



# Academic Catalog

## 2014-2015

Note: The College reserves the right to make changes it deems  
necessary in any area referenced in this catalog without prior notice.  
Last Updated: October 17, 2014

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## *PRESIDENT'S PAGE*

Urshan College is making history as the first undergraduate Christian college owned by the United Pentecostal Church International that is seeking accreditation. Until we obtain our own accreditation, we are working with a local college to enable students to receive an accredited degree through a blended program. Urshan College operates under the guidance of Urshan Graduate School of Theology, which has already made history as the only Apostolic graduate school in North America and the first institution of higher learning in the UPCI to become accredited.

The mission of Urshan College is to educate, empower, and equip Apostolic men and women for life and servant leadership in the church and the world. At this time we offer programs in Organizational Leadership, Christian Ministries, and Music. We are working to establish partnerships with other colleges to offer students a pathway to additional degrees. The Urshan experience features academic excellence, spiritual development, and Christian fellowship in the context of UPCI identity. All students adhere to the Apostolic faith, attend chapel on campus, and participate in a local church. Urshan's curriculum is based on an Apostolic worldview, with all students taking some required courses in Bible and theology.

The college has a beautiful campus in Florissant, Missouri, a suburb of St. Louis. We are located just minutes from World Evangelism Center, the headquarters of the UPCI, and our proximity to the St. Louis airport is convenient for students. Due to our location and reputation, students have plenty of opportunities to secure employment. A number of United Pentecostal churches in the area provide opportunities for worship and involvement.

Urshan College is a unique educational opportunity. Let's make history together!

David K. Bernard  
President  
Urshan College

# 2014-2015 URSHAN CALENDAR

The College reserves the right to change the calendar without previous notice.

## FALL 2014 Semester

Date	Urshan College
Tuesday, August 12	Fall syllabi due
Friday, August 15	New Student Orientation
Saturday, August 16	Returning Student Orientation
Monday, August 18	Classes begin
Wednesday, August 27	Convocation
Friday, August 29	Last day to add a class
Friday, September 26	Last day to withdraw with a "W"
Monday, Sept. 29 – Friday, Oct. 3	General Conference Break
Thursday, Oct. 23 – Friday, Oct. 24	Apostolic Fellowship Summit Worship Arts
Friday, October 31	Last day to drop a class with a "WP/WF"
Friday, November 7	Preview Weekend – Shortened class schedule
Monday, November 10—Friday, November 21	Spring 2015 Pre-Registration
Wednesday, Nov. 12 – Friday, Nov. 14	Urshan Board Meetings
Tuesday, Nov. 25 – Friday, Nov. 28	Thanksgiving Break
Friday, December 12	Last day of classes
Monday, Dec. 15 – Wednesday, Dec. 17	Final Exams
Friday, December 19	Grades Due
Tuesday, December 23	Academic probation/ suspension notifications sent

## Spring 2015 Semester

Date	Urshan College
Thursday, January 8	Spring syllabi due
Tuesday, January 13	New & Returning Student Orientation
Wednesday, January 14	Classes begin
Friday, January 30	Last day to add a class
Friday, February 27	Last day to withdraw with a "W"
Friday, March 6	Preview weekend – Shortened class schedule
Friday, March 27	Last day to drop a class with a "WP/WF"
Monday, March 30–Friday, April 3	Spring Break
Friday, April 3 – Sunday, April 5	Easter Weekend
Monday, April 13- Friday, April 24	Fall 2015 Pre-Registration
Tuesday, May 5	Last day of classes
Wednesday, May 6—Thursday, May 7	Final Exams
Wednesday, May 6–Friday, May 8	Urshan Board Meetings
Friday, May 8	Graduation
Tuesday, May 19	Academic probation/suspension notifications sent



# GOVERNANCE

## Urshan Board of Trustees

Janet Trout, Chair	Dover, Delaware
Steve Willeford, Vice Chair	St. Louis, Missouri
Matthew Martin, Secretary	Morris, Oklahoma
Daniel Flemming, Treasurer	Ames, Iowa
David K. Bernard, <i>ex officio</i>	Hazelwood, Missouri
Michael Ensey, <i>ex officio</i>	Florissant, Missouri
Jerry Jones, <i>ex officio</i>	Foristell, Missouri
Arnulfo Cedillo	Union City, California
Brent Coltharp	Aurora, Illinois
Evelyn Drury	Florissant, Missouri
David Ferrell	Perth Andover, New Brunswick
Stan Gleason	Lees Summit, Missouri
Ted Graves	Gresham, Oregon
Donnie Huslage	Georgetown, Texas
Darrell Johns	Lithia Springs, Georgia
Robert Martin	Greenwell Springs, Louisiana
Rod Pamer	Barberton, Ohio
Norman Paslay	West Chester, Ohio
Indira Petoskey	Manchester, Connecticut
Rufus Sanders	Sandusky, Ohio
Janice Sjostrand	Newark, Ohio

## Urshan College Administration

David K. Bernard, JD, DTh (candidate)  
 Jennie Russell, MA  
 Jared Runck, MTS, DTh (candidate)  
 Jonathan E. McClintock, MA  
 Ryan Trimble, MFA  
 M. Jean Bland, EdD  
 Ashley Reeve, BA, MBA (in progress)  
 Vinessa D'Sa, MDiv  
 David C. Molina, MA  
 Richard Hernandez, II, MS

President  
 Executive Vice President  
 Academic Dean, UC  
 Dean of Students  
 Director of Library Services  
 Registrar  
 Chief Financial Officer  
 Director of Distance Learning  
 Director of Undergraduate Admissions  
 Director of Development

## *HISTORICAL SKETCH*

On May 5, 1966, Harry W. Branding, superintendent of the Missouri District of the United Pentecostal Church International, appointed a committee to explore the possibility of a Bible college in the St. Louis area. This committee consisted of Guy E. Roam, W. C. Parkey, W. I. Black, Roy E. Gerald, and Oliver Spencer. On July 13, 1966, this committee recommended to the Missouri District that a college be started, and the Missouri District passed a resolution creating the college.

The General Conference of the UPCI endorsed the college on October 24, 1966. In January 1967, bylaws and guidelines for the college were chosen and the name “Gateway College of Evangelism” was accepted by the Missouri District. W. C. Parkey was chosen as the first president, and a site for the college was purchased at 3155 Charbonier Road near Florissant, Missouri. Gateway College of Evangelism formally opened on September 13, 1968. In 1971, a new campus was purchased at 700 Howdershell Road in Florissant. These facilities had formerly been the St. Stanislaus Seminary, the oldest college campus west of the Mississippi River.

After forty years on the Howdershell Road campus, the college underwent another significant change as President Darrell Johns led it through a transition to UPCI ownership. On October 11, 2011, the UPCI General Board approved a plan for Urshan Graduate School of Theology to acquire Gateway College and start a new undergraduate Christian college offering a variety of majors with the goal of achieving accreditation. After many months of collaboration between the boards, administration, faculty, and staff of both institutions, the transition from Gateway College to Urshan College was completed on July 1, 2012. Urshan College is operated jointly with Urshan Graduate School of Theology under the governance of the Urshan Board of Trustees and President David K. Bernard.

## *THE URSHAN MISSION*

The mission of Urshan is to prepare Apostolic men and women through higher education for service in the church and to the world.

## *THE MISSION OF URSHAN COLLEGE*

The mission of Urshan College is to educate, empower, and equip Apostolics for life and servant leadership in the church and the world.

## *URSHAN COLLEGE CORE VALUES*

Urshan College is United Pentecostal in teaching and practice, serving the global Apostolic community. As a college, we are committed to the following:

### *A Biblical Foundation*

UC academic programs work to cultivate a deep and enduring faith that affirms the practical teaching of Scripture as it is applied in daily life.

#### Academic Excellence

Our curriculum seeks to integrate faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.

#### Spirit-Filled Community

UC aspires to be an interdependent community of students, faculty, and staff who honor and obey Jesus Christ by living Spirit-filled lives.

#### The Pursuit of Purpose

The UC community encourages each individual to discover God's unique purpose and to develop personal potential as a celebration of that holy purpose.

#### Servant Leadership

UC works to educate students to experience and engage the world in ways that empowers them as leaders to serve and transform their professions, churches, and communities.

## *URSHAN COLLEGE STATEMENT OF FAITH*

The Statement of Faith of Urshan College provides a summary of biblical doctrine that is consonant with the Oneness Pentecostal (Apostolic) community. The statement is not intended as a full expression of the doctrinal position of the College or of the United Pentecostal Church International. A more detailed summary is available upon request.

Urshan College is Bible based in that we seek to base all of our beliefs and our lifestyle on explicit passages of the Bible or on biblical principles. Based on Scripture, we believe the following:

#### About God

There is one God, who has revealed Himself as our Father, in His Son Jesus Christ, and as the Holy Spirit. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16.)

#### About the Bible

The Bible is the infallible Word of God and the authority for salvation and Christian living. (See II Timothy 3:15-17.)

#### About Sin and Salvation

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ. (See Romans 3:23-25; 6:23; Ephesians 2:8-9.)

#### About the Gospel

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and receiving the gift of the Holy Spirit (resurrection). (See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4.)

### About Our Fundamental Doctrine

The basic and fundamental doctrine of this College is the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

### About Christian Living

As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today. (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10.)

### About the Future

Jesus Christ is coming again to catch away His church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life, and the unrighteous eternal death. (See I Thessalonians 4:16-17; Revelation 20:11-15.)

## *URSHAN HONOR CODE*

The Urshan Honor Code is rooted in specific character values from Scripture and reflects the message of Micah 6:8 “He has shown you, O man, what is good; and what does the Lord require of you but to do justly, to love mercy, and to walk humbly with your God?”

The Urshan Honor Code is the highest obligation of the entire Urshan Community.  
Every member of the Urshan Community is Honor Bound:

To do what is good:

Promote and uphold the Christ-like values of honesty, honor, integrity, and love for others.

To do justly:

Uphold academic integrity regarding cheating and plagiarism.

Embrace honesty and the pursuit of truth in communication.

Embrace sexual purity.

To love mercy:

Model behavior that fosters a safe and peaceful environment.

Compassionately confront any person you believe to be in violation of the Honor Code.

Inform the appropriate community authority if unresolved (Matthew 18:15-20).

To walk humbly with your God:

Display selfless service and Christ-like humility.

(NOTE: The Honor Code includes the promoting of Urshan values, following the guidelines within the Student Handbooks and protecting the Residential Student Bill of Rights.)

# *ENDORSEMENTS, CERTIFICATIONS, APPROVALS, AND RECOGNITIONS*

Pursuant to 6 CSR 10-5.010 of the Missouri Code of State Regulations, the Missouri Department of Higher Education has certified Urshan College to operate in the state of Missouri (RSMo 173.005). The Missouri Department of Higher Education may be reached at [info@dhe.mo.gov](mailto:info@dhe.mo.gov) or by calling (573) 751-2361.

Urshan is endorsed by the Division of Education of the United Pentecostal Church International (Article IX, Section 3(b) of the General Constitution of the United Pentecostal Church International). The Division of Education may be reached at 8855 Dunn Road, Hazelwood, MO 63042; phone: (314) 837-7300, ext. 274.

Urshan College is approved by the U.S. Department of Veteran Affairs to accept students receiving benefits under the GI Bill and is recognized by the Student and Exchange Visitor Program (U.S. Immigration and Customs Enforcement) to accept international students.

## *ACCREDITATION*

Urshan College is an endorsed educational institution of the United Pentecostal Church International. It is not accredited by any accrediting association. The Board of Trustees has directed the college to begin the process of seeking accreditation as soon as possible, but it is not possible to guarantee a time when accreditation will be achieved. In the meantime, students may earn an accredited degree from St. Louis Christian College through the cooperative agreement Urshan College has negotiated with that institution.

## *CAMPUS*

### **Location**

In addition to being near the population center of the United States, Urshan College is located near the population center of the United Pentecostal Church International. The St. Louis region is home to numerous United Pentecostal and other Apostolic churches of various sizes. These afford involvement in virtually any type of church situation for students from diverse Apostolic backgrounds. The World Evangelism Center (WEC), the general headquarters of the United Pentecostal Church International, is less than ten minutes from the Urshan campus. Urshan includes both the undergraduate school (Urshan College) and Urshan Graduate School of Theology, the nation's only accredited Apostolic seminary.

The Urshan campus is located in Florissant, Missouri, in the northwestern part of the Saint Louis metropolitan area. Florissant is one of the oldest settlements in the state of Missouri. Its first village government was established in 1786. "Fleurissant" was a typical French village with a village commons surrounded by shared fields. French was still the predominant language as late as 1889. Today, Florissant is a thriving community of over 50,000 people with a reputation for being "warm and friendly."

The Greater St. Louis Statistical Area population of over 2.8-million makes it the 16<sup>th</sup> largest region in the nation and the fourth-largest in the Midwest. It is rated 2<sup>nd</sup> in the lowest cost of living among the largest twenty metropolitan areas. Home to over 72,000 business establishments, it hosts the headquarters of ten Fortune 500 Companies and seven Forbes Largest Private Companies. Major St. Louis employers include Boeing, AT&T,

the National Geospace-Intelligence Agency, MasterCard Worldwide, and numerous healthcare and educational institutions.

St. Louis was ranked 11<sup>th</sup> by *Parenting Magazine* on the list of “Best Cities for Families,” and in the last five years St. Louis suburban communities have consistently ranked in the top 10 of best places to live by *BusinessWeek*, *Family Circle*, *Money*, and *Forbes* magazines. The St. Louis metropolitan region also ranks number two in the country for best library services and is the 8<sup>th</sup> most literate city in America according to a study by Central Connecticut State University. Award winning attractions include the St. Louis Science Center, the St. Louis Zoo, the Verizon Wireless Amphitheater, the St. Louis City Museum, Busch Stadium, and the Delmar Loop. Foods unique to or invented in St. Louis include: toasted ravioli; gooey butter cake; Provel<sup>™</sup> cheese; pork steaks; the Concrete (Ted Drewes Frozen Custard); peanut butter (invented in 1890 by George A. Bayle, Jr.); iced tea, the ice cream cone, and hamburgers on a bun (all from the 1904 St. Louis World’s Fair); 7-Up<sup>™</sup> (originally called “Bib-Label Lithiated Lemon-Lime Soda”); the slinger; St. Louis style pizza; and let’s not forget, TUMS<sup>®</sup> antacid.

## Campus Facilities

Located at 700 Howdershell Road in Florissant, Missouri, the Urshan campus is one of the oldest college campuses west of the Mississippi. In 1823 St. Stanislaus Seminary was founded in a few log cabins on the site and continued in operation for more than a century. Currently there are six buildings on almost 26 acres of maintained lawn with numerous large trees, paved paths, a baseball diamond, a volley ball court, and a basketball court, and paved parking for more than 180 vehicles. On the north, the campus fronts on Howdershell Road. It is surrounded on the other three sides by residential subdivisions with no public access to the campus. The five main buildings provide more than 170,000 square feet of floor space for the College and seminary. There is also a 12,000 square-foot maintenance building.

The **Library Building**, the oldest building on campus was completed in 1840. It has limestone walls three feet thick quarried from the banks of the nearby Missouri River. It was also constructed from bricks fired on the premises and walnut logged on campus. The library currently houses over 53,000 holdings and 21 electronic databases, including the ATLA Religious Database with ATLA Serials (ATLAS). It is an affiliate member of the American Theological Library Association (ATLA), the Missouri Resources Network (MOREnet), the Missouri Library Network Corporation (MLNC), and the St. Louis Regional Library Network (SLRLN). Library computers are available to access electronic databases and the internet, or to do out-of-class work. Access to the library materials is open to students, staff, faculty, alumni, friends of the library, and members of SLRLN during regular library operating hours.

The **Classroom Building** is the newest building on campus. Its 50,000 square feet contains classrooms and faculty offices on the first and second floors. The third and fourth floors are men’s dormitories. A student mail room and coin-operated laundry are on the first floor. The Urshan College front office and Urshan administrative offices are also located on the first floor.

The **Writing Center** is located on the second floor of the Classroom Building and is available to help students develop writing skills. Services are available to all students regardless of classification or degree program.

The **music practice/classrooms** in the Classroom Building are equipped with keyboards or music workstations, including disk drives, rhythm sections, and sequencers. The music department also owns Presonus Digimax recording studio equipment with professional-quality microphones. For courses involving music technology, composing, orchestration, and arranging the music department uses Macintosh computers and Digital Audio Workstations equipped with various music software packages including Sibelius, Finale, Reason, and Pro Tools. Depending on the music enrollment, Urshan leases or rents additional keyboards and audio equipment to enhance music instruction and practice.

The **Chapel Building** houses the chapel on the second floor and campus dining hall on the first. Chapel services, special worship services, and other special events are hosted in the chapel auditorium. The dining hall, located on the first floor of the Chapel Building, provides food service for resident and commuter students, faculty, and guests during regular dining hours and on weekends. The dining hall also provides space for student fellowship and recreation.

The Hammond B-3 organ located in the chapel is available to music students for practice when the chapel is not in use. In the side rooms off of the chapel are additional music practice rooms. There are also two complete drum sets available for practice.

The **Multi-Purpose Building** is adjacent to the Chapel Building and entered by way of the Chapel Building main staircase. The 15,000 square foot building houses faculty and administrative offices, a graduate student lounge and the graduate student chapel. The building is currently undergoing renovation of the first floor, which will house additional offices, music classrooms and additional music classrooms.

The 49,000 square-foot **Seminary Building** houses the Urshan Graduate School of Theology on the first floor. The second, third, and fourth floors are the ladies' dormitories. Several faculty offices and some Urshan administrative offices, including the office of the President, are also located on the first floor of the Seminary Building.

## *ADMISSIONS*

### **Admissions Philosophy**

Urshan College seeks to expand access and opportunity to Apostolic men and women of diverse backgrounds, interests and experiences seeking a vibrant foundation in academic excellence and Christian character and service. The admissions program at Urshan College is designed to identify and select a student body Apostolic in belief and practice that shares this distinct dedication. Urshan College seeks students who thrive in the academic, spiritual and community life at Urshan. Successful applicants will demonstrate qualities and proven skills necessary for academic success, intellectual and spiritual engagement at Urshan College.

### **Admissions Procedure**

Urshan College adheres to a policy of selective admissions based on the following criteria. Applicants who do not meet the minimum academic requirements may be admitted conditionally on a case-by-case basis.

#### ***Academic Requirements***

- Applicants must have earned a high school diploma, GED, or equivalent.
- Applicants must hold a Cumulative Grade Point Average (CGPA) of 2.7 or higher on a 4.0 scale. Motivated applicants with a CGPA of 2.3-2.69 are encouraged to apply, but must address in their essay why they feel they would be able to handle the academic rigors of Urshan College.

- Applicants must have attained a minimum combined Math and Critical Reading SAT score of 1000, or a minimum ACT composite score of 22. Motivated students with a combined SAT score of 850-999 or a composite ACT score of 17-21 are encouraged to apply but must address in their essay why they feel they would be able to handle the academic rigors of Urshan College.
- International students must have a minimum TOEFL score of 550 on the paper version or 213 on the computer version of the test.
- Applicants must complete an essay that demonstrates an acceptable college-entrance level ability in written communication, motivation to achieve academically in a college setting, and a desire to develop spiritually in an Apostolic setting.
- At the discretion of the admissions committee, applicants may be required to offset a shortfall in any one of these academic requirements by above-required achievement in at least one other requirement.

### ***Recommendations***

All applicants must obtain their pastor's recommendation, a recommendation from a teacher or school guidance counselor, and a personal recommendation from one other person of their choice (such as an employer, mentor, or coach). Forms for these recommendations are provided in the application packet and are available online at the College website. The completed forms must be sent directly to the College by the individuals making the recommendations.

### ***Determination of Financial Ability***

To be accepted for enrollment applicants must demonstrate the ability to meet the financial costs of attending Urshan College.

### ***Church Affiliation***

An applicant must be an active member of an Apostolic Pentecostal church.

### ***Application Checklist***

The complete application must be received in the Urshan College office by August 1 for the Fall Semester or December 15 for the Spring Semester. Late applications may be accepted, but an additional \$25 late application fee will be assessed. Applicants are encouraged to submit an Early Decision application by January 15 for the upcoming academic year. In order to be considered for financial aid from Urshan College the application process must be completed by May 1 for the upcoming academic year. Financial aid from outside sources may have earlier deadlines. For more information on financial aid see the Financial Aid section of this catalog.

Application for admission to Urshan College is not complete until all of the following items have been received:

- Completed application form
- \$25.00 application fee (nonrefundable after cancellation period)
- \$25.00 late application fee, if applicable (nonrefundable after cancellation period)
- Health History Form
- Pastor's Recommendation Form
- Teacher or School Guidance Counselor Recommendation Form
- Personal Recommendation Form
- Official transcripts from high school and all postsecondary schools the applicant has attended
- Official SAT or ACT transcript
- Official TOEFL score, if the applicant is not a native English speaker
- A written commitment to the Urshan College Statement of Faith



- Documentation of the ability to meet the financial costs of attending Urshan College
- Personal essay (see directions on the application form)
- Letter of transfer and Transfer Clearance Form, if transferring from a UPCI Bible college

## **Cancellation Period**

Students have a period of three days, exclusive of Saturdays, Sundays and holidays, from the date of matriculation during which they may cancel enrollment or admission agreements with refund of all monies paid.

## **Nondiscrimination Statement**

Urshan College does not illegally discriminate on the basis of race, gender, color, national or ethnic origin, age, disability, or military service in admission or in the administration of its education policies, programs, and activities. Inquiries or complaints should be directed to the administrative officer. Urshan College is in compliance with relevant provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. However, at this time some parts of the Urshan campus are not handicap accessible.

## **Provisional Admission**

Applicants not meeting the requirements for unconditional admission but showing other indications of ability to handle the academic rigors of Urshan College may be admitted provisionally at the discretion of the admissions committee. Such admission will place the applicant on provisional status for the first 13 credit hours of study. Provisionally admitted students may be subject to requirements and limitations determined by the admissions committee. If the student has met all requirements and limitations and has maintained at least a 2.0 CGPA by the end of the first semester, provisional status will be removed. Failure to remove the provisional status may result in academic dismissal from the College.

## **Transfer of Credits**

A grade of "C" or above from an accredited institution is needed to transfer credit. Courses will be evaluated on the basis of quality, comparability, appropriateness, and applicability. Only credits that are applicable to the student's degree program will be eligible for transfer. Courses graded "Pass" or "Satisfactory" will be eligible for transfer only if the transcript identifies the grade as equivalent to a "C" or higher. Remedial, developmental or "099" level classes will not be eligible for transfer. Official transcripts must be sent directly to Urshan College for evaluation.

Credits earned from unaccredited and international colleges will be evaluated on a case-by-case basis. In addition to the four criteria given above, particular attention will be given to the instructor's qualifications and instructional rigor of the course as demonstrated in course syllabi and student evidences of learning.

Urshan College accepts up to 30 credits from College Level Examination Program (CLEP) and Advanced Placement (AP) sources. The college accepts minimum CLEP scores of 50 and minimum AP scores of 3 for courses that match program requirements.

Requests for transfer credit based on military service will be evaluated by the guidelines provided by the American Council on Education.

All transfer credit decisions will be made by the registrar. Students may appeal a transfer of credit decision to the academic dean if they feel that their request for transfer credit was denied unfairly. The decision of the academic dean is final.

## **Leave of Absence**

Students who wish to withdraw from the current semester or who do not wish to attend a future semester may remain enrolled by obtaining an approved leave of absence. Students returning from an approved leave of absence while in good standing, and who do not have any other restrictions or conditions of enrollment may enroll in the College for a subsequent semester with the privileges of a returning student. Students on an approved leave of absence retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an 'Incomplete' grade was reported in a prior term and are expected to comply with the maximum time limit for resolving incompletes. Dormitory housing is not available to students while on a leave of absence.

Leaves will not be granted for more than two consecutive semesters. Leaves may not exceed a cumulative total of two academic years. The deadline for obtaining a leave of absence corresponds to the course withdrawal deadline, which is the last day to withdraw from a course and receive a "W." The standard withdrawal and refund policies apply to students who withdraw with a leave of absence. Students are responsible for completing the Leave of Absence Request Form and obtaining the required signatures from their academic advisor, the financial office, the dean of students, and the academic dean. A leave of absence submitted after that deadline is granted only for extraordinary health and emergency reasons or activation of active duty status.

Students who do not return to the College after a leave of absence has expired or do not apply for an additional Leave of Absence must reapply to the College.

## **Student Right-To-Know Act**

Urshan College does not participate in federal Title IV programs and is therefore exempt from reporting requirements under Public Law 101-542, the federal Student Right-to-Know Act of 1990. However, current and prospective students who wish to know the completion or graduation rate of degree-seeking, full-time students entering Urshan College may request this information from the office of the academic dean.

## **Student's Right to Privacy of Records**

The Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99 provides certain specific rights to students concerning the privacy of information obtained or generated by an educational institution. Although Urshan College is exempt from these regulations because the College does not receive federal funds administered by the federal Department of Education, student right to privacy of information is an important moral issue that the College takes seriously. As a result, the college voluntarily complies with the intent and major regulatory provisions of FERPA.

As an institution of higher education, all students enrolled in Urshan College regardless of age are considered adults for the purpose of information privacy. College students are considered by law to be responsible adults who may determine who will receive information about them. This means that, with the exception of directory information, no educational records may be disclosed without written permission of the student, except to:

- College administrators, faculty, and staff with a legitimate educational interest;
- Other schools to which a student is transferring;
- Appropriate parties in connection with financial aid to a student;
- Any contractor, consultant, volunteer, or other party to whom the College has outsourced College services;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- Federal, state and local authorities, pursuant to specific law.

Educational information includes, but is not limited to student academic and disciplinary information such as grades, GPA, transcripts, warnings, probations, and suspensions. College administrators, faculty, and staff are prohibited from discussing such information with parents, pastors, or other interested parties without the written permission of the student. This makes the sharing of student information with parents or pastors a family or church issue rather than a College issue, providing important opportunities for meaningful dialogue with the student.

If a student signs a privacy waiver, it allows the College to release academic information only if that information is requested. That is, parents or pastors must actually request specific information, it will not be sent automatically. Students may withdraw a privacy waiver at any time simply by filing a written request with the College office. However, the College is not liable for disclosure of private information if it has acted in good faith under a previously filed privacy waiver.

Students may inspect and review their educational records maintained by the College during regular office hours, but may not copy the records or remove them from the College office. Students may request that the College correct records which they believe to be inaccurate or misleading. If the College decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the College still decides not to amend the record, the student may place a statement with the record setting forth his or her view about the contested information.

Urshan College may disclose, without consent, directory information including the student's name, spouse's name, address, telephone number, email, photo, denomination, home church, date and place of birth, Urshan College honors and awards, dates of attendance, program of enrollment and concentration, enrollment type (full time, part time, less than half time), degree earned, and date of graduation.

This privacy policy does not apply to aggregate data or anonymous data that reasonably protects personally identifiable information.

# *FINANCIAL INFORMATION*

## **Tuition**

Per credit hour .....	\$165.00
Audit (per credit hour) .....	\$65.00

## **Room and Board**

Per semester for dormitory residents .....	\$1,845.00
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## **Fees**

Students have a cancellation period of three business days from the date of matriculation during which they may cancel enrollment or admission agreements with refund of all monies paid. Due to the College incurring upfront costs in association with certain educational activities, the following fees are nonrefundable after this cancellation period unless otherwise specified:

Application.....	\$25.00
Auto registration (per semester).....	\$25.00
Course drop/add (per course).....	\$5.00
Deferred payment plan (annual) .....	\$45.00
Deferred payment plan (per semester).....	\$25.00
Dorm maintenance (per year or part of year).....	\$100.00
Graduation (payable with graduation application form).....	\$125.00
Late academic registration .....	\$25.00
Late application.....	\$25.00
Late financial registration .....	\$25.00
Late payment.....	\$25.00
Lost key.....	\$5.00
Returned check (per check) .....	\$20.00
Student activity fee (per semester, refundable).....	\$50.00
Student ID replacement.....	\$10.00
Technology (per semester).....	\$100.00
Transcript (first copy is complimentary) .....	\$5.00

## **Changes in Fees**

The College reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. When fee changes or additions are made, they become effective with the next payment due.

## **Online Technology Fee**

Those students enrolling in online courses must pay an additional online technology fee of \$50 per 8-week term.

## **Music Course Fees**

Those students taking certain music courses must pay special fees to cover the cost of specialized instruction and equipment. These fees are nonrefundable after the cancellation period.

Choir robe (each robe) .....	\$150.00
Chorale (per semester, chorale members only).....	\$50.00

Group music lessons (per semester) .....	\$100.00
Instrument usage fee (per semester) .....	\$20.00
Music technology/software fee (per semester) .....	\$25.00
Private music lessons (per semester) .....	\$150.00

## Estimated Annual Costs

Tuition: Full-time student (2 semesters of 15 credits) .....	\$4,950
Room and Board (2 semesters) .....	\$3,690
Fees (2 semesters) .....	\$450
TOTAL .....	\$9,090

The following items are not included in the Estimated Annual Costs:

- Textbooks and supplies -- The College Board estimates the average cost of college textbooks and school supplies at a 4-year college was \$1,244 for the 2012-2013 academic year.
- Music Course Fees – Depending upon the specific courses taken, music students may pay course fees of over \$650 per year.

## Payment of Accounts

Urshan College offers three payment options:

1. Pay by year (due at registration)
2. Pay by semester (due at registration)
3. Deferred payment plan via automatic withdrawal/debit from credit or debit card

Urshan College offers a tuition management plan. No interest charges are assessed, and there is no credit check. The only cost to budget monthly payments is a one-time \$25.00 deferred payment fee per semester enrollment or a one-time \$45.00 deferred payment fee per annual enrollment. The deferred payment fee and a down payment of \$1,000 are due in full at the beginning of each semester.

## Additional Financial Policies

### *Nonpayment of Fees*

Nonpayment of tuition or other charges due the College or otherwise affecting the College will prohibit the student from receiving certain services. Students with outstanding financial obligations to the College will not be allowed to register or to obtain transcripts or official verification of enrollment. Students who participate in the deferred payment plan and whose monthly payment is more than two weeks in arrears may be asked to withdraw from the College.

### *Enrollment Status Change*

Students who fall below full-time status or move from part-time to full-time status as a result of adding or dropping courses will be subject to all College policies related to their new status beginning at the time the Drop/Add Form has been received in the College Office.

### *Release of Student Transcript and/or Diploma*

There is a charge of \$5.00 for each transcript (unofficial or official), except for the first request, which is complimentary. The student's account must be paid in full and all financial, academic, or disciplinary holds cleared before any transcript or diploma can be issued. All requests for transcripts must be made in writing to the registrar with the student's written signature on the request as mandated by federal law. An official transcript will not be sent directly to the student. Transcript Release Forms are available online at [www.UrshanCollege.org](http://www.UrshanCollege.org).

### ***End-of-Year Touring Groups***

To participate in end-of-year touring groups a student must have a zero balance on his or her account.

## **Refund Policy**

### ***Cancellation of Enrollment Agreement***

The enrollment agreement may be cancelled by the student within three business days with a full refund of all monies paid. After three business days, the student must file an official withdrawal form and any refunds are calculated based on the standard refund schedule.

### ***Canceled Courses***

The College may cancel any course because of insufficient enrollment or if the instructor becomes unexpectedly unavailable. Full refunds of applicable tuition are granted when the College cancels a course.

### ***Audit Fees***

Refunds for dropping Audit courses are issued in accordance with the standard refund schedule.

### ***Lab and Course Fees***

Lab and course fees are refunded only if the course is dropped before the first day of the semester, if the course is canceled, or if the student cancels the enrollment agreement within the cancellation period.

### ***Students Called to Active Military Duty***

Full refunds are granted to reserve military students who must withdraw from College due to being called to active duty, provided that those students qualify for and obtain an approved leave of absence from the College.

### ***Room and Board***

Unused room and board payments will be refunded at the time of official withdrawal from the College with the following guidelines:

1. A resident who withdraws or is suspended for academic reasons by the College at the end of a semester or term is entitled to a prorated refund of prepaid room and board.
2. A resident who is suspended or expelled by the College or removed from a residence hall for reasons of improper conduct or violation of College policy or regulations is not entitled to any refund of deposit or room and board.
3. The student's bill must be current. If tuition is owed, the College will not refund room and board.

Room and board refunds are calculated based on the last day of the week following the date the student officially withdraws from the College. No refunds shall be provided in case of an unauthorized withdrawal. Failure to file the signed Withdrawal Form in the College office within two weeks of the last attendance in class constitutes an unauthorized withdrawal.

### ***Repayment of Forfeited Scholarships and Grants***

Students who receive a scholarship or grant from Urshan College, but withdraw from College before the end of the academic year for which the financial aid was applied will have any tuition refund reduced by the full amount of the financial aid.

### ***Change in Tuition as a Result of Adding or Dropping a Course***

Students who add classes must pay any additional tuition charges and course fees incurred as a result of the change at the time they submit the Drop/Add Form. The account of students who drop classes during a regular semester and do not withdraw from the College will be credited 90% of any difference in tuition costs if the drop occurs during the first week of the semester and 55% of the difference if the drop occurs during the second or third week of the semester. There will be no credit of the difference in tuition if the drop occurs after the third week of the semester. Students may drop a course even if the course has not yet met.

Credits of any difference in tuition that occurs as the result of dropping a short-term course (meeting for less than a standard semester) will be determined based on the total number of class hours the course is scheduled to meet. If the drop occurs before the short-term course has met 13% of its total scheduled hours the student will be credited 90% of any difference in tuition. If the short-term course has met 13% through 25% of scheduled hours, the student's account shall be credited 55% of any difference in tuition. There will be no credit of any difference in tuition if the drop occurs after the class has met more than 25% of its scheduled class hours.

### ***Refunds of Tuition and Refundable Fees***

It is understood that any terms extended to any student are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the College has assumed the obligation of furnishing a complete program, instructors, equipment, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost and with the understanding that refunds will be made per academic term only.

#### **Non-Veterans**

Students who officially withdraw and have cleared all other financial obligations to the College are eligible for a refund according to the following schedule:

Time of Withdrawal	Refund Amount
First week	90% refund
Second or third week	55% refund
Fourth through seventh week	25% refund
After seventh week	No refund

Refunds are calculated based on the date the student officially withdraws from the College. No refunds shall be provided in case of an unauthorized withdrawal. Failure to file the signed withdrawal form in the College office within two weeks of the last attendance in class constitutes an unauthorized withdrawal. Refunds will be made to the student within 30 days of official withdrawal. Refunds will not be paid to any person other than the student.

#### **Short-Term Courses**

Refunds of tuition for short-term courses (those meeting for less than a standard semester) will be determined based on the total number of class hours the course is scheduled to meet. Students who withdraw from the College and have cleared all other financial obligations to the College are eligible for a refund according to the following schedule:

Time of Withdrawal	Refund Amount
After class has met less than 13% of scheduled class hours	100% refund
After class has met 13% through 20% of scheduled hours	90 % refund
After class has met more than 20% but less than 33% of hours	55% refund
After class has met 33% through 50% of scheduled class hours	25% refund
After class has met more than 50% of scheduled class hours	No refund

Refunds are calculated based on the date the student officially withdraws from the College. No refunds shall be provided in case of an unauthorized withdrawal. Failure to file the signed withdrawal form in the College office

within 48 hours of the last attendance in class constitutes an unauthorized withdrawal. Refunds will be made to the student within 30 days of official withdrawal. Refunds will not be paid to any person other than the student.

#### Those Attending Using Veterans Benefits

Students withdrawing from the College and receiving benefits administered by the Department Of Veterans Affairs shall be entitled to a refund of 90% of the exact pro rata amount of tuition and fees. The exact proration will be determined by dividing the number of class days remaining in the semester at the time of official withdrawal by the total number of class days in the semester. Where the amount of refund is less than that which would be applied under the standard refund policy, the standard policy shall apply. Refunds will be paid to the student within 40 days of official withdrawal. (38 CFR 21.4255)

## Financial Aid

Scholarship, grant, and loan opportunities are listed online at [www.UrshanCollege.org](http://www.UrshanCollege.org). Additional financial aid may be available from numerous sources including the student's home church or district, benevolent associations, private and public charitable funds, and various governmental bodies.

### *Urshan College Grants*

#### Grant Eligibility Requirements

- Grant recipients must be full-time students, with the exception of the spouse grant.
- The total grants per student must not exceed 40% of tuition (with the exception of the Missionary Child Grant and the Spouse Grant). To renew a grant for a following academic year, a student must have a minimum 2.5 cumulative GPA.
- Grants are limited to eight semesters per student.
- Placement on disciplinary probation may be grounds for forfeiting grant funds.
- If a student withdraws from the College before the completion of the school year, the full amount of the grant for that academic year is forfeited.
- Failure to obtain an approved Leave of Absence before withdrawing from the College terminates the student's eligibility to renew grants.
- Accounts from previous semesters must be paid in full to receive a grant.
- A non-refundable deposit of \$500 toward the applicant's school bill is required before a grant is applied to the account.
- Grants are credited to the student's account at the beginning of each semester with ½ credited in the fall semester and ½ credited in the spring semester of each year.
- Students receiving a grant or scholarship are expected to pay their tithes to Urshan College and faithful tithing could be a factor when determining awards.
- Grants may not be used as part of the down payment.
- Returning students must register during the registration period and complete timely renewal applications.

#### Graduate Child Grant

- Recipients must be a biological or adopted child of an individual who graduated from a UPCI Endorsed Bible College. The applicant must prove relationship to the graduate by providing a copy of the parent's diploma, degree, or certificate and a copy of the applicant's birth or adoption certificate.
- This grant provides \$1,000.00 for one academic year (renewable upon application due May 1st).

#### Global Missionary Child Grant

- Recipient must be a biological or adopted child of a current UPCI global missionary.



- The parent must be considered a fully appointed global missionary receiving funding from the Global Missions Division of the UPCI.
- The applicant must prove relationship to the missionary by providing a photocopy of the birth or adoption certificate.
- The recipient must live in campus housing while receiving this grant.
- The recipient is required to give 10 hours per week of their time to help with assigned tasks for Urshan College.
- This grant provides up to \$3,000 per academic year (renewable upon application due May 1st).

#### North American Missionary Child Grant

- Recipient must be a biological or adopted child of a currently appointed UPCI North American missionary.
- The parent must be considered officially on North American missionary status and receive funding from the North American Missions Division of the UPCI.
- The applicant must prove relationship to the missionary by providing a photocopy of the birth or adoption certificate.
- The recipient must live in campus housing while receiving this grant.
- This grant provides up to \$2,000.00 per academic year for a minimum of two years (renewable upon application due May 1st).

#### Sibling Grant

- The recipients must be biological or adopted siblings currently enrolled as full-time students of Urshan College or Urshan Graduate School of Theology.
- This grant provides \$500.00 per academic year (renewable upon application due May 1st).
- The grant is equally shared among siblings' accounts.

#### Spouse Grant

- Recipient must be the spouse of a currently enrolled full-time student of Urshan College or Urshan Graduate School of Theology.
- The grant provides one-half of tuition per semester to the spouse enrolled in the least number of credits. (renewable upon application due May 1st).

#### Tupelo Children's Mansion Grant

- The recipient must have graduated from Tupelo Christian Academy and have been a resident of Tupelo Children's Mansion within the last calendar year to initially receive this grant.
- The recipient must be recommended for the grant by the administration of Tupelo Christian Academy.
- The recipient must live in campus housing while receiving this grant.
- The grant provides up to \$2,000.00 per academic year (renewable).

#### North American Bible Quiz Tournament Grant

- Recipient must meet all grant requirements.
- If Multiple NABQT First Place Team grants have been awarded to an accepted Urshan College applicant, only one grant may be used per academic year.
- The scholarship is not transferable to another Urshan College applicant.
- Grant award is \$1000 to every member of the first place team in the Spanish and English NABQT.

## ***Urshan College Scholarships***

Scholarships are awarded on the basis of academic excellence and consistent good character and spiritual conduct.

### ***Scholarship Eligibility Requirements***

- Only one scholarship may be awarded per student, but students may apply for all for which they are eligible.
- Applicants must carry a full-time academic load.
- Newly matriculating applicants must have a minimum 3.0 cumulative GPA on a 4.0 scale.
- Newly matriculating applicants must have earned a minimum ACT composite score of 23 or combined SAT score of 1100 (Math & Reading).
- Incomplete applications will not be considered.
- Recipients must reside in campus housing.
- Placement on disciplinary probation may, at the discretion of the dean of students, be grounds for forfeiting scholarship funds.
- Scholarships are credited to the student's account at the beginning of each semester with ½ credited in the fall semester and ½ credited in the spring semester of each year.
- Scholarships may not be deducted when determining the down payment.
- If a student withdraws from the College before the completion of the academic year, the full amount of the scholarship for that academic year is forfeited.
- Failure to obtain an approved Leave of Absence before withdrawing from the College terminates the student's eligibility to renew scholarships.
- Any exceptions to these requirements must be approved by the Scholarship Committee and the President of Urshan.
- Returning students must pre-register during the pre-registration period and complete timely scholarship applications.
- A non-refundable deposit of \$500 toward the applicant's down payment is required with the award acceptance form before a scholarship is awarded.
- Students receiving a grant or scholarship are expected to pay their tithes to Urshan College and faithful tithing could be a factor when determining awards.
- Student's account for the previous semester must be current.

### **Urshan Graduate Child Scholarship**

- Recipient must be a biological or adopted child of an individual who graduated from Urshan College, Urshan Graduate School of Theology, or Gateway College of Evangelism.
- The applicant must prove relationship to the graduate by providing a copy of the parent's diploma, degree, or certificate and a copy of the applicant's birth or adoption certificate.
- Applicants must meet all of the general eligibility requirements for an Urshan College scholarship.
- This scholarship provides up to \$1,000.00 for one academic year, renewable upon application due May 1<sup>st</sup>.
- May be combined with the Graduate Child Grant.

### **ACT/SAT Scholarship**

- A limited number of scholarships will be awarded for high SAT/ACT scores. The Scholarship Committee will make awards based upon SAT/ACT score, high school and college GPA scores, recommendation letters, etc.

- The scholarship award is prorated according to ACT (Composite) or SAT (Combined Math & Reading) scores as follows:
  - ACT 26/ SAT 1170-1200 – 20% tuition
  - ACT 27/ SAT 1210-1230 – 40% tuition
  - ACT 28/ ACT 1240-1270 – 60% tuition
  - ACT 29/ SAT 1280-1310 – 80% tuition
  - ACT 30/ SAT 1320-1350 – 100% tuition
- This scholarship is renewable upon application due May 1st.

#### Program Director's Scholarship

This scholarship is awarded to returning students with a record of leadership and academic excellence within their degree program.

- The applicant must have earned a minimum of 12 credits from Urshan College.
- The applicant must have a minimum cumulative GPA of 3.5.
- The applicant must have an exemplary disciplinary record while attending the College.
- The applicant must meet all of the general eligibility requirements for an Urshan College scholarship.
- The applicant must be recommended for the scholarship by the program director responsible for the applicant's major area of study. The director of general education may recommend an applicant from any major.
- In conjunction with the mentorship component of this scholarship awardees must work 10 hours per week in the office of the Program Director awarding the scholarship.
- This scholarship provides \$2,500 for one academic year (renewable).

#### Apostolic Legends Scholarship

Each year a limited number of students will be awarded an Apostolic Legends Scholarship. In order to qualify for this scholarship, students must submit a 500-word essay explaining the definable mark that an Apostolic elder has left upon their life and how they intend to pass on the same apostolic commitment. The application must be submitted with the essay by May 1<sup>st</sup>. This scholarship is renewable based upon the student's academic, spiritual, and social record at Urshan. Renewal application must be submitted by May 1<sup>st</sup>.

#### *How to Apply for Grants or Scholarships*

- The Urshan College Financial Aid application is available from the admissions office or online at [www.UrshanCollege.org](http://www.UrshanCollege.org). A \$500 deposit is required before any grant or scholarship can be awarded.
- Students who are applying for Urshan College scholarships or grants must have the complete Financial Aid Application to the admissions office by May 1st for the Fall Semester. If the applicant is also applying for enrollment as a new student, **the entire enrollment application** must be received by the College office by May 1st for the Fall Semester. Students meeting the May 1<sup>st</sup> deadline will be notified by June 1<sup>st</sup> of the result of their grant or scholarship application.
- New students are encouraged to meet the Early Decision deadline. Early Decision applicants must have **the entire enrollment application** and Grant/Scholarship application in by January 15<sup>th</sup>. Early Decision applicants will be notified by January 31<sup>st</sup> of the result of their grant or scholarship application.
- Successful applicants will receive an award letter with an enclosed acceptance form. The acceptance form must be signed and returned, along with the \$500 deposit, to the Registrar's office by the deadline stated in the letter.

#### Offers of Grants or Scholarships to Prospective Students

Any offer of a scholarship or grant to a prospective student by an officer of Urshan College is to be construed as an invitation to apply for the grant or scholarship the officer reasonably believes to be available given the facts

known at the time. Such an offer cannot be construed as a guarantee or warranty of funding. Proffered financial incentives are voided if the prospective student fails to meet any eligibility or application requirements.

All scholarships and grants are subject to availability and the criteria are subject to change without prior notice.

## *STUDENT LIFE*

### **Campus Life**

Social, athletic, cultural, and religious activities are planned by the College and by student organizations to encourage the growth of the total person. A variety of informative and entertaining programs are presented in scheduled convocations, lectures, concerts, recitals, drama productions, and exhibitions.

### **Socials**

Periodic student socials sponsored by the Student Senate provide an opportunity to come together for a time of food and relaxation. These socials include a variety of events such as the Christmas and end-of-the year banquets. All students are encouraged to attend.

The College holds a number of all-school socials through the school year. These include beginning of semester activities, preview weekend events, and an all-school trip. College-wide social events are mandatory unless permission is obtained from the dean of students.

### **Active Ministerial Participation**

The Active Ministerial Participation (AMP) program of Urshan College is an integral part of the total educational experience. While academic courses are, of course, central to college, we realize that much development happens outside the classroom. AMP is an extension of your classroom experience through active ministerial participation in local churches, the community, campus activities, and beyond. Urshan College includes AMP as part of its overall educational structure. Details on AMP requirements and AMP forms are in the AMP Manual available on the student portal of the Urshan website.

### **Spiritual Life**

#### ***Church Attendance***

Students of Urshan are blessed to have a number of UPCI and other Apostolic churches in the St. Louis metropolitan area. Students must choose a local Apostolic church and faithfully attend all of the services that their schedules will permit. All students who are attending a United Pentecostal Church at the time of enrollment are to attend a local church in fellowship with the UPCI. For the purpose of building faithfulness, visiting other St. Louis area churches is discouraged with the exception of revivals or other special services that do not conflict with students' regular church schedules. However, Urshan-sponsored function takes precedence over the local church activities.

#### ***Chapel Services***

Chapel services provide a time to sing, pray, and reflect upon one's relationship with God. These services involve both students and faculty and offer training in spiritual leadership. All students are required to attend.

### ***Special Emphasis Services***

In addition to the regular chapel services, several special services are conducted at various times throughout the year. Periodically chapel revivals with guest speakers are conducted.

### ***Evangelism***

Students are encouraged to participate in Urshan sponsored evangelistic outreach activities and each student is urged to conduct Bible studies and be a soul winner while enrolled at Urshan College.

## **Student Leadership**

Urshan College believes that its students are the future Apostolic leaders in church, business, and society. As such they should be provided ample opportunities to develop their leadership abilities through hand-on experience.

To qualify for and maintain a student leadership position at Urshan College, a student must be full-time and meet any specific eligibility requirements of the office. Student leaders must hold a cumulative grade point average of at least 2.7 at the time of election to office. No student shall hold more than one elected office. Student leaders who have been found guilty of an ethical conduct violation or have been placed on academic or disciplinary probation must immediately vacate their office.

### ***Class Officers***

Each year the respective freshmen, sophomore, junior, and senior classes elect officers to guide their activities for that school year. A president or secretary may preside over class meetings and initiate and direct various programs of each class throughout the year with the assistance of a faculty advisor. These student officers serve as spokesmen for their classes.

### ***Student Senate***

The Student Senate is the governing organization for the community of student organizations. It is responsible for the planning and administration of the Organization Fair during the first month of the fall term, to introduce all students to opportunities for involvement at Urshan. In addition, each student organization is accountable to the Student Senate for its function.

Student Senate membership includes a President and Secretary elected by the Student Body, the class officers, and the presidents and secretaries of officially recognized student clubs and organizations. The term of membership is one-year. The Senate serves as a voice for the student body to College administration and trustees, and cooperates with the faculty and administration in the daily function of the College. The Senate seeks to advance the welfare of the College and to promote an awareness and interest in the vital issues affecting the College community.

### ***Urshan College Clubs and Organizations***

Student clubs and organizations are designed to appeal to a broad scope of interests and to encourage participation by every student. Students are encouraged to find organizations that will be particularly interesting or helpful to them. Each club and organization maintains its own officers and faculty advisor(s), schedules its programs through the office of the dean of students, and maintains its schedule in coordination with the Urshan College master calendar.

### ***Official Recognition of Campus Organizations***

All campus clubs and organizations must meet the requirements listed in the current Student Handbook to be recognized as an official campus organization. Student organizations are expected to function, plan activities,

and conduct themselves in keeping with organizational and College policy as stated in the Urshan College Student Handbook. Failure of organizations to abide by established policies may result in sanctions by the Student Senate. An official campus organization shall be eligible for Student Senate funds, and organization presidents and secretaries shall serve on the Student Senate.

Please note that clubs and organizations may change from year to year. Currently, Urshan College recognizes the following Clubs and Organizations:

- Community Outreach Club
- Urshan Ministerial Alliance
- Music Club
- Missions Club
- Student Christian Education Association

### ***Community Outreach Club***

This organization affords an outlet for the spiritual life of students. It is designed to impart to students a vision of the need for evangelism and to equip them with the necessary training and experience to implement that vision. We encourage all students to be actively involved with the outreach club each semester they attend Urshan College. Some of the activities include:

- Participating in street meetings
- Teaching home Bible studies
- Distributing tracts and witnessing from house to house
- Visiting and ministering in local nursing homes
- Serving in soup kitchens, homeless shelters, etc.
- Mentoring in local public schools

### ***Urshan Ministerial Alliance***

The Urshan Ministerial Alliance offers opportunities for sophomores, juniors and seniors to gain experience in active pulpit ministry. Preaching opportunities include chapel and weekend ministry trips to churches in the region.

### ***Urshan Missions Club***

The Missions Club at Urshan exists primarily to provide opportunities for involvement in global missions through prayer, fundraising, dissemination of information, and involvement in ministry trips outside of North America.

### ***Urshan Music Association***

This organization serves Urshan ministry endeavors by providing music ministry for other clubs and organization as needed. It offers members various opportunities for developing their talents, enjoying the company of other musicians, and gaining practical music experience.

### ***Student Education Association***

The Student Education Association provides Christian Ministry majors and other students opportunities to gain practical experience in children and youth ministries. Students may conduct children's and youth rallies and revivals during the school year in the Midwest region.

# STUDENT SERVICES

## ***Administration and Business Offices***

The classroom building houses the Administrative and Business Offices on the first floor. These offices will be open Monday through Friday from 8:00 a.m. until 4:00 p.m. except scheduled holidays. All business with these offices must be conducted during these hours. No business may be conducted during chapel service.

## ***Cafeteria/Food Services***

To ensure that the meal program will operate in an effective and efficient manner, meals will be served according to the schedule below when the College is in operation:

	Breakfast	Lunch	Dinner
Monday-Friday	7:00-7:45	12:10-1:15	5:30-6:30
Saturday	None	11:30-1:15	None
Sunday	None	12:30-1:15	None

Should a student's work schedule be such that the student will not be on campus for the evening meal, a sack lunch will be prepared upon request. For students living in the dormitories, a meal check-off list will be provided each Thursday for weekend meals.

Meal prices for non-residents are:

	Breakfast	Lunch	Dinner
Monday-Friday	\$3.00	\$4.00	\$3.00
Saturday	N/A	\$3.50	N/A
Sunday	N/A	\$3.25	N/A

(Children under 12 are half price)

## ***Copy Machine***

There is a coin-operated copy machine available for student use in the library. Urshan College copy machines are not available for student use.

## ***Crime Statistics***

The Urshan College administration publishes an annual campus report on personal safety and crime statistics. The report is available upon request from the dean of students.

## ***ID Cards***

All students are required to have a current Urshan College Student ID card. Student ID cards serve as the library card and may be required for other services and events. Students should obtain their IDs when registering for class. There will be a replacement charge of \$10 for each lost, stolen or damaged ID. All IDs expire at the end of each school year.

## ***Inclement Weather***

As a residential college Urshan College will usually remain open even during periods of inclement weather. In the case of inclement weather that poses a significant safety risk, the administration will make decisions concerning the closing of the College. The decision will be made by 7:00 a.m. for any given day so that arrangements can be made for early classes. News about closures will be available through the local KMOX website ([www.kmox.com](http://www.kmox.com)) so that all students and employees can receive the latest information in one central

media outlet. Any individual class cancellations will be communicated to students by the course instructor or the academic dean.

### ***Laundry Facilities***

The laundry rooms are for the use of the resident students and faculty only. Males and females are not to do each other's laundry. The laundry room is not to be used after curfew.

### ***Leisure Time***

To make it possible for students to have social contact, public areas are available for student gathering. While students are expected to feel at home, they should refrain from loud or boisterous behavior that might be offensive to others and injurious to the campus and its furnishings. It is expected that persons using the campus facilities will be respectful of others.

### ***Campus Visitors***

Students are welcome to invite their parents and guests into public areas on campus. However, we discourage students from bringing visitors on campus on a regular basis. Dormitories are off limits to visitors except with prior permission of the dean of students. Campus visitors may sit in on a class only after obtaining permission of the instructor before the class session begins.

With permission of the dean of students, visitors may rent a dorm space to stay overnight. The charge for this service is \$10.00 per night payable in advance and will be collected by the resident assistant on duty if the office is closed. This fee does not include meals. A \$20 fine and the possible loss of visitation privileges will result from failure to properly register a guest.

All visitors to the campus are to register with the office during business hours or with the resident assistant after business hours. Visitors are expected to abide by all rules and regulations of the college while on campus. The student who invited the visitor on campus is responsible to inform the visitor of the rules and to see that they are observed. Uninvited visitors who have no legitimate business on campus should be respectfully asked to leave. Report trespassers to the resident assistant without delay, or if the resident assistant is not immediately available, to the police. Former students who have been dismissed from school or who have withdrawn for any reason must have permission from the dean of students before coming on campus.

### ***Off-Limit Areas***

No student or visitor is allowed in areas that are designated as off-limits. These include, but are not limited to, roof tops, unoccupied dorms rooms, classrooms during non-class hours, basements, and attics.

### ***Lost and Found***

Students may turn in lost or found items to the Business Office. Lost items are kept for 30 days and may be claimed by contacting the Business Office. Items left over 30 days will be removed.

### ***Mail Service***

Mail is distributed to student mailboxes Monday through Friday. No mail is delivered on Saturdays, Sundays or holidays. Mail addressed to students should be addressed in the following manner:

STUDENT NAME  
700 Howdershell  
Florissant, MO 63031-7526



Keys for the mailboxes are issued by the office of the dean of students.

Stamps for outgoing mail are available in the Business Office. Outgoing mail is picked up on regular business days between the hours of 10:00 a.m. and 1:00 p.m. at the Business Office in the Classroom Building. Packages must be picked up and signed for at the Business Office during the regular business hours.

### ***Notary Public***

Documents may be notarized in the Business Office.

### ***Voter Registration***

Urshan College provides voter registration forms and information for all enrolled students. Students are encouraged to avail themselves of their constitutional right to vote and to participate, if eligible, in the United States political structure. Information is available in the Urshan Library.

### ***Personal and Spiritual Advisement***

The College is designed to provide the best quality education with a personal interest in each student. The Office of the Dean of Students holds the primary responsibility for spiritual and personal advisement of students. Faculty members at Urshan College are also readily available for conferences with students. Members of the faculty are concerned with helping each student develop a lifestyle that is committed to Christ.

### ***Textbooks***

All textbook requirements will be posted on the College's website. It is recommended that students order textbooks in time to ensure delivery before the first day of classes. Be careful to order the correct textbook edition. The College Board estimates that the average cost of college textbooks and school supplies at a private non-profit 4-year college was \$1,244 for the 2012-2013 school year.

### ***Library***

The following rules have been established for the benefit of all library patrons:

- Students are responsible for all materials checked out on their ID cards.
- Library items may be checked out for a 14-day period, except for items placed on reserve by an instructor. Patrons may check out up to seven items with no more than four per subject matter. All items are renewable unless a hold has been placed on the item or it is on reserve.
- Patrons will be charged 25¢ per book per day for overdue items. Patrons having overdue items or outstanding fines will not be allowed to check out materials until their account is cleared.
- The student is responsible for any damage to an item that has not been previously noted. The maximum charge for lost or damaged materials will be replacement cost of the book plus any late fines and a \$5.00 replacement fee.
- Library items that are marked Reference may not be checked out.
- Patrons will maintain a respectful, quiet, orderly atmosphere in the library or they will be asked to leave. Cell phones should be set on vibrate. Headphones should be used for all audio or audio/visual materials.
- Food and drink are allowed in designated areas only.
- Operating hours during the regular semester are Monday, Tuesday, and Thursday from 8:00 a.m. to 12:00 a.m.; Wednesday and Friday from 8:00 a.m. to 6:00 p.m. and from 9:00 p.m. to 12:00 a.m.; Saturday from 9:00 a.m. to 5:00 p.m.; and Sunday from 9:00 p.m. to 12:00 a.m. Changes and additions to these hours will be posted on library door.

# *STUDENT CONDUCT*

## **College Citizenship**

All students of the College are expected to maintain the highest standard of moral conduct and concern for the well-being and rights of their fellow students. Urshan College students are expected to be responsible citizens of the community with behavior appropriate to the philosophy and purposes of the College and respect for the privacy and property of others.

Policies relating to student life are designed to give each student opportunities within the context of a Christian community to develop their potential to the fullest. Students are encouraged to make choices that will help them grow. The standard of moral conduct to which Urshan College calls every student is guided by United Pentecostal Church International beliefs.

## **Student Conduct Code**

Urshan College is a United Pentecostal Church-related institution, and it is expected that employees and students will conduct themselves in accordance with Christian principles both on and off the campus. Personal misconduct by anyone connected with Urshan detracts from the Christian witness the College strives to present to the world and hinders full accomplishment of the College program. Students are expected to obey federal, state, and local laws. The College and its employees will cooperate with law enforcement agencies during an investigation of possible criminal misconduct; however Urshan College reserves the right to proceed with its own investigation and disciplinary action independent of governmental action. The College does not await the outcome of governmental prosecution.

Each student is expected to maintain the highest standard of conduct in accordance with Christian teaching and biblical ethics and to obey all applicable rules and regulations established by Urshan College. The College reserves the right to request withdrawal of any student at any time for causes deemed by the administration to justify suspension or exclusion. Any conduct disruptive of the orderly process of the College educational program, may be grounds for disciplinary action. All resident students are immediately responsible to the resident assistant of their dormitory.

## **Urshan College Student Handbook**

The policies and procedures governing student conduct are published in the current Urshan College Student Handbook. While the College will attempt to ensure that all students know the rules through orientation sessions, it is ultimately the responsibility of the student to become familiar with these policies and rules. If there occurs any apparent discrepancy between student conduct policies or procedures as presented in this Academic Catalog and those listed in the Student Handbook, the Student Handbook shall be authoritative.

## **Jurisdiction**

Jurisdiction of Urshan College generally shall be limited to conduct which occurs anywhere on the Urshan College premises or at College-sponsored or supervised functions. However, nothing herein limits the administration of the College from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct off College premises while a student at the College.

## **Personal Growth Initiative**

To encourage and promote personal responsibility for one's behavior, the college will not seek formal institutional disciplinary action against students who have violated community standards if they voluntarily seek assistance. Voluntarily means, that the student makes his/her desire for help known to the dean of students prior to the beginning of formal proceedings. However, formal disciplinary actions may be initiated if the behavior is found to be repetitive, self-destructive, potentially harmful to others, or is a significant civil or legal issue.

To initiate the Personal Growth Initiative, the student must approach the dean of students expressing a desire to repent and change. A collaborative plan shall be established which specifies one's intent to change including action steps and accountability procedures. Formal disciplinary procedures shall be suspended as long as the student adheres to the plan. If, however, the student does not carry out the plan or demonstrates a lack of desire to change, the student shall be subject to formal disciplinary action through established institutional disciplinary procedures.

## **Peer Accountability**

When self-discipline is not effective, peer accountability becomes necessary. This type of accountability is explained as a biblical responsibility for individuals to demonstrate concern for others' growth and, when necessary, to confront another lovingly (Matthew 18:15). On one hand, members of the Urshan community should show active concern for members of the community and the community as a whole by encouraging them to adhere to Urshan's community standards. On the other hand, those who encourage others to violate Urshan's community standards are subject to disciplinary action.

The principle of peer (student to student) accountability, based on Matthew 18:15, works out practically as follows:

A student who observes (or has firsthand knowledge about) another student violating Urshan's community standards is obligated to take one of the following two steps:

- Confront privately the offending student. If the student is repentant, makes restitution (as necessary) and does not repeat the offense, then the matter is considered resolved.
- Submit a Disciplinary Report to the dean of students.

If a student observes a violation that is: (1) known to be illegal, (2) harmful to oneself or others, (3) a repeated offense by the offender after previously being confronted on the matter, or (4) denied by the offender upon confrontation; then the student must submit a Disciplinary Report.

## **Sexual Harassment**

The College believes that sexual intercourse and other forms of intensely personal sexual behavior are properly manifest within the setting of the male-female marriage relationship. For this reason the College condemns sexually exploitive or abusive behavior and any form of sexual harassment. Since pornographic material is considered degrading to human dignity and violates biblical standards of decency, the College prohibits the possession and use of such material.

Urshan College is committed to excellence in education that is based on Christian values and standards. The College believes this goal can only be achieved in an environment free of sexual harassment. Sexual harassment undermines the mission of the College and will not be permitted or condoned. The intent of Urshan College is to provide an environment for students, employees and faculty that is free from sexual harassment.

## ***Definition***

Sexual harassment is the use of personal power or authority to intimidate or attempt to intimidate or coerce a person of the opposite sex (or same sex) into unwanted sexual activity or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from consensual relationships by the introduction of the element of coercion, threat, unwelcome sexual advances, request for sexual favors, sexually explicit or suggestive advances, sexually explicit or suggestive material in written, verbal, or visual form, or other unwelcome verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the employment or academic performance of the individual.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or
- Such conduct has the purpose or effect of substantially interfering with the academic or work performance of a student or employee, or creating an intimidating, hostile, or offensive academic or work environment.

## ***Examples of Prohibited Behavior***

Prohibited behavior may take various forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favors;
- Sexually explicit language, jokes, and/or innuendoes;
- Repeated sexual propositions, date invitations, solicitations and flirtations, known to be unwelcome;
- Inappropriate and/or offensive touching, fondling, or bodily contact;
- Sexually suggestive objects, pictures, video or audio recordings, or literature presented or displayed in the classroom, faculty office, staff office, athletic area, residence hall, or other common areas;
- Threats or insinuations that may affect a person's employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance; and,
- Sexual assault or attempted sexual assault.

## ***Policy and Procedures***

The entire Sexual Harassment Policy, including complaint, investigation, and disciplinary procedures can be found in the Student Handbook.

## **Student Grievance Policy**

Fair and prompt resolution of legitimate student grievances is a vital part of Urshan College's professional and ethical commitment to its students. The grievance procedure is as follows:

1. Informal discussions to resolve the perceived grievance should first be undertaken with the dean of students; or with the academic dean, faculty member, or faculty advisor if it is an academic issue.
2. All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.
3. Grade appeals should follow the policy stated in the Academic Life (Academic Due Process) section of the current Urshan College Student Handbook.
4. Grievances not informally resolved should be placed in written form and directed to the dean of students or academic dean if it is an academic issue.
5. Receipt of grievance will be acknowledged in writing in not more than 10 days.
6. Depending upon the nature and severity of the grievance the dean or his/her representative may affect any or all of the following procedures:

- a) Personally investigate and arbitrate the grievance
  - b) Establish an ad hoc committee of uninvolved parties to investigate and recommend an appropriate action.
  - c) Refer the matter to the Urshan College Administrative Committee (president or designated representative, academic dean and dean of students) for final determination at any stage of the investigation.
7. A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).
  8. Final written responses may be appealed to the president who may choose any one of the following:
    - a) To affirm or alter previous decisions.
    - b) To resubmit to the Administrative Committee with a personal recommendation or new evidence.
    - c) To submit to the Board of Trustees in those cases with broad implications for the entire College community
- The right to review of written grievances by uninvolved parties is guaranteed.
  - Retaliation by College personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the dean of students or the academic dean if it is an academic issue.
  - This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.

## *ACADEMICS*

### **Academic Life**

As expressed in its mission statement, Urshan College exists “to educate, equip, and empower Apostolics for life and servant leadership in the church and in the world.” The college believes its academic programs and practices contribute significantly to this holistic mission. Every member of the Urshan community is called to this collaborative effort. The board members, administration, faculty, staff, and students work together to achieve this “life and servant leadership” curriculum. If there occurs any apparent discrepancy between academic policies or procedures as presented in this Academic Catalog and those listed in the Student Handbook, the Academic Catalog shall be authoritative.

### **Unit of Credit**

One unit of credit is assigned for successfully completing the work represented by one hour of direct instruction with the professor and two hours out of class work for approximately fifteen weeks per semester. Courses offered in shorter semesters provide the equivalent number of direct instruction and out of class work.

### **Dual Enrollment**

Urshan College has established a cooperative agreement with St. Louis Christian College which allow students to take courses from this institution that may be combined with Urshan credits to determine full-time status for the purpose of living in campus housing. A student must carry an academic load of at least 12 credit hours to live on campus unless given special permission. At least 6 of those hours must be taken at Urshan College. Students will be charged all applicable tuition and fees.

Students desiring to transfer credits earned at another institution while enrolled at Urshan are to obtain approval through the academic dean’s office before beginning the course work.

## Technology Recommendations

All courses will be made available through the web-based software Canvas by Instructure. Canvas is the only Learning Management Software native to the cloud. Access to courses is achieved using your own web browser. We recommend a fast computer running Windows 7 or higher or Mac OS X 10.5 or higher, a broadband internet connection, the latest edition of Mozilla Firefox, Google Chrome, or Microsoft Internet Explorer (preferably two different browsers), Adobe Acrobat Reader, and word processing software (MS Office Word, preferred).. Advances in technology may necessitate changes in these requirements. Please contact the distance learning department or IT support for current requirements.

## Independent Study Policy

Independent study is designed as an educational enrichment for students who are able to direct their own learning. The subjects covered in the independent studies must be specialized areas of study not reflected in offered courses. No required General Education course or course required by the student's major or concentration area may be completed by Independent Study. The total credit hours of Independent Study may not exceed one-fourth of all elective credits earned by the student. However, at the discretion of the academic dean, exceptions may be made in the case of scheduling conflicts caused by the College where the graduation in the planned major is in jeopardy. To be eligible for Independent Study, the student must be either a junior or senior with at least a 3.25 CGPA. A supervising faculty member will provide guidance in all phases of the process: development of objectives, design of learning experiences, and evaluation of learning outcomes.

### *Requirements for Independent Study*

- Recommended workload:
  - Required reading - 500 pages of reading per credit
  - Required writing - 5 pages of reflection and 5 pages of research (not book reports) per credit
- Work must be completed prior to the last day of final exams if taken during the semester. Independent studies attempted during the summer must be completed by September 15.
- The student will submit a proposal for independent study to the academic dean. The proposal, already signed by the student and the instructor, will include a course description, course objectives, a reading schedule, and project assignments. The initial proposal submission is due by the first class of the semester. The final draft and approval is needed by the end of the drop/add period. If a student does not have a completed proposal on file with the registrar by the end of the drop/add period, then registration for the course will be cancelled. The academic dean will approve, make recommendations, or reject the proposal. Then the independent study can begin when approved.
- Copies of the approved independent study will be given to the student, instructor, advisor, academic dean, and registrar (for the permanent file).
- Tuition for Independent study credits is the same as classroom credits. See the tuition schedule in this Academic Catalog.

## Advisement and Registration

### *Academic Advisement*

After admission to Urshan College, students are assigned to a member of the faculty who acts as their academic advisor throughout their college career. The advisor is to play a vital role in helping the student to develop long-range academic and career plans and to select semester class schedules. The advisor must also give approval for all schedule adjustments, credit overloads, and independent studies.

Advisement is a continuous process that begins with matriculation and continues throughout the student's college career. Each student is assigned an academic advisor in accordance with his or her major. The advisor is to play a vital role in helping the student develop long-range academic and career goals and to select semester class schedules. However, it remains the responsibility of the student to know and fulfill the requirements necessary for obtaining a degree at Urshan College. Students should maintain their own records with copies of all official correspondence with the College. Students should check academic advice against the official policy of the College as it is found in published documents.

### ***Academic Load***

Students are expected to give first priority to the preparation of assignments, to class attendance, and to class participation. Outside study time will vary with each class. Generally, two hours of outside study time are required for each hour of in-class time. For the college experience to be fulfilling, students must strive to grow through the knowledge offered in class and outside study. True intellectual growth results from an individual forming opinions under the rigors of intellectual discipline.

All students should adjust their semester course load according to their academic ability, extent of extracurricular activity, and the amount of outside employment so as to maintain a high academic standard. The academic load of any student is subject to reduction or limitation by the administration for low scholarship, excessive outside employment, and other influences that may adversely affect a student's academic progress in college. A student carrying more than 18 hours may do so only by permission of the academic dean.

### ***Registration***

When applicants have been admitted to the College, they are eligible to register for courses. The specific time for registration each semester is given on the College calendar. A late registration fee is imposed upon those students who do not register during these periods. Music majors must audition and take entrance exams as part of their initial registration process.

### ***Adding or Withdrawing from Courses***

Students' choices of classes, once made and filed, are expected to be in effect for the semester. If course changes are necessary, students must request the change on the proper form (obtained from the Business Office or the College website). The drop/add fee must be paid at the time the form is filed in the business office. The College calendar lists the deadlines related to dropping or adding courses. No exceptions will be made to these deadlines. Students who stop attending a course without officially withdrawing are automatically given a failing grade for that course.

### ***Change in Tuition as a Result of Adding or Dropping a Course***

Students who add classes must pay any additional tuition charges and course fees incurred as a result of the change at the time they submit the Drop/Add Form. The account of students who drop classes during a regular semester and do not withdraw from the College will be credited 90% of any difference in tuition costs if the drop occurs during the first week of the semester and 55% of the difference if the drop occurs during the second or third week of the semester. There will be no credit of the difference in tuition if the drop occurs after the third week of the semester. Students may drop a course even if the course has not yet met.

Credits of any difference in tuition that occur as the result of dropping a short-term course (one meeting for less than a standard semester) will be determined based on the total number of class hours the course is scheduled to meet. If the drop occurs before the short-term course has met 13% of its total scheduled hours the student will be credited 90% of any difference in tuition. If the short-term course has met 13% through 25% of scheduled hours, the student's account shall be credited 55% of any difference in tuition. There will be no credit of any difference in tuition if the drop occurs after the class has met more than 25% of its scheduled class hours.

### ***Withdrawal from College***

Withdrawal during the semester is inadvisable. When unavoidable circumstances make it necessary for a student to withdraw the matter should be discussed with the student's advisor, the dean of students, and the president or his/her designated representative. The student may obtain a Withdrawal Form from the College office. Carefully follow the steps as instructed on this form. Students who wish to withdraw from the current semester or who do not wish to attend a future semester may remain enrolled by obtaining an approved Leave of Absence.

Failure to file the signed Withdrawal Form in the College office within two weeks of the last attendance in class constitutes an unauthorized withdrawal. No refunds shall be provided in case of an unauthorized withdrawal. In addition, unauthorized withdrawal will result in a failing grade being entered for all courses in which the student is registered. Except in the case of unauthorized withdrawal, students are considered to be enrolled until they complete all withdrawal procedures.

Students who withdraw from the College have 48 hours to vacate the premises. All student conduct regulations remain binding on withdrawing students until they have left the campus.

### ***Change of Major***

Change of major requires approval of the academic advisor and the academic dean. Changes of Major forms are available from the registrar.

### ***Course Cancellation***

The College may cancel any course because of insufficient enrollment or if the instructor unexpectedly becomes unavailable. Full refunds of applicable tuition are granted when the College cancels a course.

## **Academic Evaluation**

To record the level of student achievement and to stimulate quality work, the College's system of evaluating work performed is expressed in terms of letter grades with plus and minus and numerical grade points.

Grade	Significance	Grade Points	Percentage
A	Outstanding	4.0	93-100%
A-		3.7	90-92%
B+		3.3	87-89%
B	Above Average	3.0	83-86%
B-		2.7	80-82%
C+		2.3	77-79%
C	Average	2.0	73-76%
C-		1.7	70-72%
D	Below Average	1.0	65-69%
F	Fail	0.0	Below 65%
P	Pass	N/A	
WP	Withdraw Passing	No Credit	
WF	Withdraw Failing	0.0	
W	Withdraw	No Credit	
I	Incomplete	0.0	
AU	Audit	No Credit	



### ***Incomplete Grade***

An incomplete is allowed only upon approval of the academic dean for work that is incomplete at the end of the semester due to factors beyond a student's control. Students may obtain the Incomplete Grade Form from the registrar or the College website. The form must be completed with student, faculty member, and academic dean's signatures before being submitted to the registrar. The form must be completed before the class's final exam begins. This mark is temporary and may be changed to any other mark upon completion of the course requirements. This mark automatically becomes an "F" if it has not been cleared within 3 weeks after the end of the semester for which it has been given.

### ***Grade Point Average***

The student grade point average (GPA) is a measure of academic achievement. The grade point average is computed by taking the sum of credits for each course multiplied by the grade point equivalent of the grade for the course and dividing by the total credits attempted. Courses that earn a "P", "WP", or "W" are excluded from the calculation. The cumulative grade point average (CGPA) is calculated in the same manner, but for all courses attempted while a student at Urshan College. Transfer credits and dual enrollment credits earned at other institutions are not considered when computing the GPA or CGPA.

### ***Satisfactory Academic Progress***

A minimum cumulative grade point average (CGPA) of 2.0 and class attendance within the required range is considered satisfactory academic progress. Students are placed on academic probation when their CGPA drops below a 2.0 and/or their class attendance falls below the required range. The CGPA must be above the required 2.0 and attendance must meet the minimum required level for probationary status to be removed. If a student fails to achieve a 2.0 CGPA for two consecutive semesters, the student will enter academic suspension.

### ***Academic Probation***

If a student is placed on academic probation, the following restrictions shall apply until the CGPA has met the required level for probationary status to be removed:

- The student must resign from any office he/she may hold with the College.
- The student can enroll in no more than 13 credits per semester.
- The student will be required to meet weekly with his or her academic advisor.
- Students who are on academic probation due to a writing deficiency may be required to attend regular Writing Center appointments.
- Students who are on academic probation due to an academic deficiency unrelated to writing are strongly advised to engage the services of a tutor.

### ***Academic Suspension***

If a student fails to achieve a 2.0 CGPA after two consecutive semesters on academic probation, the student will enter academic suspension and will not be allowed to enroll in any Urshan College courses for a semester, after which they may return to the College on academic probation and enroll in courses. If at the end of that probationary semester, the student has still failed to achieve a 2.0 CGPA, they will be returned to suspension status until such time as they can present compelling evidence in writing to the Academic Affairs Committee that their chances of academic success have dramatically improved.

After a student has been on suspension for four semesters the student will be withdrawn from the college. Students seeking to return after withdrawal for academic suspension will need to complete the admissions process.

## ***Scholastic Honors***

Urshan College strives to create an atmosphere conducive to scholarship and to provide incentive for academic growth. Maximum achievement is encouraged by giving recognition to those who excel. Students of Urshan College are eligible to receive honors as outlined below:

### ***The Dean's List***

The Dean's List is published at the end of each semester. To qualify, students must be enrolled in a degree program and must have taken 12 credits or more from Urshan College during the semester. The Dean's List consists of students earning a grade point average of 3.5 or more.

Dual enrollment students with full-time status may qualify for the Dean's List by requesting that the other institution send an official grade report (not a transcript) to the Registrar's office. The two sets of grades will be combined and calculated to determine the GPA. If the GPA is sufficient, students will be placed on the Dean's List. An asterisk will indicate inclusion by this calculation. Requesting grades from other institutions is the responsibility of the student. If the other institution fails to respond to the request in sufficient time, students will not be considered for the Urshan College Dean's List.

### ***Academic Graduate Honors***

To qualify for academic honors, students must have a minimum 3.5 cumulative grade point average and have completed all graduation requirements for a bachelor degree. Students who are participating in commencement exercises but have not completed all graduation requirements are not eligible for graduate honors. The academic honors include:

Cum Laude ("with honor")	3.5-3.59 Cumulative GPA
Magna Cum Laude ("with great honor")	3.6-3.79 CGPA
Summa Cum Laude ("with highest honor")	3.8-4.0 CGPA

### ***Student Classification***

For the purpose of determining student classification, the following categories are used:

Freshman	Satisfaction of entrance requirements; less than 30 credits earned
Sophomore	30-59 earned credits
Junior	60-89 earned credits
Senior	90 earned credits or more

## ***Classroom Policies***

### ***Attendance Policy***

Students are expected to attend each class session, but the following minimum attendance is required:

- 1 Credit hour course of 15 class sessions: minimum attendance is 13 class sessions
- 2 credit hour course of 30 class sessions: minimum attendance is 26 class sessions
- 3 credit hour course of 45 class sessions: minimum attendance is 39 class sessions

Faculty members shall state the attendance policy for their courses in the course syllabi.

### ***Class Visitors***

Students who wish to bring visitors to class must obtain permission from their individual instructor before the class session.

## ***Examinations***

Examinations, tests, and quizzes are to be taken on the dates scheduled unless prior arrangements have been made with the course instructor. Make-up exams are only allowed at the discretion of the individual instructor. Final exams are to be taken at their scheduled time only unless special permission is granted in advance and in writing by the academic dean.

## ***Laptop and Tablet Usage in the Classroom***

Students may use laptops and tablet computers during class with the consent of the instructor. Wireless access to the Internet may not be available during class time. When Internet access is available, any improper use of a computer during class including composing, sending, or reading emails; instant messaging; searching or browsing the Internet; playing games; and/or viewing movies is prohibited. Further, any use of a computer on campus, whether during class or at other times, that interferes with the orderly conduct of the educational or administrative functions of Urshan College is prohibited. Students who violate computer use policies are subject to disciplinary actions.

## ***Cell Phones and Other Personal Electronic Devices***

The carrying and use of cell phones and other personal electronic devices are allowed on the Urshan College campus. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and of its classes. Students participating in off-campus course-related activities must follow the electronic devices policies of the agency or organization where they are visiting or working. Cell phones, pagers, and other personal electronic devices should be off and out of sight in classrooms and other academic settings and during such events as chapel, lectures, and College ceremonies. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, dorm rooms, showers, and other locations. The use of cell phones, pagers, calculators, recorders, digital cameras, PDA's, MP3 players, or other personal electronic devices for the purpose of academic dishonesty will be handled under the Academic Honesty policy of Urshan College.

## ***Faculty Right to Establish Additional Classroom Policies***

Faculty members, at their discretion, may establish additional policies in the course syllabi related to classroom decorum, the use of electronic devices in class, and other rules designed to maintain a classroom environment that is conducive to learning and the respect of others. These rules and policies may include reasonable penalties for violation.

## ***Academic Honesty***

Plagiarism, cheating, and dishonesty are in direct opposition to a Christian life and the goals of Urshan College. It is assumed that all students enrolled at Urshan College have done so for the primary purpose of learning. Students are expected to refrain from those actions that contradict this purpose and which would jeopardize their Christian character and testimony.

Cheating is considered a serious offense against a student's Christian character and testimony. Cheating includes copying from another person's test paper, using concealed information during examinations, falsifying reports, giving reports and papers to other students, giving information to another person during examinations, obtaining information from a student who has already taken the examination, using another student's work, and submitting the same assignment in more than one course.

Plagiarism is defined as copying, paraphrasing, or closely imitating any part of a published or unpublished book, paper, or web source without properly identifying the author. This also includes the use of the language and thoughts of another person while representing them as one's own. Students are urged to take advantage of online plagiarism checkers to help avoid unintentional plagiarism. Plagiarism is a violation of the intellectual property rights of another person and a failure to give honor to whom honor is due.

Students who believe another student is cheating or plagiarizing should handle the situation according to the Peer Accountability policy. Concealing such dishonorable practices is detrimental to the spiritual atmosphere among the College family.

Faculty members shall exercise proper diligence to prevent academic dishonesty. Any suspected incident of academic dishonesty will be submitted by the faculty member to the academic dean for review by the Academic Affairs Committee (AAC). The final decision on the nature of the offense (unintentional or flagrant) will rest with the committee. All offenses ruled flagrant will be recorded in official student records. A letter of disciplinary action from the AAC will be given to the student, and copies of the letter and pertinent documentation will be placed in the student's file.

The first incident of flagrant academic dishonesty will result in a zero on the assignment; the second, in failure of the course in which the second offense takes place; the third, in suspension from the College for one semester. If there is another incident of academic dishonesty after re-enrollment, the student will be permanently expelled.

### ***Academic Due Process***

Students dissatisfied with classroom or academic procedures or decisions should use the following due process procedure:

1. Students will attempt to settle differences with an instructor within two weeks of the disputed issue, or in the case of a disputed course grade, within 6 weeks after the end of the semester.
2. Students who are dissatisfied with the outcome of the instructor conference may file a written complaint with the academic dean within one week after the conference. The written document should fully describe the issue in dispute and steps taken to resolve the conflict. The academic dean will consult with the instructor before any decision is made. The academic dean will make a decision within two weeks.
3. Students who are dissatisfied with the academic dean's decision may file a written complaint with the Academic Affairs Committee via the academic dean within one week of the academic dean's decision. The Academic Affairs Committee will review the steps taken by the student, instructor, and academic dean prior to making a decision. The Academic Affairs Committee will make its decision within two weeks. The decision of the Academic Affairs Committee is final.

# *GRADUATION REQUIREMENTS*

## **Application for Degree**

In order to graduate and participate in Commencement exercises, an Application for Degree is to be filed with the Registrar's Office no later than the last day of registration of the last semester in which the student will be completing his/her degree requirements at Urshan.

## **Catalog Requirement**

Students are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment at Urshan. Students wishing to change to a more recent catalog may do so, provided they are enrolled when the catalog is in effect and they submit a written request to do so to the Registrar. Students who have not maintained continuous enrollment must meet the graduation requirements from the catalog in effect at the time they reenroll. Students who wish to withdraw from the current semester or who do not wish to attend a future semester may remain enrolled by obtaining an approved Leave of Absence.

## **Degree Concentrations**

A degree concentration is only awarded in relation to a major. See the degree programs for concentration options and requirements.

## **Associate Degrees**

To be eligible to receive associate degrees from Urshan College, students must...

- have successfully completed
  - a minimum of 64 semester hours of credit;
  - a minimum of 30 credit hours at Urshan College; and
  - all course requirements in the student's major;
- have earned a cumulative GPA of 2.00 for all courses taken at Urshan College;
- participate in the College's testing and assessment programs;
- fulfill the College's Active Ministerial Participation requirements;
- pay in full all charges and clear all holds on the student's account; and
- receive a recommendation from the faculty for graduation.

Students may participate in the commencement ceremony if they are missing no more than 3 hours of required courses for the associate's degree. At least one month prior to graduation, those students must submit to the registrar a written plan of action approved by the academic dean for earning the missing credits.

## **Bachelor Degrees**

To be eligible to receive bachelor degrees from Urshan College, students must...

- have successfully completed
  - a minimum of 123 semester hours of credit (126 for music majors);
  - a minimum of 33 credit hours at Urshan College;
  - all General Education requirements;
  - all course requirements in the student's major; and
  - all course requirements in the student's concentration area;
- have earned a cumulative GPA of 2.00 for all courses taken at Urshan College;
- participate in the College's testing and assessment programs;
- fulfill the College's Active Ministerial Participation requirements;

- pay in full all charges and clear all holds on the student's account; and
- receive a recommendation from the faculty for graduation.

Additionally, music majors must have completed all music recital attendance requirements and any senior recital or music capstone requirement.

Students may participate in the commencement ceremony if they are missing no more than 6 hours of required courses for the bachelor's degree. At least one month prior to graduation, those students must submit to the registrar a written plan of action approved by the academic dean for earning the missing credits.

## **Release of Student Transcript and/or Diploma**

There is a charge of \$5.00 for each transcript (unofficial or official), except for the first request, which is complimentary. The student's account must be paid in full and all holds cleared before any transcript or diploma can be issued. All requests for transcripts must be made in writing to the registrar with the student's written signature on the request as mandated by federal law. Transcript Release Forms are available online at [www.urshancollege.org](http://www.urshancollege.org).

## ***EXPLANATION OF COURSE NUMBERS***

### **PREFIX:**

The two-letter prefix identifies the general area of study:

BI = Bible

BL = Biblical Languages

BU = Business

CO = Communications

ED = Education

EN = English

HC = Healthcare

HI = History

HU = Humanities

MA = Mathematics

MS = Missiology

MU = Music

OL = Organizational

Leadership

PH = Philosophy

PT = Practical Theology

PY = Psychology

SC = Science

SO = Social Sciences

ST = Systematic Theology

### **NUMBERS**

000-099 a pre-college course intended to correct deficiencies in preparation for entrance into a program of study; 000-099 courses are not offered for college credit

100-199 a basic college-level course that builds a foundation for further study, generally appropriate for freshmen

200-299 an overview of a subject, generally appropriate for sophomores

300-399 a more in-depth course, generally appropriate for juniors

400-499 a more advanced course with a specific focus, generally appropriate for seniors

# ***GENERAL EDUCATION REQUIREMENTS***

Assistant Professor M. Jean Bland, General Education Director

General education is the curricular foundation of Urshan College. All bachelor degree programs require the completion of the general education requirements.

## **Philosophy**

Urshan College believes Christians should engage culture through revitalizing the Christian intellectual tradition of quality scholarship, passionate spirituality, and renewal of the mind. In part, this starts with a foundational breadth of knowledge concerning the physical universe, diverse human societies, the Bible, the church, and self. Each of these elements must be in place and functioning under the influence of the Holy Spirit in order to achieve that excellence to which enlightened Christian leaders aspire, and for which our world deeply hungers. Christian learning is a holy quest to see the world as God sees it, and to better it as He enables us. Our faculty and students share a high calling in Christ Jesus to make a significant difference in our world. To this end, the General Education requirements of Urshan College are designed to encourage students to pursue a lifetime of continual learning and to develop knowledge, compassion, and intellectual and spiritual tools. Students across all degree programs take general education course offerings inculcated with the values of the College and the broader Apostolic community.

## **Objectives**

Upon completion of the general education requirements, students will have acquired skills in analytical thinking, understanding nature and society, and communicating with a global audience. This helps equip students with a foundation for and success beyond their particular areas of study and for enriched lives as educated persons, active citizens, and effective contributors in society.

The general education core of Urshan College will educate, equip, and empower the graduate for life and servant leadership by aiding in:

- Demonstrating a biblical worldview and analytical thinking skills.
- Communicating effectively in written and oral forms.
- Appreciating and interacting with the diversity of the world by integrating and applying social sciences, quantitative skills, qualitative skills, and scientific inquiry.
- Understanding self and others for effective conflict resolution and collaborative team work in order to translate critical thought into action through shared leadership.
- Demonstrating comprehension of general education concepts and skills by integrating them with biblical concepts and applying them in personal life and professional settings

### **Student Learning Outcomes**

After completing the general education core, the student will be able to:

- Communicate effectively in written form.
- Communicate effectively in oral form.
- Demonstrate interdisciplinary competence.
- Demonstrate cultural competence.
- Demonstrate servant leadership.
- Integrate biblical competence into daily life.
- Collaborate effectively.

# General Education Requirements

<u>Reasoning Skills</u>	9 credits
• HI 101 Introduction to Christian History and Thought	3
• MA 101 College Mathematics	3
• SC 101 Biology	3
<u>Communication Skills</u>	9 credits
• EN 101 English Composition I	3
• EN 102 English Composition II	3
• CO 101 Communication Skills	3
<u>Understanding of Self &amp; Society</u>	21 credits
• ST 101 Introduction to Pentecostal Theology	3
• PT 101 Spiritual Formation	3
• PH 103 Hermeneutics of the Word and the World	3
• ED 100 College Success	3
• SO 101 Introduction to Sociology	3
• PY 101 General Psychology	3
• SO 201 Marriage and Family	3
<u>Humanities</u>	18 credits
• PH 101 Introduction to Philosophy	
-OR- PH 303 Ethics and Leadership	3
• EN 201 World Literature	3
• BI 101 Old Testament Literature	3
• BI 103 New Testament Literature	3
• HU 101 Survey of the Arts in Christian Worship	3
• HI 201 American Government	3
<u>ED 499 Capstone Project</u>	3 credits
Total General Education Requirements .....	60 credits



# *ASSOCIATE OF ARTS IN GENERAL STUDIES*

Assistant Professor M. Jean Bland, Program Director

## **Philosophy**

The General Studies degree program at Urshan College is designed to provide students with an Apostolic spiritual and academic environment providing biblical and general education concepts and skills that they may use as they continue their education at another institution.

## **Program Objectives**

The Associate Degree in General Studies will educate, equip, and empower the graduate for life and servant leadership by aiding in: :

- Demonstrating a biblical worldview and analytical thinking skills.
- Communicating effectively in written and oral forms.
- Integrating biblical and general education concepts and skills to be a servant leader in personal, professional, and ministry settings.
- Utilizing the fundamentals of general studies to continue their education.

## **Student Learning Outcomes**

After successfully completing the AA in General Studies, students will be able to:

- Communicate effectively in written form.
- Communicate effectively in oral form.
- Demonstrate interdisciplinary competence.
- Demonstrate cultural competence.
- Demonstrate servant leadership.
- Demonstrate a commitment to further education.

## **Degree Requirements**

The AA in General Studies requires a minimum of 64 semester credits. Students must complete the following general education requirements of 54 semester credits:

- |   |   |
|---|---|
| • ED 100 College Success  | 3 |
| • BI 101 Old Testament Literature                                     | 3 |
| • BI 103 New Testament Literature                                     | 3 |
| • HI 101 Introduction to Christian History and Thought                | 3 |
| • PH 103 Hermeneutics of the Word and the World                       | 3 |
| • ST 101 Introduction to Pentecostal Theology                         | 3 |
| • PT 101 Spiritual Formation  | 3 |
| • EN 101 English Composition I  | 3 |
| • EN 102 English Composition II                                       | 3 |
| • CO 101 Communication Skills   | 3 |
| • EN 201 World Literature   | 3 |
| • HI 201 American Government  | 3 |
| • HU 101 Survey of the Arts in Christian Worship                      | 3 |
| • MA 101 College Mathematics (or other college-level mathematics)     | 3 |
| • PH 101 Introduction to Philosophy -OR- PH 303 Ethics and Leadership | 3 |
| • SC 101 Biology (or other college-level science)                     | 3 |

- SO 101 Introduction to Sociology -OR- PY 101 General Psychology 3
- SO 201 Marriage and Family 3

#### Electives

Remaining credit requirements may be fulfilled through electives.

## ***BACHELOR OF ARTS IN CHRISTIAN MINISTRY***

Professor Jared S. Runck, Program Director

### **Philosophy**

God has given every individual in the body of Christ unique gifts and abilities; because we are stewards of those gifts, it is important to cultivate them to their fullest potential. Urshan College's biblically grounded Christian Ministry degree seeks to facilitate the development of thinking and learning strategies, interpersonal skills, creativity, as well as allowing the flexibility to pursue a variety of ministry options. Furthermore, the Christian Ministry Department will work to empower students preparing for graduate studies and life-long education.

### **Program Objectives**

The Christian Ministry Degree will help educate, equip, and empower the graduate for life and servant leadership by aiding in:

- Achieving a demonstrated competency to articulate Christian beliefs and Apostolic distinctives
- Providing interpretive and exegetical skills related to the biblical text and knowledge of a Oneness Pentecostal hermeneutic
- Cultivating spiritual formation in community, integrating academics and Christian service through a Spirit-filled life
- Empowering a growing facility in specific foci, such as in Bible, pastoral ministry, children's ministry, youth ministry, or in other self-directed foci
- Achieving a demonstrated competency to critically contextualize scriptural truths in a variety of settings, such as in interpersonal relationships, writing, speaking, and in creative use of media

### **Student Learning Outcomes**

After successfully completing the BA in Christian Ministry, students will be able to:

- Effectively defend Apostolic doctrines.
- Value Apostolic doctrines.
- Model Apostolic beliefs in various contexts of daily life.
- Communicate Apostolic beliefs effectively across cultures.
- Correctly apply an Apostolic interpretive framework to the biblical text.
- Properly exegete biblical texts.
- Actively serve the church.
- Actively serve society.
- Demonstrate an appropriate level of expertise in their chosen field of ministry.

## Degree Requirements

The B.A. in Christian Ministry requires a minimum of 123 semester credits. Students must complete all of the college's general education requirements plus a core of 33 semester credits:

- BI 215 Luke/Acts 3
- MS 201 Mission of the Church 3
- ST 201 Theology I 3
- ST 202 Theology II 3
- HI 203 Modern Pentecostal Movements 3
- OL 301 Leadership and Management Theory 3
- ST 301 Christology 3
- ST 303 Pneumatology 3
- BI 309 The Epistle to the Romans 3
- Additional 300/400 level BI, PT, or ST courses 6

## Degree Concentrations

If they wish to do so, Christian Ministry majors may also choose a degree concentration area from Bible, Children's Ministry, Music Ministry, Pastoral Ministry, or Youth Ministry.

### ***Bible Concentration***

All of the following courses:

- BL 101 Introduction to Old Testament Languages 3
- BL 102 Introduction to New Testament Languages 3
- BI 201 Genesis 3
- BI 307 Gospel of John 3

### ***Children's Ministry Concentration***

All of the following courses:

- ED 102 Survey of Christian Education 3
- ED 201 Developmental Psychology I 3
- ED 205 Child Evangelism 3
- ED 211 Story Telling 3
- ED 405 Children's Ministry Practicum 3

### ***Music Ministry Concentration***

All of the following courses are required:

- MU 099 Fundamentals of Music (or demonstrated proficiency) 0
- MU 103 Keyboard Note Reading I (or demonstrated proficiency) 1
- MU 104 Keyboard Note Reading II (or demonstrated proficiency) 1
- MU 105 Keyboard Improvisation I (or demonstrated proficiency) 1
- MU 106 Keyboard Improvisation II (or demonstrated proficiency) 1
- MU 100 Choir or MU 100B Concert Choir 2
- MU 107 Music Theory I 3
- MU 207 Music Theory II 3
- MU 109 Sight Singing & Ear Training I 2
- MU 209 Sight Singing & Ear Training II 2

Two credits of private music lessons chosen from the following:

- MU 113 Private Piano Lessons 2
- MU 114 Private Voice Lessons 2
- MU 117 Private Instrument Lessons 2

### ***Pastoral Ministry Concentration***

All of the following courses:

- PT 201 Introduction to Preaching 3
- OL 405 Church Administration 3
- ED 305 Church Education Administration 3
- PT 401 Pastoral Care and Counseling 3

### ***Youth Ministry Concentration***

All of the following courses:

- PT 301 Youth and Family Ministry 3
- ED 103 Foundations of Youth Ministry 3
- ED 203 Developmental Psychology II 3
- ED 303 Effective Communication to Adolescents 3
- PT 403 Ministry Internship 3

Electives

Remaining credit requirements may be fulfilled through electives. A minimum of 48 total hours of the degree must be 300 or 400 level courses (or equivalent).

## ***BACHELOR OF SCIENCE IN CHRISTIAN MINISTRY***

### **Saint Louis Christian College Cooperative Degree Option**

Through a cooperative agreement between Urshan College and St. Louis Christian College (SLCC), Christian Ministry majors may complete an accredited Bachelor of Science degree in Christian Ministry from SLCC through dual enrollment.

### ***Purpose of the Bachelor of Science in Christian Ministry***

The mission of the B.S. in Christian Ministry is to equip students who desire to conduct bi-vocational ministries for effective Christian leadership in the church and the world.

### ***General Education Substitutions***

Students seeking a degree from Saint Louis Christian College by dual enrollment may substitute the following SLCC courses for Urshan general education courses:

Reasoning Skills

In place of MA 101 College Mathematics substitute GMA101 Intermediate Algebra -OR- GMA102 Contemporary College Math

In place of SC 101 Biology substitute GSC202 Biology -OR- GSC212 Environmental Science

Understanding of Self & Society

In place of SO 101 Introduction to Sociology substitute GSO312 Intercultural Communication

In place of PY 101 General Psychology substitute GPY201 General Psychology

Humanities

In place of PH 303 Ethics and Leadership substitute GPH311 Ethics and Leadership

In place of EN 201 World Literature substitute GEN201 Introduction to Literature

In place of HU 101 Survey of the Arts in Christian Worship substitute GAR201 Introduction to the Arts

In place of HI 201 American Government substitute GHY212 American History I

## Degree Requirements

The BS in Christian Ministry requires a minimum of 127 semester credits. Students must complete all of the College's General Education requirements plus a core of 33 semester credits from Urshan:

- |  |   |
|--|---|
| • BI 215 Luke/Acts                               | 3 |
| • BI 411 Pauline Theology                        | 3 |
| • HI 203 Modern Pentecostal Movements            | 3 |
| • MS 201 Mission of the Church                   | 3 |
| • ST 201 Theology I                              | 3 |
| • ST 202 Theology II                             | 3 |
| • ST 301 Christology                             | 3 |
| • ST 303 Pneumatology                            | 3 |
| • Additional 300/400 level BI, PT, or ST courses | 9 |

Students must also complete the following core of 30 semester credits from SLCC:

- Bible & Theology (12 hrs)
  - BNT \_\_\_\_ Gospel Elective
  - BNT 402 Romans
  - BTH 302 Theology II
  - BTH 402 Senior Synthesis
- General Education (9 hrs)
  - GHY 202 Church History
  - GPH 311 Ethics & Leadership
  - GSO 312 Intercultural Communication
- Practical Ministry (9 hrs)
  - PMN 300 Practicum
  - PMN 401 Leadership & Management
  - PSP 202 Homiletics –OR- PSP 215N Expository Speaking

Electives

Remaining credit requirements may be fulfilled through electives. A minimum of 48 total hours of the degree must be 300 or 400 level courses (or equivalent).

# *BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP*

Professor Tom O'Daniel, Program Director

## **Philosophy**

Scripture teaches that God gave leaders to His church and gifts them for leadership. This accentuates the importance of leaders and leadership. Moses mentoring Joshua and Paul mentoring Timothy indicate that leadership skills and competencies must be cultivated and developed. Scholarship supports the truth of these principles in the organizational environment. The success of organizations in the diverse and changing world of the twenty-first century hinges on the development of leaders capable of leading teams in assessing and addressing the complex issues of a global marketplace.

The Organizational Leadership degree at Urshan College is designed to assist in fulfilling the need of supplying trained leaders dedicated to positively impacting their organization, community, and world. The program commits to offering students courses and experiences that formally and informally educate, equip, and empower them as servant leaders to contribute to the success and development of their organization, church, and community.

## **Program Objectives**

The Organizational Leadership degree will contribute to educating, equipping, and empowering the graduate for life and servant leadership by aiding in:

- Developing the student's appreciation of how trained leadership of human resources contributes to organizational success.
- Analyzing the interrelationship between leadership and management and how they complement each other in organizational success.
- Equipping the student to synthesize the components of values, mission, vision, strategic planning, ethics and diversity into a framework for organizational success.
- Enhancing knowledge, skills and competencies applicable to organizational leadership.
- Cultivating a commitment to personal development, relationship development, and the development of others within the organization for the furtherance of organizational development.

### **Student Learning Outcomes**

After successfully completing the BA in Organizational Leadership, students will be able to:

- Commit to life-long personal development.
- Commit to the development of others.
- Value human resources as integral to organizational success.
- Demonstrate a commitment to the moral dimension of leadership.
- Demonstrate competency in problem solving
- Effectively use strategic planning in decision-making

## **Bachelor of Arts in Organizational Leadership Degree Requirements**

The B.A. in Organizational Leadership requires a minimum of 123 semester credits. Students must complete all of the College's General Education requirements plus a core of 36 semester credits:

• OL 101 Judeo-Christian Perspectives on Leadership	3
• SO 103 Diversity and Intercultural Communication	3
• SO 203 Group Dynamics	3
• PY 203 Conflict Management and Resolution	3
• OL 301 Leadership and Management Theory	3
• BU 301 Human Resource Management	3
• OL 303 The Leader and Group Performance	3
• OL 305 Strategic Planning	3
• OL 401 Leading Change for Organizational Development	3
• OL 403 Organizational Ethics and Social Responsibility	3
• OL 407 The Leader as Mentor and Coach	3
• OL 411 Team Leadership Development	3

## Degree Concentrations

If they wish to do so, organizational leadership majors may choose a degree concentration area from Business Leadership, Healthcare Administration, Ministry Leadership, Missions Leadership, Music Leadership, or Psychology Leadership.

### Electives

Remaining credit requirements may be fulfilled through electives. A minimum of 48 total hours of the degree must be 300 or 400 level courses (or equivalent).

### ***Business Leadership Concentration***

Choose a minimum of 12 credits from the following courses:

• BU 201 Principles of Economics	3
• BU 203 Principles of Finance	3
• BU 303 Management Principles	3
• BU 305 Principles of Accounting	3
• BU 307 Principles of Marketing	3
• BU 401 Project Management	3
• BU 405 Business Law	3

### ***Healthcare Administration Concentration***

Choose a minimum of 15 additional credits from the following courses:

• HC 201 Healthcare Medical Terminology	3
• HC 203 Financial Management in Healthcare Organizations	3
• HC 301 Medical Office Administration & Billing	3
• HC 303 Healthcare Quality Improvement & Patient Safety	3
• HC 401 Healthcare Law & Ethics	3
• HC 403 Healthcare Public Relations & Marketing Methods	3

### ***Ministry Leadership Concentration***

Choose a minimum of 12 credits from the following courses:

• MS 201 Mission of the Church	3
• ST 201 Theology I	3
• ST 202 Theology II	3
• ED 305 Church Education Administration	3

- OL 405 Church Administration 3
- OL 409 The Church and Law 3

### ***Missions Leadership Concentration***

Choose a minimum of 12 credits from the following courses:

- MS 201 Mission of the Church 3
- MS 203 Introduction to North American Missions 3
- MS 205 Introduction to Global Missions 3
- ED 305 Church Education Administration 3
- SO 302 Cultural Anthropology 3
- MS 401 Indigenous Church and Leadership Development 3

### ***Music Leadership Concentration***

All of the following courses are required:

- MU 099 Fundamentals of Music (or demonstrated proficiency) 0
- MU 103 Keyboard Note Reading I (or demonstrated proficiency) 1
- MU 104 Keyboard Note Reading II (or demonstrated proficiency) 1
- MU 105 Keyboard Improvisation I (or demonstrated proficiency) 1
- MU 106 Keyboard Improvisation II (or demonstrated proficiency) 1
- MU 100 Choir or MU 100B Concert Choir 2
- MU 107 Music Theory I 3
- MU 207 Music Theory II 3
- MU 109 Sight Singing & Ear Training I 2
- MU 209 Sight Singing & Ear Training II 2
- MU 401 Church Music Administration 2

Choose 2 credits of private music lessons from the following courses:

- MU 114 Private Voice Lessons 2
- MU 113 Private Piano Lessons 2
- MU 117 Private Instrument Lessons 2

### ***Psychology Leadership Concentration***

Choose a minimum of 12 credits from the following courses:

- ED 201 Developmental Psychology I 3
- ED 203 Developmental Psychology II 3
- ED 207 Educational Psychology 3
- PY 301 Social Psychology 3
- PY 303 Psychology of Personality 3
- BU 403 Industrial and Organizational Psychology 3



# ***BACHELOR OF ARTS IN MUSIC MINISTRY***

Associate Professor Ann Ahrens, Program Director

## **Music Ministry Philosophy**

The Music Ministry degree is designed primarily for those students who have minimal previous music training upon entering the program or those wishing to preparing themselves to be a full-time or bi-vocational director of music at a local church or para-church organization. The Bachelor of Arts degree in Music includes preparation for working with children and ensembles, and music administration in a church setting.

## **Program Objectives**

The Music Ministry degree will contribute to educating, equipping, and empowering the graduate for life and servant leadership by aiding in:

- Articulating and adhering to a biblical philosophy of music ministry.
- Communicating sound Oneness Pentecostal theology and doctrine through music.
- Planning, leading and assessing music ministry for effective discipleship in the church and in the world.
- Ministering to a diverse audience by incorporating various musical styles.

## **Student Learning Outcomes**

After successfully completing the Music Ministry Degree, students should be able to:

- Articulate an appropriate biblical philosophy of music ministry.
- Demonstrate a biblical philosophy of music ministry.
- Musically communicate Oneness Pentecostal doctrine.
- Develop a music ministry plan that effectively assists discipleship.
- Demonstrate aural skills for accuracy in performance.
- Demonstrate visual skills for accuracy in performance.
- Appreciate diverse musical genres.
- Apply writing skills to musical topics.
- Apply research skills to musical topics.

## **Admission to the Music Program**

Admission to the music program at Urshan College requires students to demonstrate fundamental music proficiency in both written and vocal/instrumental performance through a placement audition. A representative audition repertoire includes:

Vocal Music Concentration:

1. Sing two contrasting pieces by note, for example:
  - a. Any folk tune or selection from a musical
  - b. Any foreign language piece
2. Sing one modern worship chorus.

Piano Concentration:

1. Play all major scales, one-octave, hands separately with correct fingering.
2. Play all major, minor, augmented and diminished triads in root position and first and second inversion.
3. Play two contrasting pieces by note, for example:
  - a. Sonatina in C Major, Op. 36, No. 1 by Muzio Clementi
  - b. Wild Rider, from Album for the Young, Op. 68, by Robert Schumann

- c. Any piece from Grade 3 of the Royal Conservatory of Music
4. Play a simple worship song lead sheet using major and minor chords with root position and inverted chords.

**Other Instrumental Concentration:**

1. Play all major scales, one-two octaves.
2. Etude/technical study.
3. Solo piece demonstrating instrumental proficiency.

***Provisional Admission to the Music Program***

At the discretion of the College, students who do not meet all of the requirements for full admission into the music program, but otherwise demonstrate promise may be admitted provisionally. All provisional music majors must successfully complete the course MU 099 Fundamentals of Music. In addition, all provisional music students with a piano concentration must successfully complete MU 103 Keyboard Note Reading I, and MU 105 Keyboard Improvisation I.

***Music Recital Attendance Requirement***

All music majors must attend at least four (4) pre-approved musical events per semester.

***Senior Recital Requirement***

All applicants for graduation in the B.A. in Music Ministry degree program must successfully complete a Senior Recital during their senior year. The Senior Recital is in addition to the General Education Capstone Project (ED 499)

**Degree Requirements**

The B.A. in Music Ministry requires a minimum of 126 semester credits. Students must complete all of the College's General Education requirements plus a core of 50 semester credits:

• MU 100B Concert Choir	6
• MU 107 Music Theory I	3
• MU 207 Music Theory II	3
• MU 208 Music Theory III	3
• MU 307 Music Theory IV	3
• MU 109 Sight Singing and Ear Training I	2
• MU 209 Sight Singing and Ear Training II	2
• MU 210 Sight Singing and Ear Training III	2
• MU 309 Sight Singing and Ear Training IV	2
• MU 204 Basic Conducting	2
• MU 206 Advanced Conducting	2
• MU 301 Ensemble Rehearsal Techniques	2
• MU 303 Music Technology	1
• MU 305 Music History I	3
• MU 306 Music History II	3
• MU 343 Music Education of Children	2
• MU 407 Orchestration	3
• MU 401 Church Music Administration	2
• MU 405 Choral Arranging	3
• MU 413 Music Internship	1

In addition music majors must complete 16 credits in one of the following concentration areas:

***Vocal Music Concentration***

- MU 103 Keyboard Note Reading I 1
- MU 104 Keyboard Note Reading II 1
- MU 105 Keyboard Improvisation I 1
- MU 106 Keyboard Improvisation II 1
- MU 114 Private Voice Lessons 4
- MU 324 Private Voice Lessons 4
- MU 312 Vocal Pedagogy 2
- MU 411 Vocal Literature 2

***Piano Concentration***

- MU 113 Private Piano Lessons 4
- MU 323 Private Piano Lessons 4
- MU 114 Private Voice Lessons 4
- MU 311 Piano Pedagogy 2
- MU 410 Piano Literature 2

***Instrumental Concentration***

- MU 117 Private Instrument Lessons 4
- MU 327 Private Instrument Lessons 4
- MU 103 Keyboard Note Reading I 1
- MU 104 Keyboard Note Reading II 1
- MU 105 Keyboard Improvisation I 1
- MU 106 Keyboard Improvisation II 1
- MU 313 Instrumental Pedagogy 2
- MU 414 Instrumental Literature 2

# ***BACHELOR OF MUSIC***

Associate Professor Ann Ahrens, Program Director

## **Philosophy**

The Music degree is designed for students with prior traditional music training. It is a first professional degree preparing students for graduate study in a variety of masters-level music programs.

## **Program Objectives**

The Music degree will contribute to educating, equipping, and empowering the graduate for life and servant leadership by aiding in:

- Developing aural and visual music skills for comprehension and accuracy in performance.
- Having knowledge and skills to rehearse and present accomplished solo and ensemble performances.
- Understanding of diverse musical genres and styles.
- Applying research and writing skills to musical topics.

### **Student Learning Outcomes**

After successfully completing the Bachelor in Music, students will be able to:

- Demonstrate aural skills for accuracy in performance.
- Demonstrate visual skills for accuracy in performance.
- Possess critical understanding of diverse musical genres.
- Apply writing skills to musical topics.
- Apply research skills to musical topics.
- Present appropriately rigorous repertoire in solo performances.

## **Admission to the Music Program**

Admission to the music program at Urshan College requires students to demonstrate fundamental music proficiency in both written and vocal/instrumental performance through a placement audition. A representative audition repertoire includes:

Vocal Music Concentration:

1. Sing two contrasting pieces by note, for example:
  - a. Any folk tune or selection from a musical
  - b. Any foreign language piece
2. Sing one modern worship chorus.

Piano Concentration:

1. Play all major scales, one-octave, hands separately with correct fingering.
2. Play all major, minor, augmented and diminished triads in root position and first and second inversion.
3. Play two contrasting pieces by note, for example:
  - a. Sonatina in C Major, Op. 36, No. 1 by Muzio Clementi
  - b. Wild Rider, from Album for the Young, Op. 68, by Robert Schumann
  - c. Any piece from Grade 3 of the Royal Conservatory of Music
4. Play a simple worship song lead sheet using major and minor chords with root position and inverted chords.

Other Instrumental Concentration:

1. Play all major scales, one-two octaves.
2. Etude/technical study.
3. Solo piece demonstrating instrumental proficiency.

### ***Provisional Admission to the Music Program***

At the discretion of the College, students who do not meet all of the requirements for full admission into the music program, but otherwise demonstrate promise may be admitted provisionally. All provisional music majors must successfully complete the course MU 099 Fundamentals of Music. In addition, all provisional music students with a piano concentration must successfully complete MU 103 Keyboard Note Reading I, and MU 105 Keyboard Improvisation I.

### ***Music Recital Attendance Requirement***

All music majors must attend at least eight (8) pre-approved musical events per semester.

### ***Senior Recital Requirement***

All applicants for graduation in the B. Music degree program must successfully complete a Senior Recital during their senior year. The Senior Recital is in addition to the General Education Capstone Project (ED 499).

## **Degree Requirements**

The B. Music requires a minimum of 126 semester credits. Students must complete all of the College's General Education requirements plus a core of 42 semester credits:

• MU 100B Concert Choir	6
• MU 107 Music Theory I	3
• MU 207 Music Theory II	3
• MU 208 Music Theory III	3
• MU 307 Music Theory IV	3
• MU 109 Sight Singing and Ear Training I	2
• MU 209 Sight Singing and Ear Training II	2
• MU 210 Sight Singing and Ear Training III	2
• MU 309 Sight Singing and Ear Training IV	2
• MU 204 Basic Conducting	2
• MU 206 Advanced Conducting	2
• MU 301 Ensemble Rehearsal Techniques	2
• MU 303 Music Technology	1
• MU 305 Music History I	3
• MU 306 Music History II	3
• MU 407 Orchestration	3

In addition Bachelor of Music majors must complete 16 credits in one of the following concentration areas:

### ***Vocal Music Concentration***

• MU 103 Keyboard Note Reading I	1
• MU 104 Keyboard Note Reading II	1
• MU 105 Keyboard Improvisation I	1
• MU 106 Keyboard Improvisation II	1
• MU 114 Private Voice Lessons	4
• MU 324 Private Voice Lessons	4

- MU 312 Vocal Pedagogy 2
- MU 411 Vocal Literature 2

### ***Piano Concentration***

- MU 113 Private Piano Lessons 4
- MU 323 Private Piano Lessons 4
- MU 114 Private Voice Lessons 4
- MU 311 Piano Pedagogy 2
- MU 410 Piano Literature 2

### ***Instrumental Concentration***

- MU 117 Private Instrument Lessons 4
- MU 327 Private Instrument Lessons 4
- MU 103 Keyboard Note Reading I 1
- MU 104 Keyboard Note Reading II 1
- MU 105 Keyboard Improvisation I 1
- MU 106 Keyboard Improvisation II 1
- MU 313 Instrumental Pedagogy 2
- MU 414 Instrumental Literature 2

### **Electives**

The remaining 8 credits may be fulfilled through electives.

## ***COURSE DESCRIPTIONS***

Urshan College schedules courses from the following list provided there is the availability of sufficient qualified instructional personnel. Once scheduled, a course may be cancelled because of insufficient enrollment or if the instructor unexpectedly becomes unavailable. Full refunds of applicable tuition are granted when the College cancels a course.

## **Bible**

### **BI 101 Old Testament Literature**

**3 credits**

This course surveys the major events, people, and writings of the Old Testament. The interconnecting themes of human sin and God's redemptive work are traced from the Pentateuch through the Minor Prophets.

### **BI 103 New Testament Literature**

**3 credits**

This course surveys the major events, people, and writings of the New Testament. The interconnecting themes of the Incarnation, the inauguration of the Kingdom, and the expansion and development of the early church are analyzed.

### **BI 105 Life of Christ**

**3 credits**

This course examines the life of Jesus Christ as it is presented in the Synoptic Gospels with particular emphasis paid to His birth; ministry and teachings; and death, burial, and resurrection. Unique events from the Gospel of John will also be studied as they relate to the Synoptic chronology.

### **BI 201 Genesis**

**3 credits**

This course is a study of the book of Genesis with emphasis on the themes of creation, the fall of humanity, and covenant. The course is designed to provide a basic understanding of the concept and importance of Torah; an appreciation of Genesis as the seed bed of all major biblical doctrines; and an introduction to major interpretive frameworks for the creation account. Prerequisite: BI 101 Old Testament Literature

BI 203 Historical Books 3 credits

This course examines the history of the nation of Israel as recorded in the books of Joshua through Esther. Special attention is given to the social and theological importance of settling the land, unifying the nation, the dissolution and exile of the nation, and the return to the Promised Land. Prerequisite: BI 101 Old Testament Literature

### **BI 205 Major Prophets** **3 credits**

This course examines representative writings of the prophets Isaiah, Jeremiah, and Ezekiel. Special attention is given to the importance of understanding these messages in their original contexts as key to proper contemporary application. Prerequisite: BI 101 Old Testament Literature

### **BI 207 Minor Prophets** **3 credits**

This course examines the last twelve prophetic books in the Old Testament. The course surveys important critical issues and traces the development of major theological themes of the individual books. Special emphasis is given to their function as one literary entity in the Hebrew canon. Prerequisite: BI 101 Old Testament Literature

### **BI 209 Pauline Epistles** **3 credits**

This course chronologically surveys Paul's epistles, examining their social contexts, theological themes, critical issues, and proper application. Prerequisite: BI 103 New Testament Literature

### **BI 211 General Epistles** **3 credits**

This course examines the epistles of James, Peter, John, and Jude examining their social contexts, theological themes, critical issues, and proper application. Prerequisite: BI 103 New Testament Literature

### **BI 213 Prison Epistles** **3 credits**

This course examines the New Testament books of Ephesians, Philippians, Colossians, and Philemon, which were written by the apostle Paul during his incarceration in Rome. Prerequisite: BI 103 New Testament Literature

### **BI 215 Luke/Acts** **3 credits**

The early church is examined in the context of the ministry of its founder, its birth, its growth, and its missiological endeavors throughout the Roman world. The course will acquaint the student with the history of the early church and will make practical application to present-day church responsibilities. Prerequisites: BI 103 New Testament Literature

### **BI 301 Poetic Books** **3 credits**

This course examines the books of Psalms, Lamentations, and Song of Solomon and deals specifically with the special hermeneutics of Hebrew poetry. Special emphasis is given to understanding how Israel's worship formed them as God's covenant people. Prerequisite: BI 101 Old Testament Literature

### **BI 303 Wisdom Literature** **3 credits**

This course comparatively examines the books of Proverbs and Ecclesiastes as representative of the discursive and speculative trends within the Israelite wisdom tradition. Special attention is paid to how wisdom themes influence other biblical and intertestamental material. Prerequisite: BI 101 Old Testament Literature

### **BI 305 Gospel of Mark** **3 credits**

This course is an expository study of Mark's Gospel. The course surveys contemporary approaches to this gospel, traces the development of major theological themes within the gospel, and makes application to the life of the church today. Special attention is given to the Markan Hypothesis and its impacts on Gospel studies today. Prerequisites: BI 103 New Testament Literature

### **BI 307 Gospel of John** **3 credits**

This course is an expository study of John's Gospel. The course traces the development of major themes within the gospel, places them in their theological context and makes application to the life of the church today. Special emphasis is given to the challenges faced by the Johannine community and their relationship to the writing of the Gospel. Prerequisite: BI 103 New Testament Literature

### **BI 309 The Epistle to the Romans** **3 credits**

This course is an expository study of Paul's epistle to the Romans. Special emphasis is placed on a contextual understanding of the themes of justification, sanctification, and election. Prerequisites: BI 103 New Testament Literature

### **BI 401 The Books of Samuel** **3 credits**

This course is an expository study of the books of Samuel, focusing on Samuel's ministry, Saul's demise, and David's rise to power. Accusations about the propagandistic nature of theological history are carefully addressed. Special focus is given to the presentation of the rise and reign of David. Prerequisite: BI 101 Old Testament Literature

### **BI 403 The Book of Job** **3 credits**

This course is an expository study of the book of Job, focusing on how the form of the book aids its exploration of the reality of innocent suffering. Modern debates about theodicy are addressed within the context of the story of Job. Prerequisite: BI 101 Old Testament Literature

**BI 405 The Book of Daniel****3 credits**

This course is an expository study of the book of Daniel, focusing on understanding the book as a literary whole. Special emphasis is also given to the use of its themes and motifs in the New Testament. Prerequisite: BI 101 Old Testament Literature and BI 103 New Testament Literature

**BI 407 Old Testament Theology****3 credits**

This course examines some main theological themes found in the Old Testament. Special emphasis is given to discovering points of continuity and discontinuity between the Old and New Testaments. Prerequisites: BI 101 Old Testament Literature and ST 202 Theology II

**BI 409 The Epistle to the Corinthians****3 credits**

This course is an expository study of Paul's letters to the Corinthian church. Special attention is given to understanding the role of the Spirit in the life of the Church. Prerequisites: BI 103 New Testament Literature and BI 209 Pauline Epistles

**BI 411(ST 411) Pauline Theology****3 credits**

This course is designed to consider the capital Pauline epistles, attempting to emphasize the distinctive themes of Pauline theology and the history of their interpretation in the Christian church. Prerequisites: BI 103 New Testament Literature and ST 202 Theology II

**BI 413 The Epistle to the Hebrews****3 credits**

This course is an expository study of the epistle to the Hebrews. Special emphasis is placed on a proper understanding of the theology of Temple as key to proper interpretation. Prerequisite: BI 101 Old Testament Literature and BI 103 New Testament Literature

**BI 415 The Book of Revelation****3 credits**

The course provides an expository study of the Revelation of Jesus Christ. The course surveys contemporary approaches to the book, traces the development of major theological themes, and makes application to the life of the church today. Special emphasis is given to the book's usage of Old Testament prophetic themes. Prerequisites: BI 101 Old Testament Literature and BI 103 New Testament Literature

## **Biblical Languages**

**BL 101 Introduction to Old Testament Languages****3 credits**

This course provides an elementary introduction to the language of the Old Testament. It includes the study of the Hebrew alphabet, vowels, basic grammar, and the mastery of key Semitic words. It is also designed to develop skills in doing lexical research and to offer guidance for using Bible software programs.

**BL 102 Introduction to New Testament Languages****3 credits**

This course provides an elementary introduction to the language of the New Testament. It includes the study of the Greek alphabet, vowels, basic grammar, and the mastery of key words. It is also designed to develop skills in doing lexical research and to offer guidance for using Bible software programs. Prerequisite: BL 101 Biblical Languages I

**BL 201 Greek I****3 credits**

This course is a study of the basic principles of biblical Greek. It is designed for the student who has no previous training in the Greek language or who needs extensive review in the elements of the language.

**BL 202 Greek II****3 credits**

This course continues the study of basic principles of biblical Greek. It is designed for the student who has no previous training in the Greek language or who needs extensive review in the elements of the language. Prerequisite: BL 201 Greek I.

**BL 205 Hebrew I****3 credits**

This course is a study of basic principles of biblical Hebrew. It is designed for the student who has no previous training in the Hebrew language or who needs extensive review in the elements of the language.

**BL 206 Hebrew II****3 credits**

This course continues the study of basic principles of biblical Hebrew. It is designed for the student who has no previous training in the Hebrew language or who needs extensive review in the elements of the language. Prerequisite: BL 205 Hebrew I.

## **Business**

**BU 201 Principles of Economics****3 credits**

This course will provide an overview of micro and macro-economic principles and their application in the business environment. Various methods of analyzing economic data to project current and future economic results will be discussed. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication



### **BU 203 Principles of Finance**

**3 credits**

This course will give an overview of the part money plays in the modern economy, the inner workings of government financial systems, and how monetary policies are determined and implemented. Emphasis will be placed on how monetary policies affect organizations.

### **BU 301 Human Resource Management**

**3 credits**

The key functions of a Human Resource department within organizations will be discussed. The role of the HR department in human resource training and development and in bridging the gap between leadership/management and employees will be emphasized.

Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **BU 303 Management Principles**

**3 credits**

This course will examine the role of a manager within a successful organization. Skills and competencies expected of a manager/leader will be analyzed along with how they are best utilized to ensure the smooth functioning of an organization. The development of a servant relationship between management and employees will be emphasized. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **BU 305 Principles of Accounting**

**3 credits**

This course develops the ability to demonstrate a fundamental understanding of accounting and its language spoken within business while using accurately, analyzing, and recording business transactions for management to make the best decisions possible. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication.

### **BU 307 Principles of Marketing**

**3 credits**

This course will discuss the components of marketing and influences that affect marketing decisions. Models and strategies for developing and managing an effective marketing campaign for organizations of diverse sizes and types of will be examined. Identifying and implementing strategies consistent with the organization's mission, vision, and values will be emphasized. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication.

### **BU 401 Project Management**

**3 credits**

This course will discuss the critical processes and steps of project management. Internal and external challenges faced in moving projects forward will be examined along with methods of analysis to determine physical and human resources necessary for successful project completion. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication.

### **BU 403 Industrial and Organizational Psychology**

**3 credits**

This course introduces the student to the scientific study of employees and workplaces within the organization. I/O psychology's objective is to improve organizational effectiveness and the wellbeing of employees through intentionality in hiring practices, training, motivation, job design, and leadership. The effect of work environment and organizational culture and behavior will be considered. Prerequisite: PSY 101 General Psychology.

### **BU 405 Business Law**

**3 credits**

This course familiarizes the student with ethical and legal challenges common in a business environment, as well as, how the current legal system dictates how businesses must deal with these challenges. Specific subjects include the various components of a legally binding agreement and laws governing employment. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication.

## **Communications**

### **CO 101 Communication Skills**

**3 credits**

This course combines theory and practice to emphasize the importance of the listening and speaking elements of effective communication. Subject areas will include public speaking, audience, conquering stage fright, nonverbal communication, and leadership communication.

## **Education**

### **ED 100 College Success**

**3 credits**

This course is designed to prepare the student for academic, personal, and social success in the college environment. Topics covered include note-taking, testing, time and finance management, library research, and basic college writing skills.

### **ED 102 Survey of Christian Education**

**3 credits**

This course explores the biblical foundation and purpose of Christian education—that of reconciliation. Students will explore the holistic purposeful development of God's people in the life of the church. Christian social issues will be examined in this context.

### **ED 103 Foundations of Youth Ministry**

**3 credits**

This course is an introductory study in the development of youth ministry with an emphasis in the formation of a Biblical philosophy of ministry to youth. Attention will be given to the related study of contemporary postmodern culture, understanding the unique needs of adolescents, and the applications of basic programming models.

**ED 201 Developmental Psychology I****3 credits**

This is a study of human physical, emotional, cognitive, social, and spiritual growth and development from conception through childhood. The various domains of child development are examined with the mission of Christian educators in mind.

**ED 203 Developmental Psychology II****3 credits**

This is a study of human physical, emotional, cognitive, social, and spiritual growth and development beginning with the adolescent years. Transitions and contemporary challenges facing individuals at these stages are examined in light of various church ministries.

**ED 205 Child Evangelism****3 credits**

This course is a survey of the foundations of children's ministries. The student will analyze the educational needs of children and church programs designed to meet those needs. It explores various strategies for teaching children the Bible in such a way that they will personally respond to God's call to salvation and personal daily spiritual growth.

**ED 207 Educational Psychology****3 credits**

This is a comprehensive study of the principles underlying the teaching-learning process. This includes an examination of major learning theories, cognitive theories, theories of motivation, and learning assessment and evaluation. Prerequisite: PY 101: General Psychology.

**ED 209 Bible Teaching Methods****3 credits**

This course prepares the student to teach the Bible in various settings to various levels of learners. Emphasis will be given to adult learning models. A significant component of the course will be given to practical application of course material.

**ED 211 Story Telling****3 credits**

This course examines drama as an educational tool. Students will improve their storytelling and drama skills so that stories can effectively and creatively communicate the message of Christianity. The course will also explore why storytelling is important and how we are a part of the oral tradition.

**ED 303 Effective Communication to Adolescents****3 credits**

This course examines the adolescent learning process and how to successfully communicate educational, spiritual, and social values in an age-appropriate manner. Students will develop a personal philosophy of adolescent education and demonstrate practical competencies such as generating lesson plans, interpersonal relationships, and storytelling. Prerequisite: ED 203 Developmental Psychology II.

**ED 305 Church Education Administration****3 credits**

This course explores the theory and processes associated with the leadership of church education programs. An emphasis is placed on the principles and practices of organizing, administering, supervising, and evaluating various programs in the local church's education ministry.

**ED 405 Children's Ministry Practicum****3 credits**

Students participate in field work structured to acquaint them with effective methods of children's ministry, which may include a summer tour, children's rallies, children's revivals, and/or placement in a church as a children's worker. In-class instruction and guidance is provided and field supervision is by arrangement with the instructor. Prerequisite: ED 205 Child Evangelism.

**ED 499 Capstone Project****3 credits**

This course assists students in integrating learning from their degree program. The final project will serve as one point to assess the degree to which students have met general education goals of analytical thinking, understanding nature and society, and communicating with a global audience. The capstone project will be constructed around a leadership challenge faced in the student's major discipline and area of concentration.

## English

**EN 101 English Composition I****3 credits**

This course will study the writing of effective expository prose and argumentation. The student will learn to develop and support a clear thesis in writing styles including narrative essays, persuasive essays, and research papers. Special attention will be given to the research process and proper citation of sources.

**EN 102 English Composition II****3 credits**

This is a continuation of English Composition I, concentrating on practical writing. The course is designed to strengthen the student's ability to use critical thinking skills in written communication. Emphasis will be placed on developing argumentation techniques. The student will integrate these techniques and skills in the course's written assignments. Prerequisite: EN 101 English Composition I

**EN 201 World Literature****3 credits**

This course will survey representative literature from discourse communities around the globe. The student will study poetry, drama, and prose and trace literary forms and themes from contemporary literature back to Ancient texts.

## **EN 205 Lectures in Literature**

**3 credits**

This course will focus on the works of a specific author or group of authors, literary genre, or era and will vary based on instructor availability and number of offerings. This course can be taken for credit up to 4 times.

## **Health Care**

### **HC 201 Healthcare Medical Terminology**

**3 credits**

This course introduces the student to healthcare medical terminology, with the purpose of developing a comfort level with medical terms. Students will become familiar with anatomical, physiological, and medical root words that will equip them to analyze other medical terms with which they are not familiar.

### **HC 203 Financial Management in Healthcare Organizations**

**3 credits**

This course is designed to introduce the student to the financial structure of health care organizations and the environment in which they function. Students who do not necessarily have a financial background will be introduced to relevant accounting and financial practices pertinent in investor-owned and not-for-profit health care organizations. Prerequisite: completion of or concurrent enrollment in HC 201 Healthcare Medical Terminology

### **HC 301 Medical Office Administration & Billing**

**3 credits**

This course provides the student with basic medical coding skills needed for medical billing and reimbursement. In accordance with the Health Care Portability and Accountability Act (HIPAA), the student will learn to code: medical diagnoses; medical, surgical, and diagnostic procedures; medical supplies, and durable medical equipment. Prerequisite: completion of or concurrent enrollment in HC 201 Healthcare Medical Terminology

### **HC 303 Healthcare Quality Improvement & Patient Safety**

**3 credits**

This course focuses on management and improvement of healthcare quality and patient safety in a modern health care system. Continuous improvement techniques and trends are discussed and evaluated. Diverse healthcare environments are analyzed in regard to their history of safety management. Effective methods of measurement and assessment are introduced that can be implemented by healthcare staff to ensure enhanced future results. Prerequisite: completion of or concurrent enrollment in HC 201 Healthcare Medical Terminology.

### **HC 401 Healthcare Law & Ethics**

**3 credits**

This course introduces the student to governmental regulatory processes and legal terminology. Policies and procedures relative to access and disclosure of Protected Health Information are emphasized. The course further surveys professionally and practice related ethical issues in the medical field and promotes application of both biblical and professional ethical standards. Prerequisite: HC 201 Healthcare Medical Terminology

### **HC 403 Healthcare Public Relations & Marketing Methods**

**3 credits**

This course explores the nature and essential role of public relations and marketing in the growing health care industry. Methods for market research and marketing strategy will be discussed. Advertising strategies, including the use of media, will be compared and contrasted. Prerequisite: HC 201 Healthcare Medical Terminology

## **History**

### **HI 101 Introduction to Christian History and Thought**

**3 credits**

This course is a survey of the history of the Christianity from its inception on the Day of Pentecost until the present time. Because this is a survey course only the broad sweep of story will be examined. Particular attention will be paid to people, events and doctrines that inform the modern Oneness Pentecostal movement.

### **HI 201 American Government**

**3 credits**

This course offers a historical overview of the establishment and historical development of the American system of government including the federal system as established by the United States Constitution and various models of state government. The history and Constitution of the state of Missouri will be used as a comparative model. International students will be encouraged to complete a project comparing their national system of government to that of the United States. This course complies with the provisions of Section 170.011 RsMo.

### **HI 203 Modern Pentecostal Movements**

**3 credits**

This course is a study of the rise of the modern Pentecostal movement. This includes the Holiness movements, the Topeka and Azusa Street revivals, and the significant leaders of the Oneness Pentecostal Movements. Students will examine the biblical foundations of Pentecost; implications of doctrinal drift: modern Pentecostal movements of the 20th century; and basic skills used in the research, analysis, and compilation of historical data.

## **Humanities**

### **HU 101 Survey of the Arts in Christian Worship**

**3 credits**

This course is a survey of the purpose and uses of art in the worship life of the church. The theological foundations of worship, symbolism, and ritual are developed through discussions of the uses of architecture, music, visual arts, and drama throughout the history of the

Christian church. Emphasis placed on developing and implementing a coherent theology of worship arts that incorporates community, tradition, and cultural relevance.

## Mathematics

### MA 101 College Mathematics

**3 credits**

This course is designed to give the student an understanding of some of the main areas of contemporary mathematics, as well as an appreciation of how mathematics is used by the consumer.

## Missiology

### MS 201 Mission of the Church

**3 credits**

This course is the study of the church, its mission, and the student's place in that mission. Subjects examined will include Ecclesiastical Structure, the Missional Church, the Theology of Mission, the Kingdom, and the Ministry of Reconciliation. It explores the biblical foundations, purpose, function, and future of the church and the impact of these doctrines on the local church and church organizations.

### MS 203 Introduction to North American Missions

**3 credits**

The history and praxis of North American Missions is examined and analyzed. A biblical perspective on individual and church responsibilities towards evangelization of North America is presented. Strategic planning of methods of evangelism design and implementation will be conducted.

### MS 205 Introduction to Global Missions

**3 credits**

Introduction to Global Missions is an introduction to the biblical, theological, historical, theoretical, and organizational overview of global missions and the global ministries of the UPCI and other Apostolics. This course is designed for the supporting/sending church, the potential missionary, members, and ministers. It fosters understanding of the missionary's calling, vision and ministry, and set-up of the global outreach within the Apostolic movement.

### MS 401 Indigenous Church and Leadership Development

**3 credits**

This course studies the development of indigenous, mature, responsible churches in the global context. It fosters an understanding of the globalization of global missions, the rapid expansion of the church, and taking the Gospel from everywhere to everywhere. Leadership development principles, strategies, and models are articulated.

## Music

### MU 099 Fundamentals of Music

**(this course is not offered for college credit)**

This course covers elements of rhythm, time signatures, notes on the staff, use of accidentals, expression marks and articulations, the Circle of 5ths and its use in harmonic progression, and an introduction to sight singing.

### MU 100 Choir

**1 credit per semester**

Choir is a vocal group open to all students of the College. This group rehearses and performs many types of gospel and contemporary style music. It provides experience for students who wish to develop their skills and expand their knowledge in this area of music ministry. This class meets twice each week. A fee will be charged for students who do not already own approved Urshan College choir attire. This course may be taken for credit up to eight times.

### MU 100B Concert Choir

**1 credit per semester**

Concert Choir is offered as a means for students to learn the great sacred choral repertoire of the past (such as Handel's *Messiah*) and the fresh expressions of the present (such as John Rutter's *Gloria*). Students will experience a large variety of music which will help them enrich congregations now and in the future. Concerts and touring will be part of the schedule for this ensemble. This course may be taken for credit up to eight times.

### MU 103 Keyboard Note Reading I

**1 credit**

This is an introductory group (4-8 students) keyboard course for those with little or no note reading background. Both a group music lesson fee and instrument usage fee are charged.

### MU 104 Keyboard Note Reading II

**1 credit**

This is a beginning group (4-8 students) keyboard course for those with note reading background area. Both a group music lesson fee and instrument usage fee are charged. Prerequisite: MU 103 Keyboard Note Reading I or consent of instructor.

### MU 105 Keyboard Improvisation I

**1 credit**

This is an introductory group (4-8 students) keyboard course for playing by ear and reading chord charts. It is a hands-on approach with a keyboard for each student. Both a group music lesson fee and instrument usage fee are charged.

**MU 106 Keyboard Improvisation II****1 credit**

This is a beginning group (4-8 students) keyboard course for playing by ear and reading chord charts. It is a hands-on approach with a keyboard for each student. Both a group music lesson fee and instrument usage fee are charged. Prerequisite: MU 105 Keyboard Improvisation I or consent of instructor.

**MU 107 Music Theory I****3 credits**

This course reviews basic principles and presents figured bass, part-writing with root position triads, and sequences. Prerequisite: Consent of the instructor.

**MU 109 Sight Singing & Ear Training I****2 credits**

This course introduces sight singing and aural identification of intervals and chords. Prerequisite: Course must be taken concurrent with MU 107 unless approved by the instructor.

**MU 113 Private Piano Lessons****1 credit per semester**

This course consists of a 45 minute private piano lesson each week. A minimum of five hours of practice is required per lesson. Both a private music lesson fee and instrument usage fee are charged. May be repeated as needed to obtain up to four credit hours.

**MU 114 Private Voice Lessons****1 credit per semester**

This course consists of a half-hour private voice lesson each week. A minimum of four hours of practice is required per lesson. A private music lesson fee is charged. May be repeated as needed to obtain up to four credit hours.

**MU 117 Private Instrument Lessons****1 credit per semester**

This course consists of a half-hour instrument lesson each week. A minimum of five hours of practice is required per lesson. A private music lesson fee is charged. An instrument usage fee may also apply if the student does not have his/her own instrument. The student may be required to pay the instructor directly. May be repeated as needed to obtain up to four credit hours.

**MU 120 Chorale****1 credit per semester**

This is a limited singing group drawn by audition from the College choir. Participation in the annual summer chorale tour is required. Chorale is only open to full-time students. This class meets twice each week. A chorale fee will be charged each semester. May be taken for credit up to eight times. Prerequisite: Concurrent enrollment in MU 100 Choir; by audition only.

**MU 204 Basic Conducting****2 credits**

Students will learn basic conducting (meter patterns as well as cuing) for use with primarily choral literature. Conducting as related to a worship team band will also be emphasized. Prerequisites: MU 107 Music Theory I and MU 109 Sight Singing & Ear Training I.

**MU 206 Advanced Conducting****2 credits**

This course is a continuation of MU 204 Basic Conducting. Continued emphasis on preparation, improvement and development of conducting skills; the development of proficiency in playing parts on the piano; and developing skills in evaluating and critiquing conducting. Prerequisite: MU 204 Basic Conducting

**MU 207 Music Theory II****3 credits**

This is a continuation of MU 107 Music Theory I. Secondary triads in inversions, diatonic seventh chords, nonharmonic tones, cadences, and form are studied. Prerequisite: MU 107 Music Theory I.

**MU 208 Music Theory III****3 credits**

This is a continuation of MU 207 Music Theory II. Secondary functions, modulations, binary and ternary forms, borrowed chords, and Neapolitan chords are studied. Prerequisite: MU 207 Music Theory II.

**MU 209 Sight Singing & Ear Training II****2 credits**

This is a continuation of MU 109 Sight Singing & Ear Training I. This course is a continuation of sight singing and aural identification of intervals and chords. Prerequisite: MU 109 Sight Singing & Ear Training I.

**MU 210 Sight Singing & Ear Training III****2 credits**

This is a continuation of MU 209 Sight Singing & Ear Training II. This course is a continuation of sight singing and aural identification of intervals and chords. Prerequisite: MU 209 Sight Singing & Ear Training II.

**MU 301 Ensemble Rehearsal Techniques****2 credits**

Students will learn techniques for teaching adult, youth, and children's choral and instrumental ensembles both by note and rote. Basic conducting patterns and techniques will be implemented. Warm-ups and choral literature selection is emphasized. Prerequisite: MU 309 Sight Singing & Ear Training IV and MU 204 Basic Conducting, or consent of instructor.

**MU 303 Music Technology****1 credit**

Students will be introduced to current music technologies including computer software used for notation, sequencing, recording, and music education. Students will work individually and collaboratively on music projects demonstrating an understanding and use of these technologies in music. Prerequisite: MU 207 or consent of instructor.

**MU 305 Music History I****3 credits**

This course traces the development of music from the Middle Ages through 1700. Students integrate score study, extensive listening assignments, class lectures and written assignments in order to develop an understanding of the broad range of musical genres throughout the history of music.

**MU 306 Music History II****3 credits**

This is a continuation of MU 305 Music History I. This course traces the development of music from 1700 to the Present. Students integrate score study, extensive listening assignments, class lectures and written assignments in order to develop an understanding of the broad range of musical genres throughout the history of music. Prerequisite: MU 305 MusicHistory I

**MU 307 Music Theory IV****3 credits**

This is a continuation of MU 208 Music Theory III. Ninth, 11th, and 13th chords are presented along with augmented 6th chords and analysis of impressionistic and 20th- century music. Prerequisite: MU 208 Music Theory III.

**MU 309 Sight Singing & Ear Training IV****2 credits**

This is a continuation of MU 210 Sight Singing & Ear Training III. Prerequisite: MU 210 Sight Singing & Ear Training III.

**MU 311 Piano Pedagogy****2 credits**

Students will study core pedagogical pieces from the standard repertoire to learn principles of teaching piano to various age levels. The course includes a survey of method books, supervised teaching experience, and an examination of business procedures for piano teachers.

Prerequisite: Four semesters of MU 113 Private Piano Lessons or consent of instructor.

**MU 312 Vocal Pedagogy****2 credits**

Students will study core pedagogical pieces from the standard repertoire to learn principles of teaching voice to various age levels. The course includes a survey of method books, supervised teaching experience, and an examination of business procedures for voice teachers.

Prerequisite: Four semesters of MU 114 Private Voice Lessons or consent of instructor.

**MU 313 Instrumental Pedagogy****2 credits**

Students will study core pedagogical pieces from the standard repertoire to learn principles of teaching their approved musical instrument to various age levels. The course includes a survey of method books, supervised teaching experience, and an examination of business procedures for instrument teachers. Prerequisite: Four semesters of MU 117 Private Instrumental Lessons or consent of instructor.

**MU 323 Private Piano Lessons****1 credit per semester**

This course consists of a 45 minute private piano lesson each week. A minimum of five hours of practice is required per lesson. Both a private music lesson fee and instrument usage fee are charged. May be repeated as needed to obtain up to four credit hours. Prerequisite: Four semesters of MU 113 Private Piano Lessons and passing grade on the Piano Proficiency Exam or consent of instructor.

**MU 324 Private Voice Lessons****1 credit per semester**

This course consists of a half-hour private voice lesson each week. A minimum of four hours of practice is required per lesson. A private music lesson fee is charged. May be repeated as needed to obtain up to four credit hours. Prerequisite: Four semesters of MU 114 Private Voice Lessons and passing grade on the Vocal Proficiency Exam or consent of instructor.

**MU 327 Private Instrument Lessons****1 credit per semester**

This course consists of a half-hour instrument lesson each week. A minimum of five hours of practice is required per lesson. A private music lesson fee is charged. An instrument usage fee may also apply if the student does not have his/her own instrument. The student may be required to pay the instructor directly. May be repeated as needed to obtain up to four credit hours. Prerequisite: Four semesters of MU 117 Private Instrument Lessons and passing grade on the Instrument Proficiency Exam or consent of instructor.

**MU 343 Music Education of Children****2 credits**

This course surveys three of the primary methodologies in music education of children: Dalcroze, Kodály, and Orff. The methodologies are examined for integration into musically educating children in a church music program.

**MU 401 Church Music Administration****2 credits**

This course helps the student develop a biblical philosophy of music ministry with practical application to enable him/her to use music effectively in the church.

### **MU 405 Choral Arranging**

**3 credits**

Formulating music ideas, original melodies, the combination of melody, rhythm and harmony into original works, counterpoint, scoring music for voice, scoring music for voice with accompaniment, and arranging existing songs for a specific group or occasion. Prerequisites: MU 307 Music Theory IV and MU 309 Sight Singing & Ear Training IV. A music software/technology fee will be charged MU 407 Orchestration

3 credits

This course discusses instrument ranges, characteristics, techniques and roles within the orchestra. Students will demonstrate orchestration competency that includes knowledge of notational conventions, understanding and producing different musical textures, exploring principles and techniques for combining sounds successfully, distinguishing between transcription, arranging, orchestration, and composition, and employing computer software as a tool for notation. Prerequisite: MU 307 Music Theory IV. A music software/technology fee will be charged.

### **MU 410 Piano Literature**

**2 credits**

This course examines the origins and development of piano music. Students will gain the foundational knowledge regarding research materials connected to piano literature, be able to analyze and recognize piano music from all style periods. Prerequisite: 4 semesters of MU 113 Private Piano Lessons or consent of instructor.

### **MU 411 Vocal Literature**

**2 credits**

This course is a survey of the development of solo and group vocal literature from 1600 through the present written in various languages with emphasis on English, Italian, German and French. Some Latin vocal music will be studied. An examination of great singers and their unique interpretations of art song. Prerequisite: Four semesters of MU 114 Private Voice Lessons or consent of instructor.

### **MU 413 Music Internship**

**1 credit**

This course consists of hands-on experience for the student under the supervision of the instructor as well as the music minister of a local church in which the internship will take place. Students will direct a variety of groups in the church, including adult choir, children's choir, small ensembles, and musician rehearsals. Students will gain experience coordinating schedules for practices and performances. Prerequisite: MU 208 Music Theory III and MU 210 Sight Singing & Ear Training III.

### **MU 414 Instrumental Literature**

**2 credits**

This course exams the origins and development of instrumental music. Students will gain foundational knowledge regarding research materials connected to instrumental literature, be able to analyze and recognize instrumental music from all style periods as well as performers and composers from each period. Prerequisite: Four semesters of MU 117 Private Instrumental Lessons or consent of instructor.

## **Organizational Leadership**

### **OL 101 Judeo-Christian Perspectives on Leadership**

**3 credits**

This course explores the topic of leadership from a Christian perspective. It provides insight into the scope and challenge of modern leadership, and helps students identify and incorporate biblical principles into a variety of leadership contexts. Students will analyze Biblical characters and apply outcomes to current modern-day leadership success in ministry and in the secular workforce. Specific attention will be given to analyzing Jesus Christ as a model for successful leadership.

### **OL 301 Leadership and Management Theory**

**3 credits**

The purpose of this course is to review and build upon the student's basic understanding of leadership that has developed through prior courses by deepening their knowledge of leadership and managerial theory. Leadership and managerial theories, themes, and developments will be examined both in historical and modern context with consideration given to application in a student's current context. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication or permission of professor.

### **OL 303 The Leader and Group Performance**

**3 credits**

This course provides students with the tools needed to analyze organizational challenges and influence the actions of individuals and groups for organizational development. Students gain a greater understanding of the function of formal and informal groups within the organization and how to become a more effective leader of smaller and larger groups. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **OL 305 Strategic Planning**

**3 credits**

This course will discuss the various components of strategic planning in an organizational environment. The roles of mission and vision and their relationship to organizational objectives and planning will be explored. The process of developing a strategic plan for an organization that utilizes critical thinking, collaboration, and cooperation will be analyzed. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **OL 401 Leading Change for Organizational Development**

**3 credits**

The purpose of this course is to examine the relationship between the leader and organizational change. Concepts and practices for leading change in an organizational or ecclesiastical context will be examined. Students will explore the purpose, resources, strategic plan, and behaviors necessary for successful productive change. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership, SO 103 Diversity and Intercultural Communication, and either OL 301 Leadership and Management Theory -or- OL 305 Strategic Planning

### **OL 403 Organizational Ethics and Social Responsibility**

**3 credits**

This course will enhance the student's awareness of personal and organizational ethical issues that impact an organization's effectiveness. A Christian theological perspective will be used to analyze the leader's personal life and the actions of the organization he or she is a part of relative to respect for employees, clients, and society at large. The course will explore ethical decision making models and strategies for fulfilling social responsibilities. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **OL 405 Church Administration**

**3 credits**

Principles of leadership and management will be applied to the local church environment. The development and maintenance of relationships between paid and unpaid staff and congregants will be emphasized. Principles for effective development and management of staff, facilities, and finance will be explored. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication or permission of professor

### **OL 407 The Leader as Mentor and Coach**

**3 credits**

The leadership skills of mentoring and coaching are examined, compared, contrasted, and evaluated. Emphasis is placed upon learning to evaluate situational contexts to determine the most effective approach for the development of personnel and the enhancement of their organizational contribution. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership and SO 103 Diversity and Intercultural Communication

### **OL 409 The Church and Law**

**3 credits**

This course explores the history of church and state and familiarizes the student with 21st century law's affecting churches and church leadership. A framework is developed to help the student to make informed decisions relative to seeking professional assistance in legal matters.

### **OL 411 Team Leadership Development**

**3 credits**

The purpose of this course is to examine leadership concepts within the context of a team. We will explore the role of the leader of teams, the role of team members, and the function of a team as a leadership unit. Significant attention will be given to techniques, delegation, and team interaction. Students will lead and be lead in team experience as they combine theory and praxis. Prerequisites: OL 101 Judeo-Christian Perspectives on Leadership, SO 103 Diversity and Intercultural Communication, and OL 303 The Leader and Group Performance.

## **Philosophy**

### **PH 101 Introduction to Philosophy**

**3 credits**

This course is designed to help the student understand what philosophy is and introduce the work, methods, and tools of philosophers. It is designed to acquaint the student with the history of ideas with particular emphasis on the works of Plato, Aristotle, Plotinus, Augustine, and Aquinas, and to a lesser extent Epicurus, Descartes, Hume, Kant, Bentham, Mill, and Plantinga. The philosophical areas of metaphysics, epistemology, and ethics will be introduced as will some of the issues related to the existence and nature of God, justification of knowledge claims, the mind-body problem, and free will and determinism.

### **PH 103 Hermeneutics of the Word and the World**

**3 credits**

This course is an introduction to hermeneutics in the broader postmodern cultural context. Beginning with the pursuit of authorial intent of Scripture, the biblical text is employed to work toward creating a construct by which we may understand the world, the church and ourselves. Utilizing such a construct, students will work toward articulating a biblical perspective with regard to moral, ethical, and practical concerns of Christian faith and practice.

### **PH 301 Christian Ethics**

**3 credits**

A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

### **PH 303 Ethics and Leadership**

**3 credits**

This course examines ethical decision-making models consistent with an Apostolic perspective and guides the student in analysis and application of the model to contemporary social issues.



# Practical Theology

## **PT 101 Spiritual Formation**

**3 credits**

This course provides the student the motivation, tools, and practical application to mature as Christians. This course also includes instruction in the need for spiritual formation, the process of spiritual formation, the goal of spiritual formation, as well as instruction regarding the classic spiritual disciplines. Students may also be involved in small groups where they will process on a personal level the classroom instruction.

## **PT 201 Introduction to Preaching**

**3 credits**

This course includes a study of the whole arena of preaching; special consideration is given to the preacher, sermon preparation, and sermon delivery. Emphasis will be placed on a foundational method of sermon construction. Students will develop their own sermon outlines and manuscripts. Prerequisite: CO 101 Communication Skills.

## **PT 301 Youth and Family Ministry**

**3 credits**

This course introduces students to the entire family as a ministry focus, and how we can practically improve parent-student relationships through church, para-church, school and professional settings. Students will develop strategies for ministering to today's youth culture and for interacting with parents through sound theological, cultural, and educational contemplation.

## **PT 303 Pastoral Leadership**

**3 credits**

This course introduces the ministerial student to the work of the pastorate. The student studies the basic duties that are involved in directing and leading a church. Emphasis is on theocratic church government. Included in the course is a study of proper relationships which the minister should maintain including the minister's attitude toward self, the ministry, the church, his/her organization, and society in general.

## **PT 305 Women in Ministry**

**3 credits**

This course will study biblical passages often misunderstood and used as barriers to keep women from fully accepting their God given call to minister as well as passages which portray and promote female ministry. Special attention will be given to the variety of ministry roles fulfilled by women in the Bible and in the modern Apostolic movement. This course will also explore the social implications and practical applications of women's role within the Church. Students will gain a better understanding of how to affirm those whom God calls, whether male or female.

## **PT 401 Pastoral Care and Counseling**

**3 credits**

This class offers an examination of the pastor's role as a shepherd. The course relies heavily on biblical anthropology and life span theory to design church programs and a pastoral approach to the diversity of shepherding challenges confronting a contemporary pastor.

## **PT 403 Ministry Internship**

**3 credits**

Students participate in supervised field work structured to acquaint them with effective methods of ministry. Guidance in the field is by arrangement with field leaders in association with the professor.

# Psychology

## **PY 101 General Psychology**

**3 credits**

This course provides an introduction to the field of psychology. Psychology is a very broad field that overlaps with biology, philosophy, mathematics, and sociology. As the study of individual humans, psychology reveals a great deal about sin and grace at work in our thoughts, feelings, behaviors, and relationships. Psychology benefits the student's understanding of human nature and improves interactions with other people.

## **PY 201 Introduction to Counseling**

**3 credits**

This is an overview of the field of counseling which emphasizes theories and philosophies underlying current practices in the field of counseling. Special attention will be paid to ethics and protocol.

## **PY 203 Conflict Management and Resolution**

**3 credits**

This course explores the topic of conflict management and resolution from a corporate and ecclesiastical perspective. Students will examine factors that contribute to interpersonal conflict, miscommunication, and the steps to resolution. Specific focus will be given to the skills needed to mitigate conflict within a leadership team and pursue productive resolution of conflict.

## **PY 301 Social Psychology**

**3 credits**

This course examines human behavior in the social context. The influences of a variety of human interactions will be considered including family, church and other small and larger groups. Further consideration will be given to culture, mass and social media, and leadership, as well as, socioeconomic factors. A focus will be how these inputs into the life of an individual affect attitudes and behavior. Prerequisite: PSY 101 General Psychology.

## **PY 303 Psychology of Personality**

**3 credits**

This course introduces the student to the study of personality. Theories of personality and how personality is assessed will be discussed. Topics to be considered include the interrelationship between personality, cognition, values, motivation, and the decision making process. A focus of the course will be gaining appreciation and understanding of self and the uniqueness of others. Prerequisite: PSY 101 General Psychology.

## **Science**

### **SC 101 Biology**

**3 credits**

This course is an introduction to basic biological concepts. Emphasis will be placed on learning fundamental ideas related to ecosystems and community interactions. The student will also learn how scientists have differentiated between various groups of organisms. The student will experience the processes through which scientific understandings have been formed and are continually revised.

## **Social Sciences**

### **SO 101 Introduction to Sociology**

**3 credits**

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. It will introduce you to the field by focusing on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, political sociology, and sociology of religion.

### **SO 103 Diversity and Intercultural Communication**

**3 credits**

This course analyzes the value of gender, cultural, and ethnic diversity in human resources and leadership within an organization. Consideration is given to the institutional challenges presented by an increasingly global operational environment. Principles of intercultural communication are explored with emphasis placed on developing relationships of mutual respect and collaboration.

### **SO 201 Marriage & Family**

**3 credits**

Using the Bible as a basis, correct principles in establishing a Christian home are taught, including husband-wife relationship, parent-child relationship, and the parent's relationship with other social institutions such as the church, school, and society.

### **SO 203 Group Dynamics**

**3 credits**

The purpose of this course is to develop a framework for the processes and functions of group dynamics within the context of leadership. Group development, interaction, guidance, and theory will be studied and applied. We will also explore the dynamic social interaction that can produce or detract from successful group counseling and therapy. Leadership styles, techniques, and roles will also be examined. Prerequisite: SO 101 Introduction to Sociology

### **SO 302 Cultural Anthropology**

**3 credits**

An introduction to the study of non-Western man and cultures. How culture, values, and language affect individual society's response to business relationships and the gospel will be examined and explored. Emphasis will be placed on learning to appreciate other cultures to enhance cross-cultural relationship building and communication.

### **SO 303 World Religions**

**3 credits**

This course is designed to provide an overview of the major non-Christian religions and philosophies shaping our world and to evaluate them from a Christian perspective. Religions studied include Hinduism, Buddhism, Confucianism, Taoism, and Islam. An apologetic approach to each religion and philosophy is also provided.

## **Systematic Theology**

### **ST 101 Introduction to Pentecostal Theology**

**3 credits**

This course presents systematic theology as a spiritual and intellectual discipline for knowing God, evaluating Christian life and thought, and living for God's glory. The historical development and fundamental doctrines of Oneness Pentecostalism are carefully examined.

### **ST 103 Introduction to Apologetics**

**3 credits**

This course provides a sound defense of general Christian doctrines such as the compatible relationship of faith and reason, the existence of God, the special creation of the physical universe, and the inspiration and historicity of Scripture.

### **ST 201 Theology I**

**3 credits**

This course begins a systematic overview of the major Christian traditions and doctrines with emphasis on developing a Oneness Pentecostal perspective. The course will specifically cover the doctrines of revelation, theology proper, anthropology, and hamartiology. Prerequisite: ST 101 Introduction to Pentecostal Theology.

**ST 202 Theology II****3 credits**

This course is a continuation of the overview of major Christian traditions and doctrines began in Theology I. The course will specifically cover soteriology (including Christology), ecclesiology, and eschatology (including angelology), again focusing on developing a Oneness Pentecostal perspective. Prerequisite: ST 201 Theology I.

**ST 301 Christology****3 credits**

This course is an in-depth comparison of the Oneness and Trinitarian doctrines with an emphasis on a practical defense of the Oneness doctrine. Prerequisite: ST 202 Theology II

**ST 303 Pneumatology****3 credits**

This course is a systematic study of the doctrine of the Holy Spirit from an Apostolic Pentecostal perspective in contrast to other Christian views of the same subject. The course will examine the biblical teaching on the Spirit of God in both the Old and New Testaments; the Oneness Pentecostal understanding of the Spirit within the larger contemporary theological conversation; the doctrine of the Spirit in relation to the other areas of theological investigation; and classic spiritual disciplines as a key element of theological and spiritual development. Prerequisite: ST 202 Theology II

**ST 411(BI 411) Pauline Theology****3 credits**

This course is designed to consider the capital Pauline epistles, attempting to emphasize the distinctive themes of Pauline theology and the history of their interpretation in the Christian church. Prerequisites: BI 103 New Testament Literature and ST 202 Theology II

## *SAINT LOUIS CHRISTIAN COLLEGE COURSES*

The following courses are not offered by Urshan College. They are courses approved by Urshan College as substitutions for specific Urshan courses for those students exercising the dual enrollment option under the cooperative agreement negotiated between the two colleges. Students should consult the SLCC Academic Catalog for the latest course information.

**GAR201 Introduction to the Arts****3 credits**

Students survey the development of music and the arts to broaden their knowledge and appreciation of their culture.

**GEN201 Introduction to Literature****3 credits**

This course is an overview of the major works of literature by Western and Non-Western authors, excluding American authors. Emphasis is on producing written analysis of selected authors along with excellence in grammar and mechanics. Prerequisite: GEN 120 Composition II

**GHY212 American History I: Discovery through the Civil War****3 credits**

Students survey the historical, cultural, political, economical and institutional forces and events that shaped the history of the United States starting with discovery and colonial expansion through the Civil War. This course complies with the provisions of Section 170.011 RsMo.

**GLA121 Introduction to Biblical Languages I****3 credits**

The purpose of this course is to provide the student with an understanding of the fundamentals of Hebrew and Greek. It is designed to facilitate a basic reading ability of the original text as well as an awareness of some of the major exegetical tools available to the serious student of Scripture. This course is intended for the student who does not anticipate further language study.

**GLA122 Introduction to Biblical Languages II****3 credits**

This course is a continuation of GLA121. This provides the student with further understanding of the fundamentals of Hebrew and Greek. It is designed to further a basic reading ability of the original text as well as an awareness of some of the major exegetical tools available to the serious student of Scripture. This course is intended for the student who does not anticipate further language study.

**GMA101 Intermediate Algebra****3 credits**

Students learn advanced skills of algebraic problem solving. Topics include systems of linear equations, absolute values, radicals, polynomial equations and graphs, complex numbers, and functions. TI-83 calculator required. Prerequisite: Satisfactory Compass Placement Test Score or C or better in GMA012 Elementary Algebra.

**GMA102 Contemporary College Mathematics****3 credits**

Students learn practical applications for mathematical concepts. Problem solving techniques are emphasized. Topics include deductive reasoning, algebraic models, measurements, financial analysis, sequences, statistics, and probability. TI-83 calculator required. Prerequisite: Satisfactory Compass Placement Test Score or C or better in GMA101 Intermediate Algebra.

**GPY201 General Psychology****3 credits**

A general introduction course to the "scientific study of human behavior." The student will explore the basic psychological concepts, research methods, and the fundamental theories in understanding human behavior.

**GSC202 Biology****3 credits**

This course presents the fundamentals of a wide variety of science topics from a Christian worldview perspective. Emphasis will be on the interaction of the disciplines of science in life processes. Students will learn the basic concepts involved in the balance of life forms on the earth.

**GSC212 Environmental Science****3 credits**

This course is designed to focus attention on the forces at work in nature from a Christian worldview perspective. The interrelationships of living things to their environment and to each other are discussed, and in particular man's impact on these relationships. Man's use and abuse of renewable and non-renewable resources are also considered.

**GSO312 Intercultural Communication****3 credits**

Students examine behavior patterns learned and shared by the peoples of the world. In order to help students in cross-cultural communication, economic, political, social, religious, and aesthetic cultural structures are treated.

**PED202 Survey of Christian Education****3 credits**

Students investigate the educational programs of the church. The objectives of Christian education are defined, and the educational programs of the church is evaluated in that perspective. Various educational institutions of the church are outlined and evaluated.

**PED301 Creative Teaching Methods****3 credits**

This course studies the principles governing the teaching/learning process and the methods used to convey biblical truth to children from birth through 5th grade. The writing of objectives, lesson plan preparation, instructional media use, classroom setting, and teacher/student relationship will be examined. Students explore and demonstrate various age-appropriate principles and methods of teaching in activities and lessons taught within and outside the classroom.

**PED311 Human Growth and Development****3 credits**

This course analyzes the human life span, from conception through adulthood. The focus is upon physical, cognitive, psychosocial, moral, and spiritual development. Also explored are socialization with family and friends, and interaction with peers in schools. Prerequisite: GPY 201 General Psychology.

**PED312 Dynamics of Teaching Youth****3 credits**

This course studies the unique principles governing the teaching/learning process and the proven methods used to convey biblical truth to youth from 6th grade through high school. The writing of objectives, lesson plan preparation, instructional media use, classroom setting, and teacher/student relationship will be examined.

Students explore and demonstrate various age-appropriate principles and methods of teaching in activities and lessons taught within and outside the classroom.

**PED321 Human Growth and Development II****3 credits**

This course is a continuation of PED311. This course analyzes the human life span, from conception through adulthood. The focus is upon physical, cognitive, psychosocial, moral, and spiritual development. Also explored are socialization with family and friends, and interaction with peers in schools.

**PED402 Education Ministry Administration****3 credits**

Students learn both the organizational and administrative responsibilities of the Christian Education Director in the local church. Principles and techniques for directing the total educational ministry within the church are studied. Students learn the leadership and coordination skills necessary to enhance the effectiveness of the teaching ministry. Prerequisite: PMN101 Goals, Priorities & Attitudes, and PED202 Survey of Christian Education.

**PMN300 Ministry Practicum****3 credits**

By arrangement with the Internship Director and Faculty Mentor, students participate in field work structured to acquaint them with effective methods of ministry in their chosen specialization. Guidance in the field is by arrangement with field leaders in association with the faculty of the Professional Division.

**PMN302 Children's Ministry****3 credits**

This course analyzes the development and educational approaches, birth through age 12, with an emphasis on spiritual development and the church's role in meeting their developmental needs. Included are issues of salvation, worship, moral development, teaching the Bible, family life, and specialized age-level programming and ministries.

**PMN351 Family Life Ministry****3 credits**

This course is designed to give students a survey of the church's ministry to families. Special attention is given to theological foundations, family life themes, family life education, and ministry to the family unit.

**PMN422 Marriage & Family Counseling****3 credits**

This class provides an understanding of various models and techniques for working with couples, including premarital counseling. Topics explored include systems theory, family life development, communication processes, and conflict resolution from a Scriptural perspective. Students will learn and apply a family assessment tool. Prerequisite: GPY201 General Psychology.

**PSP211N Foundations of Teaching & Preaching****3 credits**

This course is a "cross-training" module that introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Practical application assignments will be made and reports or presentations will be given.

# *COLLEGE PERSONNEL*

## **Administration**

David K. Bernard, President

B.A., Rice University, 1978

J.D., University of Texas, 1981

M.Th., University of South Africa, 2006

Th.D., New Testament, University of South Africa (Candidate)

Jennie Russell, Executive Vice President

A.A., Missions, Christian Life College, 1984

B.A., Bible and Theology, Christian Life College, 1986

M.A., Professional Counseling, Liberty University 2012

Jared Runck, UC Academic Dean

B.A., Practical Theology, Gateway College of Evangelism, 2008

M.T.S., Old Testament, Eden Theological Seminary, 2008

D.Th. (Candidate)

Jonathan McClintock, Dean of Students

B.A., Theology, Christian Life College, 1994

B.S., Psychology, St. Louis University, 1996

M.P.C., Pastoral Counseling, Andersonville Theological Seminary, 2004

M.Div., Liberty Baptist University, 2011

Jeanie Bland, Registrar

B.A., Gateway College of Evangelism, 1996

M.A., Pensacola Christian College, 2002

Ed.D., Regent University, 2013

Vinessa D'Sa, Distance Learning Director

B.A., Karachi University, Karachi, Pakistan, 2000

B.A., Biblical Studies, Gateway College of Evangelism, 2005

M.Div., Urshan Graduate School of Theology, 2008

Richard Hernandez, Director of Development

A.A., Social Science, San Jacinto College – Central, 2001

B.S., Accounting, Liberty University, 2009

M.S., Accounting, Liberty University, 2011

David Molina, UC Admissions Director

A.A., Biblical Studies, Gateway College of Evangelism, 2001

B.A., Practical Theology, Gateway College of Evangelism, 2010

M.A., Human Services, Liberty University, 2011

Ashley Reeve, Urshan Chief Financial Officer  
B.A., Business Administration & Management, Missouri Baptist University 2007  
M.B.A., Missouri Baptist University (in progress)

Ryan Trimble, Director of Library Services  
B.A., Lindenwood University 2010  
M.F.A., Lindenwood University 2012  
M.L.S., University of Missouri – St. Louis (in progress)

## **Faculty**

Ann Ahrens, Associate Professor of Music (Program Director)  
B.A., Music, Gateway College of Evangelism, 1994  
B.A., Church Music, Missouri Baptist University, 1998  
M.A., Piano Pedagogy and Performance, Webster University, 2001  
M.T.S., Urshan Graduate School of Theology, 2012  
Ph.D., Southern Baptist Theological Seminary (In Progress)

Sharla Bender, Assistant Professor of Music  
B.A., Music, Huntingdon College, 2004  
M.M., Piano Performance, University of Alabama, 2007  
D.M.A., Piano Performance, University of Alabama, 2014

Jeanie Bland, Associate Professor of General Education (Program Director)  
B.A., Gateway College of Evangelism, 1996  
M.A., Pensacola Christian College, 2002  
Ed.D., Regent University, 2013

Raymond L. Crownover, Professor of Higher Education  
B.A., History, University of Missouri – St. Louis, 1978  
B.A., Theology, Gateway College of Evangelism, 1982  
M.Ed., Educational Administration, University of Missouri – St. Louis, 1988  
Ph.D., Higher and Adult Education, University of Missouri – Columbia, 1993

Dan M. Littles, Assistant Professor of Music  
B.M., Trumpet Performance, Southeast Missouri State University, 2005  
M.M., Music Education, Boston University, 2007  
D.M.A., University of Houston, 2014

David S. Norris, Professor of Biblical Theology  
Diploma, Theology, Apostolic Bible Institute, 1975  
B.A., Liberal Studies, Neumann University, 1989  
M.A., Theological Studies, Palmer Theological Seminary, 1992  
Ph.D., Religion, Temple University, 2000

Thomas O'Daniel, Professor of Organizational Leadership (Program Director)  
Diploma, Bible and Theology, Conquerors Bible College, 1973  
B.A., Bible/Theology, Global University, 1987  
M.A., Social Science, Azusa Pacific University, 1991  
Ed.D., Doctor of Education in Leadership, The Southern Baptist Theological Seminary, 2005

Jeremy Painter, Assistant Professor of English, Writing Center Director  
B.A., Religious Studies, Regent University, 2008;  
M.A., English Literature, Mercy College, 2009;  
M.Div., Biblical Studies, Regent University, 2012  
D. Lit., English Literature, University of Pretoria, 2014

Jared Runck, Assistant Professor of Bible & Theology (Program Director)  
B.A., Practical Theology, Gateway College of Evangelism, 2008  
M.T.S., Old Testament, Eden Theological Seminary, 2008  
D.Th. (Candidate)

## **Adjunct Faculty**

Lee Ann Alexander  
B.A., English and History, Louisiana State University, 2000  
M.A., English with Concentration in Literature, Southeastern Louisiana University, 2003  
M.A.C.M., Urshan Graduate School of Theology (in progress)

Brandon Black  
B.A., History, Christian Brothers University, 2009  
M.A., History, University of Memphis, 2011

Mitchell Bland  
B.A. in Theology, Gateway College of Evangelism, 1994  
M.S. (Master of Science in Education: Counselor Education)

Jeffrey E. Brickle  
A.A., Humanities, Community College of the Finger Lakes, 1982  
A.L.B., Humanities, Harvard University, 1994  
M.A., Urban Ministry, Gordon-Conwell Theological Seminary, 1999  
Ph.D., Biblical Studies, Concordia Seminary, St. Louis, 2010

Paul D. Buford  
Th.B., Texas Bible College, 1976  
M.A., Theology, Concordia Graduate School Concordia Seminary, 2003  
M.A., Clinical Mental Health Counseling, Regent University, 2012  
Ph.D., Counseling Education and Supervision, Regent University (in progress)

Gary Erickson  
Th.B., Apostolic Bible Institute, 1975  
M.T.S., Urshan Graduate School of Theology, 2006  
M.Div. (Equivalent), Covenant Theological Seminary, 2010  
D.Min., Covenant Theological Seminary, 2014



Ashley Jabs

A.A., LakeLand College, 2005

B.M.S., Southern Illinois University –Edwardsville, 2009

M.B.S., Southern Illinois University, 2011

Robin Johnston

B.A., Gateway College of Evangelism, 1979

M.A.T.S., Covenant Theological Seminary, 2002, 2000

Ph.D., Regent University, 2010, School of Divinity 2010

James A. Littles

A.A., Liberal Studies, Jamestown Community College, 1980

M.S., Education, Freedonia State College, 1989

M.Div., Pastoral Studies, Eastern Baptist Theological Seminary, 1993

Ph.D., Family Studies, University of Delaware, 2003

Nancy Norris

Th.B., Apostolic Studies, Apostolic Bible Institute, 1974

B.A., Elementary Education, Concordia College, 1976

M.Ed., Eastern University, 1999

Lisa Reddy

M.A. Ed., University of North Carolina

M. Div., Urshan Graduate School of Theology, 2007

Melvin Reddy

B.A., Practical Theology, Gateway College of Evangelism, 2002

B.S., Organizational Leadership, Greenville College, 2004

M.A., Human Service Counseling, Regent University, 2005

M.T.S., Urshan Graduate School of Theology, 2007

Matthew Schnelting

A.A., Biblical Studies, Gateway College of Evangelism, 2004

B. A., Practical Theology, Gateway College of Evangelism, 2006

M.Div., Pastoral Studies, New Testament Studies, Covenant Theological Seminary, 2011

D. L. Segraves, Professor of Biblical Studies

M.A. in Exegetical Theology, Western Seminary, 1993

Th.M., Western Seminary, 2003

Ph.D. in Christian Theology and Global Christianity, Regent University School of Divinity, 2011

Carolyn Simoneaux

B.S., Education, Great Lakes University, 2006

M.Ed., Education Administration, Liberty University, 2008

Ed.S., Education Administration, Liberty University, 2010

Ed.D, Liberty University (Candidate)

Jared Wood, Chorale Director

## **Staff**

Abby French, Housing and Custodial Director

Marsha Johnston, Assistant to the Executive Vice President

Christopher O'Daniel, IT Administrator

CIW Web Foundations Associate, CompTia A+ Certified, Microsoft Technology Associate - Windows Server Administration, Microsoft Technology Associate - Windows Operating System, Microsoft Technology Professional

Danielle Robinson, Assistant to the Chief Financial Officer  
AA in Accounting, Everest University, 2013

Carolyn Simoneaux, Assistant to Director of Assessment & Strategic Planning  
B.S., Education, Great Lakes University, 2006  
M.Ed., Education Administration, Liberty University, 2008  
Ed.S., Education Administration, Liberty University, 2010  
Ed.D, Liberty University (Candidate)

Tim Simoneaux, Facility Project Supervisor

Mikhael Trammell, Administrative Assistant and Accounts Receivable  
B.A., Ashford University in Library Science and Media, 2013

Keisha Wilson, Circulation Supervisor  
B.A., Music – Vocal, Urshan College, 2014

Gayle Yoder, Student Accounts  
Th.B., Apostolic Studies, Apostolic Bible Institute, 1977

## **Emeritus**

Gerald L. Truman, Director Emeritus of Library Services

M.L.S., Indiana University Purdue University at Indianapolis, 2002; M.S., Business Administration, Boston University, 1989; B.S., Education, Indiana University Purdue University at Indianapolis, 1975.