



Truett McConnell
UNIVERSITY™



GRADUATE ACADEMIC
CATALOG

2018 - 2019

A Georgia Baptist University



Mail should be addressed to: Truett McConnell University, 100 Alumni Drive, Cleveland, Georgia 30528-1264. Request for specific information should be directed to the offices indicated below. The general telephone number is (706) 865-2134 and the FAX number is (706) 243-4790.

Admissions	ext. 4300
Advancement.....	ext. 3803
Alumni Relations	ext. 3703
Athletic Department	ext. 5000
Business Office	ext. 3500
Campus Store	ext. 3100
Communications	ext. 4400
Dual Enrollment	ext. 2099
Facilities/Grounds	ext. 3304
Financial Aid	ext. 4199
Hospitality/Event Coordinator	ext. 1101
Information Technology.....	ext. 3400
Library.....	ext. 2200
Online & Graduate Admissions	ext. 2130
President's Office.....	ext. 1000
Public Safety	ext. 3200
Registrar	ext. 2160
Special Support Services	ext. 2141
Student Services.....	ext. 4100
Vice President for Academic Services.....	ext. 2002
Vice President of Finance and Operations	ext. 3001
Vice President for Student Services.....	ext. 4001
World Missions Center	ext. 2401

www.truett.edu

Visit our website for more information

LETTER FROM THE PRESIDENT

Dear TMU Students,

An Anabaptist Vision: Standing on the Shoulders of Giants

The Great Commission of our Lord (Matthew 28:18-20) is a costly commandment. It requires our life (Matthew 16:24-25). For the Gospel is the heartbeat of Christianity (Romans 1:16-17), the focus of each local church founded upon the Scriptures (Matthew 16:18) and the centrality of who we are as Truett McConnell University.

Here at Truett McConnell, we stand on the shoulders of giants, men and women from centuries past that have literally given their lives for the Gospel. These heroes, nicknamed Anabaptists, point us to a simple and biblical Christianity based solely on His Word and sustained solely by His grace.

This rich heritage is also our future. Our Graduate programs honor our past by equipping a new generation, both theologically and practically, to invest their lives for His sake, and for the sake of a generation yet to hear the Gospel (Acts 2:40-41).

Welcome to Truett McConnell University. Welcome home.

Truth is Immortal,

Dr. Emir Caner,
President

Compliance

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Truett McConnell University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. The University fully reserves all rights and exemptions under federal law.

The provisions and information set forth in this publication are intended to be informational and not contractual in nature. Thus, this publication is not intended, and shall not be construed, to constitute a contract between Truett McConnell University and any student, prospective student, or any other person or legal entity of any and every nature whatsoever. Truett McConnell University hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this publication at any time, and from time to time, without notice, in any manner that the Board of Trustees or the administration deems to be in the best interests of Truett McConnell University.

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Academic Calendar

ACADEMIC CALENDAR 2018-2019

FALL SEMESTER 2018

Payment Deadline for Returning Students	August 2
IE Day	August 10
Online A term begins	August 13
Classes begin On Campus/Alpharetta Instructional Site	August 15
Graduate Session A begins	August 15
Late registration and drop/add	August 15 - 21
Convocation	August 21
Labor Day Holiday (staff holiday – classes meet*)	September 3
Spiritual Emphasis Week	September 4-6
Last day to drop with grade of W: Online session A	September 10
Last day to drop with grade of W: Graduate session A	September 12
Constitution /Citizenship Day	September 17
Online A term ends	October 7
Fall Break (no classes)	October 1-5
Graduate Session A classes end	October 9
Last day to drop with grade of W: Graduate students	October 10
Graduate Session B begins	October 10
Online B term begins	October 15
Advising and registration for spring (current students only)	October 15-November 2
Fall enrollment reporting date	October 30
Last drop day with grade of W: On Campus undergraduate students	November 7
Last day to drop with grade of W: Graduate session B	November 7
Last day to drop with grade of W: Online session B	November 12
Deadline for graduation application	November 15
Thanksgiving Holiday (no classes)	November 19-23
Online B term ends	December 9
Classes end	December 4
Graduate Session B ends	December 4
Dead day	December 5
Final exams	December 6,7,10,11
IE Day	December 14

SPRING SEMESTER 2019

Online A term begins	January 7
New student advising and registration	January 7
IE Day	January 8
Classes begin On Campus/Alpharetta Instructional Site	January 9
Graduate Session A begins	January 9
Martin Luther King, Jr. Holiday (staff holiday –classes meet*)	January 21
Late registration and drop/add	January 9-15
Last day to drop with grade of W: Online session A	February 4
Last day to drop with grade of W: Graduate session A	February 6
Spring break (no classes)	February 18-22
Online A term ends	March 3
Graduate Session A ends	March 5
Last day to drop with grade of W: Graduate students	March 6
Graduate Session B begins	March 6
Online B term begins	March 11
Advising and registration for summer/fall (current students only)	March 11-April 5
Spring enrollment reporting date	March 29
Last drop day with grade of W: On Campus undergraduate students	April 3

Spring Semester 2019 con't

Last day to drop with grade of W: Graduate session B	April 3
Last day to drop with grade of W: Online session B	April 8
Easter Week (no classes)	April 15-19
Staff Easter Holiday-Good Friday	April 19
Honors Chapel	April 23
Classes end	April 30
Graduate Session B ends	April 30
Dead day	May 1
Online B term ends	May 5
Final exams	May 2,3,6,7
IE Day	May 10
Graduation	May 11

SUMMER SEMESTER 2019

Session 1

Memorial Day Holiday (staff holiday)	May 27
Advising and Registration	May 31
On Campus session 1 classes begin	June 3
Graduate Session A begins	June 3
Late registration and drop/add: Session 1	June 3-4
Last day to drop with grade of W: Graduate session A	June 17
Last day to drop with grade of W: Session 1	June 24
On Campus Session 1 classes end	June 27
Graduate Session A ends	June 27
Final Exams	June 28

Session 2

Advising and registration	June 28
On Campus Session 2 classes begin	July 1
Graduate Session B begins	July 1
Late registration and drop/add: Session 2	July 1-2
Independence Day Holiday (staff holiday – classes meet*)	July 4
Last day to drop with grade of W: Graduate session B	July 15
Last day to drop with grade of W: Session 2	July 22
On Campus Session 2 ends	July 25
Graduate Session B ends	July 25
Final Exams	July 26

Online Session

Online classes begin	June 3
Last day to drop with grade of W	July 1
Online classes end	July 28

*Professor's discretion

NOTE: Any or all of these schedules are subject to change; please consult the Registrar prior to any term to confirm schedule.

Class Schedule

Note: All Truett McConnell University Students must follow the policies and procedures outlined in this catalog; however students who enrolled in a course of study at Truett McConnell University prior to the fall semester of this catalog have the option of graduating under the degree requirements of the catalog current at the time of their admission to the University or under the requirements of this catalog, provided all requirements are completed within five years from the date of enrollment in the first class taken at the University.

Semester Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:50 am		7:00-7:50 am		7:00-7:50 am
8:00-8:50 am	8:00-9:15 am	8:00-8:50 am	8:00-9:15 am	8:00-8:50 am
9:00-9:50 am	9:30-10:50 am	9:00-9:50 am	9:30-10:50 am	9:00-9:50 am
10:00-10:50 am		10:00-10:50 am		10:00-10:50 am
11:00-11:50 am	11:00 am-12:15 pm	11:00-11:50 am	11:00 am-12:15 pm	11:00-11:50 am
12:00-12:50 pm	12:30-1:45 pm	12:00-12:50 pm	12:30-1:45 pm	12:00-12:50 pm
1:00-1:50 pm		1:00-1:50 pm		1:00-1:50 pm
2:00-2:50 pm	2:00-3:15 pm	2:00-2:50 pm	2:00-3:15 pm	2:00-2:50 pm
3:00-3:50 pm	3:30-4:45 pm	3:00-3:50 pm	3:30-4:45 pm	3:00-3:50 pm
4:00-4:50 pm		4:00-4:50 pm		4:00-4:50 pm
5:00-5:50 pm		5:00-5:50 pm		5:00-5:50 pm
6:00-7:15 pm	6:00-7:15 pm	6:00-7:15 pm	6:00-7:15 pm	
6:00-8:30 pm	6:00-8:30 pm	6:00-8:30 pm	6:00-8:30 pm	
6:00-10:45 pm				

Institutional Identity

Truett McConnell University is a private Christian liberal arts university offering baccalaureate and master's degrees, operated under the auspices of the Georgia Baptist Mission Board and controlled by a Board of Trustees elected by the Board.

Mission Statement

The mission of Truett McConnell University is to equip students to fulfill the Great Commission by fostering a Christian worldview through a Biblically-centered education in a family friendly environment.

Core Values

BIBLICAL SUFFICIENCY

TMU VALUES SCRIPTURE AS ITS CENTERPIECE

(2 Timothy 3:16-17; Article 1 of the Baptist Faith and Message 2000)

TMU emphasizes a *Biblically-centered education* because of its affirmation of Biblical Sufficiency, the belief that the Bible is the only inspired, infallible, and inerrant Word of God necessary to know God and understand His plan for mankind (2 Timothy 3:16-17).

PERSONAL TRANSFORMATION

TMU VALUES DISCOVERING AND FULFILLING GOD'S CALL IN ONE'S LIFE

(Ephesians 4:1; Articles 3 and 4 of the Baptist Faith and Message 2000)

TMU believes that God has a unique and specific call for each person (Eph. 4:1). Being made alive because of His great love for us (Eph. 2:4), believers are subsequently commanded to live for Christ and to serve others through talents and gifts God bestows upon us.

AUTHENTIC RELATIONSHIPS

TMU VALUES RELATIONSHIPS BASED ON CHRIST'S UNCONDITIONAL LOVE

(Ephesians 4:2; Articles 3 and 14 of the Baptist Faith and Message 2000)

TMU recognizes that authentic relationships will flow from living out a *Christian worldview* (Phil. 2:5). A true *Christian worldview* will exemplify Paul's admonition to walk "with all humility and gentleness, with patience, showing tolerance for one another in love" (Eph. 4:2).

A MISSIONAL COMMUNITY

TMU VALUES EQUIPPING BELIEVERS TO FULFILL THE GREAT COMMISSION

(Matthew 28:18-20; Articles 4, 5, 6 and 11 of the Baptist Faith and Message 2000)

TMU acknowledges that salvation is found only in the person and work of Jesus Christ (John 14:6). Knowing that God loves the world (John 3:16) and desires all men to be saved (1 Timothy 2:4), TMU strives to equip students to fulfill the *Great Commission* (Matthew 28:18-20).

FAMILY

TMU VALUES A BIBLICAL MODEL OF FAMILY

(Genesis 2:24; Ephesians 5:21-6:4; and Article 18 of the Baptist Faith and Message 2000)

Family is the foundational institution of society. Ordained by God, family is composed of persons related through marriage, blood, and adoption. Marriage is a covenant relationship between one man and one woman in a lifetime commitment (Gen. 2:24). TMU will maintain a family friendly environment by creating an atmosphere where families are welcome and where biblical families are modeled (Eph. 5:21-6:4). TMU views all staff and students, united through Christ, as family (Eph. 2:19).

From **THE VERY FIRST VERSE** *To* **THE VERY LAST TRIBE.**

The University

Historical Sketch

Although Truett McConnell University is a comparatively young institution, its roots extend far back into the educational history of Georgia. George W. Truett and Fernando C. McConnell, cousins for whom the University is named, were men of faith and vision whose work and influence as joint pioneers in Christian education became well known. In 1887, George W. Truett established a private Christian academy at Hiawassee, Georgia. Fernando C. McConnell joined him in his educational endeavors, which led to the creation of the public school system in Towns County, Georgia. Changing conditions eventually led to the closing of the original academy, but Georgia Baptists established a College in Cleveland, Georgia, to carry on the same high educational standards instituted by these two Baptist pioneers. On July 23, 1946, ceremonies in Cleveland, Georgia, heralded the establishment of the new College. Truett McConnell College, operating in temporary quarters, first opened its doors to students in September 1947, when it enrolled a class of fifty-five. Before long, construction began on the present campus, and the first building became available for use in September 1956. Since that time, the campus has seen much construction and landscaping. Additions to the campus now include seven residence halls, an apartment complex, gymnasium, dining hall, chapel, library, recreational complex, maintenance complex, president's home and office, institutional advancement office and student center. Truett McConnell was a junior college until 2003 when it gained accreditation to grant bachelor degrees as a four-year institution. In 2014 it was granted accreditation to begin its first Master's degree program and on May 14, 2016 it became Truett McConnell University. Truett McConnell continues to expand to meet the needs of a growing student body and to equip each generation to meet the challenges of presuming their calling in the real world.

Accreditation

Truett McConnell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Truett McConnell University.

Truett McConnell University is an accredited institutional member of the National Association of Schools of Music.

Truett McConnell University's Bachelor of Science in Education (Early Childhood and Middle Grades) and Bachelor of Science in Music Education degrees are approved by the Georgia Professional Standards Commission.

Truett McConnell University's Bachelor of Science in Nursing is approved by the Georgia Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

Location

Cleveland is the county seat of White County and is located at the southern edge of the Blue Ridge Mountains. Nearby are the headwaters of the Chattahoochee River and Lake Sidney Lanier. Gainesville is 25 miles to the south, and Atlanta is 90 miles to the southwest.



General Graduate Admission Requirements

Applicants should meet the following minimum requirements for full admission to the graduate program:

- Bachelor's Degree from an accredited institution.
- Have a minimum cumulative GPA of 2.50 on a 4.0 scale. (specific degree programs may have a higher GPA requirement – please consult the graduate catalog area for your specific degree requirements)

Applicants must submit the following as a part of the general admission requirements:

- Official Graduate application for Admission form.
- Official transcripts for all undergraduate and graduate coursework. The transcript from the institution granting the bachelor's degree is necessary for all applicants. If the degree program is incomplete when the application is filed, a transcript of work to that date must be submitted, and after graduation, a final official transcript must be furnished indicating the degree received.

For further assistance and/or to submit application please contact the Office of Graduate Admissions, Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528, 706-865-2134, ext. 2131 or gradadmissions@truett.edu.

Transient Student Policy

Truett McConnell University students may apply to the Office of the Registrar for transient permission to attend another institution for one semester. Only students in good academic standing (minimum 3.0 cumulative GPA) with intention to return to Truett McConnell University may qualify to attend another institution by transient permission. Qualified students should obtain the "Application for Transient Permission" from the Office of the Registrar and then meet with the academic advisor to select courses appropriate to the student's degree program, in proper sequence, meeting all prerequisites and residency requirements. Transient permission cannot be issued for developmental courses. A "Letter of Transient Permission" will be issued only for approved courses. Students should follow appropriate admission guidelines for the other institution. Upon completion of the approved courses, the student is responsible for requesting that an official transcript be issued to the Office of the Registrar, 100 Alumni Drive, Cleveland, Georgia 30528. Transient course credits will be applied to the Truett McConnell University transcript as transfer credit (specific degree programs may have a more stringent transient policy – please consult the graduate catalog area for your specific degree policies).

Students seeking admission to the graduate program as a transient student must follow the following procedures:

- Complete a Graduate Application for Admission to Truett McConnell for Non-Degree Seeking Students.
- Submit a letter of transient permission or an official statement from an appropriate official of the institution last attended, recommending the applicant's admission and granting him or her permission to enroll as a transient student at Truett McConnell University.
- A student who wishes to register for a subsequent semester must submit another letter of transient permission. There will only be two transient semesters allowed. If the student wishes to attend beyond two semesters, then they would need to follow the procedures for a Degree Seeking Transfer Student.

Re-Admission to Truett McConnell University

Truett McConnell University defines a re-admit student as a student who was once enrolled at TMU but withdrew from the institution.

A student whose enrollment at Truett McConnell University has been interrupted for any reason for two or more semesters (excluding summer term) must apply for readmission. The application for readmission must be submitted to the Office of Graduate Admissions for the appropriate semester. If a student had enrolled in any other college or university during their absence from Truett McConnell University, they must also submit official transcripts from each institution. (Please consult the graduate catalog area for more specific program requirements).

The paper records of nonregistered students, including transcripts and transcripts submitted for transfer credit, are retained by the Registrar's Office for five academic years after the last registered term. If a student applies for readmission after an absence of more than 5 years and has attended any other college or university, they must submit official transcripts from all institutions attended.

Submit application for readmission and all transcripts to the Office of Graduate Admissions, Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528-1264.

Admissions

Upon receipt of the application for readmission, the Office of Graduate Admissions will check for any departmental holds from the Business Office, Registrar's Office, Financial Aid Office, Academic Services Office, Student Services Office, Library, and Bookstore. All matters must be resolved and the hold removed before the student can be approved for readmission. Any department indicating a hold will be contacted by the Office of Graduate Admissions to determine how the hold can be lifted. If the hold requires action by the student in order to be lifted, the student will be notified in writing with instructions on how to proceed with clearing the hold.

When a student has no departmental holds and has provided all transcripts of work attempted at other colleges or universities since attending Truett McConnell, the file will be forwarded to the Office of Graduate Admissions for updating and the issuance of a letter of acceptance for the appropriate semester.

A student who sought readmission but was subsequently denied readmission to the University will be notified in writing that their readmission has been denied. Further information will not be provided to the student regarding the reason for denial.

TUITION AND FEES

TUITION	\$325.00/PER CREDIT HOUR
AUDIT FEE Any person may audit a course provided space is available in the class. In classes that have an enrollment limit, regularly enrolled students who wish to audit will be given preference over community residents who are not regularly enrolled students. The Auditor must request audit status at the time of registration. After the drop/add period, credit registrations may not be changed to audit, and audit registrations may not be changed to credit. If a student is taking 12 or more credit hours in addition to an audited course and the audited course does not cause the student's course load to exceed 17 hours, there shall be no additional charge for the audited course.	\$150.00
Campus Fee This per semester fee covers technology, activities, sports events, lab fees and related items.	\$280.00
Graduation Fee The graduation fee must be paid to graduate and must accompany each graduation application. This is a non-refundable fee.	\$ 50.00
New Student Enrollment Fee	\$175.00
Parking Tag	\$ 50.00
Student Activity Fee (per semester)	\$100.00
Textbooks Textbooks are available for purchase through our online bookstore. The cost of textbooks is not included in the tuition. Textbooks may be charged to a student's account with the university only if their financial aid, including student loans, will cover the cost.	
Technology Fee	\$ 75.00
Online Technology Fee	\$300.00
Transcript Fee (per transcript)	\$ 10.00
Transcript Special Handling Fee Expedited (per transcript)	\$ 30.00
Transient Fee (per registration)	\$ 25.00
Returned Check Fee/Non-Sufficient Funds Fee (per returned item) A non-refundable returned check fee of \$35.00 will be assessed to the student's account each time a check is returned by the student's bank.	\$ 35.00
Stop Payment Fee A non-refundable stop-payment fee of \$35.00 will be assessed to the student's account each time a check is lost.	\$ 35.00
Withdrawal Fee	\$ 20.00

Refund Policies

Institutional Refund Policies

The following pertains to all refund policies applied by the University unless specifically stated otherwise.

Truett McConnell University, like most universities, must make commitments in advance for faculty, staff, equipment, supplies, utilities and other operating expenses for the entire year. Therefore, the University policy considers the acceptance of registration as a contract binding student and parents for charges for the entire semester.

The Federal Refund Policy states, up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Students may owe a repayment of Federal Funds to the government or funds to the institution.

Students suspended or expelled from the Institute for any reason forfeit their right to a refund of any credit balance on their student account.

In the event of a complete withdrawal, the institution will calculate a refund through the 60% point of the semester, with the exception of the online program. After 60% of the semester has been completed, there will be no refund of tuition. A refund is calculated by dividing the date of withdrawal by the number of federally defined days in the semester. Board fees will be refunded on a pro-rata basis. There is no refund of room after the fifth day of class. Refunds for students receiving federal aid will be calculated using the current federal policy.

In the event of a complete withdrawal from the online program, the institution will calculate a refund based on the weeks of completion. A 100% refund is available if the student has not logged in by the 1st day of classes. A 50% refund is available through the fifth day of instruction. There is no refund after the fifth day of instruction.

Important Notes

All students should check with the Business Office and Financial Aid before withdrawing to verify any financial implications.

- This schedule is independent of financial aid. Grants and scholarships may be lost due to drops or withdrawals. Students **MUST** contact Financial Aid for specific advice. All students should check with the Business Office and Financial Aid before withdrawing to verify any financial implications.
- No adjustments to tuition charges will be made for students dropping coursework (but not withdrawing), after the last published day of drop/add.

Student accounts are reviewed when federal funds are posted to determine if a refund is necessary. Federal funds that create a credit balance greater than allowable cost must be refunded to student within 14 days of receipt. If it is determined that a refund is necessary, then it will be processed. Checks are either mailed to student or held for pick-up in the Business Office. If the refund is due to a parent loan, then a refund check will be mailed to the parent with address provided from the financial aid office; unless parent advises otherwise. Credit balances unrelated to federal funds that are created within an academic year can carry from semester to semester to cover a balance. When reviewing a student account you must never use a credit from one academic year to cover the balance of a previous academic year.

Students may request a refund by going to www.truett.edu; select refund request under admissions and follow the steps. The Business Office will follow the request of the student to either mail or pick up the check at the Business Office. Students picking up their refund check must show ID and sign for the check.

Return of Title IV Funds

If a student receiving Title IV financial aid (Pell Grant, SEOG, Stafford Loans, or PLUS loans) or state aid withdraws, some portion of the aid may be considered unearned by regulation. The University *and* the student may be responsible for returning unearned federal aid.

The Office of Financial Aid supports the mission of Truett McConnell University by helping students obtain funds for graduate educational expenses by promoting loan opportunities through the federal government. The responsibility for meeting graduate school costs ultimately lies with the student and his or her family.

Financial aid awards made to students from funds received from the federal government may be revised if those funds cannot be obtained. All financial aid award disbursements are contingent upon the University's receipt of the funds. Applications for financial aid should be submitted as soon as possible after October 1st of each year. Financial aid award letters are sent to students beginning January 1st, as soon as necessary documentation is received by the Office of Financial Aid.

Eligibility

To receive financial assistance, a student must be enrolled in a degree granting course of study, fully accepted by the University, be in good standing, making satisfactory academic progress (as defined later in this catalog), and not be in default or delinquent on any loan plan with the University, state, or federal government. Also the student must not owe a refund on grants previously received under the Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG).

Application Process

For a student enrolling in a graduate program, the type of aid available is Unsubsidized Stafford loans (non-need based loan) and Grad PLUS loans (credit based) through the William D. Ford Federal Direct Loan Program. Direct Loans are offered at relatively low interest rates and with good repayment arrangements. Before you take out a loan, be sure to develop a budget to make sure you borrow only what you need. For more student loan information (interest rates, repayment and more), visit the Department of Education at www.studentloans.gov.

To receive loans, the student must complete the Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. The school code for Truett McConnell University is 001597 and the code must be entered on the FAFSA for the school to receive an Institutional Student Information Record (ISIR). The student will need an FSA user ID and password to electronically sign the FAFSA which can be requested online at www.fsa.ed.gov. The FAFSA must be renewed for each academic year in which the student wishes to receive federal aid.

*NOTE: If access to a computer is not available, a paper FAFSA may be obtained from the Truett McConnell University Financial Aid Office. Assistance in completing the FAFSA is provided by both the US Department of Education via their help line at 1-800-433-3243 and the staff of the TMU Office of Financial Aid.

If a student has not previously received loans through the federal government, the student will need to complete Loan Entrance Counseling and a Master Promissory Note for the Stafford loans. These applications can be found online at www.studentloans.gov. The student will need his or her FSA user ID and password to sign in to the system.

Additionally, the Truett McConnell Financial Aid Office requires students to submit an application for Financial Aid (found on the NetPartner student financial aid portal); accept any financial aid awarded, complete a Loan Change Request Form; and any verification documents needed if the student's application for federal aid has been flagged by the Department of Education.

Delivery of Federal Loan Funds

All loan funds are provided to the student by crediting the student's account. Funds will be credited (disbursed) to student's accounts no earlier than ten business days before the first day of classes. However, most funds are disbursed (credited to the student's account) at least one week after the drop-add period. Enrollment verifications will be done before aid can be disbursed.

Types of Loans

Unsubsidized Loan

The unsubsidized loan is a non-need based loan. If you are awarded an unsubsidized loan, you will be responsible for the interest at 6.6% (subject to change). You will receive quarterly interest statements on your unsubsidized loan from your lender. It is recommended that you pay interest every quarter. If you do not, the interest will be added to your loan amount, which will result in your paying interest upon interest.

Financial Aid

Repayment: You must begin repayment of your student loan, once you:

- * Withdraw from school
- * Drop below half-time status (fewer than 6 hours during a semester)
- * Graduate

Aggregate Loan Limits For Unsubsidized

The Aggregate Maximum Loan Limit restricts the amount of federal student loans that may be borrowed over a student's university career. For additional information about federal student loans including aggregate loan limits and interest rates please visit: www.studentloans.gov.

Graduate and Professional Unsubsidized Loans	
Annual Loan Limit	\$20,500.00
Aggregate Loan Limit	\$138,500.00

Graduate PLUS Loan Program

The Graduate PLUS Loan Program may be of interest to you as a graduate student needing additional assistance to cover educational costs after all other federal loans have been exhausted. The program offers a non-need based federal loan with a fixed 7.6% interest rate (subject to change). Grad PLUS Loans allow you as a graduate student to borrow up to the full cost of attendance minus any other financial aid you are receiving. We encourage you to consider your options before accruing additional loan debt.

Loan eligibility and the loan limits are not based on demonstrated financial need. They are also not based on income levels, debt-to-income ratios or credit scores. No collateral is required. Federal Grad PLUS loan borrowers do, however, have to pass a simple credit check, which requires the borrower not to have an adverse credit history. (Note that if a Federal Grad PLUS loan borrower is denied a Federal Grad PLUS loan because of an adverse credit history, the borrower does not become eligible for increased unsubsidized Federal Stafford Loan limits, unlike the increase in an undergraduate student's unsubsidized Federal Stafford Loan limits that occurs with a Federal Parent PLUS loan denial.)

Books

Students who are loan recipients may be eligible to receive funds to pay for books and supplies if the total federal aid exceeds the student's cost of attendance and creates a credit on the student's account. Students must have all financial aid documents submitted to the Financial Aid Office no later than 10 days prior to the first day of the semester. Students can request a book voucher via email at www.truett.edu/book-voucher-request.html or in person at the Business Office, 10 days prior to the beginning of each semester. The Business Office will review requests and grant a book voucher if students are eligible for one. Students can opt out of getting a book voucher by informing the Business Office or not requesting a voucher.

Financial Aid and Academic Load

Truett McConnell University considers a graduate student taking 9 or more hours per semester to be a full-time student. A student taking an academic load of 6 through 8 semester hours is classified as a half-time student. A student taking 1 through 5 semester hours is considered a less-than-half-time student. A student must take at least 6 semester hours to be eligible for loans through the federal government.

The University applies its satisfactory academic progress policy consistently to all graduate students receiving federal aid. Students should consult the policies on withdrawal from the University and dropping coursework.

Satisfactory Academic Progress Policy

Truett McConnell has adopted the following Satisfactory Academic Progress (SAP) Policy according to federal and state mandates. Both Federal statutes and the U.S. Department of Education regulations require institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal aid. In addition, all State of Georgia financial aid program regulations require students to meet SAP criteria established for federal student aid.

The Truett McConnell University Satisfactory Academic Progress Policy measures a student's performance in the following areas: completion rate, maximum time frame and cumulative grade point average (CGPA). The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree program within a reasonable time frame. All students receiving any federal and state student financial aid must adhere to the University's SAP policy. Satisfactory progress is the minimum requirement for a student to receive federal, state, and institutional financial aid. Some financial aid programs have requirements that are more rigorous.

SAP consists of two types of measurement: quantitative (pace) and qualitative (GPA). To accurately measure a student's progress in a program, more than a qualitative (GPA) standard is needed. A student who is maintaining a high GPA by withdrawing from attempted courses may meet a qualitative standard, but may not be progressing towards graduation. While grades for prior attempts (repeats) may be excluded when calculating a student's GPA, credits from all attempts must be included when assessing the quantitative SAP standard.

The Office of Financial Aid monitors the SAP of all financial aid recipients by reviewing a student's academic record after grades are posted at the end of each fall, spring and summer semester. The completion rate calculation and maximum time frame calculation (quantitative measurement), as well as the GPA calculation (qualitative measurement), are reviewed using grades and hours from the student's total academic record.

Failure to meet the standards in any on the three calculations may result in the cancellation of a student's awards. The SAP components of measurement for Truett McConnell University are summarized as follows.

Quantitative Measurement (Pace)

Completion Rate. Financial aid recipients are required to complete at least 67% of the cumulative credit hours attempted. The completion rate is derived by dividing the cumulative credit hours earned by the cumulative hours attempted. The following grades are used in computing the percentage of course work completed: A, A-, B+, B, B-, C+, C, C-, D+, D, F, W, WF, WP, I, TR and any grades excused under the Second Chance policy. Grades of AU (audit) are not used in computing the percentage of coursework completed. Course incompletes, withdrawals and repeats will impact the quantitative standard of satisfactory academic progress and incompletes should be completed as soon as possible. Courses accepted by the Registrar's Office for transfer from another university are not treated as attempted or completed courses at Truett McConnell University in calculating the completion rate.

Completion Rate Example	
Total attempted hours	30 Hours
Earned hours needed	30 hours x 67% = 20.1 or 21 hours (the minimum number of earned hours required to maintain the quantitative standard for Satisfactory Academic Progress)

Returning student's academic record — the federal government requires the Office of Financial Aid to track a student's academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to the University after a break in enrollment should consult the Office of Financial Aid on how their university history will affect their eligibility for financial aid. A student that completely withdraws from school during a semester and receives W, WF, or WP grades in all courses, will generally return to school not meeting the SAP requirements.

Maximum Time Frame. Financial aid recipients must complete their program of study without having attempted more than 150 percent of the credit hours required to complete their curriculum.

Students who change majors or degree programs should do so early in their academic career so as not to jeopardize eligibility for student financial aid. Students can risk exceeding 150% maximum allowable number of attempted semester hours before obtaining a

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degree. Students taking an excessive number of elective courses may have their financial aid revoked as these do not contribute to making satisfactory progress toward earning a degree.

Students pursuing a subsequent bachelor's degree may be eligible for up to 90 additional semester hours of federal loans after earning their first degree. Students must have remaining undergraduate loan limit eligibility. The 67% annual completion standard still applies. Students desiring a double major must still meet the 150% standard for completing their degree. The 150% is calculated from the degree which requires the most hours.

Qualitative Measurement (GPA)

SAP is also evaluated according to a required cumulative grade point average (GPA) scale determined by the cumulative credit hours attempted at the conclusion of each semester. Please refer to the specific section of the catalog applicable to your degree program to determine the minimum required GPA for Graduate students at the end of each semester.

The following grades are used in computing a cumulative GPA: A, A-, B+, B, B-, C+, C, C-, D+, D, F and WF. Grades of AU, S, U, W and WP will not impact the cumulative GPA. Withdrawals (W, WF, or WP) and repeats will be included in the cumulative attempted hours to determine the benchmark. Course incompletes will not impact the GPA determination of the qualitative standard of satisfactory academic progress, but will be included to determine completion rate and the attempted hour's benchmark, and must be completed as soon as possible.

Financial Aid Warning and Suspension

A student failing to meet SAP standards (either measurement) for the first time at the end of any semester will be placed on financial aid warning for the following semester, during which time the student remains eligible to receive student financial aid. After being placed on financial aid warning, if the student is still not meeting SAP at the end of the following semester, the student will be placed on financial aid suspension and will NOT be eligible to receive federal, state, and institutional financial aid for the subsequent semesters until the student achieves satisfactory academic progress. This means the student will have to bear the full cost of attendance without financial aid until the student achieves satisfactory academic progress. A student not meeting the SAP requirements must meet with his or her advisor to determine whether courses need to be repeated and /or the course load needs to be reduced.

At the end of the semester of financial aid warning, if a student is placed on financial aid suspension for not achieving Satisfactory Academic Progress due to extenuating circumstances, the student may appeal in writing to the Office of Financial Aid for an additional semester of financial aid probation (see Appeals Process).

Appeals Process

If a student fails to meet the requirements for the grade point average and/or percentage completion rate, and loses financial aid, due to an extenuating circumstance beyond his or her control, such as serious injury, illness or mental health condition involving the student or immediate family, or death of an immediate family member, the student may appeal in writing explaining his or her circumstances, to the Office of Financial Aid. The student must provide a one to two page personal statement and submit documentation that confirms the circumstances. An SAP Appeals Form must be completed and submitted with the statement.

Student statement of appeal should include the following information:

- Outline the circumstances that prevented meeting standard Satisfactory Academic Progress.
- State why it is possible to improve upon past academic performance.
- Explain the corrective action taken.
- Include attached documents that verify the statement. All documentation must include the student's name and ID number, and relate to the specific period during which the student's academic performance was affected.

Examples of acceptable documentation include:

- Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
- Medical records on physician's or hospital's letter head with the appropriate signatures that confirm illness and length of recuperation.
- Court documents.
- Statements from physicians, counselors, clergy or social workers on company letterhead with the appropriate signatures.

If a student has exceeded the maximum attempted hours (150 percent rule), he or she must:

- Provide a personal statement explaining why accumulated attempted hours exceed current degree requirements.
- Attach documents that verify statement (see above for acceptable documentation)
- Obtain a Degree Audit from the Registrar's Office listing the remaining requirements for current degree program and a projected completion date. (Timeliness of degree audit requests is essential for appeal. Last minute requests for degree audits could delay and jeopardize an appeal. It is strongly recommended that students obtain and review a coCL of their unofficial transcript before submitting an appeal).

The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be granted. Each case will be reviewed on a case-by-case basis and students may be granted financial aid probation for one semester. Appeal letters submitted without supporting documentation will not be considered.

The need for more than one appeal generally indicates a serious problem. Only one appeal will be accepted per Academic Year, unless the appeal is to set up an academic plan following a semester of probation. The Financial Aid Appeals Committee will review the appeal. The student will be advised in writing of the final decision, generally within 15 working days of receipt of the financial aid appeal.

Re-Establishing Satisfactory Academic Progress

Other than when an appeal is granted for unusual or mitigating circumstances, a student can re-establish eligibility only by taking action that brings the student into compliance with the qualitative and quantitative components of this policy.

- Quantitative Standard—67% of cumulative attempted hours must be passed.
- Qualitative Standard—Meet the GPA requirement per GPA scale for hours attempted.

RETURN OF TITLE IV FUNDS POLICY

Pursuant to the Higher Education Amendment of 1998, Public Law 105-244; funds paid toward a student's education are earned based upon the period of time the student remains enrolled during the semester. Unearned Title IV funds, other than federal work-study, must be returned. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned prior to withdrawal.

Truett McConnell University will determine the date of withdrawal. If the student does not notify the University of the intent to withdraw, the last date of attendance, as documented by the university, will be used as the withdrawal date. If the last date of attendance cannot be determined by the institution, the midpoint of the payment period for which student financial aid program assistance was disbursed will be used. If Truett McConnell University determines that a student did not begin the withdrawal process or otherwise notify the University of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, Truett McConnell University will determine the appropriate withdrawal date.

To determine how much financial aid was disbursed, Truett McConnell University will consider only the aid that is disbursed prior to becoming aware of the withdrawal. If earned aid exceeds disbursed aid; additional funds may be disbursed utilizing late disbursement procedures. Additional disbursements are precluded if the amount of earned aid is less than the total Title IV aid that was disbursed prior to the date of the University's determination that the student withdrew. Institutional costs are not used to determine the amount of Title IV funds a withdrawn student is entitled. Aid is disbursable if the student could have received it at the point of withdrawal. Total disbursable aid includes aid that was disbursed and aid that could have been (but was not) disbursed as of the student's withdrawal date.

During the first 60% of the period, a student earns Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remained enrolled is the percentage of disbursable aid for that period that the student earned.

For example:

- Multiply the % of the payment period or period of enrollment completed (**or 100% once the student completes > 60%**) X the federal aid that was disbursed and could have been disbursed. **This is the earned amount.**
- Subtract the earned amount from the aid disbursed as of the date of the institution's determination that the student withdrew.
- TMU uses the standard term based program as the payment period.
 1. Calendar days completed less scheduled breaks of 5 consecutive days or more.
 2. Calendar days in the period scheduled, less scheduled breaks of 5 consecutive days or more.

- Truett McConnell University returns the **lesser** of:
 1. Amount disbursed minus amount earned
(or)
 2. Institutional charges times the percentage not earned
- Student Responsibility:
$$\frac{\text{Total amount of unearned Title IV aid}}{\text{- amount institution is required to return}}$$

= Amount for which the student is responsible.

Student returns his or her share to:
 - Title IV loan programs in accordance with the terms of the loan.
 - Title IV grant programs as an overpayment (only up to 50% of the amount of the overpayment).
- Student remains Title IV eligible generally for 45 days, if the student –
 1. repays the overpayment in full to the institution
 2. makes repayment arrangements satisfactory to the institution, or
 3. signs a repayment agreement with the Secretary of Education, which will include terms that permit continued eligibility while in repayment.

A student who remains enrolled beyond the 60% point of the semester earns all aid for the semester. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Funds will be returned in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal PLUS loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants
- Other assistance under this Title for which a return of funds is required

The institution will normally use the R2T4 calculation module in the PowerFails software to process the R2T4 calculations. If the R2T4 process in the PowerFails software is unavailable, the institution will use the R2T4 calculation module located on the FAA Access to CPS Online website.

Institutional Financial Aid for Graduate Students

The following institutional aid is available to graduate students at TMU:

- TMU Graduate Student Grant; \$90 per credit hour for students in the residential Master of Arts in Theology Program.
- TMU Online Master's Scholarship; \$1,000 per year (\$500 per semester) for full-time (9+ hours/semester) students in an Online Graduate Program.
- TMU Pioneer Scholarship; \$125 per 3 hour class (up to \$500 per semester) for students in the Online Master of Arts in Theology Program, the Master of Business Administration Program, the Master of Science in Biology Program or the Master of Education Program, who initially enrolled in the program in the very first semester the program was offered.

To receive institutional financial aid a student must complete the TMU Financial Aid application found online at the Net Partner student financial aid portal.

Financial Aid

Community Conduct Expectations for Institutional Financial Aid

Institutional aid is offered to students with the expectation that the student upon enrolling at Truett McConnell University will abide by the stated rules and community guidelines of the University and keep a clean discipline record with the Office of Student Development.

A student who is placed on probation or suspension by the Office of Student Development for behavioral conduct immediately forfeits any and all Institutional Financial Aid for the remainder of the current semester and the subsequent semester of enrollment. The award will be prorated for the semester according to the catalog policy in determining the amount of aid forfeited.

Institutional aid will be renewed if the student has maintained satisfactory progress and maintained the appropriate GPA for the TMU scholarship, for which the student was initially eligible. This standard is consistent with the development of Christian scholars and therefore more rigorous than the standard for receiving federal or state funded aid.

Georgia Baptist Convention (GBC) Ministerial Scholarship

A Georgia Baptist Ministerial Scholarship of \$60 per credit hour (up to 12 hours per semester) is available to graduate students who are in, or preparing for, full-time ministry as a vocation and are members of a Georgia Baptist Convention church that contributes to the Cooperative Program. To receive the scholarship, students must complete the GBC's Georgia Baptist Ministerial Aid application that can be obtained from the TMU Financial Aid Office (see the application for additional eligibility information).

Academic Standards

Transfer of Credit

Admitted students may request acceptance of transfer hours provided:

- The student has achieved full admission into the University and program.
- The hours are deemed equivalent to courses in the selected graduate program by the degree program coordinator.
- Grades earned are at least "B" or higher.

Degree programs may have specific policies for the maximum number of hours that can be transferred.

The Registrar's Office determines transfer credit based on comparison of course descriptions. If questions arise regarding course equivalency, the Dean and/or Degree Program Coordinator are consulted. In some cases a transfer student may be required to provide a course syllabus if transferability cannot be determined from the course description alone.

For all other non-regionally accredited institutions, students may submit a request for transfer of credit if the institution is accredited by an agency recognized by the U. S. Department of Education. The form, "Request for Transfer Credit from a Non-Regionally Accredited Institution", should be submitted to the Registrar's Office. The appropriate Dean and/or Degree Program Coordinator along with the Registrar will analyze such courses in terms of level, content, quality, comparability and relevance to the graduate degree program.

In addition, the Registrar, Dean and/or Degree Program Coordinator must receive information on the course instructor's academic credentials. A course syllabus may be required. Transfer credits will only be awarded for courses in which the student obtained a grade of "B" or higher and which apply to the course of study. Transfer credits will be awarded at the level the course is offered at TMU if the course content is equivalent.

Probation and Dismissals

Students who fail to maintain the minimum GPA required for a specific program will be placed on probation and will have one semester to raise the GPA. Following that semester, failure to regain the minimum GPA will result in dismissal from the program.

Any student who makes a "D" in a course must retake the course. The grade from the retaken course will replace the prior grade. The student will only be allowed one retake during the student's program.

Any student receiving a "D" in two courses not eligible for replacement will be dismissed from the program.

Any student receiving an "F" will be dismissed from the program.

Students may be readmitted into the graduate program based on a recommendation from the admissions committee for extenuating circumstances. Students readmitted will continue on Academic Probation and will be required to maintain a 3.0 GPA each semester until they are able to reestablish the required GPA, at which time they will be removed from Academic Probation.

Academic Grievance Appeal Policy

An academic grievance appeal pertains only to student initiated grievances against faculty regarding academic issues other than grades. A request for review of an academic grievance may be considered only for grievances from the current or previous semester. Grievances related to summer courses may be reviewed during the fall semester.

Procedures:

- The student must meet with the course instructor and seek to resolve the issue. (If TMU no longer employs the instructor, the student should go directly to the appropriate Dean).
- The student may appeal in writing to the Dean if efforts to resolve the issue prove to be unsatisfactory to the student. The student may obtain a coCL of the academic grievance appeal form from the office of the Vice President for Academic Services.
- If the Dean is unable to resolve the issue, the case may be appealed to the Vice President for Academic Services (VPAS).
- The Vice President for Academic Services must be supplied copies of all materials submitted previously and either party may augment these materials as desired. Also, the Dean will provide to the VPAS the written record of the meeting held with the student and faculty member, in addition to a summary account of his or her conclusions and recommendations.
- The conclusion and recommendation of the VPAS is binding upon the parties of the appeal.

Academic Grade Appeal Policy

Request for review of an academic grade pertains only to grades from the previous semester of study. Grade appeals related to summer courses may be reviewed during the fall semester. Appeals based on grades earned as a result of an Incomplete (I) will be reviewed in a timely manner.

Procedures:

- Student should meet with the course instructor and seek to resolve the grade issue.
- If the course instructor denies the request and the student is not satisfied with the reasons for denial of the request, the student may obtain a coCL of the *Academic Grade Appeals* form from the office of the Vice President for Academic Services (VPAS).
- The student should complete the form and give it to the Dean. The Dean will make a decision on the grade and file the form with the office of the VPAS.
- The student may appeal the decision of the Dean to the VPAS.
- The conclusion and recommendation of the VPAS is binding upon the parties of the appeal.

General Graduation Requirements

- Completion of an approved program of study with a minimum 2.50 GPA (specific degree programs may have a higher GPA requirement – please consult the graduate catalog area for your specific degree).
- At least one-third of the total semester hours must be earned through instruction at Truett McConnell University (specific degree programs may have more specific requirements – consult the graduate catalog area for your specific degree).
- Completion of a minimum of 36 hours as applicable.
- Student may have no more than one course pending completion to participate in the graduation ceremony.
- Discharge of all financial obligations to the University.
- Submission of an application for degree candidacy to the Registrar's Office no later than the published annually approved date along with a \$50.00 (non-refundable) graduation fee.
- Approval by the faculty for graduation.
- Applicants who apply for graduation and fail to meet the above requirements and deadline must reapply.
- Participation in commencement (absence requires permission from the Vice President for Academic Services).

NOTE: Regardless of academic achievement, students must be cleared of all probationary restrictions before being approved for graduation. A student on probation may not graduate from Truett McConnell University until the probation has been removed.

Auditing a Course

Persons desiring to audit classes may do so with the approval of the Registrar and the instructor of the course. The University reserves the right to refuse to allow an individual to register as an auditor in courses in which the predominant mode of instruction makes the course inappropriate for auditors. Auditors are "listeners" in the class. They do not take examinations and do not receive credit. They may participate in class discussion with the approval of the instructor. Auditors must receive admission to the University to be eligible to audit a course. Credit courses may not be changed to audit status or vice versa once the drop/add period is over. Courses taken for audit credit cannot be used for financial aid, Social Security benefits, Veterans Administration benefits, athletic eligibility, or to meet program requirements.

Academic Load

Full-time status for graduate students is defined as 9 semester hours.

Three-quarter time status for graduate students is defined as 7 semester hours.

Half-time status for graduate students is defined as 6 semester hours.

Maximum academic load is 12 hours per semester. Hours above 12 require a *Permission for Academic Overload* form approved by the Vice President for Academic Services. (Please consult the graduate catalog area for your specific degree)

Academic Standards

Attendance Policy

The University has adopted the following policy for monitoring student attendance for determining a withdrawal date. A student who misses, for any reason, more than any of the following may be dismissed from the class at the instructor's discretion:

- 6 absences for a 4 meeting per week class (lab courses)
- 5 absences for a 3 meeting per week class
- 3 absences for a 2 meeting per week class
- 2 absences for a 1 meeting per week class

If a student enrolls in a course after the term has begun, the number of classes the student missed before enrolling reduces the number of absences that make the student eligible for dismissal. If a student enrolls in a course after a session has begun, then the number of absences allowed is reduced by the number of class periods that already occurred before adding the course. For example, if a student adds a course that meets 4 times per week after the class has already met twice, the number of absences allowed would be reduced from 6 to 4. The instructor must complete a dismissal form and a course withdrawal form indicating the last day of attendance. In an accelerated session (i.e. summer school), a student may miss no more than ten percent of allotted class time. Please check the section of the catalog for your specific program as some programs may have more specific guidelines.

Student Conduct

In accordance with the general regulations for admission and enrollment, Truett McConnell University encourages positive values of human development and individual freedom in accordance with its commitment to the teachings of the Christian faith. Students are expected to behave responsibly, to recognize the worth of each individual, including persons who are different in cultural background, attitude, and opinion and to demonstrate mutual respect for one another, faculty and staff. Please refer to the Student Handbook for specific policy and standards.

Penalty for Cheating and Plagiarism

Cheating (giving or receiving aid not approved by the instructor) will be handled directly by the faculty member concerned. However, if a student cheats or plagiarizes, the faculty member must report the incident to the Vice President for Academic Services. The minimal penalty for a first offense is failure of the assignment; the minimal penalty for a second offense is failure of the course; the minimal penalty for a third offense is removal from school. The incidents will be cumulative from all courses and all previous semester/years at TMU.

The Office of Academic Services will keep records of all offenses.

The following items have been identified as the more common forms of cheating and/or plagiarizing; however, other forms of cheating and/or plagiarizing may be identified by the individual instructors.

1. Asking for information from another student during a test situation.
2. CoCLing answers from another's paper during a test situation.
3. Knowingly allowing someone to coCL from one's paper during a test situation.
4. Using sources other than those permitted by the instructor in a test situation.
5. CoCLing material exactly or essentially or paraphrasing from outside sources and omitting appropriate documentation and punctuation (plagiarism).
6. CoCLing or falsifying a report for a laboratory, clinical project, or assignment without doing the required work.
7. Changing answers on a returned, graded test or assignment in order to have the grade revised.
8. Obtaining in any manner a coCL, in part or in whole, of a test which has not yet been released or given by an instructor.
9. Not stopping as instructed in a timed test or writing situation.
10. Submitting work actually prepared outside class as work required to be done during class time.

Process for Drop/Add and Withdrawal

The drop/add period is the first five days of Fall and Spring semesters, the first two days of Summer semesters, and the first day of class for online classes. During the drop/add period students make schedule changes online via Self-Service. No student may change courses after the published last date for drop/add (see current academic calendar).

A. Process for Voluntary Withdrawal from a Course after Drop/Add Period

A student desiring to voluntarily withdraw from a course during Fall or Spring semester must do so no later than 8 weeks (for a 16 week course) and 4 weeks (for an 8 week course) after classes begin. Corresponding voluntary withdrawal dates for summer and online sessions are no later than 4 weeks after classes begin.

The student must obtain a course drop/add form from the Registrar's Office and secure signatures from the advisor and the instructor (the instructor must fill in the last date of class attendance on the form) before submitting it to the Registrar's Office. Class absences will continue to accrue until the process is completed. Voluntary withdrawal from a course does not supersede involuntary withdrawal from a course. Upon completion of the process, the student will receive the grade of "W".

B. Process for Involuntary Withdrawal from a course after Drop/Add Period

The Instructor will assign a grade of "WF" or "WP" for any student who is involuntarily withdrawn from a course for violation of the attendance policy or for disciplinary reasons. An appeal of a grade of "WF" due to involuntary withdrawal must include appropriate emergency/medical documentation and must have the support of the faculty member. (See Academic Grade Appeal).

C. Process for Requesting an Incomplete

A Student may receive an "I" (incomplete) for extenuating circumstances with the approval from the Instructor and the Vice President for Academic Services. *The Request for Grade of "I"* form should be submitted by the faculty member for consideration by the Vice President for Academic Services. The student is allowed one month after the last published final exam day of the semester to complete the course requirements and remove the "I" from his or her record; failure to do so will change the "I" to "F" at the end of the allotted one month period.

D. Process for Withdrawal from the University

If for any reason a student withdraws voluntarily in good standing from the University during a semester, the student must obtain a *Withdrawal* form from the Registrar's Office in order to declare intent to voluntarily withdraw from the University.

The *Withdrawal* form must be approved by the financial aid designate, student development designate, library designate and the business office designate in order to complete the voluntary course withdrawal process. The student must clear all accounts before completing withdrawal from the University. Official transcripts may be withheld if a student does not complete all steps of the withdrawal process. The date of withdrawal from the University will be the date that the Registrar's Office receives the completed *Withdrawal* form.

The decision to withdraw from the University is extremely serious. The student is encouraged to converse with an academic advisor, student services personnel, and appropriate academic personnel before making the final decision.

Withdrawal for Military Service

Students called to active military service during any given semester shall be credited the full amount of any tuition. Room and board shall be prorated. In these instances, financial aid received shall be returned to the provider. Student must provide proof of active military status along with a completed withdrawal form to the Registrar's Office.

Academic Advising

Upon enrolling at TMU, students are assigned academic advisors who assist them in choosing a course of study. However, the ultimate responsibility for academic progress is the student's. Each semester, before registration, students should meet with their advisor to review progress, evaluate goals, and choose classes. The advisor is available by appointment throughout the year to assist in many ways.

In order to make satisfactory progress toward degree completion, students should only register for classes required in their declared degree plan. Advisors should only approve classes that are required for graduation.

Academic Standards

Independent Study

1. Under special circumstances, a student may receive credit for some courses by studying independently under the close supervision of a regular faculty member.
2. The student must secure an independent study registration form from the Registrar's Office, complete it, secure the signatures of the instructor and the Dean, and file it with the Registrar's Office.
3. Independent study paperwork must be submitted and approved by the end of the drop/add period for the semester in which the student will be registered for the independent study course.

Credit Hour Policy

Truett McConnell University professors create their courses according to the principle widely accepted in academia that one semester hour of classroom instruction requires a minimum of two out-of-class hours of student effort. Therefore, Truett McConnell University considers one semester hour of University credit to entail 37 1/2 educational hours (made up of a combination of class meetings and out-of-class work; usually involving 12 1/2 hours of class time or their equivalent, the rest as out-of-class work). Similarly, two semester credit hours represent 75 educational hours, and three semester credit hours encompass 112 1/2 educational hours.

Academic Credit and Instructional Time in Non-Traditional Courses

Fully online courses at the University are taught asynchronously and as such have no face to face instructional component. Students in online classes are assigned work that equates with 37.5 hours of out-of-class work per semester hour. A significant portion of this work involves interaction with the instructor and student peers through discussion boards, tests, written projects, email, and group work.

Evaluating Learning Outcomes in Non-Traditional Courses

The University considers traditional semester and non-traditional courses to be equivalent if there is parity between their learning outcomes. The University measures the learning outcomes for accelerated, hybrid, and online courses and compares those outcomes with traditional semester versions of those courses in order to maintain this equivalency.

Transcript and Grade Information

Institutional Credit

Institutional credit is that credit earned in certain courses designated in the University catalog as offering "institutional credit only." This credit is nontransferable and will not count towards graduation; however, the grades earned for these courses are used in the calculation of students' grade point averages.

Transcripts

If a student wishes to secure a transcript of grades or requests the University to send such a transcript to any individual or institution, application in writing must be made to the Registrar's Office.

System of Grades and Quality Points

All work is evaluated according to the following chart:

Letter Grade	Number Grade	Quality Points Per Hour of Credit
A	93-100	4.0
A-	90-92.99	3.7
B+	87-89.99	3.3
B	83-86.99	3.0
B-	80-82.99	2.7
C+	77-79.99	2.3
C	73-76.99	2.0
C-	70-72.99	1.7
D+	67-69.99	1.3
D	60-66.99	1.0
F	0-59.99	0.0
WP	Withdrawal passing	Not applicable
WF	Withdrawal failing	0
AU	Audit, non-credit	Not applicable
S	Satisfactory	Not applicable
U	Unsatisfactory	Not applicable

In addition to the previous grades, the following symbols are also used:

I = Incomplete — indicates that the student was doing satisfactory work at the end of the semester, but was unable to complete all of the course due to illness or other circumstances beyond their control. An incomplete is not given as a substitute for a failing grade. An incomplete is not based solely on a student's failure to submit work or as a means of raising his or her grade by doing additional work after the grade report time. It is the student's responsibility to make appropriate arrangements with the instructor to complete the course. An "I" may be entered on the student's record only after a *Request for Grade of "I"* form has been made by the faculty member to the Vice President for Academic Services. The student is allowed one month from the beginning of the next semester to complete the course requirements and remove the "I" from his or her record; failure to do so will change the "I" to "F" at the end of the succeeding semester.

W = Withdrawal — indicates that the student withdrew from class during the appropriate portion of the semester and received no grade.

Grade-Point Average (GPA)

The grade-point average is determined by adding all quality points received and dividing by the total number of semester hours attempted. The total number of semester hours attempted shall include every course taken, except those courses receiving grades of AU, I, W, WP, S, or U.

Change of Grades

When a grade other than an "I" has been reported to the Registrar, it can be changed by the instructor's submission of change of grade form.

Academic Standards

Privacy Rights Regarding Student Records (FERPA)

Records Kept by Office of the Registrar

Current federal law is designed to protect the privacy of students and parents by providing safeguards on the maintenance and release of student records. A student who attends Truett McConnell University has the right to inspect his or her University records. The Registrar maintains student records that may contain identifying data, academic work attempted and completed, level of achievement reached, scores on placement tests and standardized tests, and family background information. The Registrar is available to explain and interpret these records.

All professional staff and selected clerical staff of the University have access to student records only when there is legitimate educational need. A student has the right to view his or her records. A student may have a coCL upon written request. The following information has been designated as "directory information." This information is available to the public unless the University receives from the student a written statement indicating objection to the release of the information: student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized collegiate activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and previous educational institution attended.

Any student has the right to challenge the accuracy of his or her record or the protection of the privacy of his or her record under the Family Educational Rights and Privacy Act of 1974 (FERPA). The student may implement the following procedures for such a challenge:

1. The student must submit a written request to the Registrar for an informal meeting regarding his or her records. A meeting date convenient to the student will be set within a reasonable period of time.
2. If, after the meeting with the Registrar, the student is not satisfied, he or she may then file a request with the Vice President for Academic Services for a hearing by a special review committee, composed of the Registrar, the Director of Graduate Admissions, and the Vice President of Academic Services. The review committee will deliver to the student its decision in writing, with a coCL kept in the student's file in the Registrar's Office.
3. If, after the hearing with the special review committee, the student is not satisfied, an appeal may be made to the Department of Education in Washington, DC.

No information concerning a student's educational record may be disclosed over the telephone to anyone, even to the student. The University will release no official transcript of a student's record unless the student's account with the University is clear. A written, dated request must be obtained from the student before the University releases such a record.

Special Support Services

The Office of Special Support Services at Truett McConnell University provides reasonable accommodations to students identified as having a disability. The request for accommodations is provided upon presentation of appropriate documentation of disability. The Disclosure of Disability form can be located on the website at truett.edu. The Office of Special Support Services offers a variety of accommodations for students with disabilities including, but not limited to, assistance with both academic support and student life. Accommodations for students with disabilities are determined on an individual basis. The Office of Special Support Services is located in Miller Hall, room 108. Ms. Nell Hoyle, Director can be contacted either by phone at 706-865-2134, ext. 2002 or by email at nhoyle@truett.edu.

Truett McConnell University offers a number of graduate degree programs.

The Hans Hut School of Business

- Master of Business Administration

The Peter and Gredel Walpot School of Education

- Master of Education (Concentration in Early Childhood Education)

The Leonhard Schiemer School of Psychology and Biblical Counseling

- Master of Arts in Professional Counseling
- Certificate in Biblical Counseling

The Pilgram Marpeck School of Science, Technology, Engineering and Mathematics

- Master of Science in Biology

The Balthasar Hubmaier School of Theology and Missions

- Master of Arts in Theology
 - Concentration in Biblical Studies (advanced track available)
 - Concentration in Local Church Ministry (advanced track available)
 - Concentration in Missiology (advanced track available)
 - Concentration in Women's Studies

The Hans Hut School of Business

The Master of Business Administrations' design focuses on providing the knowledge, skills and ethical foundation required for leading and growing the business professional. Literature indicates that organizations are seeking individuals that exhibit technical skills and socially responsible behaviors. The School of Business is rooted firmly in a strong Christian and liberal arts tradition committed to teaching Biblical Principles for applied business.

Minimum Graduate Admission Requirements

Applicants should meet the following minimum requirements for full admission to the graduate program:

1. Bachelor's Degree from an accredited institution.
2. Have a minimum cumulative GPA of 2.75 on a 4.0 scale. However, students with a 2.5 to 2.74 grade point average may be allowed entrance to the program on a probationary basis. Those who are admitted on a probationary basis must maintain a GPA of 3.0 or higher in their first semester of attendance. A minimum cumulative GPA of 3.0 is required to graduate.

For incoming non-business majors, the following prerequisites may be required before beginning the core MBA courses:

1. Financial Accounting I or comparable course.
2. Principles of Marketing or comparable course.
3. Principles of Management or comparable course.
4. Macroeconomics or comparable course.

Applicants must submit the following as a part of the general admission requirements:

1. Official application for admission form.
2. Official transcripts for all undergraduate and graduate coursework. The transcript from the institution granting the bachelor's degree is necessary for all applicants. If the degree program is incomplete when the application is filed, a transcript of work to that date must be submitted, and after graduation, a final official transcript must be furnished indicating the degree received.

Full Admission Requirements for the Master of Business Administration

Full admission to the Master of Business Administration may be granted to applicants who meet the University's minimum graduate admission criteria and the following qualifications:

1. **Personal Recommendation Forms.** Two personal references are required from persons other than relatives who have known the applicant personally for at least two years. The references should communicate the applicants' qualifications and professional attributes.
2. Any additional information as requested by the Admissions Committee.

Transfer Requirements

For transfer requirements, the Business Faculty will review possible candidate transfers on a case by case basis. Should a transfer be granted, admission requirements must be met but only a maximum of 12 credit hours will be accepted as transfer credit.



Truett McConnell University
Master of Business Administration
Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
BU 500 The Legal Environment of Business	3	_____	_____
BU 505 Decision Making Tools for Management	3	_____	_____
BU 510 Managerial Finance	3	_____	_____
BU 520 21 st Century Marketing	3	_____	_____
BU 530 Environment of Human Resource Management	3	_____	_____
BU 535 Strategies for Successful Brand Management	3	_____	_____
BU 540 Business Research Methods	3	_____	_____
BU 545 Contemporary and Social Responsibility Issues in Business	3	_____	_____
BU 550 Contemporary Management and Organizational Leadership	3	_____	_____
BU 650 Policy and Strategy in Global Competition	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
MI 601 Cross-Cultural Ministries Practicum	3	_____	_____

Total Hours 36

The Peter and Gredel Walpot School of Education

The Master of Education, beginning in the Spring semester 2018, is designed to maintain and further develop currently accomplished teachers as servant-leaders in the diverse world in which we live. These teachers are collaborative with others, respectful to all constituencies, organized and proactive. They are also competent communicators who are lifelong learners.

The Peter and Gredel Walpot School of Education

The Master of Education is designed to maintain and further develop currently accomplished teachers as servant-leaders in the diverse world in which we live. These teachers are collaborative with others, respectful to all constituencies, organized and proactive. They are also competent communicators who are lifelong learners.

Admissions Requirements for Master of Education

A perspective Master of Education candidate will follow guidelines for the original requirements specified in the graduate catalog along with following:

- A current Georgia degree in Early Childhood Education (This Masters Degree is not for gaining certification.)
- Evaluation for the previous year (evaluation should include formal and informal observations)
- A two page essay on the personal commitment to the education profession to include but not limited to personal testimony for being called to the profession, reasons for obtaining a Masters Degree, and future professional goals.
- Attach a current resume.

Graduation Requirements

Master of Education candidate will follow guidelines for the original requirements specified in the graduate catalog along with the following:

- The candidate should have a GPA of 3.0 with no course grade below a "B".
- Only a maximum of 8 graduate credit hours can be from another college/university.

Transfer Requirements

For transfer requirements, the Education Faculty will review possible candidate transfers on a case by case basis. Should a transfer be granted, admission requirements must be met but only a maximum of 8 credit hours will be accepted as transfer credit.

Mode of Delivery for the Master of Education Program Courses

Courses in the Master of Education degree program are delivered in a *hybrid* format. For the purposes of the Walpot School of Education, the following characteristics define our program delivery mode:

- Candidates access course material, assignments, and interactions with their peers and the Instructor, via the Brightspace online format. Course materials and activities are provided in modules, which are developed by each Instructor, in a format that best suits her/his instructional approach. Students access the course modules at their own pace, with Instructor-defined due dates for various course activities and course assignments. Each assignment (for each course) is submitted to a designated assignment Dropbox, within each course/module.
- Interactions with peers are conducted via *discussion forums* and *chat sessions*, within the Brightspace platform.
 - **Discussion forums:** Are created by the Instructor, are student-led, and are guided by Instructor- or student-generated questions and/or course activities. The Instructor's role is limited to that of monitoring student interactions for the purpose of grading, as well as for intervention purposes, in the event there is evidence of student misconceptions and/or unanswered questions.
 - **Chat sessions:** Are created and led by the students, without any Instructor interaction/intervention. Students are free to open/begin a chat session with any one or group of their peers, with the purpose of discussing individual/group course assignments.
- Interactions with the Instructor are conducted within the Virtual Classroom in Brightspace. Instructors schedule meeting dates/times for the class to meet, as a whole, for lecture and/or student group presentations. Instructors and students are able to see, hear, and interact with each other, during those sessions. The Virtual Classroom has capabilities for students to break out into small groups (to complete activities or discussions) and to come back and share with the entire class.
- Opportunities for conducting individual consultations (in an Office Hours format) are also available via the Virtual Classroom.

As a whole, this form of course delivery is considered to be "hybrid," with face-to-face, in-person meetings being replaced by face-to-face meetings held in the Virtual Classroom.



Truett McConnell University
Master of Education
Concentration in Early Childhood Education
Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Professional Development (12 Hours)			
ED 510 Advanced Instructional and Assessment Planning	3	_____	_____
ED 520 Curriculum and Pedagogy in Multicultural Education	3	_____	_____
ED 540 Current Issues in Education	3	_____	_____
ED/CL 530 Educational Psychology	3	_____	_____
Research (3 hours)			
ED 550 Methods of Educational Research	3	_____	_____
Reading (3 Hours)			
ED 502 Reading Diagnostics and Correction Strategies	3	_____	_____
Methods (12 Hours)			
ED 501 Advanced Language Arts Methods	3	_____	_____
ED 503 Advanced Math Methods	3	_____	_____
ED 504 Advanced Science Methods	3	_____	_____
ED 505 Advanced Social Studies Methods	3	_____	_____
Institutional Requirements (6 Hours)			
CS 534 Doctrine of Revelation	3	_____	_____
MI 601 Cross-Cultural Ministries Practicum	3	_____	_____
Total Hours 36			

The Leonhard Schiemer School of Psychology and Biblical Counseling

The purpose of the MA in Professional Counseling is to equip students to become ethical practitioners who will help people across diverse populations heal emotionally and mentally using proven counseling methods with sound theological principles. The program is designed to provide specialized graduate training via rigorous academic courses, dynamic interaction with faculty, and structured practica and internships.

The Leonhard Schiemer School of Psychology and Biblical Counseling

Admission Requirements for Master of Arts in Professional Counseling

A prospective master's candidate will follow guidelines for the original admission requirements specified in the graduate catalog along with the following:

- An interview with Psychology/Counseling faculty and a personal statement is required for the Master of Arts in Professional Counseling.

Graduation Requirements

Students are required by state to successfully pass 10 courses, including a successful field experience and internship. For the purposes of this program, students should pass these courses (MI 601 and CL 699) with a grade of 70% or higher, complete their internship hours, and they should also finish a research project in the research methods course. Completing the degree program with a average of 2.0 is sufficient.

Transfer Requirements

The Psychology Faculty will review candidate transfers on a case by case basis. Should a transfer be granted, admission requirements must be met but on a maximum of 6 credit hours will be accepted as transfer credit.

The Biblical Counseling Certificate

The Biblical Counseling Certificate is an option for individuals who want training in counseling from a Biblical worldview but are not yet ready to commit to the completion of a Masters in Professional Counseling. The degree is beneficial for someone who has already completed a master's degree in ministry, but would like to strengthen his/her counseling skills. This certificate helps to equip those who are in ministry, and are asked periodically to counsel but may have no or little training to do so.

The Biblical Counseling Certificate is designed to:

- Enhance your professional and academic credentials
- Expand your marketability beyond the boundaries of a degree
- Apply your courses toward an associate, bachelor's or master's degree

The unique courses in the Biblical Counseling Certificate program provide students with knowledge about psychological theory and counseling techniques.

Courses for the Biblical Counseling Certificate will be offered on the TMU campus once each week (on either Monday or Tuesday) providing a flexible schedule for students who plan to work while completing the program.



Truett McConnell University
Master of Arts in Professional Counseling
Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Major Courses (57 Hours)			
CL 500 Personal & Professional Life of the Counselor	3	_____	_____
CL 510 Lifestyle & Career Development	1	_____	_____
CL 520 Advanced Human Growth & Development	3	_____	_____
CL 525 Children & Adolescents	3	_____	_____
CL 540 Marriage & Family	3	_____	_____
CL 550 Multicultural Theories: Counseling Across Cultures	3	_____	_____
CL 560 Theories & Techniques in Counseling	3	_____	_____
CL 570 Intervention in Theory & Practice	3	_____	_____
CL 580 Group Dynamics & Therapeutic Models	3	_____	_____
CL 590 Advanced Psychopathology	3	_____	_____
CL 601 Biblical Counseling	3	_____	_____
CL 640 Transformative Psychology	3	_____	_____
CL 650 Trauma	3	_____	_____
CL 660 Addiction	3	_____	_____
CL 670 Individual Psychological Assessment	3	_____	_____
CL 680 Ethical Practice in Counseling	3	_____	_____
CL 690 Research Methods & Data Analysis	4	_____	_____
CL 698 Applied Practicum & Treatment Planning Lab	4	_____	_____
CL 699 Professional Counseling Internship	3	_____	_____
Institutional Requirements (6 Hours)			
CS 534 Doctrine of Revelation	3	_____	_____
MI 601 Cross-Cultural Ministries Practicum	3	_____	_____

Total Hours 63



Truett McConnell University
Certificate in Biblical Counseling
Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
MI 601 Cross-Cultural Ministries Practicum	3	_____	_____
CL 540 Marriage & Family	3	_____	_____
CL 601 Biblical Counseling	3	_____	_____
CL 640 Transformative Psychology	3	_____	_____
CL 650 Trauma	3	_____	_____
CL 660 Addiction	3	_____	_____

Total Hours 18

The Master of Science in Biology degree is designed to provide students a significant background in advanced biological knowledge and aims to train students to be well versed in all aspects of scientific research from the proposals process to funding procurement to successful completion as signified by acceptance of authored research in reputable scientific journals. The MS in Biology program will prepare students to be professional biologists in a variety of disciplines as well as for seamless transition to PhD programs in biology or closely related fields of study.

The Pilgram Marpeck School of STEM.

Admission Requirements for the Master of Science in Biology

Full admission to the Master of Science in Biology may be granted to applicants who meet the University's minimum graduate admission criteria and the following qualifications:

1. Have a STEM GPA of 3.0 out of 4.0 including all biology, chemistry, mathematics, and physics coursework.
2. A score on the Graduate Records Exam General Test in at least the 55th percentile (average for the verbal, quantitative, and analytical sections).
3. A minimum of 24 hours in biology, including courses in cellular and molecular biology, genetics, physiology, ecological science, and/or organism biology. Applicants should also have the equivalent of one year of general chemistry, organic chemistry, and physics and at least one semester of college calculus. Applicants with deficiencies in any of the course requirements may be admitted on the condition that noted deficiencies are corrected during the first year in the program. It is understood that any deficiencies might extend the time to complete the degree program.
4. A personal statement illustrating the purpose for pursuing a graduate degree in biology and highlighting the attributes that the applicant brings to the graduate program.
5. Three letters of recommendation, at least two of which must be from faculty members at a previous academic institution.

Any additional information as requested by the Admissions Committee

Graduate Teaching Assistantships

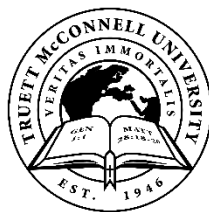
The Pilgram Marpeck School of STEM offers competitive Graduate Teaching Assistantship (GA) positions. If interested in being considered for a GA position, applicants should select this option on the graduate admissions application for the MS in Biology degree program. GA positions offer a tuition waiver and living stipend. GA positions do not cover fees, books, or other miscellaneous costs. GAs will be expected to provide a laptop computer for both personal course work and instructional preparation activities. GAs may be assigned laboratory sections in the areas of biology, chemistry, physics, or physical science depending upon experience and/or course work. GAs will also be mentored by a faculty member in research and will be expected to take on a leadership role in the mentor's laboratory and research activity including mentorship of undergraduate students, presentation at professional conferences, and maintenance of laboratory hygiene. Typically, cost incurred for conference attendance are paid for by the student, however, depending on the funding availability scholarships may be available directly from the mentor or from the Pilgram Marpeck School of STEM.

Graduate Transfer and Transient Policies for the Master of Science in Biology

The Master of Science in Biology graduate program does not routinely accept graduate transfer credits and does not routinely grant transient student status to graduate student. Students may make a case before the Dean of The Pilgram Marpeck School of STEM to request consideration for acceptance of transfer credits or permission to complete course work as a transient student. No more than 6 credits of transfer and transient coursework will be accepted into the MS in Biology.

Graduation Requirements

The Master of Science in Biology graduate program requires completion of the 42 required credits of coursework as shown on the degree checklist, successful completion and defense of a research thesis before a thesis committee, and demonstrated sufficiency in both written and oral communication. The student will be directed to develop a thesis committee during their first semester of coursework. This committee will advise the student in both the coursework selection process and within their research activities. The thesis committee shall be comprised of a biology graduate faculty mentor who will chair the committee plus one additional biology graduate faculty member who will act as a second reader of the thesis. The student will also select a third committee member who will act as the student's representative. The third committee member may be selected from the TMU graduate faculty and may be a non-biology graduate faculty.



Truett McConnell University
Master of Science in Biology
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Research Curriculum (14 Hours)			
BI 500 Planning & Proposing Scientific Research	3	_____	_____
BI 501 Biostatistics	3	_____	_____
BI 589 Laboratory Rotation	2	_____	_____
Thesis (6 credits required at 2 credits for 3 semester)			
BI 599 Thesis	2	_____	_____
BI 599 Thesis	2	_____	_____
BI 599 Thesis	2	_____	_____
Biology Graduate Electives^{1*} (18 Hours)			
BI _____	3	_____	_____
BI _____	3	_____	_____
BI _____	3	_____	_____
BI _____	3	_____	_____
BI _____	3	_____	_____
BI _____	3	_____	_____
Biology Seminars (4 Hours)			
BI 590 Biology Seminar A	1	_____	_____
BI 591 Biology Seminar B	1	_____	_____
BI 592 Biology Seminar C	1	_____	_____
BI 593 Biology Seminar D	1	_____	_____
Institutional Requirements (6 Hours)			
CS 534 Doctrine of Revelation	3	_____	_____
MI 601 Cross-Cultural Ministries Practicum	3	_____	_____
Total Hours 42			

¹ A minimum of 12 credits must be at the 500-level (maximum of 6 credits at the 400-level).

* Possible elective courses are subject to faculty expertise. Additional courses will be added through the course addition process as new faculty are added to support the biology program.

The Balthasar Hubmaier School of Theology and Missions

The School of Theology & Missions is rooted firmly in a strong Christian and Liberal Arts tradition committed to the inerrancy, infallibility and authority of the Bible (God's Holy Word) and to the task of carrying the gospel to the ends of the earth. The Master of Arts in Theology is developed with these foundations in mind. The program focuses on the authoritative Word of God as the source for ministry and missions, and seeks to train students to implement that vision in the local churches and mission fields both domestic and internationally. The Master of Arts in Theology is offered on campus, online and at our Alpharetta instructional site.

The Balthasar Hubmaier School of Theology and Missions

Admission Requirements for the Master of Arts in Theology

Full admission to the Master of Arts in Theology may be granted to applicants who meet the University's minimum graduate admission criteria and the following qualifications:

1. A Statement of Call and Commitment to Christian Ministry. The written statement should document:
 - Conversion experience
 - Family background
 - Spiritual development
 - Call to ministry
 - Vocational/ministry goals
 - Educational Goals
2. Spouse/Fiancé Information Form. This form, completed by the spouse or fiancé of the applicant, asks for biographical information as well as a description of present Christian service and understanding of the commitment to vocational Christian ministry.
3. Church Endorsement Form. This form, completed by the church where the applicant is currently a member, gives evidence of the applicant's sincere commitment to Christian ministry. The current pastor should provide reference information on the church endorsement form. If the endorsement covers a period of membership for less than one year, an additional church endorsement from a second church may be required by the Admissions Committee.
4. Personal Recommendation Forms. Two personal references are required from persons other than relatives who have known the applicant personally for at least two years.

Any additional information as requested by the Admissions Committee.

Admission Requirements for the Master of Arts in Theology (Advanced Track)

The Master of Arts in Theology (Advanced Track) is designed for the student who has had significant undergraduate preparation in biblical and theological studies, culminating in the attainment of a baccalaureate degree in Christian Studies, Missions, or the equivalent from Truett McConnell University, or an accredited institution of like-minded theological persuasion.

Specific Master of Arts in Theology (Advanced Track) Application Requirements:

1. Baccalaureate degree in Christian Studies or Missions (or equivalent) from Truett McConnell University or an accredited institution of like-minded theological persuasion. In the case of a student applying from another institution, Academic Services will determine whether a particular accredited institution is of like-mind.
2. Demonstration of proficiency on an entrance exam that covers four areas: Baptist History, Apologetics, Hebrew and Greek. A student must demonstrate proficiency in at least **two** areas in order to be considered for admission to the Master of Arts in Theology (Advanced Track). Sufficient proficiency in Hebrew and/or Greek is a score of 70%. Sufficient proficiency in Baptist History and/or Apologetics is a score of 80%. The Dean, along with input from Christian Studies, Missions and Biblical Language faculty, will determine each student's level of acumen across each of the four areas, based upon the student's performance on the entrance exam. A student who does not demonstrate sufficient proficiency in at least **two** areas may be admitted to the traditional Master of Arts in Theology degree program.
3. All other admission requirements for the traditional Master of Arts in Theology.

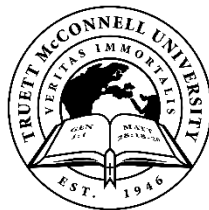
Re-Admission to Master of Arts in Theology

A student whose enrollment at Truett McConnell University has been interrupted for any reason for two or more semesters (excluding summer term) must apply for readmission. The application for readmission must be submitted to the Office of Graduate Admissions for the appropriate semester. If a student had enrolled in any other college or university during their absence from Truett McConnell University, they must also submit official transcripts from each institution. The student must also advise the Office of Graduate Admissions of any life changes (marriage, divorce, new job, etc.) that occurred during the break in enrollment.

Graduate Transfer Policies for the Master of Arts in Theology

Truett McConnell University may accept up to 40 semester hours of transfer credit from any of the following:

- Regionally accredited institutions.
- Association of Theological Schools (ATS) accredited institutions.
- Transnational Association of Christian Colleges and Schools (TRACS) accredited institutions.



Truett McConnell University
Master of Arts in Theology
Concentration in Biblical Studies
Degree Program Checklist

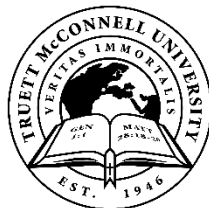
Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
MA Theology Core (39 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 530 Baptist History	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
CS 699 Ministry Internship	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Biblical Studies Concentration (21 Hours)¹			
CS 531 History of Christianity	3	_____	_____
CS 640 Biblical Exposition	3	_____	_____
CS 641 Expository Delivery	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____

Total Hours 60

TMU 2018-2019 Degree Program Checklist: Master of Arts in Theology Concentration in Biblical Studies April 26, 2018 Page 40-1

¹ In addition to the listed courses, students must choose four courses from the following: Any 500-600 OT, 500-600 NT, or 600 level GK or HB course.



Truett McConnell University
Master of Arts in Theology
Concentration in Biblical Studies (Advanced Track)
Degree Program Checklist

Student: _____

ID#: _____

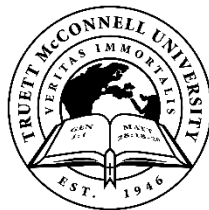
Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
Possible Exemption Courses (12 Hours)			
CS 530 Baptist History	3	_____	_____
CS 531 History of Christianity	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
MA Theology Core (30 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
CS 699 Ministry Internship	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Biblical Studies Concentration (18 Hours)²			
CS 640 Biblical Exposition	3	_____	_____
CS 641 Expository Delivery	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____
_____	3	_____	_____

Total Hours 60

TMU 2018-2019 Degree Program Checklist: Master of Arts in Theology Concentration in Biblical Studies Advanced Track April 26, 2018 Page 41-1

² In addition to the listed courses, students must choose four courses from the following: Any 500-600 OT, 500-600 NT, or 600 level GK or HB course.

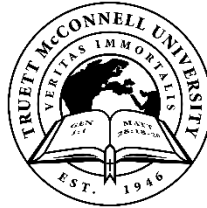


Truett McConnell University
Master of Arts in Theology
Concentration in Local Church Ministry
(Online and On Campus)
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
MA Theology Core (39 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 530 Baptist History	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
CS 699 Ministry Internship	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Local Church Ministry Concentration (21 Hours)			
CS 551 Ministry Administration & Leadership	3	_____	_____
CS 626 Ethics in Ministry	3	_____	_____
CS 632 Contemporary Apologetics	3	_____	_____
CS 640 Biblical Exposition	3	_____	_____
CS 641 Expository Delivery	3	_____	_____
MI 501 Evangelism, Discipleship, & Church Planting	3	_____	_____
CL 601 Biblical Counseling	3	_____	_____

Total Hours 60



Truett McConnell University
Master of Arts in Theology
Concentration in Local Church Ministry (Advanced Track)
(Online and On Campus)
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
Possible Exemption Courses (12 Hours)			
CS 530 Baptist History	3	_____	_____
CS 632 Contemporary Apologetics	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
MA Theology Core (30 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
CS 699 Ministry Internship	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Local Church Ministry Concentration (18 Hours)			
CS 551 Ministry Administration & Leadership	3	_____	_____
CS 626 Ethics in Ministry	3	_____	_____
CS 640 Biblical Exposition	3	_____	_____
CS 641 Expositional Delivery	3	_____	_____
MI 501 Evangelism, Discipleship, & Church Planting	3	_____	_____
CL 601 Biblical Counseling	3	_____	_____

Total Hours 60

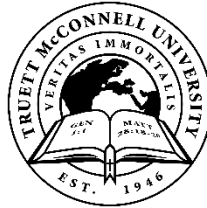


Truett McConnell University
Master of Arts in Theology
Concentration in Missiology
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
MA Theology Core (39 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 530 Baptist History	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
MI 699 Missions Internship	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Missiology Concentration (21 Hours)			
CS 632 Contemporary Apologetics	3	_____	_____
MI 501 Evangelism, Discipleship, & Church Planting	3	_____	_____
MI 510 Missiological Foundations in the OT	3	_____	_____
MI 520 Missiological Foundations in the NT	3	_____	_____
MI 550 Missional Leadership	3	_____	_____
MI 610 Church Planting in Global Contexts	3	_____	_____
MI 620 Cultural Analysis & Ministry	3	_____	_____

Total Hours 60



Truett McConnell University
Master of Arts in Theology
Concentration in Missiology (Advanced Track)
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
Possible Exemption Courses (12 Hours)			
CS 530 Baptist History	3	_____	_____
CS 632 Contemporary Apologetics	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
MA Theology Core (30 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
MI 699 Missions Internship	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Missiology Concentration (18 Hours)			
MI 501 Evangelism, Discipleship, & Church Planting	3	_____	_____
MI 510 Missiological Foundations in the OT	3	_____	_____
MI 520 Missiological Foundations in the NT	3	_____	_____
MI 550 Missional Leadership	3	_____	_____
MI 610 Church Planting in Global Contexts	3	_____	_____
MI 620 Cultural Analysis & Ministry	3	_____	_____

Total Hours 60



Truett McConnell University
Master of Arts in Theology
Concentration in Women's Studies
Degree Program Checklist

Student: _____ ID#: _____ Advisor: _____

<u>Class</u>	<u>Hours</u>	<u>Grade</u>	<u>Semester</u>
Required Courses			
MA Theology Core (39 Hours)			
CS 501 Hermeneutics	3	_____	_____
CS 530 Baptist History	3	_____	_____
CS 532 Christian Theology I	3	_____	_____
CS 533 Christian Theology II	3	_____	_____
CS 534 Doctrine of Revelation	3	_____	_____
CS 535 Ecclesiology	3	_____	_____
MI 699 Missions Internship	3	_____	_____
GK 501 Foundations of Biblical Greek	3	_____	_____
GK 601 New Testament Exposition in Greek	3	_____	_____
HB 501 Foundations of Biblical Hebrew	3	_____	_____
HB 601 Old Testament Exposition in Hebrew	3	_____	_____
MI 601 Cross Cultural Ministries Practicum	3	_____	_____
PH 501 Logic & Critical Thinking	3	_____	_____
Women's Studies Concentration (21 Hours)			
CS 520 Women in Church History	3	_____	_____
CS 521 Ministry to Women and Young Women	3	_____	_____
CS 522 Biblical Theology of Womanhood in the TaNaKh	3	_____	_____
CS 600 Feminist Theology	3	_____	_____
CS 601 Text-Driven Communication for Women	3	_____	_____
CS 602 Biblical Theology of Womanhood in the NT	3	_____	_____
CL 601 Biblical Counseling	3	_____	_____

Total Hours 60

Course Descriptions

Biology (BI)

BI 500: Planning & Proposing Scientific Research.....3 Hours

This course will guide students through the research planning and proposals process within the context of the graduate thesis. Discussions are based on readings of research-design texts and on analysis of primary literature. Students will gain a firm understanding of the scientific method, the process of peer-review, and the criteria used to evaluate research proposals for merit.

BI 501: Biostatistics.....3 Hours

This course will introduce the student to the use of statistical testing to analyze and solve research questions in the life sciences. The course will focus on statistical arithmetic, test selection and research design, and use of statistical and data manipulation software packages including SPSS, R, and Microsoft Excel among others.

BI 510: Advanced Human Physiology.....3 Hours

Detailed exploration of selected topics in human physiology. Basic concepts, as they relate to the normal physiology of the human, will be emphasized, but frequent extrapolation from this foundation to pathophysiology will be made. Discussions will present and interpret disease as a physiologic dysfunction, i.e., the emphasis will be on the physiologic interpretation of the abnormal state.

BI 530: Population Genetics.....3 Hours

A study of large random mating populations and populations with inbreeding. Estimation of genetic variance, correlation and gene mutation rates. Effects of selection, subdivision and migration of gene frequency and population structure. The use of population genetic theory to solve practical problems.

BI 532: Molecular Genetics Techniques.....3 Hours

Modern molecular biological methods (such as DNA cloning, gel electrophoresis, nucleic acid hybridization, PCR, and DNA sequencing) data analysis and interpretation. One lecture hour and two laboratory periods per week.

BI 540: Climate Change Biology.....3 Hours

As most organisms live in microclimates and this localized microclimate determines the distribution and activities of organisms, an understanding of Climate Systems, Ecology of Climate Change and the responses of organisms to changes in climate is important. Students will learn how organisms interact with the environment in the context of the ecosystems. This course will give insight in to climate impacts on Ecosystem Services ad effects of Climate Change on Phenology. Ecological Experiments and Designs will be discussed. Various aspects in Ecological imbalance, Ecological restoration and a need to reconcile to God will be discussed with scriptural references. Students will be encouraged to participate in brainstorming sessions on Ecosystem Restoration and Ecosystem stewardship.

BI 542: Microbial Ecology.....3 Hours

The study of microbial population and community interactions. Microbial activities in natural systems and the interactions of microbes with plants and animals will also be studied.

BI 550: Advanced Molecular Biology.....3 Hours

Structural and functional interaction of nucleic acids and proteins in the replication, transcription and translation of genetic material.

BI 551: Advanced Cellular Biology.....3 Hours

This course integrates information into the context of regulation of cellular function. Topics will include structure of cellular components, the cell cycle, protein trafficking, cell membranes and transport, cell-cell communication and ECF interactions, and provisional cycle energetics.

BI 570: Biomedical Ethics.....3 Hours

An in-depth ethical analysis and evaluation of present and emerging biomedical technologies in the 21st century. While not ignoring other ethical schools of thought, the focus of this course will be on the Hippocratic and Judeo-Christian traditions with their emphasis on the inherent dignity and worth of humanity as a whole. This ethical foundation will serve as the primary framework for discussing biomedical research decision making and practice.

Course Descriptions

BI 589: Laboratory Rotation.....2 Hours

The laboratory rotation is the mechanism to allow first semester graduate students to rotate through up to two different faculty members laboratories in order to gain exposure to the current research projects being pursued within the biology program. Each rotation (seven weeks in length) will expose the students to various experimental procedures and techniques. The selection of the laboratories will be made by the student in cooperation with the individual program faculty.

BI 590: Biology Seminar A.....1 Hours

The biology seminar series will provide students opportunities to acquire greater depths of intellect within and across their fields of interest through practice in scientific presentation, participation in journal club exercises, and exposure to occasional guest and/or faculty presenters. Peer-review of fellow graduate student presentations will allow constructive feedback for the presenter and the opportunity to hone criticism skills for the student evaluators.

BI 591: Biology Seminar B.....1 Hours

The biology seminar series will provide students opportunities to acquire greater depths of intellect within and across their fields of interest through practice in scientific presentation, participation in journal club exercises, and exposure to occasional guest and/or faculty presenters. Peer-review of fellow graduate student presentations will allow constructive feedback for the presenter and the opportunity to hone criticism skills for the student evaluators.

BI 592: Biology Seminar C.....1 Hours

The biology seminar series will provide students opportunities to acquire greater depths of intellect within and across their fields of interest through practice in scientific presentation, participation in journal club exercises, and exposure to occasional guest and/or faculty presenters. Peer-review of fellow graduate student presentations will allow constructive feedback for the presenter and the opportunity to hone criticism skills for the student evaluators.

BI 593: Biology Seminar D.....1 Hours

The biology seminar series will provide students opportunities to acquire greater depths of intellect within and across their fields of interest through practice in scientific presentation, participation in journal club exercises, and exposure to occasional guest and/or faculty presenters. Peer-review of fellow graduate student presentations will allow constructive feedback for the presenter and the opportunity to hone criticism skills for the student evaluators.

BI 599: Thesis.....2 Hours

This course is designed to allow individualized mentorship in research as the student prepares the graduate thesis. Students will be required to complete three (3) separate installments - two (2) credit each - to complete the required six (6) credits of thesis coursework.

Business (BU)

BU 500: The Legal Environment of Business 3 Hours

Equips students with skills necessary to function in the legal environment of business.

BU 505: Decision Making Tools for Management..... 3 Hours

Equips students with the managerial accounting knowledge needed to become influential business leaders.

BU 510: Managerial Finance 3 Hours

Equips students with the financial concepts, skills and technological applications most critical for professionals in today's workplace.

BU 520: 21st Century Marketing 3 Hours

Equips students with the skills necessary to apply marketing concepts in the social, economic, and technological areas in which businesses function today.

BU 530: Environment of Human Resource Management 3 Hours

Equips students with the skills necessary to apply traditional functional human resource areas from a strategic perspective.

Course Descriptions

BU 535: Strategies for Successful Brand Management..... 3 Hours

This course gives insight into brand identification and development. Topics include operationalizing the brand and making it tangible, successfully marketing the brand and the best ways to measure results.

BU 540: Business Research Methods..... 3 Hours

This course equips students with analysis tools essential for business research, including measurement concepts, sampling and data presentation.

BU 545: Contemporary and Social Responsibility Issues in Business..... 3 Hours

This course equips students with knowledge of current relevant issues in the global business environment.

BU 550: Contemporary Management and Organizational Leadership 3 Hours

This course equips students with skills needed to manage successfully in today's rapidly changing, turbulent business environment.

BU 650: Policy and Strategy in Global Competition..... 3 Hours

This course equips students with the skills necessary to strategize in the global arena and meet the challenges of an international environment.

Counseling (CL)

CL 500: Personal & Professional Life of the Counselor.....1 Hour

This course allows students to examine their personal and professional calling in counseling. Students will explore basic concepts related to counseling practice.

CL 510: Lifestyle & Career Development..... 3 Hours

Students will explore theories related to lifestyle and career development in addition to decision-making. Additionally, they will learn about career planning and intervention.

CL 520: Advanced Human Growth & Development..... 3 Hours

This course explores individuals throughout the lifespan in the areas of cognitive, personality, physical and social development specifically through the examination of various theories. Understanding development crises, specific interventions, and optimal wellness are key content areas within this course. Additionally, this course provides a framework for understanding the impact of various situational, environmental, and sociocultural factors on individuals and their families and communities. This course is designed to encourage the student to understand and critique human development models and theories in light of a Christian worldview as well as to interact with some significant contemporary issues in human development as they relate to Scripture. Additionally, this course will provide the student with an understanding of the physical, mental, emotional, sociocultural, and spiritual aspects of human development while examining one's own developmental issues.

CL 525: Children & Adolescents..... 3 Hours

This course will explore the psychological development of children and adolescents. Particular emphasis will be placed on the various psychological issues children and adolescents face.

CL 540: Marriage & Family..... 3 Hours

This course will explore the definition and composition of family. Additionally, issues facing families today will be examined.

CL 560: Theories & Techniques in Counseling..... 3 Hours

This experiential and didactic course provides students an understanding of effective interventions from individual, relational, & systems perspectives. Students also examine personal characteristics and their effect on individual, couple, and family counseling using case discussion and analysis.

Course Descriptions

CL 570: Intervention in Theory & Practice..... 3 Hours

This course provides an intensive look at selected theories of counseling and psychotherapy. Theoretical and empirical foundations of individual, relational, & systemic approaches are examined. Students are encouraged to begin to define their own theoretical approach to their work with individuals, couples, & families.

CL 580: Group Dynamics and Therapeutic Models..... 3 Hours

This course introduces the use of groups for the purpose of increasing self-understanding and improving interpersonal relationships. Emphasis will be placed on basic concepts of group dynamics and group leadership.

CL 590: Advanced Psychopathology..... 3 Hours

This course studies various psychological disorders and normalcy across the lifespan. Students are prepared to responsibly and competently assess, diagnose, conceptualize, and counsel clients as defined by the Diagnostic Statistical Manual classification system. Concepts and constructs, assessment processes, etiology, cultural factors, differential diagnosis, decision-making, and evidence-based therapeutic approaches are emphasized. Clinical and scientific research is integrated through the course with a biblical worldview so that students have a robust biopsychosocial-spiritual lens to understand and treat mental disorders. Becoming a professional in the field of counseling will require a thorough knowledge of the current diagnostic criteria used by the mental health profession. Making an accurate differential diagnosis is a key component of effective counseling. Understanding the DSM-5 and acquiring interviewing strategies for effectively and efficiently gathering diagnostic information will aid the developing counselor in becoming competent. This course is designed to provide students with foundational knowledge in order to become competent in assessment, diagnosis, and treatment planning using the DSM-5. Further the course contains information that you will need to know in order to pass most state licensure exams. Proficient knowledge of all aspects of human behavior, couples with sound biblical values, will permit a more active and excellent informed dialogue and critique of present clinical practices.

CL 601: Biblical Counseling..... 3 Hours

This course outlines the various types of therapies used in biblical counseling and the theoretical frameworks guiding these therapies. Additionally, students will explore current debates about the validity and the use of these therapies.

CL 640: Transformative Psychology; Understanding the Relationship Between the Body, Mind, and Soul 3 Hours

This course explores the relationship between the mind, body, and soul. Specifically, the participants in this course embark on a journey to understand the importance of soul care in relation to secular psychology. Students will be challenged to explore the relationship of Biblical principles to counseling and treatment.

CL 650: Trauma 3 Hours

Trauma has a defining impact on those who have to endure it. This course explores theories related to the experience of trauma and recovery from traumatic experiences. Students will learn to apply basic psychological theory to trauma intervention. Additionally, students will explore how trauma induces shame in many and how an understanding of grace is a necessary part of recovery.

CL 660: Addictions..... 3 Hours

Students will explore what addiction is and why people remain addicted. Students will be exposed to the psychological and biblical bases of addiction and treatment.

CL 670: Individual Psychological Assessment....., 3 Hours

Students will explore various methods of assessing adult and children's psychological development and states. Additionally, students will be exposed to the history and theories behind psychological assessment.

CL 680: Ethical Practice in Counseling..... 3 Hours

This course provides students with a thorough overview of the ethical guidelines for counselor behavior. Students will also gain an understanding of the Christian foundation for their professional counseling behaviors.

CL 690: Research Methods & Data Analysis.....3 Hours

This course extends students' understanding of the research methodology and analysis used within counseling. Students are exposed to both quantitative methodologies with complimentary statistical analyses (e.g., ANOVA) and qualitative methodologies (e.g., interviewing, ethnography). Students will complete an individual research project in the course.

CL 698: Applied Practicum & Treatment Planning.....3 Hours

This course provides an opportunity for students to explore the practice of counseling through guided participation with faculty. Students will learn the basic principles of listening to clients and problem solving to develop effective treatment plans for clients.

CL 699: Professional Internship.....3 Hours

This course will allow students to explore opportunities in the field of Psychology. Students will undertake a semester-long experience where they will gain hands-on practice in research, counseling, or community organizations. acquiring interviewing strategies for effectively and efficiently gathering diagnostic information will aid the developing counselor in becoming competent. This course is designed to provide students with foundational knowledge in order to be competent in assessment, diagnosis, and treatment planning using the DSM-5. Further, the course contains information that you will need to know in order to pass most state licensure exams. Proficient knowledge of all aspects of human behavior, coupled with sound biblical values, will permit a more active and excellent, informed dialogue and critique of present clinical practice.

Christian Studies (CS)

CS 501: Hermeneutics 3 Hours

Introduces the grammatical-historical method of interpretation with a focus on author-centered interpretation. Attention will be given to practical methodology and we will examine genre, figures of speech, historical backgrounds, word studies, grammar and syntax, and resources for Bible study.

CS 520: Women in Church History..... 3 Hours

This course is a survey of women in the history of the church. Beginning with a review of the Bible's treatment of women and their role in the church, the course will examine chronologically the position and contributions of women in the history of the church as well as leading Christian women of different eras. Women's roles in the early church, the medieval church, the Protestant Reformation, the Puritan era, the Great Awakening, 19th century philanthropy and reform, and missions will all be considered. The course will conclude with an examination of the recent gender debates in the church.

CS: 521 Ministry to Women and Young Women 3 Hours

This "how to" course will provide a study of the biblical basis for ministry to women and teenage girls and essentials for developing and implementing such ministries in the local church setting. This course will provide a study of the various issues facing the church in reaching, teaching, and ministering to women and girls.

CS: 522 Biblical Theology of Womanhood in the TaNaKh 3 Hours

An amplified and comprehensive study of womanhood in the Old Testament in order to establish the foundation for systematizing a consistent and non-contradictory pattern and plan for biblical womanhood throughout the generations and especially for the present era.

CS 530: Baptist History 3 Hours

Baptist history to the present. Development of basic doctrine and polity will be discussed, as well as historically important Baptist men and women.

CS 531: History of Christianity 3 Hours

A survey of history of Christianity from the New Testament period to today. This survey course will give special attention to the origins, biographies, and theological distinctives of those events and personalities that shaped the development of Christianity throughout this 2000-year span.

Course Descriptions

CS 532: Christian Theology I 3 Hours

A systematic study of the biblical doctrines of Revelation, God, and Man.

CS 533: Christian Theology II 3 Hours

A systematic study of the biblical doctrines of Christ, Salvation, the Holy Spirit, the Church, and Last Things.

CS 534: Doctrine of Revelation 3 Hours

A systematic study of the doctrine of revelation, focusing on the inspiration, inerrancy, and authority of Scripture.

CS 535: Ecclesiology 3 Hours

Addresses the theology of the Free Church tradition, especially its relationship to the state, congregational polity, revivalism, and public invitations.

CS 551: Ministry Administration & Leadership 3 Hours

Surveys the principles of effective business administration in ministry, the elements of a business meeting, Roberts Rules of Order, tax and legal issues, leadership principles, and conflict resolution.

CS 600: Feminist Theology 3 Hours

A study of the foundations of different waves of American Feminism, the historical movement and its message, including its impact on secular culture as well as the contemporary church and evangelical theology.

CS 601: Text-Driven Communication for Women 3 Hours

This course is designed to give students an understanding of woman-to-woman verbal and nonverbal communication with emphasis on public speaking and especially on biblical exposition. Basic principles of communication will be studied including: the formation of a central idea, message structure, support material, delivery, and application. The students will be given the opportunity to improve their ability in communication God's Word by learning and practicing skills necessary in preparing and delivering messages that are true to God's Word, clear, interesting, and applicable.

CS 602: Biblical Theology of Womanhood in NT 3 Hours

An amplified and comprehensive study of womanhood in the New Testament in order to establish the foundation for systemizing a consistent and non-contradictory pattern and plan for biblical womanhood throughout the generations and especially for the present era.

CS 626: Ethics in Ministry 3 Hours

Gives attention to decision-making in ministry in regard to current moral issues including those regarding the family, sexuality, pornography, the consumption of alcohol, and obscenity.

CS 632: Contemporary Apologetics 3 Hours

Addresses defending Christian doctrines, especially concerning the problem of evil and suffering and various cults.

CS 640: Biblical Exposition 3 Hours

Explores the construction of a biblical sermon. Pre-requisite CS 501: Hermeneutics.

CS 641: Expository Delivery 3 Hours

Explores the theory and practice of delivering biblical sermons, including a preaching experience with peer critique. Prerequisite: CS 640: Sermon Preparation

CS 699: Ministry Internship 3 Hours

Provides students with ministry experience under the guidance of a qualified supervisor in a local church and assistance in developing their philosophy of ministry. Cross listed with MI 699. Prerequisite: Completion of 45 hours toward degree.

Education (ED)

ED 501: Advanced Language Arts Methods..... 3 Hours

This course focuses on current approaches to language arts instruction for grades Pre-K - 5 including content knowledge, curriculum design, instructional strategies appropriate for this age group, skills to be taught, activities, and materials. Emphasis is on integrating language arts instruction by incorporating the oral and written language skill areas.

ED 502: Reading Diagnostics Correction Strategies 3 Hours

This course will examine current research on the reading process and the role of the reading teacher in order to help teachers become more effective in reading instruction. The reading teacher also needs to possess a comprehensive understanding in diagnostic principles and practices for improving a student's reading ability. This course will attempt to provide both theoretical and practical experiences in nature to help the reading teacher improve upon his/her knowledge base.

ED 503: Advanced Math Methods 3 Hours

This course focuses on current approaches to math instruction for grades Pre-K – 5. The course includes integrating conceptual knowledge with pedagogical strategies, manipulative tools, and methods appropriate for mathematics instruction. Topics may include National and State standards, differentiated lessons, assessments, technology, problem-solving, children's literature, and other mathematically relevant topics.

ED 504: Advanced Science Methods 3 Hours

This course focuses on current approaches to science instruction for grades Pre-K – 5 including content knowledge, curriculum design, instructional strategies, skills to be taught, and activities as according to the Georgia Performance Standards.

ED 505: Advanced Social Studies Methods 3 Hours

This course focuses on current approaches to social studies instruction for grades Pre-K – 5. The course includes examining current topics and strategies to enhance social studies instruction as well as preparing and implementing engaging learning experiences.

ED 510: Advanced Instructional and Assessment Planning 3 Hours

This course provides an overview of integrated elementary school curriculum. The design and utilization of formal and informal assessment methodologies that support effective instruction will be explored as will the connection between curriculum and assessment. Students will learn how to develop appropriate classroom assessments for individuals and groups, and analyze how to assess understanding in learners, including higher order thinking. Students will create classroom assessments that are appropriate for the age and type of learner. In addition, interpretation of standardized test results and communication of assessment outcomes to students, administrators, and parents will be addressed.

ED 520: Curriculum and Pedagogy in Multicultural Education 3 Hours

This course is designed to examine the cultural, pedagogical, and social factors that can impact children's development and academic achievement. Teachers must be aware of these factors in order to enhance student learning by creating a responsive educational environment

ED/CL 530: Educational Psychology 3 Hours

This course explores the psychology behind achievement, thinking, and learning. The course exposes students to cognitive, developmental, and social psychological theories related to instruction and learning.

ED 540: Current Issues in Education 3 Hours

This course focuses on current issues faced by educators. The course will include topics such as ethics, standards, assessment, accreditation, funding, and parent / community involvement. The students will research and investigate the past, present, and future of education through current media sources, professional writings, journals, and books.

ED 550: Methods of Educational Research 3 Hours

This course focuses on a study of research methods, procedures, and design. Emphasis will be placed on critical thinking, evaluation, and application.

Course Descriptions

Greek (GK)

GK 501: Foundations of Biblical Greek 3 Hours

An introduction to the fundamentals of New Testament Greek. The course emphasizes vocalization, vocabulary building, recognition of grammatical forms, and morphology of Greek words, basic syntax, basic translation strategies, and use of language software.

GK 601: New Testament Exposition in Greek 3 Hours

A critical and expositional study of New Testament texts in Greek emphasizing the proper use of biblical language tools and software. Prerequisite: GK 501: Foundations of Biblical Greek.

GK 602: Advanced Greek Exegesis..... 3 Hours

This course will allow students to understand advanced aspects of biblical Greek grammar and syntax for the purpose of exegesis of the biblical text. In addition, this course will enable students to read and translate material from the Greek New Testament at an advanced level, and to communicate clearly the meaning of the text.

Prerequisites: GK 501, GK 601, and approval from the Dean

GK 603: Book Study: (Various)..... 3 Hours

An in-depth exegetical study of select text(s) from the Greek New Testament. May be taken multiple times for credit if different text(s) is/are studied.

Hebrew (HB)

HB 501: Foundations of Biblical Hebrew..... 3 Hours

An introduction to the fundamentals of Old Testament Hebrew. The course emphasizes vocalization, vocabulary building, recognition of grammatical forms, and morphology of Hebrew words, basic syntax, basic translation strategies, and use of language software.

HB 601: Old Testament Exposition in Hebrew 3 Hours

A critical and expositional study of Old Testament texts in Hebrew emphasizing the proper use of biblical language tools and software. Prerequisite: HB 501: Foundations of Biblical Hebrew.

HB 602: Advanced Hebrew Exegesis 3 Hours

This course examines issues of biblical Hebrew syntax and exegesis, with supervised advanced reading of selected texts in the Hebrew Bible. Prerequisites: HB 501, HB 601, and approval of division chair.

HB 603: Book Study: (Various) 3 Hours

A Hebrew-based study of selected book(s) from the Old Testament. May be taken multiple times for credit if different book(s) is/are studied.

Missions (MI)

MI 501: Evangelism, Discipleship & Church Plant..... 3 Hours

Outlines the foundational Biblical patterns and models for expanding the kingdom of God through the local church. Specific attention is given to the New Testament teachings and practices related to evangelism, discipleship and church planting with a view to application in the student's current local church experience.

MI 510: Missiological Foundations in the OT..... 3 Hours

This course explores the theological thought of the Old Testament with special attention given to those areas of theology that are seminal for an applied theology of missions. The formation of God's people in the context of sinful and fallen peoples and cultures is also examined to address God's patterns of redemption today among unreached peoples in their fallen cultures and religions.

MI 520 Missiological Foundations in the NT.....3 Hours

This course examines the foundational nature of Christ's ministry patterns and practices for subsequent New Testament church and ministry leaders. The Apostle Paul's missionary theology and church planting are examined in light of Christ's ministry among the twelve apostles and the multitudes. The written records of Christ and the Apostle Paul provide an indepth portrayal of missional practices to be emulated by followers of Jesus Christ today.

MI 550: Missional Leadership.....3 Hours

This course is a study of the principles, practices and types of missional leadership as taught by Scriptures and exemplified in history. Special emphasis is given to church leaders, church planters, missionaries and those involved in ministry to the unreached and least reached. Students will be introduced to issues related to missional living and thinking, as well as select ministry skills development.

MI 601: Cross-Cultural Ministries Practicum..... 3 Hours

Provides the student guidance with developing and/or participating in a selected ministry in a cross-cultural context either locally, nationally, or internationally. Oversight will be provided in order to increase the student's skills and understandings essential for fruitful cross cultural ministry.

MI 610: Church Planting in Global Contexts.....3 Hours

This course is a study of biblical principles of planting churches. It is focused on planting churches in cross-cultural settings. Students will also learn about various approaches and fruitful practices for church planting and the resources available.

MI 620: Cultural Analysis and Ministry.....3 Hours

This course equips students with missiological research methods for understanding peoples, cultures and worldviews different from their own. The student will complete a missiological research design project.

MI 699: Ministry Internship..... 3 Hours

Provides students with ministry experience under the guidance of a qualified supervisor.
Cross listed with CS 599. Prerequisite: Completion of 45 hours toward degree.

New Testament (NT)

NT 501: New Testament I: The Gospels & Acts 3 Hours

A study of the first five canonical books of the New Testament with emphasis on literary composition, theological content, historical issues, and contemporary applications.

NT 502: New Testament II: Romans to Revelation..... 3 Hours

A study of the epistles and the Apocalypse of the New Testament with emphasis on literary composition, theological content, historical issues, and contemporary applications.

NT 601: New Testament Book Study (Various) 3 Hours

An in-depth exegetical study of selected text(s) of the New Testament. May be taken mulitple times for credit if different text(s) is/are studied.

Old Testament (OT)

OT 501: Old Testament: Torah and Former Prophets 3 Hours

A study of the Torah and Former Prophets of the Old Testament with emphasis on literary composition, theological content, historical issues, and contemporary applications.

Course Descriptions

OT 502 Old Testament: Latter Prophets and Writings 3 Hours

A study of the Latter Prophets and Writings of the Old Testament with emphasis on literary composition, theological content, historical issues, and contemporary application.

OT 601: Old Testament Book Study: (Various) 3 Hours

An in-depth exegetical study of selected text(s) of the Old Testament. May be taken multiple times for credit if different text(s) is/are studied.

Philosophy (PH)

PH 501: Logic and Critical Thinking..... 3 Hours

Introduces principles of correct reasoning and their application to research and writing. The course emphasizes theories of meaning, language, critical thinking, reading skills, common causes of confusion and error in thought and argument, methods of analyzing and evaluating arguments objectively, and methods of constructing sound arguments based on relevant evidence.

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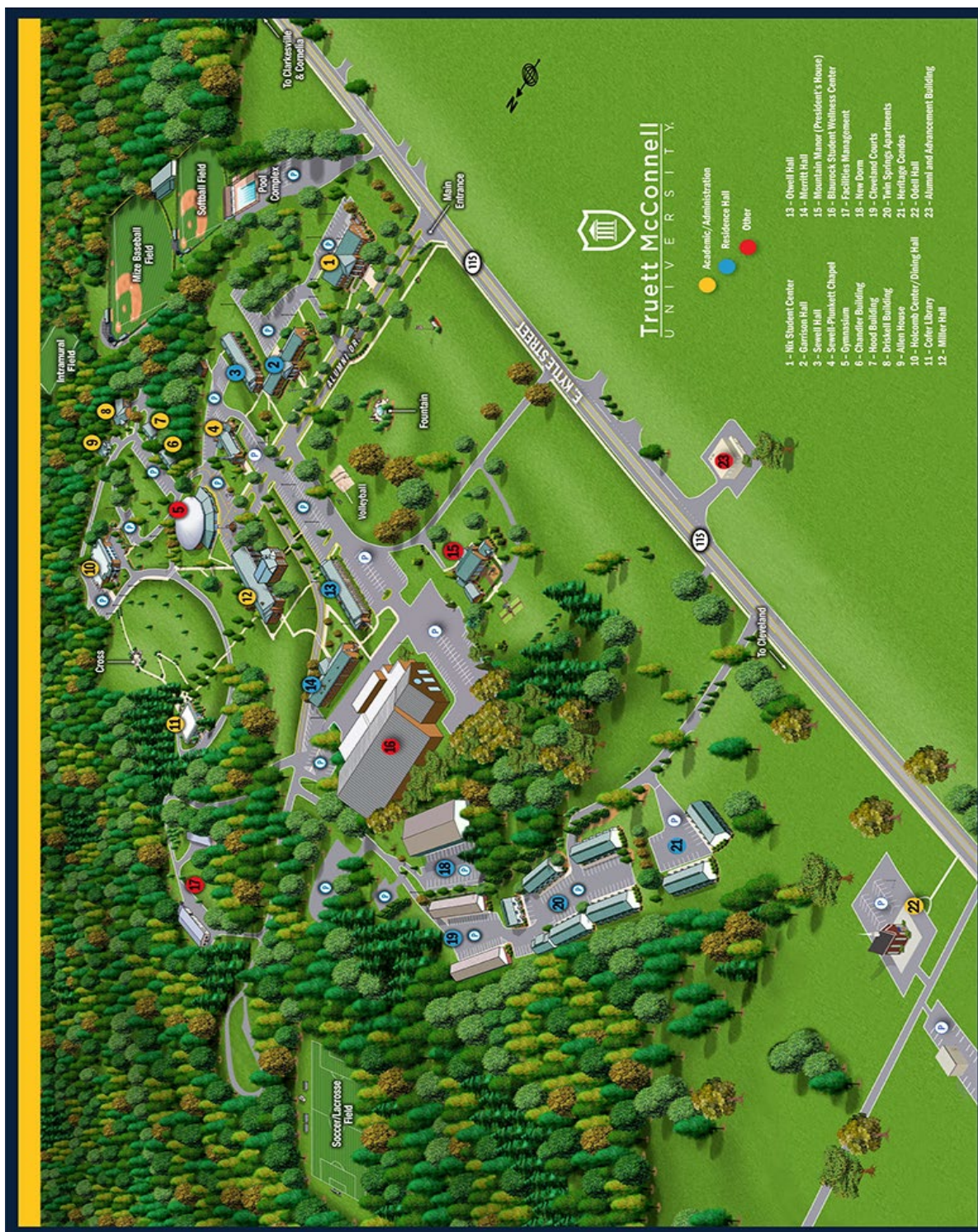
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Theology



Baptist Faith and Message

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11, 89, 105, 140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3, 15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16, 27; 17:5; 27; 28:1-6, 19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5; 21-22; 20:1-20, 28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3, 34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8, 24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15, 24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Baptist Faith and Message

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14, 29; 3:3-21, 36; 5:24; 10:9, 28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18, 29-39; 10:9-10, 13; 13:11-14; 1 Corinthians 1:18, 30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8, 14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7, 19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22, 31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45, 65; 10:27-29; 15:16; 17:6, 12, 17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7, 26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10, 19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5, 13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42, 47; 5:11-14; 6:3-6; 13:1-3; 14:23, 27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11, 21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2:3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16, 21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

Baptist Faith and Message

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1, 5, 9, 14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7, 11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3, 8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7, 24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1, 13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.



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