnology	2 hours
MU322	Multi-media in the Church	2 hours
MU333	Independent Study	2 hours

### **Youth Ministry - 21 Hours**

CE101	Introduction to Christian Education	3 hours
YM201	Foundations of Youth Ministry	3 hours
YM202	Youth Ministry: Models & Methods	3 hours
YM301	Youth Discipleship and Leadership	3 hours
YM302	Contemporary Issues in Youth Min.	3 hours
CE401	Group Ministries	3 hours
SO211	Human Development	3 hours
YM333	Independent Study	3 hours

### **Missions & Evangelism - 21 Hours**

ME101	Introduction to Missions	3 hours
ME102	Strategies for Evangelism	3 hours
ME201	World Religions	3 hours
ME202	Church Growth Studies	3 hours
ME301	The Urban Mission	3 hours
ME302	Global Trends in Missions	3 hours
ME333	Independent Study in Missions	3 hours

### **Christian Education - 21 Hours**

CE101	Introduction to Christian Education	3 hours
CE102	History & Phil. of Christian Ed.	3 hours
CE201	Principles & Methods of Teaching	3 hours
SO211	Human Development	3 hours
CE221	Family Ministries	3 hours
CE310	Children's Ministry	3 hours
CE333	Independent Study	3 hours
CE401	Group Ministry	3 hours
CE402	Adult Ministries	3 hours

### **Courses Offered: General Education**

#### **Humanities**

CO110	Oral Communication	3 hours
EN101	English Composition I	3 hours
EN102	English Composition II	3 hours
EN110	Classics in Christian Literature	3 hours
HU099	College Study Skills	2 hours

HU120	Introduction to Drama	3 hours
MU101	Introduction to Music	3 hours
PH201	Introduction to Philosophy	3 hours
PH202	Ethics	3 hours
PH204	Critical Thinking	3 hours
<b>Social Sciences</b>		
HI120	Western Civilization	3 hours
PS101	Introduction to Psychology	3 hours
SO202	Introduction to Sociology	3 hours
SO211	Human Development	3 hours
SO222	Marriage & Family	3 hours
<b>Natural Sciences</b>		
NS101	College Math	3 hours
NS201	Introduction to Computer Science	3 hours
NS202	Computers & Ministry	3 hours
NS211	Science & the Bible	3 hours
NS212	Origin Studies	3 hours
<b>Physical Education</b>		
PE101	Physical Education	1 hour
PE102	Physical Education	1 hour
<b>Biblical Languages</b>		
BL120	Biblical Exegesis	3 hours
BL311	Introduction to Hebrew	3 hours
BL312	Hebrew II	3 hours
BL321	Hebrew III	3 hours
BL322	Hebrew IV	3 hours
BL331	Introduction to NT Greek	3 hours
BL332	Introduction to NT Greek II	3 hours
BL333	Independent Study	3 hours
BL341	New Testament Exegesis	3 hours
BL342	Greek Exegesis II	3 hours
<b>Biblical Studies</b>		
BI101	Old Testament Survey	3 hours
BI102	New Testament Survey	3 hours
BI111	Life of Christ	3 hours
BI112	Pentateuch	3 hours
BI201	Historical Books	3 hours
BI202	Poetical Books	3 hours
BI211	Major Prophets	3 hours
BI212	Minor Prophets	3 hours
BI217	Gospel of John	3 hours
BI219	Synoptic Gospels	3 hours

BI220	Acts	3 hours
BI221	Life & Teachings of Paul	3 hours
BI321	Epistles I	3 hours
BI322	Epistles II	3 hours
BI323	Epistles III	3 hours
BI324	Epistles IV	3 hours
BI325	Hebrews	3 hours
BI326	Apocalyptic Writings	3 hours
BI333	Independent Study	3 hours

### **Theological Studies**

TH210	Charismatic Distinctives	3 hours
TH212	Apologetics	3 hours
TH221	Hermeneutics	3 hours
TH231	Theology I	3 hours
TH232	Theology II	3 hours
TH331	Theology III	3 hours
TH332	Theology IV	3 hours
TH333	Independent Study	3 hours
TH431	New Testament Theology	3 hours
TH432	Old Testament Theology	3 hours

### **Ministerial Studies**

MS103	Spiritual Formation	3 hours
MS201	Principles of Admin. & Org.	3 hours
MS203	Leadership/Teambuilding	3 hours
MS301	Homiletics I	3 hours
MS302	Homiletics II	3 hours
MS310	Ministerial Studies Seminar	3 hours
MS321	Church History I	3 hours
MS322	Church History II	3 hours
MS333	Independent Study	3 hours
MS401	Pastoral Counseling	3 hours
MS412	Ministerial Internship	3 hours
PH202	Ethics	3 hours

### **Music Ministry**

MU101	Introduction to Music	3 hours
MU103	Individual Instruction	1 hour
MU112	Sightsinging	2 hours
MU122	Music History & the Church	3 hours
MU211	Music Theory I	3 hours
MU212	Music Theory II	3 hours
MU221	Worship Ministry	2 hours



MU222	Choral Conducting	3 hours
MU321	Hymnology	2 hours
MU322	Multi-Media in the Church	2 hours
MU333	Independent Study	2 or 3 hours

### **Youth Ministry**

CE101	Introduction to Christian Education	3 hours
CE401	Group Ministries	3 hours
SO211	Human Development	3 hours
YM201	Foundations of Youth Ministry	3 hours
YM202	YM: Models and Methods	3 hours
YM301	Youth Discipleship and Leadership	3 hours
YM302	Contemporary Issues	3 hours
YM333	Independent Study	2 or 3 hours

### **Missions and Evangelism**

ME101	Introduction to Missions	3 hours
ME102	Strategies for Evangelism	3 hours
ME201	World Religions	3 hours
ME202	Church Growth Studies	3 hours
ME301	The Urban Mission	3 hours
ME302	Global Trends in Missions	3 hours
ME333	Independent Study	2 or 3 hours

### **Christian Education**

CE101	Introduction to Christian Education	3 hours
CE102	History & Philosophy of CE	3 hours
CE201	Principles & Methods of Teaching	3 hours
SO211	Human Development	3 hours
CE310	Children's Ministries	3 hours
CE333	Independent Study	2 or 3 hours
CE401	Group Ministry	3 hours
CE402	Adult Ministries	3 hours

### **Courses Descriptions**

#### **General Education**

#### **Humanities**

CO110 - Oral Communication 3 hours  
 A presentation of the fundamentals and mechanics of speech, including voice, time, force, enunciation and gesture.

EN101 - English Composition I 3 hours

A review of the fundamentals of grammar, including a thorough treatment of the parts of speech and word functions, the structure of the sentence, problems of syntax and other basic skills.

EN102 - English Composition II 3 hours

Instruction in the principles of composition, including the practical aspects of research methods, reference tools and resources, and study skills as they apply to studying God's Word for the writing of a research paper and other themes.

Prerequisite: EN101

EN110 – Classics in Christian Literature 3 hours

Christian literature has powerfully influenced the Church and the societies served by the Church. This course is a sampling and a discussion of the creative writings of C.S. Lewis, J.R.R. Tolkien, John Bunyan, John Milton, Frank Peretti, Flannery O'Connor, T.S. Eliot, Augustine, Dante, and others. The primary objective is to gain an appreciation for great literature written by Christians.

HU099 - College Study Skills 2 hours

An introduction to the skills needed to become a strategic learner. Emphasis is placed on how to get the most out of the college experience. Special attention is given to learning styles, setting goals, using the library, developing increased reading and writing skills, improving memory, listening, taking notes, time management and taking objective and essay exams.

HU120 - Introduction to Drama 3 hours

An introductory study in the fundamentals of theater: acting, directing, stagecraft and the application of the arts to the ministry of the church.

MU101 - Introduction to Music 3 hours

Study of time signatures, key signatures, dynamics, tempos; survey of musical styles, both classical and popular; some conducting illustrating musical "feel" and choice of music in program planning.

PH201 - Introduction to Philosophy 3 hours

This introductory course is a Christian approach to ultimate questions: "What is real?" (metaphysics), "What is reasonable?" (logic), "How can I know with certainty?" (epistemology), "What constitutes a good life, and a good person?" (ethics), and "Why do bad things happen to good people?" (philosophy of religion). Emphasis is placed on describing and critiquing worldviews while also discovering the thought of Plato, Aristotle, Augustine, Aquinas, and other philosophers.

PH204 – Critical Thinking 3 hours

This course engages the Christian learner to practice forming objective opinions and expressing convictions persuasively and rationally. Topics addressed include the main functions of the mind; tools of informal logic; pitfalls of poor reasoning; ways in which language is used in public communications such as politics, the news media, and the entertainment industries; and techniques for forming moral and legal positions.

Prerequisite: PH201

## **Social Sciences**

HI120 – Western Civilization 3 hours

A history of the main currents of western thought, both Christian and secular, from Greek civilization to the present. The major ideas discussed will be placed in historical context.

PS101 - Introduction to Psychology 3 hours

A study of the various theories in psychology, verifiable principles, and the implications of the discipline of psychology are offered, viewed from a Christian perspective.

SO202 - Introduction to Sociology 3 hours

An introductory course which examines the underlying principles and development of various social structures; including customs and processes and their effect on individuals.

SO211 – Human Development 3 hours

A holistic study of the individual, examining the various areas of development throughout the life-span. Areas of development such as moral, cognitive, physical, psycho-social and others will be examined. Students will gain an understanding of the human personality and the process of growth and development, from a biblical and psychological perspective. Prerequisite: PS102

SO222 - Marriage and Family 3 hours

A focus on marriage and family life in view of biblical principles, and in light of modern culture, including preparation for marriage and specific marital problems related to child rearing. Prerequisite: PS102

## **Natural Science**

NS101 - College Math 3 hours

A basic introduction to the concepts and theory of elementary mathematics. Topics include arithmetic, algebra, trigonometry, problem solving, set theory, numeration systems, whole numbers, rational and irrational numbers, and consumer mathematics.

NS201 - Introduction to Computer Science 3 hours

With an emphasis on computers in our world, this course answers elementary questions on the limits and use of computers. No previous experience necessary.

NS202 - Computers & Ministry 3 hours

This course focuses on the advantages of computer use in ministry. Databases, spreadsheets, and word processing software are examined firsthand. No previous experience necessary. Prerequisite: NS201

NS211 - Science & the Bible 3 hours

The Biblical basis for the natural sciences is surveyed as students briefly explore biology, geology, chemistry, physics, meteorology, etc. Historical dialogue between the Church and

scientists is investigated, and the Christian roots of science are discovered. The interaction of science with theology and philosophy is examined. Methods include field assignments, experiments, and a museum visit.

NS212 - Origin Studies

3 hours

The subjects of the origins of life and of the universe are examined, and competing theories are discussed and analyzed critically. Students will consider how it all began as they investigate the evidence from biology, astronomy, geology, anthropology, theology and philosophy, in the light of the Bible. Methods include video review and a museum visit.

## **Physical Education**

PE101-102 - P.E. Options

1 hour

A physical education activity such as basketball, volleyball, bowling, aerobics, and golf, is offered based upon the semester schedule.

PE333 - Independent Activity

1 hour

A student may choose an independent activity in a particular field of physical development or health.

## **Biblical Languages**

BL120 - Biblical Exegesis

3 hours

This course introduces the student to the languages found in the Biblical text: Hebrew, Aramaic and Greek. Special emphasis is placed on learning to utilize research and reference materials for maximum benefit.

BL311- Hebrew I

3 hours

The book of Jonah is used to present the basics of elementary Hebrew in simple narrative prose. Students begin working with the Hebrew text of the Old Testament from the outset.

BL312 - Hebrew II

3 hours

A continuation of Hebrew studies beyond the introductory level. Genesis and I Kings are studied at this level. Prerequisite: BL311

BL321 - Hebrew III

3 hours

More difficult passages from the Old Testament text are used to develop skills in making word studies and doing exegesis. Readings are done in samples of ritual text, poetry, wisdom literature, and prophetic oracles.

Prerequisite: BL311 & 312

BL322 - Hebrew IV

3 hours

A continuation of studies in the more difficult passages from the Old Testament text and the application of principles for sound exegesis.

Prerequisite: BL321

BL331 - Introduction to Greek 3 hours

A study of the fundamentals of the Koine Greek language, including grammatical and syntactical studies. Special attention is given to building vocabulary.

BL332 - Greek II 3 hours

A continuation of the study of the essentials of Greek grammar. Emphasis is placed upon reading select portions of the Greek New Testament text.

Prerequisite: BL331

BL333 - Independent Study 3 hours

Students are allowed to earn a limited number of credit hours on an independent study basis. Independent studies can only begin upon the recommendation of the department chairperson who may or may not serve as the mentor. Reading, research and written analysis are to be completed within the normal limits of any given term.

BL341 - New Testament Exegesis 3 hours

A disciplined approach to exegesis is examined and implemented with translation techniques practiced.

Prerequisite: BL331 & 332

BL342 - Greek Exegesis II 3 hours

A continuation of BL421 with special attention given to exegetical preaching.

Prerequisite: BL341

## **Biblical Studies**

BI101 - Old Testament Survey 3 hours

The books of the Old Testament are analyzed so as to put proper emphasis upon historical events and basic spiritual facts. The outstanding truths of the Old Testament characters and their lives are emphasized.

BI102 - New Testament Survey 3 hours

A comprehensive study of each book of the New Testament, with emphasis on the peculiar message of each book, its relation to other books, and its distinctive contribution to the whole.

BI111 – Life of Christ 3 hours

A prophetic background for the coming of Christ and comprehensive study of His life and ministry as portrayed in the four Gospels. The composition and peculiarities of each of the Gospels are noted.

BI112 - Pentateuch 3 hours

A comprehensive study of the first five books of the Bible. The early history of man is studied with emphases on the creation the flood, the patriarchs, the exodus, the law, the tabernacle, and history.

BI201 - Historical Books

3 hours

The study of the Old Testament from Joshua to Esther which deals with the nation of Israel in its rise, disruption, fall, captivity and restoration. Special emphasis is given to the background for the further study of the prophets.

BI202 - Poetical Books

3 hours

Selected portions of Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon are studied in detail regarding divine inspiration, practical teaching, and the various types of Hebrew poetry.

BI211 - Major Prophets

3 hours

A historical, doctrinal, and critical study of the texts of Isaiah, Jeremiah, Lamentation, and Ezekiel, noting the political, religious, and social conditions of their times. The Messianic prophecies and millennial teachings are emphasized.

BI212 - Minor Prophets

3 hours

A historical, doctrinal, and critical study of the texts of the 12 minor prophets and the political, religious, and social conditions of their times, their place in divine revelation and their messages applied to modern life and thought.

BI217 - Gospel of John

3 hours

A study of the most beloved gospel with a view toward outlining, exegesis, and practical application in the life of the Christian.

BI219 - Synoptic Gospels

3 hours

A study of the synoptic gospels, Matthew, Mark, and Luke, examining their historical, theological and spiritual teachings on the life of Christ. The course will focus on the unity of the synoptic gospels in providing a multidimensional understanding of the ministry of Jesus.

BI220 - Acts

3 hours

A thorough study of the factual content of the book with emphasis on the work of the Holy Spirit in the origin and growth of the early church. The journeys of Paul are shown in relation to his Epistles.

BI221 - Life & Teachings of Paul

3 hours

A study of the life of Paul as it is traced through the New Testament writings. Students will examine his conversion experience and subsequent ministry with an emphasis on his mission to the Gentile world. Key biblical themes will be addressed in this course.

BI321 - Epistles I (Romans and Galatians)

3 hours

An exposition of Romans and Galatians with special attention is given to Paul's emphasis on faith and God's justification of the believer on the basis of Christ's finished work.

BI322 - Epistles II (Prison Epistles) 3 hours  
The books of Ephesians, Philippians, Colossians, and Philemon are considered in light of Paul's theology and prison experience as the books were being written.

BI323 - Epistles III (Church and Pastoral Epistles) 3 hours  
The books of I and II Corinthians, I and II Thessalonians, I and II Timothy and Titus are thoroughly investigated with respect to background and doctrinal teaching.

BI324 - Epistles IV (General Epistles) 3 hours  
An exegetical study of the General Epistles is given. (Includes Petrine writings, I, II, and III John, James and Jude.)

BI325 - Hebrews 3 hours  
The book of Hebrews is examined in light of the exalted Christ, His priestly function, and the "better covenant."

BI326 - Apocalyptic Writings 3 hours  
An exegetical study of Daniel and Revelation. The church of Christ is shown in the light of prophetic truth, its present vocation, character and future glory.

BI333 - Independent Study in Bible 3 hours  
A student can design his or her own study, under the guidance of a faculty member. This study will be research oriented with a particular section of Scripture. Students will present a formal paper upon completion of their study.

### **Theological Studies**

TH210 - Charismatic Distinctives 3 hours  
The subject of spiritual gifts, divine healing and spiritual worship are examined from God's Word with contemporary application.

TH212 – Apologetics 3 hours  
Apologetics deal with the doubts and denials of people living in today's confusing world. Involving both defensive and offensive strategies, the course seeks to equip students with weapons to defend Biblical faith from recurring attacks and to advance a Christian worldview in the 21<sup>st</sup> century.

TH221 - Hermeneutics 3 hours  
Hermeneutics is the science and art of Bible interpretation. It is designed to establish the principles, methods, and rules by which the true and exact meaning of a Bible passage is determined. Special attention will be given to the literary styles in Holy Scripture.

TH231 - Theology I 3 hours  
This course is a precise study of Scripture concentrating on the definition and investigation of theological methodology, the doctrines of Revelation and the Attributes of God.

TH232 - Theology II 3 hours  
This course is a precise study of Scripture concentrating on the doctrines of God, Humankind and Sin.

TH331 – Theology III 3 hours  
This course is a precise study of Scripture concentrating on the doctrines of Christology and Soteriology.

TH332 – Theology IV 3 hours  
This course is a precise study of Scripture concentrating on the doctrines of pneumatology (the Holy Spirit), ecclesiology (Church), and eschatology (End Times).

TH333 - Independent Study 3 hours  
A student can design his or her own study, under the guidance of a faculty member. This study will be research oriented a particular section of theology. Students will present a formal paper upon completion of their study.

TH431 - New Testament Theology 3 hours  
A systematic study of the New Testament writings with an awareness to their historical, cultural and contextual environments and its implications for theological studies.

TH432 - Old Testament Theology 3 hours  
A systematic study of the Old Testament writings with an awareness to their historical, cultural and contextual environments and its implications for theological studies.

### **Ministerial Studies**

MS103 – Spiritual Formation 3 hours  
Provides a biblical, theological, historical and experiential foundation for the process of being conformed to the image of Christ. A special interest in this course is gaining an understanding of and learning the discipline unique to servant-leaders, and to prayerfully examine their own personal spirituality, character, habits of the heart, and spiritual formation.

MS201 - Principles of Administration and Organization 3 hours  
An emphasis on the principles and practices of organizing, administrating, and supervising the Christian Education Program in a local church; includes Sunday School organization, as well as other specific programs, camps, etc. The role of pastor as educator, Christian education board members, and Sunday School teachers are included.

MS203 – Leadership/Teambuilding 3 hours  
This course will cover the definition of Biblical leadership, examining its practical application in the ministry field of the student. The definition of leadership will then lead to development of a philosophy of ministry for the student.

MS301 - Homiletics I 3 hours



The structure of a sermon, preparation and delivery of expository, textual and topical sermons.  
Prerequisite: CO100

MS302 - Homiletics II 3 hours

This course is designed to teach the student proper methodology in sermon presentation. The student is alerted to her particular voice and communication problem and given the opportunity of remedying them. Further study of the expository sermon is also considered. Prerequisite: COM110, MS301

MS310 - Ministerial Studies Seminar 3 hours

Every student will attend this seminar in order to gain practical insights into effective ministry strategies.

MS321 – Church History I 3 hours

The origin of the Christian Church, its expansion through the ancient and medieval periods, up to the time of the Reformation, is examined.

MS322 - Church History II 3 hours

A continuation of the history of the Church beginning with the Reformation, the Counter-Reformation, the Enlightenment through the Modern Period.

MS333 - Independent Study in Ministerial Studies 3 hours

A directed study program in Ministerial Studies for those students who are interested in specialized study of a particular area of their major. Arrangements are to be made in consultation with the Chairman of the department.

MS401 - Introduction to Pastoral Counseling 3 hours

An introduction to the theory and practice of pastoral counseling. The focus is on presenting a foundation, the structure and application of counseling techniques from a Biblical perspective.

MS412 - Ministerial Internship 3 hours

The student will experience a variety of responsibilities in an approved local assembly (either the student's home church or one selected by the department chairperson) under the leadership of the pastor and/or staff member.

PH202 - Ethics 3 hours

A philosophical and Biblical study of the moral life; including a discussion of ethical systems, such as divine command, natural law, utilitarianism, and relativism. Attention is also given to issues faced by Christians in relation to societal norms, personhood, war and other current issues.

## **Music Ministry**

MU101 - Understanding Music 3 hours

Study of time signatures, key signatures, dynamics, tempos; survey of musical styles, both classical and popular; some conducting illustrate musical "feel", choice of music in program planning.

MU112 - Sight-singing 2 hours

Study of scales, intervals, triads, and time signatures to facilitate singing at sight.

MU114- 444 Individual Instruction (Instrument/ voice) 1 hour

Individual instruction (instrument/voice) for music majors and non-majors. Participation in the semester recital is required. One-half hour lesson each week and one hour practice per day are required. If a school instrument is used, an Instrument Fee is assessed. Odd numbered courses are instrumental, and even numbered courses are voice.

MU122 - Music History & the Church 3 hours

Historical and theological analysis of various church music practices. Study of the masterpieces and composers up to the Baroque Era. Listening and identifying major works of music in this time period; performance attendance required.

MU211 - Music Theory I 3 hours

Vocabulary of music, scales, modes, triads, time signatures, and ear-training rhythmic and melodic dictation; beginning keyboard harmony.

MU212 - Music Theory II 3 hours

Ear-training continued; keyboard harmony; melodic writing, harmonization of the dominant, secondary dominant diatonic seventh chords; elementary part-writing and composition; non-harmonic tones, dictation. Prerequisite: MU211, or consent of instructor and music chairperson.

MU221 - Worship Ministry 2 hours

A study and application of the theology and methodology of biblical worship. Establishment of purpose; leading worship and planning worship services.

MU222 - Choral Conducting 3 hours

The study and practice of techniques of conducting, including conducting patterns, methods of interpretation and rehearsal techniques. Each student is expected to observe and conduct choral rehearsals. Prerequisite: MU201 or consent of instructor and music chairperson.

MU321 - Hymnology 2 hours

A chronological study of hymns incorporating an introduction to instruments and tone color through listening. Stories of hymns; biographies of composers; emphasis on identification of texts and hymns by listening. Prerequisite: MU100 or consent of instructor and music chairperson.

MU322- Multi-Media in the Church 2 hours

This course will train the student in the use of various forms of multimedia that may be used within a worship service or special church event. The course will primarily concentrate on audio, video, lighting, special effects, and various forms presentation equipment such as overhead projection slides and computer generated presentation.

MU333 - Independent Study 2 or 3 hours

Students design their own study based on a desired area of emphasis in the realm of Music. Working under the leadership of a faculty member, with the approval of the Music department, students will engage in a thorough, research oriented study, culminating in a final paper.

## **Youth Ministry**

YM201 - Foundations of Youth Ministry 3 hours

An introduction to youth ministry through the local church and parachurch organizations. Students gain a working knowledge of youth ministry philosophies, strategies, and programming models. Students will study the biblical basis for youth ministry and its strategy.

YM202 - Youth Ministry: Models and Methods 3 hours

A practical study of various models and methods currently being used in the field of youth ministry. Students will investigate various models used both in church and parachurch organizations, analyzing their biblical basis, contemporary validity and long-term effectiveness.

YM301 - Youth Discipleship and Leadership 3 hours

A course designed to meet the growing need for mature youth leaders. Students will learn ways to develop both adult and youth leaders for ministry. Issues such as counseling, effective discipleship methods, and building leaders will be addressed.

YM302 - Contemporary Issues in Youth Culture 3 hours

A study of a relevant issue for the youth culture and generation. This course will provide an in-depth examination of a specific topic which holds great importance for youth ministry.

YM333 - Independent Study 3 hours

Students design their own study based on a desired area of emphasis in the realm of Youth Ministry. Working under the leadership of a faculty member and chair, with the approval of the department, students will engage in a thorough, research oriented study, culminating in a final paper.

## **Missions and Evangelism**

ME101- Introduction to Missions 3 hours

A study of the Biblical basis for missions, from the standpoint of personal church responsibility in carrying out the great commission.

ME102- Strategies for Evangelism 3 hours

The principal of successful personal work is studied. Scripture memorization is required and effective witnessing is demonstrated.

ME201- World Religions 3 hours  
Historical and contemporary analysis of the beliefs and practices of the world's major religious faiths. Studies include Hinduism, Buddhism, Confucianism, Taoism, native religions of Australia, Africa and the Americas, Judaism, Christianity (including major Christian cults), and Islam.

ME202- Church Growth Studies 3 hours  
Presentation of ministry resources needed to plant and/or grow local churches in response to the Great Commission.

ME301- The Urban Mission 3 hours  
An assessment of the needs of urban communities and the development of a means to provide solutions to the problems and challenges of urban evangelism.

ME302- Global Trends in Missions 3 hours  
A survey of the recent trends within world missions. Current issues surrounding political, theological and ideological convictions are studied.

ME333- Independent Study in Missions 3 hours  
In consultation with the instructor, the student designs their own study in missions. Under the leadership of the instructor and the department chair, students engage in a thorough, research-oriented study that culminates in a written evaluation of their learning.

### **Christian Education**

CE101 - Introduction to Christian Education 3 hours  
An introduction to the total educational ministry of the local church and its biblical foundations, organization, and history is given; an emphasis on how the Christian Education Program is integrated into the goals of the local church; a view of Christian education materials and resources; and learning how to evaluate, establish goals, and analyze achievements of a Christian Education Program are included.

CE102 - History & Philosophy of Christian Education 3 hours  
An in depth study of the history of Christian education, particularly the existence of the Sunday School Program. Also, a view of Christian education, in terms of its philosophical roots is contrasted with other educational views which stem from non-Christian ideologies.  
Prerequisite: CE101

CE201 - Principles & Methods of Teaching 3 hours  
A study of various methods of instruction in light of situational needs, using the Master Teacher as an example; includes a study of the spiritual-moral state of the instructor, as well as the students, necessary before learning can take place. Prerequisite: CE101

CE221 – Family Ministry 3 hours

This courses focuses on the special needs and characteristics of the educational ministry of the church to the entire family. Issues regarding the home, role relationships and the education of children are central concerns. Ministry to the family will be reviewed in theory and practice.

CE310 – Children’s Ministries

3 hours

Special emphasis on methods for how to effectively teach and minister to children in the local church; includes understanding of their particular spiritual-psychological state and needs.

CE333 - Independent Study

3 hours

Students design their own study based on a desired area of emphasis in the realm of Christian Education. Working under the leadership of a faculty member, with the approval of the Christian Education Department Chairman, students will engage in a thorough, research-oriented study, culminating in a final paper.

CE401 - Group Ministry

3 hours

A study of various group ministries currently used by the church. How to incorporate and execute the formation of small groups along with special attention given in directing special interest or needs groups.

CE402 – Adult Ministries

3 hours

A study of the various age differences related to adulthood in the church. Ministry to adults includes single adult college students to senior citizens and all the dynamics that each particular group entails. This course explores the differences in adult learning theories seeking a means to effectively impact and disciple adult followers of Christ.

**Administration**

The day-to-day operations and decision making of the college is handled by the administration which consists of the offices of President, Academic Dean and Director of Finances. School policies regarding student life, calendar activities, program offerings, and faculty assessments are handled by the administration, under the leadership of the Board of Directors.

President	Daryl Merrill, Jr.
Academic Dean	Wayne Wachsmuth
Librarian/ Registrar	Haley Benson
Assistant Librarian	Donna Schmidt
Director of Finance	Roger Stevens
Student Housing Supervisor	LeAnn Riveness

**Board of Directors**

The Board of Directors is entrusted with the spiritual oversight and legal governance of Christian Life College. The Board is made up of qualified leaders and businessmen in the community who are dedicated to the goals and purposes of the college.

Dr. Harry Schmidt (Chairman of the Board of Directors)  
Dr. Daryl Merrill II (President)  
Mr. Ernest Mall  
Michael Novelli (Secretary)  
Rev. Fred Goldschmidt (Treasurer)  
Rev. Igor Bogun

### **Faculty**

Harry Schmidt (1978)  
President: 1996 to Present  
Executive Vice President: 1992 – 1995  
Administrative Dean: 1983 – 1991  
Chairman of the Board of Directors: 2016 to Present

- B.Th. Theology, Chicago Bible College, 1972
- Graduate Studies, Olivet-Nazarene University, 1978
- Graduate Studies, The King's Seminary, 2001

Daryl Merrill, Sr. (1954)  
Chairman of the Board of Directors: 1996 to 2016  
President: 1981 – 1996

- B.S. Theology, Southwestern College, 1954
- B.A. Sociology, University of Illinois, 1969
- M.A. History, Northeastern Illinois University, 1974
- Ph.D. Columbia Pacific University, 1995

Daryl Merrill, Jr. (1993)

- B.A. Pastoral Studies, Christian Life College, 1991
- M.A. Practical Ministries, Cincinnati Bible Seminary, 1992
- M.R.E. Cincinnati Bible Seminary, 1996
- D.Min. Graduate Theological Foundation, 2000

Wayne Wachsmuth (1987)  
Academic Dean: 1996 to Present  
Registrar/Director of Student Services: 1989 - 1996

- B.S. Ministerial Studies, Bethany Bible College, 1981
- M.A. Christian Thought, Trinity Evangelical Divinity School, 1989
- D.Min. Trinity International University, (In Process)

Fred Joob (1985)

- B.A. Studies in Religion, University of Michigan, 1973
- M.Div. Christian Education, Trinity Evangelical Divinity School, 1977

LeAnn Riveness (1982)

- B.Th. Chicago Bible College, 1980

- B.A. Christian Life College, 1992
- M.A. Higher Educational Leadership, Northeastern Illinois University, 2022

Luke Merrill (2022)

- B.A. Christian Life College, 2019
- M.A. Trinity International University, 2023

Paul Allyn (2014)

- B.A. Psychology, MacMurray, 1973
- M.A. Old Testament, Wheaton Graduate School, 1979

Joshua Joseph (2015)

- B.A. Christian Life College, 2011
- M.Div. Trinity International University, 2021
- Ph.D. Trinity International University (In Process)

John Jeongtae Kim (2020)

- B.S. University of Toledo, 1991
- M.Div. Trinity Evangelical Divinity School, 2013
- D.Min. Grace College & Seminary, 2018

Tae Jip Lim (2016)

- B.A. University of Hanshin, 1996
- M.Div. Korean Baptist Theological Seminary, 2004
- M.A. Liberty Theological Seminary, 2010
- Th.M. Calvin Theological Seminary, 2012
- Ph.D. Southern Baptist Theological Seminary, (In process)

Song, Sungja (2016)

- B.A., Trinity College, 1988
- M.Div. McCormick Theological Seminary, 1996
- D.Min. Northern Baptist Theological Seminary, 2003

Eunyang Oh (2022)

- B.A. Yeungnam University, 1991
- M.A. North Park University, 2003
- M.A. Trinity International University, 2009

Eun Hyun Yoo (2022)

- M.A. HIS University 2011
- Ph.D. HIS University, 2021

Kim, Sungtai (2022)

- B.A. Pastoral Theology, Hyupsung University, 2012
- M.A. Christian Education, Hyupsung University, 2014

Christopher Ullman (1989)

- A.A. General Education, Springfield College in Illinois, 1982
- B.A. Humanities/Philosophy, University of Illinois-Springfield, 1988
- M.A. Christian Thought, Trinity Evangelical Divinity School, 1994
- M.S.L.I.S. University of Illinois-Urbana/Champaign, 2010