



Catalog 2013-2014

Online at mccs.edu

Manhattan Christian College
1415 Anderson Avenue
Manhattan, Kansas 66502
www.mccs.edu



1415 Anderson Avenue o Manhattan, Kansas 66502-4081
(785) 539-3571 o FAX (785) 539-0832 o www.mccks.edu

ALMA MATER

**We offer thee, Manhattan,
Our pledge of loyalty,
For Christ's eternal kingdom
The finest we can be.
Our college and our Master
To serve courageously,
Manhattan, Alma Mater,
Hail, all hail to thee.**

COLLEGE COLORS

Navy Blue and White

COLLEGE MASCOT

Crusaders

STATEMENT

Manhattan Christian College is an Affirmative Action, Equal Opportunity Employer. Manhattan Christian College does not discriminate against persons seeking admission or employment on the basis of race, color, national or ethnic origin, age, gender, or physical disability (consistent with Section 702 of Title VII of the 1964 Civil Rights Act which deals with exemptions for religious convictions). Equal opportunity is afforded to all individuals in regard to college policies, consideration for financial assistance, and campus involvement.

Manhattan Christian College reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication. The provisions of this catalog are not to be considered an irrevocable contract between the student and the college. The catalog attempts to present information regarding admission policies and procedures, programs, curriculum, graduation requirements, and other academic policies in an accurate and timely fashion. Changes in programs, requirements, regulations, policies or procedures which are adopted through regular administrative procedures during the academic year may supersede provisions of this catalog and will be published through normal institutional channels including an updating the online version of the catalog. Students are expected to read and be aware of requirements as printed in the college catalog.

Last updated: 11/26/2013

MCC Academic Catalog

Contents

Academic Calendar for 2013-2014	4
Correspondence Directory	5
General College Information	6
Admissions Information	12
Financial Information	16
Student Life Information	21
Academic Information	22
Academic Programs	
Adult Education Department	34
Bible/Theology Department	41
Dual Degree Studies	49
Christian Ministry Department	54
General Studies Department	61
Distance Education Department	66
Library/Learning Resources.....	75
Course Descriptions	76
Administration, Faculty, and Trustees	99
Glossary.....	103

MCC Calendar 2013 – 2014

Fall Semester

LEAD “Tiger Claw” Cohort Begins classes.....	July 1, Monday
LEAD “Samekh” Cohort Begins classes.....	July 15, Monday
LEAD “Eagle Eye” Cohort Begins classes	July 30, Tuesday
LEAD “Ayin” Cohort Begins classes.....	August 6, Tuesday
Registration and Orientation	August 23, Friday
Classes begin on-campus and online (“X” term).....	August 26, Monday
Labor Day recess	September 2, Monday
Last day to add or drop a class without professor’s signature	September 3, Tuesday
Last day to drop a class without transcript entry	September 23, Monday
Midterm Exams	October 14-18, Monday-Friday
Kerusso Dayz Community	October 21-25, Monday-Friday
Online “Y” term classes begin	October 28, Monday
Enrollment for winter term and spring semester begins.....	November 4, Monday
International Conference on Missions (ICOM in KC, MO).....	November 14-17, Thursday-Sunday
Last day to drop or change status (main campus)	November 15, Friday
Thanksgiving recess (main campus)	November 25-29, Monday-Friday
Semester Exams (main campus)	December 16-19, Monday-Thursday
Degree Conferral Date.....	December 23, 2013

Winter Term

Session 1.....	January 6-17
Session 2.....	January 13-17, Monday-Friday

Spring Semester

LEAD “Lion’s Mane” Cohort Begins classes	January 13, Monday
LEAD “Eagle Eye” Cohort Begins classes	January 14, Tuesday
Registration and Orientation (main campus).....	January 17, Friday
Martin Luther King, Jr. Holiday.....	January 20, Monday
Classes begin on-campus and online (“X” term).....	January 21, Tuesday
LEAD “Ayin” Cohort Begins classes.....	January 21, Tuesday
LEAD “Tiger Claw” Cohort Begins classes.....	January 27, Monday
Last day to add or drop a class without professor’s signature	January 28, Tuesday
Last day to drop a class without transcript entry	February 17, Monday
Midterm Exams	March 10-14, Monday-Friday
Kerusso Dayz	March 14-23, Friday-Sunday
Spring Break.....	March 17-21, Monday-Friday
Online “Y” term classes begin	March 24, Monday
Enrollment for summer term and fall semester begins	April 7, Monday
Good Friday Break (main campus)	April 18, Friday
Last day to drop or change status (main campus).....	April 18, Friday
Commencement	May 10, Saturday
Semester Exams	May 12-15, Monday-Thursday
Degree Conferral Date.....	May 19, 2014

Summer Term

Classes Conducted.....	Variable terms from May 19 through August 31
------------------------	--

Correspondence Directory

Direct questions or requests for information to the following:

General College Policy	Kevin Ingram President
Academic Affairs	Randall Ingmire Vice President for Academic Affairs
Admissions.....	Nick Brown Director of Admissions
Alumni	Genae Denver Director of Alumni Relations
Athletics	Shawn Condra Director of Athletics
Board of Trustees	Kent Needham Chair
Business and Personnel Affairs.....	Lori Jo Stanfield Vice President for Business Affairs
Distance Education	Jeff Davis Director of Distance Learning
Institutional Advancement	Jolene Rupe Director of Institutional Advancement
LEAD Degree Completion.....	Brody Bliss Director of Adult Education
Financial Aid and Scholarships.....	Lori Jo Stanfield Vice President for Business Affairs
Student Activities, Campus Life, Housing.....	Ben Grogg Director of Student Development
Student Life.....	Rick Wright Vice President for Student Life
Transcripts and Academic Records.....	Jeff Davis Registrar

The administrative offices of the college are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Visitors are welcome to visit the campus throughout the year.

College Telephone: (785) 539-3571
TOLL FREE: 1-877-246-4622

College FAX number: (785) 539-0832
URL: <http://www.mccks.edu>

General Information

Who We Are

Manhattan Christian College was founded in 1927 as a four-year undergraduate institution of higher education. Originally named Kansas Bible College, it received its original charter from the State of Kansas in 1929 under the name Christian Workers University. The campus was purposefully located in the center of Manhattan, Kansas directly across the street from Kansas State Agricultural College, now Kansas State University. This proximity to a major university has provided students with unique educational opportunities as well as a combination of cultural, recreational, and evangelistic opportunities. In 1930 the name of the college changed to Manhattan Bible College. Under this name, the college was granted a charter by the Secretary of State of the State of Kansas on June 9, 1930. A certificate of Amendment to the Articles of Incorporation changing the name to Manhattan Christian College was legally certified by the Secretary of State on July 1, 1971.

Manhattan Christian College operates in the state of Kansas under the provisions of Kansas Statutes Annotated (KSA) 74-3250 (b) which references the previously granted approval to confer academic or honorary degrees given by the state board of education under the provisions of former KSA 17-6105. The college has operated as a not-for-profit corporation under the Internal Revenue Code, Section 501 (c) (3) since November 19, 1957. Seven presidents have led the college. The founder, Dr. Eugene Sanderson (1927), served for three years. He was succeeded by Dr. Thomas H. Johnson who served from 1930 until his death in 1952. O. Ray Burgess (1952) and Dr. Burton Thurston (1953-1955) followed in succession. Dr. Wilford F. Lown became president in 1955 and served for twenty-six years. In 1980 Dr. Lown initiated a planned transition of leadership at which time the board of trustees called Mr. Kenneth D. Cable as executive vice president – president elect. In 1981, Kenneth Cable became the sixth president of the college and served until his retirement in June 2005. In November 2005, the board of trustees called Kevin Ingram to become the seventh president of the college. He took office on July 1, 2006.

Distinctive programs of study include both single and dual-degrees as well as an adult degree completion program. The college offers single degree programs which lead to bachelor of arts or science degrees in Christian Ministry with emphasis and track options in **pastoral** ministry, **intercultural** ministry, **children's** ministry, **family** ministry, **worship** ministry, **youth** ministry.

The Leadership Education for Adult Development (**LEAD**) **degree completion program** assists learners interested in leadership and ministry or management and ethics in business to complete a college degree through the classroom setting for personal and career development. The Distance Education **degree completion program** assists learners interested in Biblical leadership or management and ethics to complete a college degree through an online delivery method for personal and career development. MCC programs of study can be taken in conjunction with numerous programs at Kansas State University and Manhattan Area Technical College (MATC) resulting in **dual-degree programs** including accounting, agribusiness, computer science, elementary and secondary education, marketing, finance, family life and community service, social work, nursing, and others. Students may opt to complete an associate of arts degrees. A **certificate of biblical literature** may be earned in one year of study.

The college is firmly committed to the mission of educating, equipping, and enriching men and women for leadership and service in the name of Christ through the various degrees and certificates offered. Accepting that the biblical principle of the “priesthood of all believers” is more than a paid clergy, the college fosters a very broad view of what a ministry entails. Any student in a degree program has the opportunity to render ministry in a variety of contexts and diverse fields as a result of the academic programming and experiences received while at the college.

MCC is historically affiliated with nondenominational, independent Christian Churches and Churches of Christ of the Restoration Movement.

Historical Timeline

1927	Dr. Eugene C. Sanderson purchases the property and begins Christian Workers University
1928	Dr. T. H. Johnson becomes second president Christian Workers University becomes The Kansas Bible College
1929	Jolliffe Hall construction completed
1930	The Kansas Bible College becomes Manhattan Bible College
1949	Received accreditation from the Accrediting Association of Bible Colleges (AABC)
1952	Mr. O. Ray Burgess becomes third president
1953	Dr. Burton B. Thurston becomes fourth president
1955	Dr. W. F. Lown becomes fifth president
1962	Charter member of the Midwest Christian College Conference (athletics)
1964	Johnson Hall is constructed as the first residence hall
1968	Dual-degree program with Kansas State University begins
1971	Manhattan Bible College becomes Manhattan Christian College
1973	Koinonia Campus Center is constructed
1974	Triumphant Sound and Inspiration Ringers are formed and MABICO Singers becomes Celebration Singers
1976	Sanderson Hall is purchased as a residence hall
1978	First Woman's World convention hosted by MCC Women
1981	Mr. Kenneth Cable becomes sixth president
1982	Campus Center is renovated, enlarged, and renamed Coffin Memorial Campus Center
1986	J. Donald Coffin Memorial Hall completed as administration/classroom building
1991	NBCAA (National Bible College Athletic Association) National Champions - Men's Soccer
1992	NBCAA Division I National Champions - Women's Volleyball
1993	Kenoyer Hall constructed as a women's residence hall NBCAA Division I National Champions - Women's Volleyball
1994	Adult degree completion program (LEAD) begins Joined the National Christian College Athletic Association
1995	Sanderson Hall closed as a residence hall
1996	NCCAA Division IIA National Champions - Men's Basketball
1998	Candidacy status with North Central Association of Colleges and Schools (NCA)
2000	Received accreditation with North Central Association of Colleges and Schools (NCA) Facilities Management Building completed
2001	Dedication of Heritage Court
2002	75 th Anniversary Year
2005	Reaffirmation of accreditation from the Higher Learning Commission (NCA) NCCAA Division II National Champions - Men's Soccer
2006	Mr. Kevin Ingram becomes seventh president
2007	Reaffirmation of accreditation from Association for Biblical Higher Education (ABHE) NCCAA Division II National Champions - Men's Soccer
2008	NCCAA Division II National Champions - Men's Soccer
2009	Jolliffe Hall Dedication following major renovation project to house chapel, library, and classrooms Online distance education degree completion program approved by HLC and ABHE NCCAA Division II National Champions - Women's Soccer
2010	2,000 th Degree Granted NCCAA Division II National Champions - Women's Soccer

Location

Manhattan, Kansas, is a community that provides its approximately 50,000 residents cultural and educational opportunities unavailable in most communities its size, yet it has a wholesome life-style not found in larger cities. Kansas State University, a well-respected collegiate institution, is across the street from MCC. Airline and bus connections to all parts of the world, modern medical facilities, and numerous shopping areas are available within walking and short-driving distances. Several large reservoirs are located within a few miles of the city and provide many opportunities for outdoor recreation.

What We Believe

Manhattan Christian College pleads for the unity of all believers on the common ground of commitment and obedience to the lordship of Christ. Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God's Son and humankind's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in scripture. When asked, "What do you believe?", it is tempting to hand one the Bible and suggest, "This is what we

believe.” However, for those not familiar with Manhattan Christian College, it may be helpful to identify foundational doctrines taught in our classes based on our understanding of the Scriptures.

1. We believe that there is one God, creator of the universe, eternally existing in three persons, Father, Son, and Holy Spirit, and that we are called to live to the praise of His glory.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ’s Great Commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Our Calling

To live to the praise of His glory.

Our Mission

To educate, equip, and enrich Christian leaders.

Our Vision

Every student and graduate will be prepared and motivated to penetrate the world with the gospel of Christ regardless of chosen profession.

Our Core Values

Manhattan Christian College is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With the conviction that every member of the body of Christ is a minister, the college seeks to foster in all students a world-wide vision of the mission of the church: preparing them to be servant leaders as Christ modeled and challenged us all to become, providing opportunities for spiritual growth toward Christian maturity, and promoting the Restoration Movement ideal of becoming Christ's church as revealed in the New Testament. Thus, our institutional core values are:

Lordship of Christ

All believers should live a life devoted to Jesus Christ, God's Son and our Lord and Savior that reflects Christ-like character and conduct.

Excellence

As servants of Jesus Christ we must strive for excellence in ministry and life.

Applying God's Word

The inspired Word of God should be normative for faith and practice with effective exegesis used to rightly apply God's Word to our daily lives.

Discipleship

In fulfillment of the Great Commission, all believers, regardless of chosen profession, are included in God's plan to make disciples of all nations.

Evangelism

Christians are commanded to penetrate the world with the Gospel of Jesus Christ and call all to a saving relationship with Him.

Relationships

A Christian must have a high value placed on personal relationships built on God's love, truth, and grace.

Stewardship

All believers are purely stewards of the time, talent, and treasure given to them by God.

Heart for learning

A heart for learning and personal growth is important to sustain a lifetime of service and commitment for Christ.

Integrity

Christian leaders should live lives of integrity in public and private.

Prayer

Practicing a life of prayer and worship is vital to live a life of service to Christ.

Our Institutional Objectives

Every Manhattan Christian College graduate will:

1. Understand and apply Scripture responsibly.
2. Think critically with the ability to evaluate, problem-solve, and plan.
3. Communicate effectively.
4. Develop a cultural awareness that promotes influence from a biblical worldview in different cultures.
5. Recognize personal leadership skills and abilities.
6. Demonstrate Christ-like character and conduct in all aspects of life.
7. Develop skills and attitudes necessary for lifelong learning.

Our Philosophy of Education

We believe that all people are learners. A fundamental element of human nature is the process of adapting to new experiences in such a way as to improve the condition of self and others. With this in mind, we believe that learning is a perpetual circumstance whether it is pursued intentionally or occurs unintentionally.

We believe education is holistic. Effective education includes the cognitive, affective, behavioral, and spiritual domains of a person. It is important for the learner to experience opportunities in each of these areas consistently.

We believe that although all people learn, individual learners are unique. People can engage different learning styles as a general way of processing data. People also can adapt to and utilize different styles based on the unique conditions of learning experiences. As a result, we believe that educators must be sensitive to some uniqueness while teaching in a general context.

We believe education can be conducted through a variety of means. People are able to learn in a classroom setting, through practical field experiences, and through distance learning platforms, among many other means of education.

We believe educators are responsible to establish relevant learning outcomes for those who participate in their educational experiences. It is important for educators to assess how effectively these outcomes are being achieved in order to improve and enhance the effectiveness of their work in the future.

Our Educational Apologetic

Educational philosophies are established in terms of three major ideas: (a) What is the nature of man? (b) What is the nature of the universe? (c) What is the nature and function of society? These questions may be phrased in different ways, but their essential substance is always present when people seek to set down an educational apologetic. The educational apologetic subscribed to by Manhattan Christian College is as follows:

The institution is committed to the faith that God has revealed Himself fully and finally in the Hebrew-Christian scriptures, with the culmination of that revelation expressed through Jesus Christ in the New Testament. In Christ and His message the truth about the nature of man, society, and the universe is made manifest.

What and who is humanity? Created in the image of God, but rebellious against the will of God for his life, man is in need of that kind of redemption which will restore fellowship with the Creator and answer the question of his nature and identity. With the Bible at the center of its curricular program, MCC answers the cry of every person for an adequate sense of self-identity, with the invitation to become children of God through Jesus Christ. Secular education in the United States cannot give this answer.

What is society? Society is a functioning group of human beings working together in the pursuit of their major corporate interest, self-maintenance, self-perpetuation or continuity, and order in associational relationships. The college subscribes to the belief that the identity and value of the individual as revealed in Jesus Christ constitutes the fundamental basis upon which the social organization and order are established. The political system known as the democratic process is the most adequate system for the operation of free men; but this system is undergirded by the concept of humanity and society as seen in the Christian scriptures. A philosophy of education most suited to the needs of man and society is not complete, therefore, without the content of scriptural truth incorporated into the educational program.

What is the nature of the universe? Modern educators are concerned with the necessity of providing an adequate worldview for those who are being educated. Manhattan Christian College holds the view that the total universe is the result of the creative power of God. God is the giver and sustainer of its order and His revelation of Himself in Christ and the scriptures are in harmony with all the truth which may be discovered about the universe. Furthermore, it is held that an adequate worldview cannot be achieved apart from an inclusion of both creation and revelation.

Programs

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness thereby establishing an integrated Christian world view. The majority of the college's specialized majors prepare people for professional, church-related leadership, and service. In cooperation with Kansas State University and Manhattan Area Technical College, our degree programs enable people to utilize other careers to meet the needs of people around the world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

Accreditation and Academic Standing

North Central Association of Colleges and Schools (HLC-NCA)—Manhattan Christian College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and was reaffirmed in 2005.

*North Central Association of Colleges and Schools
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Telephone: (800) 621-7440
www.ncahlc.org*

Association for Biblical Higher Education (ABHE)—Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

*Association for Biblical Higher Education
5850 TG Lee Blvd., Suite 130
Orlando, FL 32822
Telephone: (407) 207-0808
www.abhe.org*

Students who have a complaint against the college may contact in writing or call HLC-NCA or ABHE.

Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits, for the transfer of courses that are substantially equivalent. Manhattan Christian College is empowered by the State of Kansas to “confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning.”

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress. The college is authorized under federal law to enroll non-immigrant alien students.

Students at Manhattan Christian College are eligible for Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan Program, Stafford Loan Program, and the College Work Study Program under the U.S. Department of Education.

Admissions Information

The mission of Manhattan Christian College is to educate, equip, and enrich Christians to be leaders, therefore admission to Manhattan Christian College is qualified by academics, leadership references, and religious orientation. No qualified student will be denied admission to the college based on race, sex, national origin, personal disability or age.

Admission Requirements

Early application for admission is advantageous both to the student and to the college. Students who intend to enroll in Manhattan Christian College should take the following steps to ensure prompt action on their applications.

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.

2. Request official transcript(s) be sent to MCC as specified:

New Freshmen, high school graduates with no earned college credits since the summer after high school graduation, must have your high school send the college an official transcript showing at least six semesters' work, and a final transcript for proof of graduation.

General Education Development (GED) Recipients must have the state GED office send the college an official transcript showing scores for completion of the GED exam.

Transfer Students, including those students applying to the traditional, LEAD, or Online programs, must have official transcript(s) sent to MCC of all college work done elsewhere. The official transcript should indicate the status of the student with the college most recently attended. Transcripts "issued to student" are not official.

3. Distribute the two personal reference forms and ask for them to be returned to the Admissions office (printable versions of the forms are available on the Internet or can be completed online).

4. Include the non-refundable application fee.

After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken. Other application requirements include:

New Freshmen should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a high school cumulative GPA of 2.5 or a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below. If the student has not taken the ACT or SAT prior to enrolling at MCC, the following may apply: (1) The student will take the exam during the first semester of attendance; (2) The student may be accepted on a provisional basis until the exam has been taken and the results received by the college. Students admitted on a provisional basis cannot receive federal financial aid; (3) If the student fails to take the ACT or SAT, the student may not be allowed to enroll the following semester.

General Education Development (GED) Recipients who are under 25 years of age should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below.

Transfer Students who have been academically dismissed or are on probation from another institution or have less than a 2.0 cumulative GPA may be admitted on academic probation at MCC for the first semester of enrollment. See "Special Student Status" below. Degree completion students (LEAD and distance learning) must have completed 40 or more transferable semester credits from accredited colleges, post-

secondary institutions, or military service. Degree completion students may be granted provisional admittance. Those applicants not meeting admission requirements will be informed of any deficiency in course work or other requirements, and a program to fulfill these requirements will be developed and mutually agreed upon. Failure to complete the admissions requirements by the end of the first semester of study may cause the student to be administratively dropped from the program with no financial reimbursement. All official documents must be received by the admissions office before a student can be fully admitted. Federal financial aid is awarded only to “fully admitted” students.

Admission of Part-Time Non-Degree Students

An abbreviated admissions process is available to a person who enrolls in 6 or fewer credits hours per semester as a non-degree seeking student. The part-time non-degree student should take the following steps for admission:

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.
2. Include the non-refundable application fee.

If the part-time non-degree student desires to seek a degree, or enrolls in more than 6 credit hours, the student must complete the regular admission requirements as stated above. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

Admission of International Students

It is important that all of the following be received in this office **before** any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the Admissions Committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.
2. Make sure to write (**do not type**) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.
3. Enclose two (2) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible.
4. Include the non-refundable application fee of \$25 (U.S. dollars).
5. Provide official translated copies of your entire secondary and post secondary school records. If you have attended any college or university in the United States, *final* transcripts from these colleges must also be ordered by you and be sent from the Registrar’s Office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502. Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the university.
6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college level freshman English with a grade of “C” or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

*TOEFL, Educational Testing Service
PO Box 6155
Princeton, NJ 08541-6155
Phone: 609-771-7100
Website: www.toefl.org*

7. Students who demonstrate difficulty with either written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.
8. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. *Students may not sponsor themselves or other students.* Students will need sponsorship for the entire school year in the amount of \$30,636.00 (U.S. dollars)*. **Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit.** If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy.
(*Subject to change without notice, see Admissions section of the website for current information)

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel arrangements. Application deadlines change each semester, please see MCC's website or contact the college for more information.

Health Insurance. Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependents also be covered by health insurance. If insurance is not supplied by a sponsor or agency, you can purchase it upon arrival.

Readmission Process

Any student who has had a lapse in attendance of at least one semester will be classified as a readmitted student. After the lapse in attendance, students will need to reapply and be readmitted before taking further courses at the college. There is no readmission application fee. Students desiring to be readmitted should complete the following:

1. Submit a completed "Returning Student Application" form.
2. Distribute the two "Returning Student" personal reference forms and have them returned to the Admissions office.
3. Submit all college transcripts from college(s) attended after leaving MCC.
4. Student must have no financial indebtedness with MCC and/or other colleges attended.
5. Students who have been dismissed for academic or disciplinary reasons must contact the Admissions office for current readmittance procedures.

The Admissions office has the responsibility or right to deny admission to a student for just cause. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

Special Student Status

Any student who does not have at least a 2.5 cumulative GPA or does not have a composite score of 18 or above on the ACT (840 on the SAT) (combined math + verbal scores) *may be* admitted on a probationary basis as a "special student." This status has the following implications:

1. The student may be limited to 12 hours during the first semester.
2. After the fifth week of the first semester, the student will meet with his or her advisor to evaluate the student's class work. If satisfactory work is not evident, the advisor may recommend a reduction in course load.
3. The student will not be permitted to participate in any extracurricular activities, music ensembles, join a varsity athletic team, or hold a student government position.
4. The student must enroll in ORN 010 Study Seminar until a 2.0 grade-point average is attained.
5. The student must maintain at least a 2.0 grade-point average for the first semester to achieve regular student status. If the student does not achieve a 2.0 GPA, they will be dismissed.

Fraudulent Applications

Individuals who withhold or provide fraudulent information on the application for admission or readmission are subject to immediate dismissal from the college. The decision for immediate dismissal from the college will be made by the Administrative Council. This decision will be made after a complete and thorough review of the situation and in an individual conference with the student involved. The individual dismissed has the right to appeal the decision to the Admissions Committee, whose decision will be final.

Financial Information

Billing and Payments

Payment of fees, check cashing, and questions concerning student financial records should be directed to the Accounts Receivable Office in Coffin Memorial Hall.

Tuition and Fees

Traditional Programs. Tuition for traditional programs is based on the following payment schedule. For students enrolled in 1 to 11 hours there is a per hour charge assessed. A flat rate is charged for enrollments of 12 to 18 hours. Hours over 18 are assessed at the same rate as the 1 to 11 hour enrollment. A tuition and fee schedule may be obtained from the business office or at the MCC website. The 2013 - 2014 tuition rate is \$548 per credit hour for 1-11 hours with a flat fee of \$6576 per semester for 12-18 credit hours.

Degree Completion Programs. Total semester tuition hours are calculated according to the number of credit hours in which a student enrolls. First semester tuition is due at registration. Subsequent semester payments are due the final class session of the preceding semester. A tuition and fee schedule may be obtained from the business office or at the MCC website. The 2013-2014 tuition rate for LEAD is \$5052 for the normal semester load of 12 hours. The 2013-2014 tuition rate for MCC Online is \$368 per credit hour. Note: For refund calculations, all modules (classes) in any given semester are considered as starting on the first day of that semester.

***The college reserves the right to adjust pricing at any time without prior notice.**

Yearbook Fee

All students seeking a degree in a traditional program must pay a yearbook fee of \$50. This fee is applied once in an academic year.

Housing and Dining Fees

All students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. Once a meal plan option has been chosen, it may not be changed during the semester. Meal options may not be traded or shared with other students or guests visiting campus. Those not living in a residence hall may purchase meals individually. Housing and Dining fees for 2013-2014 total \$3,437 (10 meals) and \$3,816 (15 meals) per semester.

Technology Fee

All students are charged a \$10 per credit hour technology fee, with a maximum fee of \$120. Internet access is available in all campus buildings. Online class technology fees do not calculate into the maximum fee.

Parking Fee

Students wishing to park in the MCC parking areas designated for student parking must buy a parking permit. Permits are issued at enrollment and may be obtained from the business office. On campus parking is on a first come first serve basis.

Health Service Fees

Students in the traditional program are required to have health care coverage. The following options are available:

1. Submit proof of current health insurance coverage.
2. Enroll in the student medical insurance plan provided through the college
3. Clinical services from KSU Lafene Health Center.

Students partaking in off-campus, college sponsored activities such as athletics, camp team, or ambassadors, are required to have option one or two from above.

The college is not responsible for doctor, hospital, drug charges, or any medical expense incurred by a student.

Kansas State University Fees

MCC will provide courtesy payment to KSU for tuition and fees (this does not include special fees for a specific programs such as art or business) for students enrolled at both MCC and KSU, when the students will receive their federal aid at MCC. MCC must be reimbursed in full for KSU charges at registration. The student must notify the MCC Accounts Receivable office no later than August 1st or December 1st, of the desire for MCC to provide courtesy payment to KSU. KSU hours must be turned into the financial aid office prior to the beginning of the semester. Only the MCC Accounts Receivable office may contact KSU to authorize courtesy payments. This program is not available to any modular (less than 16 week program) course of study.

Late Enrollment Fee

A late enrollment fee shall be assessed by the business office for any student not completing enrollment by the end of the student's scheduled enrollment period for the semester (see also *Enrollment Information* in our *Academic Information* section).

Additional Charges

Returned Checks. A charge of \$30 is assessed for each returned check. Students with multiple returned checks may lose the privilege of paying by check.

Collection Costs. Balances outstanding at the end of the semester after which the student is no longer enrolled will begin accruing interest at an annual rate of 18%. Accounts with outstanding balances 60 days after the student is no longer enrolled may be submitted to a collection agency. All charges associated with the collection of the overdue account are the student's responsibility.

Terms of Payment

Full payment on student accounts is required on the first day of a new semester. Enrollment for future semesters, availability of official transcripts, and graduation are contingent upon full and timely payment of all monies due the college.

1. **College Payment Plan.** At the discretion of the business office, semester expenses in excess of student financial aid awards may be paid via monthly installments plans. Plans are 4 or 5 months in length, dependent upon the starting month and require either a credit card or ACH payment. All current semester costs must be paid before enrolling for the next semester. ***Note: The administrative fee of \$65.00 is added to the first payment of each semester.**

2. **Employer Reimbursement Plan.** If an employer elects to reimburse tuition costs upon successful completion of each course, or each semester, the student is responsible for the payment at registration. It may be possible for the student to use the employer's reimbursement to pay for subsequent semesters.

Refund Policy

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College. Refunds of tuition and housing/dining charges are made based upon the following schedule in the case of withdrawal from a specific course or from the institution:

On or before the first day of class	100%
1-10% of semester completed	90%
11-25% of semester completed	75%
26-50% of semester completed	50%
51-60% of semester completed	25%

Books and those fees not specifically referred to above are non-refundable. Refund checks will not be written for less than \$1.00 if the credit was made by Title IV funds. Refund checks will not be written for credit balances that are \$5.00 or less on any student account that was paid with other funds. Refund policies for short term programs, including but not limited to intersessions and summer sessions may have different refund policies. Such policies are stated in the enrollment materials for these programs. In the case of a total withdrawal during the first 60% of a

semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

MCC Online (Distance Education) Course Refund Policy. The typical MCC Online course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class 100%
First week of the course (days 2-7) 75%
Second week of the course (days 8-14) 40%
15th day and beyond 0%

Students must request and complete the necessary paperwork to drop (or change status) for a course prior to 5:00 p.m., central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

Return of Federal Financial Aid Funds. Students receiving federal financial aid (excluding federal workstudy money) who withdraw from the institution during the first 60% of a semester are subject to federal “Return of Title IV Funds” calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Students’ accounts are credited with 100% of a semester’s aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Federal Direct UnSubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other federal, state, private, or MCC assistance programs

Pell grants may also be adjusted when courses are dropped within a semester, resulting in a balance due MCC from the student. For more information regarding the required return of funds and for specific examples on the return of funds process, see a financial aid counselor. The refund of tuition as calculated by the MCC refund policy is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal. The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as described under *Withdrawal Procedures* in the *Academic Information* section of the MCC catalog. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

***Please note that all refund and return of funds schedules and policies are subject to revision.**

Financial Aid

Student financial aid is available in a variety of forms. Not only does the college award scholarships, but most students are eligible for some type of federal financial aid. Therefore, it is strongly recommended that students complete the Free Application for Federal Student Aid (FAFSA) to ensure that they receive all the federal financial aid for which they qualify. For a FAFSA or more information concerning financial aid opportunities at MCC, contact a financial aid counselor at Manhattan Christian College. Manhattan Christian College participates in the Federal Pell Grant and Supplemental Educational Opportunities Grant (SEOG) Programs, the Federal Work Study Program, the Federal Perkins Loan Program, the Federal Direct Subsidized and Federal Direct Unsubsidized Loan Programs, and the Parent Loans for Undergraduate Students (PLUS). As a condition of receiving federal financial aid students must maintain satisfactory academic progress.

Freshmen must achieve a 2.0 cumulative GPA while completing 24 hours, sophomores a 2.0 cumulative GPA and completion of 48 hours, juniors a 2.0 cumulative GPA and completion of 72 hours, and seniors a 2.0 cumulative GPA and completion of 96 hours. Students falling below the minimum requirements for their level will be placed on one semester of financial aid warning status. Failure to achieve above the minimum requirements at the end of that semester will result in financial aid termination. Since federal aid policies often change from year to year, students will need to refer to the financial aid handbook for details of the aid programs, procedures, any changes, and specific dates for the year in which they are interested. Further questions can be asked of a financial aid counselor.

Scholarships. MCC has a variety of scholarships available to qualified students in its traditional program. MCC Scholarships are offered to students who have applied, been admitted, and are seeking a degree at Manhattan Christian College. Full-time enrollment (12 hours or more) is required. The student's application for admission and acceptance to the college will initiate the scholarship awarding process. Scholarship information, requirements, and qualifications that apply to that academic year are offered in the student's recruitment packet. Students are governed by the scholarship requirements of their initial entry year. We would like to acknowledge and give our appreciation to everyone who makes MCC Scholarship funds available. Our endowed scholarships are listed as follows:

Endowed Scholarships

Alumni Endowed Scholarship Frank Anderson Memorial Scholarship
Ellis O. and Idella Richards Arnold Scholarship Elmer and Marjorie Arp Endowed Scholarship
Aten Memorial Scholarship Tennie Mae Baird Memorial Scholarship
Lucy Blaker Bartlett Scholarship Delores Arlene Berger Scholarship Fund
Anna Bender Scholarship Ruth Bertrand Memorial Scholarship
LeEtta Bradshaw Memorial Scholarship Ray Britton Memorial Scholarship
Pat Burton Endowed Memorial Scholarship Kenneth and Phyllis Cable Endowed Scholarship
Camp Team Memorial Scholarship Minnie Carter Memorial Scholarship
Russell Coatney Endowed Scholarship Goldie Cole Memorial Scholarship
Ernest and Leona Congrove Memorial Scholarship E. Olin and Elsie J. Cooke Scholarship
Harry and Helen Corey Endowed Scholarship Cross-Cultural Ministries Endowed Scholarship
Warren Dittmore Memorial Scholarship Fund J. W. Duke Memorial Scholarship
John Eggleton Memorial Scholarship Fund Thaddeus and Ella French Endowed Scholarship
Clara Webb Gooden Memorial Scholarship Graham Scholarship Fund
Greenlee Memorial Preaching Scholarship Lloyd and Elva Hannah Memorial Scholarship
Johnnie Joe Hanzlick Memorial Scholarship Toliff Henrickson Endowed Scholarship
Thomas Earl Hinkle Scholarship Leone Hutcheson Memorial Scholarship Fund
Bill & Maxine Hoy Scholarship Fund Jellison Memorial Scholarship
J. Harold and Laverne Johnson Scholarship Fund Pearl E. Johnson Scholarship
T. H. Johnson Memorial Preaching Scholarship Jolly Trust
Bessie Means Jordan Memorial Scholarship C Franklin Karns Endowed Scholarship
Edith Kelly Memorial Scholarship Nick and Terri Kern Scholarship
Helen Poland Knedlick Scholarship Fund Clyda B Kurtz Scholarship
Kvasnica Endowed Scholarship Lamp Endowed Scholarship
Nora Leach Memorial Scholarship LEAD Memorial Scholarship
Losh Scholarship Fund W. F. and Nadine Lown Memorial Scholarship
MCC Endowed Scholarship Mathis/Falen Scholarship Fund
Harry and Char Means Endowed Scholarship M/M Chester Mendenhall Memorial Scholarship
Elizabeth Mendenhall Memorial Scholarship Donald and Carol Messerly Endowed Scholarship
Wilma K. Myers Scholarship Mills Memorial Scholarship
Julia Mooney Memorial Scholarship Ernest and Ruby Palmer Student Aid Fund
Dorothy Phelps Memorial Scholarship Leonard Pittman Memorial Scholarship
Joan Priefert Memorial Scholarship Prochaska Memorial Scholarship
Grover and Elaine Rhodus Endowed Scholarship Archie Ritter Memorial Scholarship
Mabel A. Robinson Scholarship John Russ Memorial Scholarship
Frank Sager Memorial Scholarship Fund Cale & Sarah Sleffel Scholarship
James, Wilmer, and Juan Severns Scholarship Ross and Irma Severns Memorial Scholarship
Sexton Scholarship Fund Bill Shattuck Endowed Scholarship
Sprecker Scholarship Stanfield Memorial Scholarship Fund
Stratton/Hamilton Endowed Scholarship Stuckey Memorial Scholarship
VanBuren Scholarship Fund Voss Memorial Scholarship Fund
M/M Ellis T. Wears Endowed Scholarship M/M C. S. Wilson Endowed Scholarship
Russell S. Wilson Scholarship Fund Woman's World Distinguished Scholarship

Other Aid Programs

Kansas Comprehensive Grant: Awards from this source are up to \$1750 per semester. To be considered for this need-based grant, students must have indicated Kansas as their state of residency on the federal application

(FASFA). Students must also file the FASFA in time for the federal processor to receive it by April 1 of each year. Other criteria for this award include full time tuition charges at MCC and a minimum cumulative 2.0 grade point average. This award may be changed by the state legislature and is limited to four years.

Kansas State Scholar: Kansas State Scholars need to be sure to indicate on the FAFSA to release the report to the state. The Kansas Board of Regents requires that a state aid application be completed and submitted with the required fee to the Kansas Board of Regents each year by the deadline for new and renewal scholars. High school counselors who work with Kansas State Scholars will be able to furnish instructions for this process to potential State Scholars. Renewal scholars may contact the MCC financial aid office for applications and instructions each year. Students need to watch for early deadlines that may change from year to year. This award is limited to four years.

Veterans Administration: Various forms of financial aid for education are available under the new GI Bill and other VA programs. Veterans and, in certain circumstances, their dependents, should call 1-800-827-1000.

Military Active Duty: Active duty military personnel may be eligible for financial aid for education. The application process for TA benefits begins with the Learning Center that supports the student's unit.

Vocational Rehabilitation: State Departments of Vocational Rehabilitation provide financial assistance for students seeking college degrees under certain circumstances. Contact the Vocational Rehabilitation Director for details.

Student Consumer Information

Since Manhattan Christian College participates in federally funded financial aid programs, the institution is required by regulation to provide all students with the following information.

The current graduation or completion rate at Manhattan Christian College is 42 percent.

The Department of Education's "Drug-Free Schools and Campuses Act" requires that Manhattan Christian College prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities.

Manhattan Christian College has compiled various resources for prospective students, current students, employees, parents, and the community about MCC on the college web site at: www.mccks.edu

Student Life Information

Students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character. Principles of Conduct and information about housing and student life at MCC can be found in the Student Handbook. The handbook can be viewed on the college's website under 'current students.'

Academic Information

Mission

The Academic Department exists to educate, equip, and enrich Christians to be leaders through quality academic programs.

Academic Integrity Policy

A student is expected to demonstrate the highest Christian character in academic integrity. The student is expected to do personal work and to acknowledge the source of another person's words, ideas, statistics, or other materials.

Definition of Academic Dishonesty. Academic dishonesty includes cheating, plagiarism, falsification of credentials, and any other means of taking credit for academic productivity that is not one's own. Plagiarism is offering the work of another, published or unpublished, as if it were your own.

Consequences of Academic Dishonesty. When a student practices academic dishonesty, the professor has the option of: (a) requiring the test or assignment be redone for full or partial credit; (b) giving a failing grade for the test or assignment; or, (c) giving a failing grade for the course. Severe or repeated academic dishonesty by a student may become a matter of disciplinary action leading to dismissal. A written report made by the professor becomes part of the student's permanent record. A student may appeal the professor's judgment of academic dishonesty and the assessed penalty to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs may be appealed to the entire faculty, whose decision is final. The Vice President for Academic Affairs may conduct a hearing to determine the academic integrity of the student, using an ad hoc faculty committee of three uninvolved professors. Guidelines for the appeal process have been defined to ensure due process.

Appeal Process Guidelines. The following guidelines will be adhered to during all disciplinary decision-making processes:

- Due process will be granted to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
- If the decision-making process involves a hearing, the student will be notified in writing as to the alleged violation and the time and place of the hearing. The student has the right to have another person present for any hearing.
- In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
- No person, student or otherwise, will be forced to be a witness.
- The student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures before any disciplinary action can be enacted.

Academic Programs Information

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Arts degrees, an adult student degree completion program, both via the classroom and online, and a one-year certificate. At the bachelor's level, the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives.

Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to either KSU or MATC. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review the other institutions' curriculum materials and meet with one of their advisors to obtain the most up-to-date and specific requirements for their degree. An MCC degree program may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

- Completing degree requirements for the program undertaken when entering MCC.
- Completing degree requirements for the program as described in the current catalog.
- A student may not mix requirements from two or more catalogs.

Continuation and Graduation Policies

Academic Probation/Dismissal Policy

Regardless of degree intent, all students are subject to the probation/dismissal policy.

Probation. Students failing to attain a minimum cumulative 1.0 GPA in their first semester at MCC will be academically dismissed. Students who do not attain a minimum cumulative 2.0 GPA will be placed on academic probation for the following semester.

A student who is placed on academic probation may be required by the Academic Dean to take a reduced course load. Students on academic probation may also be restricted from participation in extracurricular activities. Students on academic probation must enroll in ORN 010 Study Seminar during each semester of probation status. Students will be removed from probation at the time they earn a cumulative 2.0 GPA.

Students who have a semester GPA below 2.0, but a cumulative GPA of 2.0 or higher, while not considered “on academic probation,” are required to enroll in ORN010 Study Seminar the following semester.

Dismissal. If after being placed on academic probation, a student continues on academic probation at the end of the next semester of attendance, that student will be disqualified and dismissed from MCC unless the GPA for the most recent semester of enrollment was above the previous cumulative GPA. In that case the student may be placed on continuing probation.

A student who does not attain a cumulative minimum 1.0 GPA in the first semester at MCC will be academically dismissed.

A student admitted on academic probation who does not attain the GPA of 2.0 by the end of the first semester will be dismissed from MCC.

A student who is academically dismissed will not be allowed to attend MCC for a minimum of one semester. If the student desires to return to MCC at that time, the readmission process must be followed. The Vice President of Academic Affairs may stipulate other conditions for the student’s return to MCC.

Reinstatement. After being dismissed, a student may submit a letter petitioning the Vice President for Academic Affairs to receive immediate reinstatement. A student who has been reinstated is placed on academic probation for the subsequent semester. Petitions to appeal a denial of reinstatement to MCC should be directed to the Student Academic Appeals Board, which consists of each academic department head with one appointed as chair of the appeals board and a representative from Student Life.

Character Requirements

Since students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character.

As noted in the *Student Handbook*, the standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in scriptures. The goal is for such a quality of living as will provide the fruit of the Spirit in students’ lives. Representative scriptural guidelines are found in Philippians 4:8; I Corinthians 6:12, 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11. See the *Student Handbook* for a complete discussion of Christian character expectations. The MCC *Student Handbook* is online at the MCC website: www.mccs.edu/current-students/.

A student integrity support system has been formed through the partnership of academic affairs and student development to provide accountability and to promote growth in the area of Christian integrity development. Should a student's integrity become such that the privilege of graduating from the college will not be granted, the student may appeal the decision to the President of the college.

Commencement and Awarding of Diplomas

The college encourages all graduates to participate in commencement. MCC has only one commencement ceremony in the spring of each year. Diplomas will be delivered to students when all graduation requirements are met and all financial obligations to the college have been cleared with the office of business affairs.

Commencement Participation Policy

Spring Petitioner. An MCC student petitioning to graduate in a spring semester may participate in the commencement ceremony only if the student will have met all graduation requirements by the end of that semester. A student with a directed field experience pending will not be allowed to participate in the commencement ceremony. The student may participate in a subsequent ceremony upon completion of the directed field experience.

Summer and Fall Petitioner. An MCC student petitioning to graduate in summer or a fall semester may participate in the subsequent spring ceremony after all graduation requirements have been completed.

Graduation Requirements

In order to graduate the student must petition the faculty for graduation by completing and submitting the required form obtainable from the Registrar's Office. Deadlines for petitioning and other graduation related dates will be provided to the student by the Registrar's Office prior to the beginning of each semester. To graduate the student must fulfill all financial obligations to MCC and all courses required for the degree or certificate and have on record with the Registrar's Office official transcripts of all postsecondary institutions attended. The student must attain a cumulative GPA of 2.0 and have sufficient Christian Service credits.

Christian Ministry majors are required to earn a minimum final grade of 70% (C-) in each of their Christian Ministry Core courses and in their declared emphasis and/or track courses to graduate.

Latin Graduation Honors

At graduation a student may qualify for various honors awarded during the commencement ceremony. These awards are based on achievement in all course work taken at MCC. Further, only course work taken at MCC is used in determining graduation honors. Each year Latin graduation honors recognize approximately 20% of graduating students. A student must have a minimum cumulative GPA of 3.60 to qualify for Latin graduation honors. The awards are:

Top 3% - Summa cum laude
Next 7% - Magna cum laude
Next 10% - Cum laude

Residency Requirements

To receive a degree from MCC the student must earn a minimum of 32 credit hours of course work at MCC. These are normally the last hours earned. Usually, these hours include at least 3 hours of theology, 12 hours of Bible, and 12 hours of professional studies.

Transcripts and Diplomas

Transcripts and diplomas are issued from the MCC Registrar's Office. Request forms are available through the office or online (www.mccs.edu/academics/) and signatures are required.

Requesting a Transcript

A transcript is a certified, official copy of your permanent record. Since it contains confidential information, it cannot be released to anyone other than you without written permission unless it is mailed directly to another university/institution from the MCC Registrar's Office.

A request form is available either through the Registrar's Office or printed off the website. A written request with the following information can also be submitted: 1) your current name, plus any other name(s) you have used while attending MCC, 2) your social security number, 3) the number of transcripts you are requesting, 4) complete addresses for where each transcript is to be sent. "Issued to Student" will be stamped on any transcript sent directly to the student, 5) your current home address and daytime phone number, and 6) your signature.

No one else may pick up your transcript without your written permission. Transcripts will not be issued to students who are financially delinquent to the college.

Issuing Diploma

Based on the approval of a student's petition to graduate, the student's original diploma will be delivered when all graduation requirements are met and all financial obligations to the college have been cleared with the Office of Business Affairs.

Requesting a Reissued Diploma

Graduates who find they need a duplicate or replacement diploma should contact the Registrar's Office for information regarding how to request a reissued diploma.

Withdrawal Procedures

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the Registrar's Office of their intent. The student may need to inform other campus offices (i.e. business office, financial aid, housing). If so, the Registrar's Office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester ("dropped"), the student is responsible for officially withdrawing from all courses. At the time a student's enrollment at MCC ends, the student's academic record is closed, with all incomplete grades converting to "F" and statements of personal and/or academic standing being made on the transcript, as appropriate.

Enrollment Information

Advising and Registration

The degree programs are listed in this catalog for the benefit of students and their advisors. The student is advised to study carefully the programs and the graduation requirements. While there are certain core courses common to all the degrees, there are also some significant differences in chosen emphases and/or tracks that the student should have clearly in mind. Faculty advisors seek to aid the student in clearly understanding program requirements based on chosen degree options. After advising, advisors provide students with a PIN to allow online self-enrollment (or pre-enrollment).

Registration packets and a faculty advisor are provided for new student at the time of enrollment or registration. Program course sequences allow students to progress from one year to the next in an orderly sequence.

Non-sequential arrangement of courses can create scheduling conflicts, which may make additional time necessary in order to meet graduation requirements. Every student should check with their faculty advisor on these matters.

After receiving a PIN from their advisor, students may proceed through the online enrollment process, which includes enrollment in classes, payment of tuition, fees, and other costs. No student is officially enrolled in classes until the student's admission is completed, all enrollment forms are approved, and all fees and charges are paid.

Late Enrollment Policy

A late fee shall be assessed by the business office for any student not completing enrollment during the scheduled enrollment period for a semester. The amount of such late fee shall be determined annually. In recognition that there may be circumstances which may make it impossible for a student to complete enrollment during the scheduled enrollment period, some exceptions to the assessment of an enrollment late fee may be made.

- The Registrar's Office may waive the enrollment late fee for any student that contacts the Registrar's Office prior to the scheduled enrollment period regarding circumstances beyond the student's control. Such

circumstances include, for example, death in the family, illness, and some job contracts or internships. For these exceptions, the decision of the Vice President for Academic Affairs shall be considered final.

- The business office may waive the enrollment late fee for any student that contacts the business office during the enrollment process regarding financial circumstances beyond the student's control. For these exceptions, the decision of the Vice President for Business Affairs shall be considered final.
- Part-time non-degree student walk-ins enrolling for 6 hours or less are exempt from late fees.

Auditing a Course

To audit a class a student must attend at least 80% of the class meetings. The student is not required to take tests or turn in homework. If the student changes from credit to audit after six weeks, 80% of the remaining classes must be attended. No withdrawal or change from credit to audit is permitted during the last four weeks of the semester.

Class Attendance Policy

Because the classroom experience is a valuable part of the educational process and to promote the development of good habits in the life of a Christian leader, a student is expected to attend class, participate in class discussion, and complete course requirements. Because of the variety of class sizes and objectives, instructors have authority for attendance and any effect that absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus.

To receive an excused absence, the student must communicate with the instructor prior to the absence, if possible. Excused absences include debilitating illness (with doctor's note), college-sponsored activity in which the student is a participant, a family emergency, or bereavement. The instructor may assign make-up work for the absence. An excused absence does not excuse the student from fulfilling the stated objective for the course.

Eight days after the course starts, instructors must notify the Registrar's Office in writing of any students who have not attended their course or contacted the instructor about their intention to participate. Students who do not attend during the first week will be administratively dropped from the course.

Instructors must keep accurate attendance records throughout the course so that the date of last attendance is available. The date of last attendance will be reported by the Registrar's Office to the Financial Aid office on all dropped courses after the open drop/add period.

Earning Credit through Non-Traditional Delivery Methods

Credit by Distance Learning

Distance learning courses are delivered via the Internet using MCC Online or our consortium partner, Knowledge Elements. Tuition and fees are separate from traditional and LEAD tuition.

Traditional Students. Distance learning courses are available for traditional students unable to enroll in classroom work due to location, time conflicts, schedule overloads, or other special circumstances. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained from the student's advisor and the Registrar.

Adult Education Students. Distance learning courses are available for adult education students who need additional hours to fulfill degree requirements. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained through the LEAD office.

Distance Learning Students, Distance learning courses are integral to the online degree program, but students may not enroll in more than 2 courses per 8-week term, or 12 hours per semester.

Non-degree Students. Distance learning courses are available for any non-degree student who desires to further their learning. Permission to enroll in a distance learning course must be obtained through the Registrar's Office. Distance learning courses from other post-secondary institutions for transfer of credit will undergo the same evaluation as any course requested for transfer.

Credit by Examination and Prior Learning

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit-by-examination credits for equivalent general education courses. Credits-by-examination may be transferred to MCC if applicable to the student's specific degree program.

Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level learning. Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Students interested in receiving CPL credit should enroll in ORN 020, Introduction to Credit for Prior Learning to explore their credit options. A per-credit-hour fee will be charged for credit granted.

Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (JST transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces.

MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization.

A maximum of thirty percent (30%) of a student's chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC.

The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC Registrar's Office or their high school counselor.

Credit by Transfer

Manhattan Christian College accepts credit for equivalent courses bearing a "C" (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer.

Credits from institutions not accredited by associations listed above may be accepted following validation. Validation consists of the following: (a) Only courses bearing a "B" (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards.

The amount of credit transferable from other institutions may vary according to the student's selected degree program.

Credit Hours and Semesters

The traditional academic calendar is based on two semesters, each composed of approximately sixteen weeks of classes and final examinations. Courses are offered on a credit-hour (or semester-hour) basis. One semester hour (or one credit) signifies that a course meets for one fifty-minute period per week for sixteen weeks, with additional outside assignments including a final examination period. Exceptions to this are the on-campus and online degree completion programs. Semesters are used but classes are conducted in intensive formats with students taking fewer courses at a time.

Eighteen semester hours are considered the maximum load. Special permission to enroll in additional courses beyond this maximum must be secured through the student's advisor and the Vice President for Academic Affairs. Additional fees must be paid for course work in excess of eighteen hours.

Those who find it necessary to work to help meet college expenses should plan to reduce their semester hour loads. It is recommended that students who work more than 12 hours per week reduce their study load one semester hour for each three hours given to self-support.

Drop/Add Policy and Procedures

Each student is responsible for enrollment maintenance. A student who does not follow the stated procedures to add a course will not be enrolled in it. A student who does not follow the stated procedures to drop a course, but instead just “walks away” from a course, will receive a grade of “F” for the course. The policy for dropping courses varies depending upon the length of the course.

Traditional 16-Week Courses

Policy for Drop/Add of Traditional Courses

1. Drop during the first 20 days of class: The course will not be recorded on the student’s permanent record.
2. Drop between the 21st day and the end of the twelfth week of class: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not calculated into the grade point average.
3. After the twelfth week, the course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

Procedure for Drop/Add of Traditional Courses

1. During the first week of class students may drop/add online through MyMCC.
2. After the first week of class, consult the Registrar’s Office or advisor to get a drop/add form.
3. Get a signature of approval from the advisor.
4. Get a signature of approval and last day of attendance from the professor.
5. Return the signed drop/add form to the office of the Registrar.

LEAD Courses

Policy for Drop/Add of LEAD Courses

1. Drop before the second class meeting: The course will not be recorded on the student’s permanent record.
2. Drop after second class meeting and before the next-to-last class meeting: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not used in calculating the grade point average.
3. After the next-to-last meeting: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

Procedure for Drop/Add of LEAD Courses

1. Consult the office of the Registrar or the adult education office and fill out a drop/add form.
2. Get a signature of approval from the advisor or adult education office personnel.
3. Get a signature of approval and last day of attendance from the professor.
4. Return the signed drop/add form to the Registrar’s Office or the Adult Education office.

MCC Online (Distance) Courses

Policy for Drop/Add of Distance Courses

1. Drop before second week of the course: The course will not be recorded on the student’s permanent record.
2. Drop after the beginning of the second week of the course and before the end of the sixth week of the course: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not used in calculating the grade point average.
3. After the beginning of the seventh week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

Procedure for Drop/Add of Distance Learning Courses

1. Consult with your course instructor.
2. Contact the Director of Distance Learning to have a drop/add form filled out for you.
3. Last day of attendance will be the day of last course specific activity (quiz, forum, submitted assignment).

Student Classification

A student is classified according to total credit hours taken at MCC and the credit hours transferred from other colleges.

Classification	Total Credit Hours
Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

Supplying Transcripts from Other Institutions

At the end of each semester students at Manhattan Christian College who have taken course work at another institution of higher education should request the institution's Registrar's Office to send to the MCC Registrar a record of credits earned at the institution.

Grading

Change of Grade Policy

A change of grade for any grade other than a grade of incomplete "I" may be made after a final grade has been submitted **only** when the case involves a grade calculation error by the instructor.

Dean's List and Honor Roll

A full-time student who has a semester GPA of 3.60 or above will be listed on the Dean's List for outstanding achievement. A student with a semester GPA of 3.25-3.59 will be listed on the Honor Roll. The student must complete at least 12 hours of work at MCC in a given semester to qualify for either the Dean's List or the Honor Roll. An incomplete or an unofficial withdrawal from a course enrolled in for credit at the beginning of the semester may disqualify the student from either honor. A student in their final semester may qualify for the Honor Roll or the Dean's List with fewer than 12 hours.

Grade Reports

Grade reports are available during the term for each course through MCC Online. Final grade reports are available to student in MyMCC at the end of the semester. Semester grades become a part of the student's permanent record.

Grading System

Grades will be determined by individual professors as outlined in course syllabi. The college uses the following grade points to compute a semester GPA and a cumulative GPA. The cumulative GPA is computed on the basis of all credits attempted at MCC. The only exception is courses that are retaken and are not used in the calculation process.

<u>Letter Grade</u>	<u>Suggested Numerical Value</u>	<u>Quality Points</u>
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 or below	0.0

- A** signifies work of distinctly superior quality. Recitations and examinations indicate mastery of the course content and competent correlation of facts and principles. This grade should be given only when the student demonstrates scholar hip, initiative, a positive attitude, and cooperation in the class.
- B** is assigned for work of above average quality. The student is interested, thorough in preparation and fulfillment of assignments, and observes directions regarding form, organization, and quality of content in written work. Recitations and tests give evidence of mastery of course content and of the ability to express oneself clearly. This grade should not be given when the essential work of the course is missing or done in a careless fashion.
- C** indicates work of satisfactory character. The student is able to understand the basic elements of the course. Assignments are prepared promptly and are written in correct English. A grade of C should indicate the capability of the student to continue to the next advanced course in the field.
- D** indicates that while the work for the course is not adequate for mastery of the content of the course, it is passing. A grade of D may be given when assignments are not completed and individual comprehension or improvement in the field is not evident.

- +/- Plus (+) indicates achievement in the upper third of a rank/grade. These (+/-) apply only to the grades A through D. Minus (-) indicates achievement in the lower third of a rank/grade. These (+/-) apply only to the grades A through D.
- F** indicates failure to comply with course requirements or a definite inability to comprehend the basic elements of the course.
- W** indicates withdrawal without assignment of a grade.
- CR** indicates credit for a course for which only credit rather than a letter grade is given on the transcript.
- NC** indicates no credit for a course for which only credit rather than a letter grade is given on the transcript.
- AU** indicates credit for an audit course when there is at least 80% attendance.
- I** indicates an incomplete which is given only when extenuating circumstances prevent completion of work during the semester.

Incomplete Grade Policy

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last class period. Any conditions for receiving an incomplete grade and completing the course are set by the instructor and agreed upon in writing by the student at the time the incomplete is granted. A deadline for completing the course will be determined by the instructor: (a) for traditional courses the deadline may not exceed 45 days following the end of the semester, (b) for LEAD courses the deadline may not exceed 45 days after the last class date, and (c) for online courses the deadline may not exceed 14 days after the course end date.

To give a student an incomplete grade in a course, an instructor completes an incomplete grade form and submits it to the Registrar. When the student has completed the work the professor then submits a final grade. After the deadline for completing has passed, any incomplete not replaced by a final grade submitted by the instructor will be administratively converted to the grade of "F" by the Registrar's Office. Courses that are considered credit/no credit will receive a grade of "NC" if the deadline has passed for completion of the incomplete agreement and a final grade of "CR" has not been submitted. Courses with a grade of "I" will not be used in calculating a student's GPA.

Retake Policy

A student may repeat enrollment in a course because of a low or failing grade. Retakes can be accomplished only by re-enrolling in and completing a MCC course. If a course is retaken, the original course and grade line is marked as "retaken" on the transcript and removed from the grade point average as long as the most recent course grade is equal to or higher than the previous grade. The higher grade will be used in the grade point average computation.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course. A total of five courses may be considered as retaken for grade point average purposes during the student's academic career at MCC. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Additionally, any course retaken after completion of a bachelor's degree will not affect the credits or the grade point average applied to that degree.

Library Resources

The Manhattan Christian College Library, located in Jolliffe Hall, contains over 30,000 volumes and 3,000 bound and unbound journals. As a specialized collection, the library is tailored to support a Bible, Theology, and Christian Ministries oriented curriculum.

Key services to students include electronic interlibrary loan services, a special commentary collection, reference assistance, audio visuals, and photocopy services. OCLC online services are available through the library staff. This includes cataloging, interlibrary loan searches, and *World Cat* reference.

MCC's Internet home page has library resource connections to several databases, including full text capabilities. Most databases are accessible by internet from off campus as well as in the library. Library automation provides electronic public access to hard-copy volumes and e-books.

Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system.

Other Policies

Christian Service

The MCC philosophy of Christian service is based on the idea that both academic preparation and practical service activities are valuable in the college experience. Christian colleges have recognized and practiced this philosophy since Bible college accreditation began. A total of seven semesters of Christian Service is required for graduation in the traditional bachelor degree programs or a total of three semesters of Christian Service is required for graduation in the traditional associate degree programs. A total of three semesters of Christian Service is required for graduation in the LEAD and distance learning degree completion programs.

Christian Service is service for the glory of God, but it is also an integral part of the education program. Conversely, academic preparation is first of all directed toward future goals, but it is also presently strengthening the student's daily experiences and present forms of ministry. The idea might well be stated in this way: "Preparation is service and service is preparation."

The Christian Service program is guided by the Christian Service Committee which is represented by faculty, staff, and students. Student participation in Christian Service activities is placed in one of three categories: (a) student ministries among the churches/para-churches as a minister, youth minister, minister of education, musician, secretary, or teacher; (b) community and benevolent services or those services that benefit the neighborhood and our community; and, (c) MCC, KSU, or other higher education campus ministries that represent Christ and the college.

A student with a Christian Ministry major must fulfill the following requirements in choosing the type of Christian service hours:

- a. Two credits from the following three categories:
 - Local Church (CHR 101)
 - Community Organizations (CHR 111)
 - MCC & KSU Organizations (CHR 121)
- b. Two credits from the chosen area of emphasis (CHR 131). These credits will be supervised by the professor overseeing the emphasis.
- c. Three additional credits from any of the above categories

A student not earning a Christian Ministry degree (dual degree, Bible/Theology) must fulfill the following requirements in choosing the type of Christian service hours:

- a. Two credits from the following three categories:
 - Local Church (CHR 101)
 - Community Organizations (CHR 111)
 - MCC & KSU Organizations (CHR 121)
- b. Five additional credits from any of the above categories.

A student enrolled in the Adult Education (LEAD) and Distance degree programs must complete three Christian service credits as specified in the specific curriculum (see the corresponding Academic program below).

Semester commitment and evaluation forms are kept on permanent file and are subject to faculty review before degrees are granted. The Christian Service Handbook is available online for all students.

Final Examination Schedule

All students are expected to take final examinations at the time scheduled. Only in cases of extreme emergency will published examination schedules be broken. Personal plans for after-school activities, including weddings, do not constitute emergencies. In case of emergency, the student should clear absences with the professors involved. At the option of the professor, a student's final examination may be waived on the basis of exemplary grades, attendance, and participation. The availability of this alternative and its conditions are to be specified in the course syllabus. This option is a matter of professorial discretion and is not a prerogative of the student.

Student Records Policy

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary

data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

Definitions

Student is defined as one who has attended or is attending Manhattan Christian College.

Educational records are records directly related to a student and maintained by MCC. These records do not include files kept in sole possession by individuals and used as a memory aid and are not accessible to any other person except a substitute for the maker of the record.

Directory information is defined in the catalog and is: a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

Confidential information is the remainder of the student record that is not defined as "directory information."

Record means any information or data recorded by any employee in any medium, including, but not limited to: handwriting, print, tape, film, microfilm, microfiche, or any form of electronic data storage including e-mails.

Release of Directory Information

The Registrar's Office releases directory information to anyone upon inquiry. A student may request the college to withhold directory information by submitting a request for non-disclosure to the Registrar's Office. Students must request a non-disclosure of directory information form from the Registrar's Office within one week after registering for classes. The Registrar's Office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

Release of Confidential Information

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record.

- Academic records: Registrar
- Admissions records: Vice President for Student Life
- Financial Aid: Director of Financial Aid
- Business records: Vice President for Business Affairs
- Alumni/Donor records: Director for Institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, (f) to parents of a dependent student, or (g) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.
2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the office of the Registrar or other record offices except in circumstances specifically authorized by the Registrar or the custodian of the other records.
6. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
7. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The Registrar will decide validity of the study as it applies to education and the privacy rights of students.

When Records May Be Withheld

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the Registrar's Office receives written authorization from the official who originally requested the action.

Review and Challenge of Records

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the Registrar's Office to gain approval for the inspection. The student must conduct the examination of the academic record in the Registrar's Office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the Vice President for Academic Affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The Vice President for Academic Affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the Vice President for Academic Affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

Complaints

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-8520.

Frequently asked questions

What is MCC's policy on the copying of transcripts from other institutions?

Transcripts from other institutions along with other documents in a student's file are the property of Manhattan Christian College, and, as such are under the control of the Registrar's Office. Under Federal policy, the student has the right to view the documents in their file; the college is not required to provide or allow the making of copies of these documents. Transcripts submitted to MCC for admission or transfer of credit become the property of MCC, and cannot be returned to the student or forwarded to other institutions.

Why do MCC and most other colleges and universities have a policy that does not provide for the making of copies of transcripts from other institutions?

1. Transcripts are a reflection of a student's record at an institution at a particular point in time (like a snapshot). The transcript may have been added to or changed by the issuing institution after MCC received its copy and consequently may not reflect the student's most current record.
2. Transcripts reflecting a current, complete, accurate and official record of a student's academic work are made available by the transcribing institution. MCC is concerned that those receiving and using the transcript work are from official and current documents, not copies.
3. MCC has no way of knowing whether a student wishes to use a copy of a transcript from another institution (with an incomplete record) to avoid having others see grades or other information which may be considered by the student to be negative (e.g. low grades, records of disciplinary actions). In other cases, students may have an account balance at the issuing institution, and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, MCC honors the desire of the issuing institution to have official records obtained directly from that institution.

How can students get a copy of their records from other institutions?

Transcript order forms that may be used to order transcripts from other institutions are available in the Registrar's Office. Fees vary; you may want to call the institution to find out the current rate or other institutional requirements or processes prior to ordering a transcript.

Academic Programs

Adult Education Department

Department Director: Brody Bliss
Administrative Assistant: Bev Olson

The department of adult education is committed to the development of adult Christian leaders through our Leadership Education for Adult Development (LEAD) degree completion program. Our programming is philosophically grounded in the principles of life-long learning. To this end, we provide non-traditional students with a comprehensive, yet practical education through an intensive curriculum drawing on resources, theory, and knowledge of relevant disciplines. Students are enabled to study, analyze, and evaluate ethical and management problems in the workplace from a broad Christian perspective. Effective decision-making, goal formation, and short and long range planning skills are important training students receive so they may be prepared to apply principles as Christian leaders in a professional environment.

Mission

The LEAD (Leadership Education for Adult Development) Department exists to educate, equip, and enrich adult learners to be Christian leaders in the workplace and the church.

Vision

We see graduates of Manhattan Christian College as being sent forth with biblical principles of ethics to apply in everyday management situations in the workplace.

Objectives

By completing a degree with a major in management and ethics at MCC, a student will be able to...

- integrate their studies in management principles with a Christian world view.
- recognize movements, theories, people, and works that have shaped their understanding of effective Christian leadership in modern culture.
- articulate Christian ethics as they demonstrate effective writing and speaking skills related to the complex issues they face in the workplace.
- conduct effective study and research in their fields as life-long learners.
- understand biblical principles as they apply in everyday situations in the workplace.
- apply Christian principles of ethics in a professional environment.

Attendance Policy

One absence, the student may pursue one of the following options:

1. do immediate make-up work, working out the details with the instructor,
2. request to retake the module with another group, doing the make-up module concurrently with student's regular schedule. A drop/add form must be completed and submitted in the proper time frame.
3. arrange with the instructor to complete the module with a 45-day extension by submitting an Incomplete form.

Two absences, the student is required to repeat the entire module. A timely drop/add form must be submitted. Additional tuition charges may be assessed.

Attendance. Because of the intensive nature of the LEAD program, class attendance is essential. An absence will result in the loss of attendance points. There is no make-up work for the attendance participation grade and in-class graded assignments cannot be made up.

Community Service

Students are required to be involved in their communities outside the classroom each semester. Practical service activities enhance college experience because students apply what they learn in the classroom in service to others. A variety of volunteer activities can satisfy this requirement.

Credit by Non-classroom Contact

A student may earn up to 30% of the credit hours required for completion of the degree through non-classroom contact (e.g., credit-by-examination, credit-for prior learning (CPL), military credit, etc.). Workshops, seminars, self-study, non-credit classes, training programs and work experiences are all sources of prior learning. It is the learning from these programs which is evaluated and on which credit may be awarded.

A maximum of 30 semester credit hours can be earned through CPL. A per credit hour fee is charged and payment of the fee does not guarantee that credit will be granted. Students interested in receiving CPL credit should enroll in ORN 020, Introduction to Credit for Prior Learning to explore their credit options. A per-credit-hour fee will be charged for credit granted.

Manhattan Christian College offers additional methods to earn credit outside of the classroom. These include:

1. College Level Examination Program (CLEP) - national, standardized exams emphasizing an understanding of the liberal arts.
2. DANTES Subject Standardized Tests (DSST) - national, standardized exams to fulfill introductory college level courses a variety of disciplines.

Instructional Modules

The program consists of 16 modules or courses. Each module averages six class sessions which meet from 6 to 10 p.m. one night a week. The program is continuous for about 23 months with a few interspersed short breaks. Each group of students progresses through the program together, taking one module at a time. The modules are organized into four semesters, which include a management research project, for a total of 48 semester credit hours.

Assignments for each week are detailed in each course syllabus and allow students to adjust their study schedules accordingly.

Management Research Project

Students who must complete a management research project are also required to make an oral presentation. This project provides an opportunity for students to apply decision-making skills to research. Students select a research topic that interests them. A research project advisor is assigned who provides encouragement and guidance for the duration of the project. The research project is a culmination of the material covered in the modules and the student's individual effort toward degree completion.

A student who has exceeded the two-year time limit for the completion of MAN 450 Management Research Project II must (a) be readmitted as an MCC student, (b) switch to the newest curriculum as outlined in the catalog.

ADULT EDUCATION DEPARTMENT

Bachelor of Science in Management and Ethics

Required Courses – Total Hours 120

General Education	Total Hours: 42
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
*Business Communication course	
Select one course from two of the following disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	9 hours
One science course	
One science or math course	
*Business Statistics	
Social Sciences	6 hours
Select one course from two of the following disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	3 hours
History or political science course	
General Education Electives	6 hours
*Required general elective courses	
 Bible/Ethics Courses	 Total Hours: 18
Bible	
BIB 112 – Survey of Old Testament Literature	3 hours
BIB 211 – Life and Teachings of Jesus	3 hours
BIB 212 – Christian Beginnings	3 hours
BIB 220 – Interpretation	3 hours
Theology	
THE 330 – Basic Christian Doctrine	3 hours
THE 435 – Christian Ethics	3 hours
 Management Courses	 Total Hours: 30
MAN 110 – Basic Leadership Principles [Goals, Priorities, & Attitudes]	3 hours
MAN 210 – Introduction to Management & Ethics	3 hours
MAN 310 – Economics for Managers	3 hours
MAN 320 – Accounting for Managers	3 hours
MAN 330 – Introduction to Marketing	3 hours
MAN 340 – Managerial Finance	3 hours
MAN 410 – International Issues in Business	3 hours
MAN 420 – Organizational Behavior and Change	3 hours
MAN 430 – Case Studies in Management Ethics	3 hours
MAN 440 – Business Strategies (Capstone course)	3 hours
 Unrestricted Electives	 Total Hours: 30
 Christian Service Credits	
CHR1_1 - Christian Service	CR/NC
CHR1_1 - Christian Service	CR/NC
CHR1_1 - Christian Service	CR/NC

ADULT EDUCATION DEPARTMENT

Bachelor of Science in Management and Ethics

LEAD COURSE SCHEDULE

Semester 1:

MAN 110	Basic Leadership Principles	3 hours
BIB 112	Survey of Old Testament Literature	3 hours
MAN 210	Introduction to Management & Ethics	3 hours
BIB 220	Interpretation	3 hours

Semester 2:

MAN 310	Economics for Managers	3 hours
BIB 211	Life and Teachings of Jesus	3 hours
BIB 212	Christian Beginnings	3 hours
MAN 320	Accounting for Managers	3 hours

Semester 3:

MAN 330	Introduction to Marketing	3 hours
THE 330	Basic Christian Doctrine	3 hours
MAN 340	Managerial Finance	3 hours
MAN 410	International Issues in Business	3 hours

Semester 4:

THE 435	Christian Ethics	3 hours
MAN 420	Organizational Behavior and Change	3 hours
MAN 430	Case Studies in Management Ethics	3 hours
MAN 440	Business Strategies (Capstone course)	3 hours

Community Service Credits

- ___CHR 111 Chr. Svc. Community Service CR/NC
- ___CHR 111 Chr. Svc. Community Service CR/NC
- ___CHR 111 Chr. Svc. Community Service CR/NC

DISTANCE EDUCATION DEPARTMENT

Bachelor of Science in Biblical Leadership

Required Courses	Total Hours 120
General Education	Total Hours: 42
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
Select two courses from two of the following disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	6 hours
One science course	
One science or math course	
Social Sciences	6 hours
Select one course from two of the following disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	6 hours
*HIS 310 History of American Christianity	
History or political science elective	
General Education Electives	6 hours
* = Required course	
<u>Bible / Theology</u>	<u>Total Hours: 24</u>
Bible	
BIB 112 Survey of Old Testament Literature	3 hours
BIB 211 Life and Teachings of Jesus	3 hours
BIB 212 Christian Beginnings	3 hours
BIB 220 Interpretation	3 hours
BIB 300+ Bible Elective	3 hours
BIB 300+ Bible Elective	3 hours
Theology	
THE 330 Basic Christian Doctrine	3 hours
THE 436 Apologetics	3 hours
<u>Leadership / Ministry</u>	<u>Total Hours: 24</u>
LSP 101 Foundations of Biblical Leadership	3 hours
LSP 201 Group Dynamics in Leadership	3 hours
LSP 301 Leadership Theories	3 hours
LSP 401 Leadership Administration	3 hours
MIN 210 Evangelism and Church Growth Strategies	3 hours
MIN 220 Introduction to Teaching and Preaching	3 hours
MIN 430 Pastoral Care and Counseling	3 hours
SFM 330 Small Group Ministry	3 hours
<u>Unrestricted Electives</u>	<u>Total Hours: 30</u>
<u>Community Service</u>	
CHR 111 Chr. Svc. Community Service	CR/NC
CHR 111 Chr. Svc. Community Service	CR/NC
CHR 111 Chr. Svc. Community Service	CR/NC

ADULT EDUCATION DEPARTMENT

Bachelor of Science in Biblical Leadership

LEAD COURSE SCHEDULE

Semester 1:		
LSP 101	Biblical Foundations of Leadership	3 hours
BIB 112	Survey of Old Testament Literature	3 hours
MIN 210	Evangelism and Church Growth Strategies	3 hours
BIB 220	Interpretation	3 hours
Semester 2:		
LSP 201	Group Dynamics in Leadership	3 hours
BIB 211	Life and Teachings of Jesus	3 hours
BIB 212	Christian Beginnings	3 hours
MIN 220	Introduction to Teaching and Preaching	3 hours
Semester 3:		
LSP 301	Leadership Theories	3 hours
THE 330	Basic Christian Doctrine	3 hours
SFM 330	Small Group Ministry	3 hours
BIB 400+	Old Testament Elective	3 hours
Semester 4:		
THE 435	Christian Ethics	3 hours
MIN 430	Pastoral Care and Counseling	3 hours
BIB 300+	New Testament Elective	3 hours
LSP 401	Leadership Administration	3 hours

Community Service Credits

- ___CHR 111 Chr. Svc. Community Service CR/NC
- ___CHR 111 Chr. Svc. Community Service CR/NC
- ___CHR 111 Chr. Svc. Community Service CR/NC

Certificate of Biblical Leadership

Required Courses **Total Hours 21**

Bible / Theology **Total Hours 15**

Bible

BIB 112 Survey of Old Testament Literature* (3)

BIB 211 Life and Teachings of Jesus (3)

BIB 212 Christian Beginnings (3)

BIB 220 Interpretation* (3)

Theology

THE 330 Basic Christian Doctrine (3)

Leadership / Ministry **Total Hours 6**

LSP 101 Biblical Foundations of Leadership (3)

MIN 220 Introduction to Preaching & Teaching (3)

*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

Academic Programs

Bible/Theology Department

Faculty: Dr. Mark Alterman, department head; Dr. Steve Davis, Dr. Wesley Paddock, Alicia Paddock, Dave Henry.

Mission

The Bible-Theology Department exists to educate, equip, and enrich Christians to be leaders through biblical and theological studies that are foundational.

Objectives

Students completing the requirements in Bible-Theology will:

1. Demonstrate an understanding of Christ-like character.
2. Articulate an understanding of God's global mission.
3. Demonstrate a systematic knowledge of the Bible in its historical, literary, and theological contexts.
4. Demonstrate competence in interpreting the Bible according to generally accepted standards of hermeneutics and exegetical practices.
5. Demonstrate an understanding of the history of theological issues especially the Protestant Reformation and the Stone-Campbell Movement.
6. Articulate a basic understanding of Christian apologetics.

Bachelor of Arts in Bible and Leadership

Required Courses

Total Hours: 125

General Studies	38	Bible/Theology Major	30
Foundational Core	12	BIB 113 Old Testament History*	3
COM 111 Written Composition I	3	BIB 114 Poets and Prophets of the OT*	3
COM 112 Written Composition II	3	BIB 211 Life and Teachings of Jesus	3
COM 120 Public Speaking	3	BIB 212 Christian Beginnings	3
HIS 310 History of American Christianity	3	BIB 220 Interpretation*	3
		BIB 300+ Bible Elective	3
		BIB 400+ Bible Elective	3
Humanities	14	THE 341 Systematic Theology 1	3
LAN 221 Introduction to Greek I	4	THE 342 Systematic Theology 2	3
LAN 222 Introduction to Greek II	4	THE 400+Theology Elective	3
LAN 321 Intermed. Readings & Syntax I*	3		
LAN 322 Intermed. Readings & Syntax II*	3		
*may substitute LAN 231 & LAN 232			
		Leadership Core	12
Social/Behavioral Sciences	3	Leadership Studies	12
Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology		LSP 101 Biblical Foundations Leadership	3
		LSP 201 Group Dynamics in Leadership	3
		LSP 301 Leadership Theories	3
		LSP 401 Leadership Administration	3
History or Political Science	3	Christian Service Credits	7 CR
Select 3 hours from one of the following disciplines: history, political science		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
Math/Natural Sciences	6	Unrestricted Electives	15
Science Elective	3	Select 15 hours from any discipline	
CIS/Math/Science/Statistics Elective	3		
Professional Studies	30		
30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College			

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Arts

Major: Bible and Leadership

Suggested Course Schedule

First Year			
Fall		Spring	
___BIB 113 Old Testament History	3	___BIB 114 Poets and Prophets of OT	3
___CHR 1_1 Christian Service	CR	___CHR 1_1 Christian Service	CR
___COM 111 Written Composition 1	3	___COM 112 Written Composition 2	3
___COM 120 Public Speaking	3	___History/Political Science Elective	3
___LSP 101 Foundations Leadership	3	___CIS/Math/Science/Statistics Elective	3
___Social Science Elective	<u>3</u>	___Science Elective	<u>3</u>
	15		15
Second Year			
Fall		Spring	
___BIB 211 Life & Teachings Jesus	3	___BIB 212 Christian Beginnings	3
___BIB 220 Interpretation	3	___CHR 1_1 Christian Service	CR
___CHR 1_1 Christian Service	CR	___LAN 222 Introduction to Greek 2	4
___LAN 221 Introduction to Greek 1	4	___LSP 201 Group Dynamics in Leader.	3
___Professional Studies Course	3	___Professional Studies Course	3
___Unrestricted Elective	<u>3</u>	___Professional Studies Course	<u>3</u>
	16		16
Third Year			
Fall		Spring	
___CHR 1_1 Christian Service	CR	___BIB 300+ Bible Elective	3
___LAN 321 Intermediate Readings/Syntax 1	3	___CHR 1_1 Christian Service	CR
___LSP 301 Leadership Theories	3	___LAN 322 Intermediate Readings/Syntax 2	3
___THE 341 Systematic Theology 1	3	___THE 342 Systematic Theology 2	3
___Professional Studies Course	3	___Professional Studies Course	3
___Unrestricted Elective	3	___Professional Studies Course	3
___Unrestricted Elective	<u>3</u>	___Unrestricted Elective	<u>3</u>
	18		18
Fourth Year			
Fall		Spring	
___BIB 400+ Bible Elective	3	___LSP 401 Administrative Leadership	3
___CHR 1_1 Christian Service	CR	___THE 400+ Theology Elective	3
___HIS 310 History American Christianity	3	___Professional Studies Course	3
___Professional Studies Course	3	___Professional Studies Course	<u>3</u>
___Professional Studies Course	3		12
___Unrestricted Elective	<u>3</u>		
	15		

Bachelor of Science in Bible and Leadership

Required Courses

Total Hours: 124

General Studies	37	Bible/Theology Major	30
Foundational Core	12	BIB 113 Old Testament History*	3
COM 111 Written Composition 1	3	BIB 114 Poets and Prophets of the OT*	3
COM 112 Written Composition 2	3	BIB 211 Life and Teachings of Jesus	3
COM 120 Public Speaking	3	BIB 212 Christian Beginnings	3
HIS 310 History of American Christianity	3	BIB 220 Interpretation*	3
		BIB 320 Biblical Research	3
		BIB 300+ Bible Elective	3
Humanities	6	THE 341 Systematic Theology 1	3
Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, philosophy		THE 342 Systematic Theology 2	3
		THE 400+Theology Elective	3
		Leadership Core	12
Social/Behavioral Sciences	6	Leadership Studies	12
Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology		LSP 101 Biblical Foundations Leadership	3
		LSP 201 Group Dynamics in Leadership	3
		LSP 301 Leadership Theories	3
		LSP 401 Leadership Administration	3
History or Political Science	3	Christian Service Credits	7 CR
Select 3 hours from one of the following disciplines: history, political science		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
Math/Natural Sciences	10	Unrestricted Electives	15
MAT 100 College Algebra	3	Select 15 hours from any discipline	
Science Elective with Lab	4		
CIS/Math/Science/Statistics Elective	3		
Professional Studies	30		
30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College			

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Science

Major: Bible and Leadership

Suggested Course Schedule

First Year

Fall		Spring	
___BIB 113 Old Testament History	3	___BIB 114 Poets and Prophets of OT	3
___CHR 1_1 Christian Service	CR	___CHR 1_1 Christian Service	CR
___COM 111 Written Composition 1	3	___COM 112 Written Composition 2	3
___COM 120 Public Speaking	3	___History/Political Science Elective	3
___LSP 101 Foundations Leadership	3	___MAT 100 College Algebra	3
___Social Science Elective	<u>3</u>	___Science Elective w/lab	<u>4</u>
	15		16

Second Year

Fall		Spring	
___BIB 211 Life & Teachings Jesus	3	___BIB 212 Christian Beginnings	3
___BIB 220 Interpretation	3	___CHR 1_1 Christian Service	CR
___CHR 1_1 Christian Service	CR	___Humanities Elective	3
___CIS/Math/Science/Statistics Elective	3	___LSP 201 Group Dynamics in Leader.	3
___Professional Studies Course	3	___Professional Studies Course	3
___Social Science Elective	<u>3</u>	___Unrestricted Elective	<u>3</u>
	15		15

Third Year

Fall		Spring	
___BIB 320 Biblical Research	3	___CHR 1_1 Christian Service	CR
___CHR 1_1 Christian Service	CR	___HIS 310 History American Christianity	3
___Humanities Elective	3	___THE 342 Systematic Theology 2	3
___LSP 301 Leadership Theories	3	___Professional Studies Courses	3
___THE 341 Systematic Theology 1	3	___Professional Studies Courses	3
___Professional Studies Course	3	___Unrestricted Elective	<u>3</u>
___Unrestricted Elective	<u>3</u>		15
	18		

Fourth Year

Fall		Spring	
___BIB 300+ Bible Elective	3	___LSP 401 Administrative Leadership	3
___CHR 1_1 Christian Service	CR	___THE 400+ Theology Elective	3
___Professional Studies Course	3	___Professional Studies Course	3
___Professional Studies Course	3	___Professional Studies Course	3
___Professional Studies Course	3	___Professional Studies Course	3
___Unrestricted Elective	<u>3</u>	___Unrestricted Elective	<u>3</u>
	15		15

Bachelor of Arts in Bible and Leadership

2nd Major: Theological Research

Required Courses

Total Hours: 125

General Studies	38
Foundational Core	12
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3
Humanities	14
LAN 221 Introduction to Greek I	4
LAN 222 Introduction to Greek II	4
LAN 321 Intermed. Readings & Syntax I	3
LAN 322 Intermed. Readings & Syntax II	3
Social/Behavioral Sciences	3
Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology	
History or Political Science	3
Select 3 hours from one of the following disciplines: history, political science	
Math/Natural Sciences	6
Science Elective	3
CIS/Math/Science/Statistics Elective	3
Leadership Core	12
Leadership Studies	12
LSP 101 Biblical Foundations Leadership	3
LSP 201 Group Dynamics in Leadership	3
LSP 301 Leadership Theories	3
LSP 401 Leadership Administration	3
Christian Service Credits	7 CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR

Bible/Theology Major	30
BIB 113 Old Testament History*	3
BIB 114 Poets and Prophets of the OT*	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation*	3
BIB 300+ Bible Elective	3
BIB 400+ Bible Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+ Theology Elective	3
Theological Research Major	30
Foundational Core	12
BIB 441 Critical Introduction to the NT or BIB 442 Critical Introduction to the OT or BIB 450 Textual History & Cannon NT	3
LAN 231 Elementary Hebrew 1	3
LAN 232 Elementary Hebrew 2	3
LAN 421 Advanced Greek 1 or LAN422 Advanced Greek 2	3
Research Emphasis	12
Select from one of the following emphases: Old Testament, New Testament, or Theology. Courses will be 400-level and chosen in consultation with professor /academic advisor in selected area.	
Interdisciplinary Research Track	6
An additional six hours to be chosen in consultation with professor/academic advisor that will enhance student's research skills. Areas of course work may include theological languages (German or French), field work in archeology, interdisciplinary approaches to the subject, or other research skills.	
Unrestricted Electives	15
Select 15 hours from any discipline	

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Arts
Major: Bible and Leadership
2nd Major: Theological Research

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ LSP 101 Foundations Leadership	3	___ CIS/Math/Science/Statistics Elective	3
___ Social Science Elective	<u>3</u>	___ Science Elective	<u>3</u>
	15		15
Second Year			
Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ BIB 300+ Bible Elective	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ HIS310 History of American Christianity	3	___ LAN 222 Introduction to Greek 2	4
___ LAN 221 Introduction to Greek 1	4	___ LSP 201 Group Dynamics in Leader.	3
___ Unrestricted Elective	<u>3</u>	___ Unrestricted Elective	<u>3</u>
	16		16
Third Year			
Fall		Spring	
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ LAN 321 Intermediate Readings/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ LAN 231 Elementary Hebrew 1	3	___ LAN 232 Elementary Hebrew 2	3
___ LSP 301 Leadership Theories	3	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Research Emphasis Course	3
___ Unrestricted Elective	<u>3</u>	___ Unrestricted Elective	<u>3</u>
	15		15
Fourth Year			
Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 401 Administrative Leadership	3
___ BIB 441 or (442) Critical Intro NT (OT)*	3	___ THE 400+ Theology Elective	3
___ CHR 1_1 Christian Service	CR	___ Research Emphasis Course	3
___ LAN 421 or 422 Adv. Greek 1 or 2	3	___ Interdisciplinary Research Track	3
___ Research Emphasis Course	3	___ Unrestricted Electives	<u>6</u>
___ Interdisciplinary Research Track	<u>3</u>		18
	15		

Certificate of Biblical Leadership

Required Courses **Total Hours 21**

Bible / Theology **Total Hours 15**

Bible

BIB 112 Survey of Old Testament Literature* (3)

BIB 211 Life and Teachings of Jesus (3)

BIB 212 Christian Beginnings (3)

BIB 220 Interpretation* (3)

Theology

THE 330 Basic Christian Doctrine (3)

Leadership / Ministry **Total Hours 6**

LSP 101 Biblical Foundations of Leadership (3)

MIN 220 Introduction to Preaching & Teaching (3)

*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

Dual Degree Studies

The dual degree program is minimally a five-year course of study in which a student earns a bachelor degree from Manhattan Christian College and a bachelor degree from Kansas State University or an associate degree or certificate from Manhattan Area Technical College upon confirmation of the completion of all requirements at both institutions. Students in this program are equipped through MCC with a biblical foundation that will enable them to penetrate the world with the gospel of Jesus Christ. Students in this program are also equipped through KSU or MATC with a vocation that will enable them to go anywhere in the world and, as they do, to be Christian leaders both in the church and in their chosen profession.

Mission

The Dual Degree Studies Program exists to educate, equip, and enrich Christians to be leaders regardless of chosen profession, both in the workplace and the church.

Objectives

Students completing the requirements in Dual Degree will:

1. Develop skills in a chosen profession in which a Christian influence can be demonstrated.
2. Appreciate the opportunity to use Christian leadership skills both in the church and in any chosen profession.

Bachelor of Arts in Bible and Leadership

2nd Major: KSU/MATC

Required Courses

Total Hours: 150-160

General Studies **38**

Foundational Core **12**

COM 111	Written Composition I	3
COM 112	Written Composition II	3
COM 120	Public Speaking	3
HIS 310	History of American Christianity	3

Humanities **14**

LAN 221	Introduction to Greek I	4
LAN 222	Introduction to Greek II	4
LAN 321	Intermed. Readings & Syntax I*	3
LAN 322	Intermed. Readings & Syntax II*	3

* = may select LAN 231 & LAN 232

Social/Behavioral Sciences **3**

Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology

History or Political Science **3**

Select 3 hours from one of the following disciplines: history, political science

Math/Natural Sciences **6**

Science Elective	3
CIS/Math/Science/Statistics Elective	3

Professional Studies **30**

30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College

Unrestricted Electives **15**

Select 15 hours from any discipline

Bible/Theology Major **30**

BIB 113	Old Testament History*	3
BIB 114	Poets and Prophets of the OT*	3
BIB 211	Life and Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation*	3
BIB 300+	Bible Elective	3
BIB 400+	Bible Elective	3
THE 341	Systematic Theology 1	3
THE 342	Systematic Theology 2	3
THE 400+	Theology Elective	3

Leadership Core **12**

Leadership Studies **12**

LSP 101	Biblical Foundations Leadership	3
LSP 201	Group Dynamics in Leadership	3
LSP 301	Leadership Theories	3
LSP 401	Leadership Administration	3

Christian Service Credits **7 CR**

CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR

Additional KSU Courses **30-40**

Additional courses as required by K-State in selected degree program [or program of study at Manhattan Area Technical College]

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Arts

Major: Bible and Leadership w/K-State DDP

Suggested Course Schedule

First Year			
Fall		Spring	
___BIB 113 Old Testament History	3	___BIB 114 Poets and Prophets of OT	3
___CHR 1_1 Christian Service	CR	___CHR 1_1 Christian Service	CR
___COM 111 Written Composition 1	3	___COM 112 Written Composition 2	3
___COM 120 Public Speaking	3	___History/Political Science Elective	3
___LSP 101 Foundations Leadership	3	___CIS/Math/Science/Statistics Elective	3
___Social Science Elective	<u>3</u>	___Science Elective	3
	15	___Unrestricted Elective	<u>3</u>
			18
Second Year			
Fall		Spring	
___BIB 211 Life & Teachings Jesus	3	___BIB 212 Christian Beginnings	3
___BIB 220 Interpretation	3	___CHR 1_1 Christian Service	CR
___CHR 1_1 Christian Service	CR	___LAN 222 Introduction to Greek 2	4
___LAN 221 Introduction to Greek 1	4	___LSP 201 Group Dynamics in Leader.	3
___Professional Studies Course*	3	___Professional Studies Course*	3
___Unrestricted Elective	<u>3</u>	___Professional Studies Course*	<u>3</u>
	16		16
Third Year			
Fall		Spring	
___CHR 1_1 Christian Service	CR	___BIB 300+ Bible Elective	3
___LAN 321 Intermediate Readings/Syntax 1	3	___CHR 1_1 Christian Service	CR
___LSP 301 Leadership Theories	3	___LAN 322 Intermediate Readings/Syntax 2	3
___THE 341 Systematic Theology 1	3	___THE 342 Systematic Theology 2	3
___Professional Studies Course*	3	___Professional Studies Course	3
___Unrestricted Elective	<u>3</u>	___Unrestricted Elective	<u>3</u>
	15		15
Fourth Year			
Fall		Spring	
___BIB 400+ Bible Elective	3	___LSP 401 Administrative Leadership	3
___CHR 1_1 Christian Service	CR	___THE 400+ Theology Elective	3
___HIS 310 History American Christianity	3	___Professional Studies Course*	6-9
___Professional Studies Course*	<u>9-12</u>	___Unrestricted Elective	<u>3</u>
	15-18		15-18
Fifth Year			
Fall		Spring	
___Additional required K-State Courses*	<u>15+</u>	___Additional required K-State Courses*	<u>15+</u>
	15+		15+

*Students enrolled in the dual-degree program will receive academic advising at both MCC and K-State [or the Manhattan Area Technological College]. Students should select general studies, electives, and professional studies courses carefully with an advisor to minimize costly errors. Changing majors after the freshman year may result in lost credits toward graduation requirements.

Bachelor of Science in Bible and Leadership

2nd Major: KSU/MATC

Required Courses

Total Hours: 150-160

General Studies	37	Bible/Theology Major	30
Foundational Core	12	BIB 113 Old Testament History*	3
COM 111 Written Composition 1	3	BIB 114 Poets and Prophets of the OT*	3
COM 112 Written Composition 2	3	BIB 211 Life and Teachings of Jesus	3
COM 120 Public Speaking	3	BIB 212 Christian Beginnings	3
HIS 310 History of American Christianity	3	BIB 220 Interpretation*	3
Humanities	6	BIB 320 Biblical Research	3
Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, philosophy		BIB 300+ Bible Elective	3
Social/Behavioral Sciences	6	THE 341 Systematic Theology 1	3
Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology		THE 342 Systematic Theology 2	3
History or Political Science	3	THE 400+Theology Elective	3
Select 3 hours from one of the following disciplines: history, political science		Leadership Core	12
Math/Natural Sciences	10	Leadership Studies	12
MAT 100 College Algebra	3	LSP 101 Biblical Foundations Leadership	3
Science Elective with Lab	4	LSP 201 Group Dynamics in Leadership	3
CIS/Math/Science/Statistics Elective	3	LSP 301 Leadership Theories	3
Professional Studies	30	LSP 401 Leadership Administration	3
30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College		Christian Service Credits	7 CR
Unrestricted Electives	15	CHR 1_1 Chr. Svc. _____	CR
Select 15 hours from any discipline		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		CHR 1_1 Chr. Svc. _____	CR
		Additional K-State Courses	30-40
		Additional courses as required by K-State in selected degree program [or program of study at Manhattan Area Technical College]	

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Science

Major: Bible and Leadership w/K-State DDP

Suggested Course Schedule

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ LSP 101 Foundations Leadership	3	___ MAT 100 College Algebra	3
___ Social Science Elective	<u>3</u>	___ Science Elective w/lab	<u>4</u>
	15		16
Second Year			
Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ CHR 1_1 Christian Service	CR
___ CHR 1_1 Christian Service	CR	___ Humanities Elective	3
___ Humanities Elective	3	___ LSP 201 Group Dynamics in Leader.	3
___ CIS/Math/Science/Statistics Elective	3	___ Professional Studies Course*	3
___ Professional Studies Course*	3	___ Unrestricted Elective	<u>3</u>
___ Social Science Elective	<u>3</u>		15
	18		
Third Year			
Fall		Spring	
___ BIB 320 Biblical Research	3	___ CHR 1_1 Christian Service	CR
___ CHR 1_1 Christian Service	CR	___ HIS 310 History American Christianity	3
___ LSP 301 Leadership Theories	3	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Professional Studies Course*	3
___ Professional Studies Course*	3	___ Professional Studies Course*	3
___ Unrestricted Elective	<u>3</u>	___ Unrestricted Elective	<u>3</u>
	15		15
Fourth Year			
Fall		Spring	
___ BIB 300+ Bible Elective	3	___ LSP 401 Administrative Leadership	3
___ CHR 1_1 Christian Service	CR	___ THE 400+ Theology Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ Professional Studies Courses*	<u>9-12</u>	___ Professional Studies Courses*	<u>6-9</u>
	15-18		15-18
Fifth Year			
Fall		Spring	
___ Additional required K-State Courses*	<u>15+</u>	___ Additional required K-State Courses*	<u>15+</u>
	15+		15+

*Students enrolled in the dual-degree program will receive academic advising at both MCC and K-State [or the Manhattan Area Technological College]. Students should select general studies, electives, and professional studies courses carefully with an advisor to minimize costly errors. Changing majors after the freshman year may result in lost credits toward graduation requirements.

Academic Programs

Christian Ministry Department

Faculty: Dr. Russ York, department head; Dr. Greg Delort, Dr. Genilyn McCaffrey, Dr. Brian Medaris, Jeff Sagstetter, Rusty Thornley.

Mission

The Christian Ministry Department exists to educate, equip, and enrich Christians to be leaders in church and community ministries.

Objectives

Students completing the requirements in Christian Ministry will:

1. Demonstrate a general knowledge of ministry in his or her major area of study.
2. Demonstrate understanding in the biblical, philosophical, and historical foundations of ministry.
3. Demonstrate knowledge of individuals and groups in the context of cultures in which he or she plans to work.
4. Be a follower of Jesus who is submissive to the guidance of the Word and the Spirit in developing a Christ-like ministry.
5. Remain responsive to God's call to ministry.
6. Be relationship-focused in ministry.
7. Live out a Christ-like moral and ethical standard in every area of ministry.
8. Apply ministry skills specific to his or her area of study in the context of a practical experience in ministry.
9. Apply general ministry skills in the following areas of
 - Evangelism
 - Communicating God's Word
 - Discipleship
 - Spiritual formation
 - Facilitating worship
 - People skills
 - Group dynamics
 - Facilitating fellowship
 - Stewardship
 - Servant leadership
 - Administration
 - Pastoral care
 - Training others
10. Continue to pursue opportunities for growth in ministry.

Bachelor of Arts

Bible and Leadership

2nd Major: Christian Ministry

Required Courses

Total Hours: 125

General Studies **38**

Foundational Core		12
COM 111	Written Composition I	3
COM 112	Written Composition II	3
COM 120	Public Speaking	3
HIS 310	History of American Christianity	3

Humanities **14**

LAN 221	Introduction to Greek I	4
LAN 222	Introduction to Greek II	4
LAN 321	Intermed. Readings & Syntax I	3
LAN 322	Intermed. Readings & Syntax II	3

Social/Behavioral Sciences **3**

PSY 110	Psychology	3
PSY 120	Human Growth and Development	OR
SAN 220	Cultural Anthropology	3

(Family, Counseling, or Youth Emphasis should take PSY 120;
Inter-Cultural Emphasis should take SAN 220)

Math/Natural Sciences **6**

	Science Elective	3
	CIS/Math/Science/Statistics Elective	3

Leadership Core **12**

Leadership Studies **12**

LSP 101	Biblical Foundations Leadership	3
LSP 201	Group Dynamics in Leadership	3
LSP 301	Leadership Theories	3
LSP 401	Leadership Administration	3

Christian Service Credits **7 CR**

CHR 1_1	Chr. Svc. Elective (see pg. 31)	CR
CHR 1_1	Chr. Svc. Elective (see pg. 31)	CR
CHR 131	Chr. Svc. Ministry Emphasis	CR
CHR 131	Chr. Svc. Ministry Emphasis	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR
CHR 1_1	Chr. Svc. _____	CR

Bible/Theology Major **30**

BIB 113	Old Testament History★	3
BIB 114	Poets and Prophets of the OT★	3
BIB 211	Life and Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation★	3
BIB 300+	Bible Elective	3
BIB 400+	Bible Elective	3
THE 341	Systematic Theology 1	3
THE 342	Systematic Theology 2	3
THE 400+	Theology Elective	3

Christian Ministry Major **36**

Foundational Core **12**

MIN 210	Evan. & Church Growth Strategies	3
MIN 220	Intro. to Teaching and Preaching	3
MIN 340	Principles of Christian Worship	3
MIN 350	Orientation to Directed Field Exp.	CR
MIN 430	Pastoral Care and Counseling	3
MIN 451	Directed Field Experience*	CR

Christian Ministry Emphasis **12**

Select from 1 of the following emphases:
children, counseling, family, intercultural
Pastoral, spiritual formation, youth, worship**

Christian Ministry Tracks **12**

Select from 2*** of the following tracks:
Bible/theology, children, directed field
experience, family, intercultural, pastoral,
spiritual formation, youth, worship****

Unrestricted Electives **9**

Select 9 hours from any discipline

*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

**The emphasis in worship is a 24-hour emphasis; no tracks are required with this emphasis

***Two tracks can be substituted with a second Emphasis to fulfill track hours

****The track in worship is a 12-hour track; no other track is required with this track.

★Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Arts
Major: Bible and Leadership
2nd Major: Christian Ministry

First Year

Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ PSY 120 Human Growth & Development	3
___ LSP 101 Foundations Leadership	3	or SAN220 Cultural Anthropology	
___ PSY 110 General Psychology	<u>3</u>	___ CIS/Math/Science/Statistics Elective	3
	15	___ Science Elective	<u>3</u>
			15

Second Year

Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ CHR 1_1 Christian Service	CR
___ BIB 220 Interpretation	3	___ LAN 222 Introduction to Greek 2	3
___ CHR 1_1 Christian Service	CR	___ LSP 201 Group Dynamics in Leader.	4
___ LAN 221 Introduction to Greek 1	4	___ MIN 220 Intro. to Teaching and Preaching	3
___ MIN 210 Evan. & Ch. Growth Strategies	3	___ Unrestricted Elective	3
___ Unrestricted Elective	<u>3</u>	___ Unrestricted Elective	<u>3</u>
	16		16

Third Year

Fall		Spring	
___ BIB 212 Christian Beginnings	3	___ BIB 300+ Bible Elective	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ LAN 321 Intermediate Readings/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ LSP 301 Leadership Theories	3	___ MIN 340 Principles Christian Worship	3
___ MIN 350 Orientation to DFE	CR	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Emphasis Course	3
___ Emphasis Course	<u>3</u>	___ Track Course	<u>3</u>
	15		18

SUMMER DIRECTED FIELD EXPERIENCE

___ MIN 451 Directed Field Experience (DFE) CR

Fourth Year

Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 401 Administrative Leadership	3
___ CHR 1_1 Christian Service	CR	___ MIN 430 Pastoral Care & Counseling	3
___ HIS310 History of American Christianity	3	___ THE 400+ Theology Elective	3
___ Emphasis Course	3	___ Emphasis Course	3
___ Track Course	3	___ Track Course	<u>3</u>
___ Track Course	<u>3</u>		15
	15		

Bachelor of Science Bible and Leadership 2nd Major: Christian Ministry

Required Courses

Total Hours: 124

General Studies **37**

Foundational Core	12
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3

Humanities **6**

Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, or philosophy

Social/Behavioral Sciences **6**

PSY 110 General Psychology	3
PSY 120 Human Growth and Development OR	
SAN 220 Cultural Anthropology	3

History or Political Science **3**

Select 3 hours from one of the following disciplines: history, political science

Math/Natural Sciences **10**

MAT 100 College Algebra	3
Science w/lab Elective	4
CIS/Math/Science/Statistics Elective	3

Leadership Core **12**

Leadership Studies **12**

LSP 101 Biblical Foundations Leadership	3
LSP 201 Group Dynamics in Leadership	3
LSP 301 Leadership Theories	3
LSP 401 Leadership Administration	3

Christian Service Credits **7 CR**

CHR 1_1 Chr. Svc. Elective (see pg. 31)	CR
CHR 1_1 Chr. Svc. Elective (see pg. 31)	CR
CHR 131 Chr. Svc. Ministry Emphasis	CR
CHR 131 Chr. Svc. Ministry Emphasis	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR
CHR 1_1 Chr. Svc. _____	CR

Bible/Theology Major **30**

BIB 113 Old Testament History ★	3
BIB 114 Poets and Prophets of the OT ★	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation ★	3
BIB 320 Biblical Research	3
BIB 300+ Bible Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+Theology Elective	3

Christian Ministry Major **36**

Foundational Core **12**

MIN 210 Evan. & Church Growth Strategies	3
MIN 220 Intro. to Teaching and Preaching	3
MIN 340 Principles of Christian Worship	3
MIN 350 Orientation to Directed Field Exp.	CR
MIN 430 Pastoral Care and Counseling	3
MIN 451 Directed Field Experience*	CR

Christian Ministry Emphasis **12**

Select from 1 of the following emphases: children, counseling, family, intercultural, pastoral, spiritual formation, youth, worship**

Christian Ministry Tracks **12**

Select from 2*** of the following tracks: Bible/theology, children, directed field experience, family, intercultural, pastoral, spiritual formation, youth, worship****

Unrestricted Electives **9**

Select 9 hours from any discipline

*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

**The emphasis in worship is a 24-hour emphasis; no tracks are required with this emphasis

***Two tracks can be substituted with a second Emphasis to fulfill track hours

****The track in worship is a 12-hour track; no other track is required with this track.

★Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Bachelor of Science
Major: Bible and Leadership
2nd Major: Christian Ministry
Suggested Course Schedule

First Year

Fall	Spring
___BIB 113 Old Testament History 3	___BIB 114 Poets and Prophets of OT 3
___CHR 1_1 Christian Service CR	___CHR 1_1 Christian Service CR
___COM 111 Written Composition 1 3	___COM 112 Written Composition 2 3
___COM 120 Public Speaking 3	___MAT 100 College Algebra 3
___LSP 101 Foundations Leadership 3	___PSY 120 Human Growth & Development 3
___PSY 110 General Psychology 3	or SAN220 Cultural Anthropology
15	___Humanities Elective 3
	15

Second Year

Fall	Spring
___BIB 211 Life & Teachings Jesus 3	___CHR 1_1 Christian Service CR
___BIB 220 Interpretation 3	___LSP 201 Group Dynamics in Leadership 3
___CHR 1_1 Christian Service CR	___MIN 220 Intro. to Teaching and Preaching 3
___MIN210 Evan. & Ch. Growth Strategies 3	___Science Elective with Lab 4
___Humanities Elective 3	___CIS/Math/Science/Statistics Elective 3
___History/Political Science Course 3	___Unrestricted Elective 3
15	16

Third Year

Fall	Spring
___BIB 320 Biblical Research 3	___BIB 212 Christian Beginnings 3
___CHR 1_1 Christian Service CR	___CHR 1_1 Christian Service CR
___LSP 301 Leadership Theories 3	___MIN 340 Principles of Christian Worship 3
___MIN 350 Orientation to DFE CR	___THE 342 Systematic Theology 2 3
___THE 341 Systematic Theology 1 3	___Emphasis Course 3
___Emphasis Course 3	___Track Course 3
___Unrestricted Elective 3	___Unrestricted Elective 3
15	18

SUMMER DIRECTED FIELD EXPERIENCE

___MIN 451 Directed Field Experience (DFE) CR

Fourth Year

Fall	Spring
___BIB 300+ Bible Elective 3	___LSP 401 Administrative Leadership 3
___CHR 1_1 Christian Service CR	___MIN 430 Pastoral Care & Counseling 3
___HIS 310 History American Christianity 3	___THE 400+ Theology Elective 3
___Emphasis Course 3	___Emphasis Course 3
___Track Course 3	___Track Course 3
___Track Course 3	15
15	

Christian Ministry Department

Emphases and Tracks

Christian Ministry Emphases

All Christian Ministry majors must choose either one “Emphasis” (12 hours) and two “Tracks” (6 hours each) or two “Emphases” (12 hours each). A combination of 24 hours is required.

Children’s Ministry Emphasis (12)		Spiritual Formation Emphasis (12)		
CED 310	Adv. Teaching & Curriculum Plan.	3	SFM 310 Movements in Christian Spirituality	3
CED 410	Children’s Ministry Programming	3	SFM 330 Small Group Ministry	3
PSY 224	Educational Psychology	3	SFM 410 Strategies for Spiritual Formation	3
SFM 320	Child Development & Spirituality	3	SFM 440 Spiritual Mentoring	3
Counseling Emphasis (12)		Worship Emphasis (24)*		
PSY 340	Principles of Counseling	3	MUS 020 Piano Proficiency Exam	0
PSY 443	Lab Experiences in Counseling	3	MUS 150 Introduction to Music Technology	3
PSY 444	Advanced Counseling Techniques	3	MUS 211 Music Theory & Aural Skills I	3
PSY 300+ or FST 300+	Elective	3	MUS 212 Music Theory & Aural Skills II	3
Family Emphasis (12)		MUS 221 Intermediate Piano		1
FST 310	The Family	3	MUS 240 Beginning Voice	1
FST 325	Social Trends and U.S. Families	3	MUS 316 Principles of Choral Conducting	1
FST 410	Major Family Theories	3	WOR 111 Chapel Worship Team (.5/sem.)	2
FST 440	Family Life Education	3	WOR 112 Worship Choir (.5/sem.)	4
Intercultural Emphasis (12)		or MUS 161 Masterworks Chorale (.5/sem)		3
ICS 210	Perspectives in World Missions	3	WOR 312 Worship History	3
ICS 320	Intercultural Communications	3	WOR 440 Worship Ministry	3
ICS 420	Spiritual Warfare	3	* No tracks are taken in conjunction with Worship which is a 24-hour emphasis. Worship emphasis students should take MUS 105, Music Appreciation, as one of their humanities requirements.	
PHL 330	Comparative Religions	3		
Pastoral Emphasis (12)		Youth Emphasis (12)		
HOM 310	Expository Sermon Development	3	YMN 210 Adolescent Culture and Discipling	3
HOM 410	Advanced Sermon Development	3	YMN 310 Building Theo & Philo Youth Min.	3
PAS 310	Applied Ministry Lab	3	YMN 410 Current Trends in Youth Ministry	3
PAS 410	Mission & Theology of the Church	3	YMN 425 Youth Ministry Prog. & Manage.	3

Christian Ministry Tracks

All Christian Ministry majors must choose either one “Emphasis” (12 hours) and two “Tracks” (6 hours each) or two “Emphases” (12 hours each). A combination of 24 hours is required.

Bible/Theology Track (6)		Spiritual Formation Track (6)		
BIB/THE__	Bible/Theology Elective	3	-choose 2 courses-	
BIB/THE__	Bible/Theology Elective	3	SFM 310 Movement in Christian Spirituality	3
Christian Education Track (6)		SFM 320 Child Development & Spirituality		3
CED 310	Adv. Teaching & Curriculum Plan.	3	SFM 330 Small Group Ministry	3
PSY 224	Educational Psychology	3	SFM 410 Strategies for Spiritual Formation	3
Children’s Track (6)		SFM 440 Spiritual Mentoring		3
CED 410	Children’s Ministry Programming	3	Youth Track (6)	
SFM 320	Child Development & Spirituality	3	YMN 210 Adolescent Culture and Discipling	3
		YMN 310 Building Theo & Philo Youth Min.		3

(listing continued on next page)

Directed Field Experience Track (6)		
DFE 452	Directed Field Experience I	3
DFE 453	Directed Field Experience II	3

Family Track (6)		
-choose 2 courses-		
FST 310	The Family	3
FST 325	Social Trends and U.S. Families	3
FST 410	Major Family Theories	3
FST 440	Family Life Education	3

Intercultural Studies Track (6)		
-choose 2 courses-		
ICS 210	Perspectives in World Missions	3
ICS 320	Intercultural Communications	3
ICS 420	Spiritual Warfare	3
PHL 330	Comparative Religions	3

Worship Track (12)*		
MUS 020	Piano Proficiency Exam	0
MUS 150	Introduction to Music Technology	3
MUS 211	Music Theory & Aural Skills I	3
MUS 221	Intermediate Piano	1
MUS 240	Beginning Voice	1
MUS or WOR	Elective	1
WOR 111	Chapel Worship Team (.5/sem.)	1
WOR 112	Worship Choir (.5/sem.)	2
	or MUS 161 Masterworks Chorale (.5/sem.)	

* Because the Worship Track is a 12-hour track, no additional tracks are taken. Worship Track students should take MUS 105 Music Appreciation as a Humanities requirement.

Pastoral Track (6)		
-choose 2 courses-		
HOM 310	Expository Sermon Development	3
HOM 410	Advanced Sermon Development	3
PAS 410	Mission & Theology of the Church	3

Academic Programs

General Studies Department

Faculty: Dr. William (Bill) Jenkins, department head; Dr. Rusty Andrews, Nancy Blockcolsky, Jeff Davis, Julie Delort, Paula Ebert, Dr. Esther Ferris, Dr. Gary Griffith, Ben MacGill, Nikki Medaris, Bobby Randall, Ron Ratliff, Karen Smothers, Larry Sullivan, Kathryn Thompson, Dr. Michael Welsh, Ben Worcester, and Dr. Rick Wright.

Mission

The General Studies Department exists to educate, equip, and enrich Christians to be leaders through foundational studies that prepare students to read, study, and think critically.

Objectives

Students completing the requirements in General Studies will:

1. Articulate in writing and speaking their own ideas about issues and arguments in written and oral discourse that demonstrate efficient use of grammar, mechanics, and style in a manner appropriate to the audience.
2. Recognize movements, theories, people, and works that have historically shaped Western culture in general and the Christian church in particular.
3. Demonstrate an understanding of the major concepts of the behavioral and social sciences.
4. Solve problems through logical reasoning and scientific method.
5. Demonstrate an integration of their studies into a Christian worldview.
6. Recognize the value of lifelong learning.
7. Demonstrate the ability to select and use the most appropriate technological tools and understand technology's impact on self and society.

Associate of Arts Major: Bible and Leadership

Required Courses	Total Hours: 63
General Studies	21
Foundational Core	9
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
Social/Behavioral Sciences	6
Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology	
History or Political Science	3
Select 3 hours from one of the following disciplines: history, political science	
Math/Science/Stat/CIS	3
Math/Science/Stat/CIS Elective	3
Leadership Core	6
LSP 101 Biblical Foundations Leadership	3
LSP 201 Group Dynamics in Leadership	3
Bible Major	18
BIB 113 Old Testament History*	3
BIB 114 Poets and Prophets of OT*	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation*	3
THE 300+ Theology Elective	3
Professional Studies Major	6
MIN 210 Evan. & Church Growth Strategies	3
MIN 220 Intro. to Teaching/Preaching	3
Unrestricted Electives	12
Select 12 hours from any discipline	
Christian Service Credits	3 CR
CHR 1_1 Christian Service	CR
CHR 1_1 Christian Service	CR
CHR 1_1 Christian Service	CR

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Associate of Arts
Major: Bible and Leadership
Suggested Course Schedule

First Year

Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ COM 111 Written Composition I	3	___ COM 112 Written Composition II	3
___ COM 120 Public Speaking	3	___ Math/Science/Stat/CIS elective	3
___ LSP 101 Foundations Leadership	3	___ History/Political Science Elective	3
___ Social Science Elective	<u>3</u>	___ Social Science Elective	<u>3</u>
	15		15

Second Year

Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ CHR 1_1 Christian Service	CR
___ CHR 1_1 Christian Service	CR	___ LSP 201 Group Dynamics in Leader.	3
___ MIN 210 Evang & Growth Strat.	3	___ MIN 220 Intro to Preaching/Teaching	3
___ THE 300+ Theology Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	<u>3</u>
___ Unrestricted Elective	<u>3</u>		15
	18		

Associate of Arts Major: General Studies

Required Courses	Total Hours: 63
General Studies	21
Foundational Core	9
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
Social/Behavioral Sciences	6
Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology	
History or Political Science	3
Select 3 hours from one of the following disciplines: history, political science (suggested: HIS 310)	
Math/Science/Stat/CIS	3
Math/Science/Stat/CIS elective	
Leadership Core	6
LSP 101 Biblical Foundations Leadership	3
LSP 201 Group Dynamics in Leadership	3
Bible Major	18
BIB 113 Old Testament History*	3
BIB 114 Poets and Prophets of OT*	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation*	3
THE 300+ Theology Elective	3
Unrestricted Electives	18
Select 18 hours from any discipline	
Christian Service Credits	3 CR
CHR 1_1 Christian Service	CR
CHR 1_1 Christian Service	CR
CHR 1_1 Christian Service	CR

*Students enrolled in BIB 113 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 114 and BIB 220. MCC students qualify for the educational discount.

Associate of Arts
Major: General Studies
Suggested Course Schedule

First Year

Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CHR 1_1 Christian Service	CR	___ CHR 1_1 Christian Service	CR
___ COM 111 Written Composition I	3	___ COM 112 Written Composition II	3
___ COM 120 Public Speaking	3	___ Math/Science/Stat/CIS elective	3
___ LSP 101 Foundations Leadership	3	___ History/Political Science Elective	3
___ Social Science Elective	<u>3</u>	___ Social Science Elective	<u>3</u>
	15		15

Second Year

Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ CHR 1_1 Christian Service	CR
___ CHR 1_1 Christian Service	CR	___ LSP 201 Group Dynamics in Leader.	3
___ THE 300+ Theology Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	<u>3</u>
___ Unrestricted Elective	<u>3</u>		15
	18		

Academic Programs

Distance Education Department

Department Director: Jeff Davis

Manhattan Christian College has made a commitment to global ministry leadership training. MCC's distance education courses are designed to provide busy adults the opportunity and flexibility to pursue the same regionally accredited biblical education that our on-campus students experience. The program is designed to enhance your current ministries and careers and put you on the road toward completion of a bachelor degree in Biblical Leadership or our popular Management and Ethics degree. Each course meets for eight weeks and earns three semester hours of credit.

Online students may take any two of the distance education courses during each 8-week term, and there are two 8-week terms per semester. Generally, students spend an average of 12-15 hours per week on each class. This may vary depending upon how quickly you read and complete your assignments.

Mission

The Distance Learning Department exists to educate, equip, and enrich Christian leaders in any location, at any time to become more effective leaders in their churches and communities.

Objectives

Upon completing the course of study in biblical leadership, a student will be able to . . .

- Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
- Demonstrate an integration of their studies into leadership ministry
- Understand the basic principles of leadership in a healthy, growing church
- Perform the basic exegesis necessary for preaching, teaching, and Bible study
- Demonstrate a basic level of expertise of the skills necessary to perform practical ministry in the local church
- Have a basic understanding of the history of the church and the Stone-Campbell movement

Requirements to Enter Degree Completion Program

Degree completion students must have completed 40 or more credits from accredited colleges, post-secondary institutions, or military service (credit for prior learning cannot be included as part of the 40). Students may be granted provisional admittance depending on individual circumstances. These credits will be applied to the required 72 hours of course credits in two categories: general education (42 hours) and unrestricted electives (30 hours).

A 21-hour Certificate of Biblical Leadership is available for those who do not wish to enter the degree-completion program.

Technology, Time Management, and Netiquette

Students enrolled in online courses are responsible to ensure that they have the necessary technology (hardware and software) and adequate Internet access to complete the course(s). MCC uses the learning management system *MCC Online*. *MCC Online* is a course-management system designed to deliver an interactive web-based classroom to students. *MCC Online* extends and enhances course instruction, enabling students with time and geographic restrictions to take advantage of the flexibility of learning over the Internet.

The *MCC Online* web page (www.mcccks.edu/academics/online-degrees) also offers several helps for students in the areas of time management, student services, and netiquette in e-mail and course message boards.

MCC's Distance Learning department prefers Microsoft Office as the primary software used for online coursework. The minimum recommendation for students is that they have Office 2010 – Home and Student Edition (Word,

Excel, and PowerPoint). E-mail software (e.g. Outlook) is not required as the student should use the college web-based e-mail (MCC E-mail).

Logos Bible Software

Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and other Bible courses. MCC students qualify for the educational discount.

Netiquette for E-mail, Chat, and the Discussion Boards

It is hard for someone reading your communication to know your tone of voice and impossible for someone to read your body language or your facial expressions. These are all very important when we speak to someone. Netiquette is the way you express yourself when you are writing e-mails, in a chat with classmates, or posting on a discussion board. Here you will find tips on how to express yourself.

- Try to avoid ALL CAPS. IT GIVES THE IMPRESSION THAT YOU ARE SHOUTING!
- Acknowledge what someone else has said before posing a different viewpoint. If you disagree with someone, it is a good idea to start a message by briefly re-stating in your own words, what the other person said. This lets the other person know that you are trying to understand them.
- When presenting a controversial point of view, identify whose view it is. For example, “in my experience...” Or “according to the author...”.
- If you feel the need to send an angry message, take a break. If you write out the message, don’t send it immediately. Save it and look at it later. You may want to tone it down after you have re-read it.
- It is a good idea to check your spelling if you are posting to a discussion board before posting. It will be the first impression you make on someone.
- Remember that whatever you post to a newsgroup or bulletin board is public and may be copied and sent to others.
- Remember to always title your messages. This is especially true for newsgroups and bulletin boards so that others can delete it without reading it if they wish.
- When you post or e-mail someone with a question, make it as easy as possible for them to help you. Make your questions as clear and specific as possible, and provide as much information as possible.
- Sometimes emoticons are used to convey emotion:

Smile	:) or :-)	Indifferent	:I
Wink	;-)	Disappointed	:-e
Frown	:(Mad	:-<
Surprised	:-o	Laughing	:-D
Screaming	:-@		

- *A few abbreviations that are commonly used are:*
 - BTW (by the way)
 - IMHO (in my humble opinion) This is a good non-offensive way of expressing one’s own opinion.
 - lol (laugh out loud)
 - rofl (roll on the floor laughing)
 - brb (be right back)
 - cya (see you later)
- Keep your communications to the point. Some people pay for Internet access by the hour. The longer it takes to read your messages, the more it may cost them.

Be careful not to post unrelated comments or advertisements to your groups. This practice is known as **spamming** and will quickly lead to another unpleasant Internet practice, **flaming**. Sometimes you might offend someone unintentionally. Be prepared to receive some angry e-mail or be treated rudely by others in the group. This is called being **flamed**. If you attack back, you will spark a **flame war**. The best response usually is no response at all. You must be careful not to read into a message something that is not there and not to make judgments about where someone is coming from.

Tips for Participating on a Discussion Board

Log on to your course discussion board every day or a minimum of 5 days a week.

- Think ideas through before responding. You do not want to respond to be considered flaming. It often helps to outline responses before responding. Be polite and respectful.
- It is often a good idea to write your response in Word (or other word processor) so that you can easily edit your response, then copy-n-paste your response to the message board.
- Use good communication skills. Keep your comments concise, but do meet the requirements posted for discussion by the instructor. Avoid brief affirmations such as “Amen”, “Ditto”, and “I agree.” Do not quote or copy long passages from a previous post. Quote only the relevant portions to make your response clear.
- Pay careful attention to instructions. Be sensitive with your use of language.
- Use subject lines in your post to keep the flow going for a certain discussion item. Be sure to change the subject line if you are changing the direction of the discussion.
- Try to stay on track and respond directly to comments being made.

E-Mail

All students enrolled in MCC’s distance education programs must have a MCC e-mail account. The college’s policy is that e-mail is the primary means of communication with students. Communication from faculty and all departments will be primarily through the use of e-mail. MCC e-mail accounts are assigned when students enroll in the college. Questions can be directed to the MCC e-mail administrator at: mccadmin@mccs.edu.

Christian Service

Students are required to be involved in their communities and churches each semester. Practical service activities enhance the college experience because students apply what they learn in the classroom in service to others. A variety of service activities can satisfy this requirement. See ‘Christian Service’ in the Academic Information section of the current catalog for more information.

Credit by Non-Classroom Contact

Students may earn up to 30% (or 36) of the credit hours required for completion of the degree through non-classroom contact (e.g. credit-by-examination, credit for prior learning (CPL), military or job training, etc.). A maximum of 30 of the possible 36 semester credit hours may be by CPL. CPL credit is only awarded after a student enrolls and completes ORN 020, Introduction to Credit for Prior Learning. A per-credit-hour fee will be charged for credit granted. See ‘Credit for Prior Learning’ in the Academic Information section of the catalog for more information.

Attendance

Students taking online courses are required to be active in the course each week of the course through various activities and assessments as assigned by the course instructor (e.g. message board postings, quizzes, or other activities). A student not active in (or attending) the course by Wednesday of the first week is subject to being administratively dropped from the course unless prior arrangements have been made with the instructor. All course work must be completed by the end of the eighth week.

MCC Online (Distance Education) Course Add/Drop Policy/Procedures

Students are responsible for their own enrollment maintenance.

Policy for Drop/Add of Distance Courses

1. Add a course by Wednesday (by day 3) by completing the add form. Courses may not be added after Wednesday (day 3) without instructor permission. Courses cannot be added after the first week of the course (day 7).
2. Drop by the end of the second week of the course (day 14): The course will not be recorded on the student’s permanent record
3. Drop between the third and sixth week (by day 42): A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not calculated into the grade point average.
4. After the sixth week the course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

Procedure for Drop/Add of Distance Courses

1. Contact the Distance Education office by phone or e-mail to complete a drop/add form.

2. Distance Education office will complete the form and contact the instructor for approval.
3. Completed form will be submitted to the Registrar's Office by the Distance Education office.

MCC *Online* (Distance Education) Course Refund Policy

This policy applies to all online or DVD courses that MCC currently offers, or will offer in the future. The typical MCC *Online* course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class	100%
First week of the course (days 2-7)	75%
Second week of the course (days 8-15)	40%
16 th day and beyond	0%

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00 pm, central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

More information regarding MCC's Distance program and courses is located on the MCC website:
www.mccks.edu/academics/online-degrees

DISTANCE EDUCATION DEPARTMENT

Bachelor of Science in Biblical Leadership

Required Courses	Total Hours 120
General Education	Total Hours: 42
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
Select two courses from two of the following disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	6 hours
One science course	
One science or math course	
Social Sciences	6 hours
Select one course from two of the following disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	6 hours
*HIS 310 History of American Christianity	
History or political science elective	
General Education Electives	6 hours
* = Required course	
<u>Bible / Theology</u>	<u>Total Hours: 24</u>
Bible	
BIB 112 Survey of Old Testament Literature	3 hours
BIB 211 Life and Teachings of Jesus	3 hours
BIB 212 Christian Beginnings	3 hours
BIB 220 Interpretation	3 hours
BIB 300+ Bible Elective	3 hours
BIB 300+ Bible Elective	3 hours
Theology	
THE 330 Basic Christian Doctrine	3 hours
THE 436 Apologetics	3 hours
<u>Leadership / Ministry</u>	<u>Total Hours: 24</u>
LSP 101 Foundations of Biblical Leadership	3 hours
LSP 201 Group Dynamics in Leadership	3 hours
LSP 301 Leadership Theories	3 hours
LSP 401 Leadership Administration	3 hours
MIN 210 Evangelism and Church Growth Strategies	3 hours
MIN 220 Introduction to Teaching and Preaching	3 hours
MIN 430 Pastoral Care and Counseling	3 hours
SFM 330 Small Group Ministry	3 hours
<u>Unrestricted Electives</u>	<u>Total Hours: 30</u>
<u>Community Service</u>	
CHR 111 Chr. Svc. Community Service	CR/NC
CHR 111 Chr. Svc. Community Service	CR/NC
CHR 111 Chr. Svc. Community Service	CR/NC

Biblical Leadership Suggested Sequence:

First Semester			
8-wk Term			Credit Hrs
X	BIB 112	Survey of Old Testament Literature*	3
X	BIB 211	Life and Teachings of Jesus	3
Y	BIB 220	Interpretation*	3
Y	LSP 101	Biblical Foundations of Leadership	3
Second Semester			
8-wk Term			Credit Hrs
X	MIN 210	Evangelism and Church Growth Strategies	3
X	LSP 201	Group Dynamics in Leadership	3
Y	BIB 212	Christian Beginnings	3
Y	MIN 220	Introduction to Teaching and Preaching	3
Third Semester			
8-wk Term			Credit Hrs
X	THE 330	Basic Christian Doctrine	3
X	BIB ____	Bible Elective (300+)	3
Y	LSP 301	Leadership Theories	3
Y	SFM 330	Small Group Ministry	3
Fourth Semester			
8-wk Term			Credit Hrs
X	MIN 430	Pastoral Care and Counseling	3
X	THE 436	Apologetics	3
Y	BIB____	Bible Elective (300+)	3
Y	LSP 401	Leadership Administration	3
Christian Service			
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC

*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

DISTANCE EDUCATION DEPARTMENT

Bachelor of Science in Management and Ethics (online)

Required Courses	Total Hours 120
General Education	Total Hours: 42
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
*Business Communication course	
Select one course from two of the following disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	9 hours
One science course	
One science or math course	
*Business Statistics	
Social Sciences	6 hours
Select one course from two of the following disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	3 hours
History or political science elective	
General Education Electives	6 hours
* = Required course	
Bible/Ethics Courses	Total Hours: 18
Bible	
BIB 112 – Old Testament Survey	3 hours
BIB 211 – Life and Teachings of Jesus	3 hours
BIB 212 – Christian Beginnings	3 hours
BIB 220 – Interpretation	3 hours
Theology	
THE 330 – Basic Christian Doctrine	3 hours
THE 435 – Christian Ethics	3 hours
Management Courses	Total Hours: 30
MAN 110 – Basic Leadership Principles [Goals, Priorities, & Attitudes]	3 hours
MAN 210 – Introduction to Management & Ethics	3 hours
MAN 310 – Economics for Managers	3 hours
MAN 320 – Accounting for Managers	3 hours
MAN 330 – Introduction to Marketing	3 hours
MAN 340 – Managerial Finance	3 hours
MAN 410 – International Issues in Business	3 hours
MAN 420 – Organizational Behavior and Change	3 hours
MAN 430 – Case Studies in Management Ethics	3 hours
MAN 440 – Business Strategies (Capstone course)	3 hours
Unrestricted Electives	Total Hours: 30
Christian Service Credits	
CHR1_1 - Christian Service	CR/NC
CHR1_1 - Christian Service	CR/NC
CHR1_1 - Christian Service	CR/NC

Management & Ethics Suggested Sequence:

First Semester			
8-wk Term			Credit Hrs
X	MAN 110	Basic Leadership Principles	3
X	BIB 112	Old Testament Survey*	3
Y	MAN 210	Introduction to Management & Ethics	3
Y	BIB 220	Interpretation*	3
Second Semester			
8-wk Term			Credit Hrs
X	MAN 310	Economics for Managers	3
X	BIB 211	Life and Teachings of Jesus	3
Y	BIB 212	Christian Beginnings	3
Y	MAN 320	Accounting for Managers	3
Third Semester			
8-wk Term			Credit Hrs
X	MAN 330	Introduction to Marketing	3
X	THE 330	Basic Christian Doctrine	3
Y	MAN 340	Managerial Finance	3
Y	MAN 410	International Issues in Business	3
Fourth Semester			
8-wk Term			Credit Hrs
X	THE 435	Christian Ethics	3
X	MAN 420	Organizational Behavior and Change	3
Y	MAN 430	Case Studies in Management Ethics	3
Y	MAN 440	Business Strategies (Capstone course)	3
Christian Service			
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC

Students are required to enroll in Christian Service every semester they are enrolled as a degree-seeking student at MCC

*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

Certificate of Biblical Leadership

Required Courses **Total Hours 21**

Bible / Theology **Total Hours 15**

Bible

BIB 112 Survey of Old Testament Literature* (3)

BIB 211 Life and Teachings of Jesus (3)

BIB 212 Christian Beginnings (3)

BIB 220 Interpretation* (3)

Theology

THE 330 Basic Christian Doctrine (3)

Leadership / Ministry **Total Hours 6**

LSP 101 Biblical Foundations of Leadership (3)

MIN 220 Introduction to Preaching & Teaching (3)

*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

Library/Learning Resources

Director of Library Resources: Mary Ann Buhler

Reference Librarian: Ron Ratliff

The library is located on the 3rd and 2nd floor of Jolliffe Hall. In its current location the library is ADA (Americans with Disabilities Act) compliant. The staff uses the Library of Congress classification system. The library contains over 30,000 volumes and over 3,000 bound and unbound journals. The EOSWeb Express automation system provides public access, computerized card catalog, and circulation control. In addition, patrons have access to several on-line databases, interlibrary loan, the OCLC database, reference assistance, computer access, CD-Roms, and a photocopy machine. Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system. The Learning Resources Committee assists the director of library services. The committee consists of faculty and student representation and is chaired by the library director. Through monthly meetings the committee provides oversight of various aspects of library operations. The committee functions as an advisory and steering committee to the library director. It provides evaluative decision-making to assist in setting policy for major improvements within the library, assigns portions of the library acquisitions monies to appropriate faculty for purchases in their curricular area, and entertains requests for special purchases for the library and its patrons.

Mission

In harmony with the mission of Manhattan Christian College, the mission of the library is “educating, equipping, and enriching” the students, staff, faculty, administration, and community of MCC. This mission is primarily centered in the instructional tasks of the college, focusing on curricular support of students and teaching faculty of the college. This means the library’s mission includes both “educating” and “equipping,” terms defined here to encompass both liberal arts and professional instruction. The library’s mission, therefore, includes providing facilities, staff assistance, patron orientation, and material — print and non-print media — appropriate for most of the support for the curriculum, and at least some of the support of faculty research. The library’s mission also includes “enrichment” – which is here defined as support for personal growth, providing a place and media for non-technical and recreational reading and other activities, as appropriate and feasible.

Vision

The library seeks to provide instructional support and learning resources by combining elements of a traditional “liberal arts” education with professional and pre-professional training for various aspects of ministry for students, staff, faculty, administration, and the community.

Objectives

To achieve its vision and mission, the library will...

- seek budget increases to a percentage which reflects the ideal of the ABHE’s recommended level of 6% of “G & E” expenditures of the college.
- seek augmented budgetary funding for the library through various sources of revenue including (a) a library use fee, (b) memorial gifts, (c) application for funding from grant proposals.
- seek to provide onsite and remote access to materials needed to support the curriculum and faculty research.
- provide library orientation and instructional assistance to all patrons.
- seek to enhance resource sharing services by providing access to additional materials supporting the curriculum and faculty research.
- seek to enlarge and enhance library facilities by completing the renovation of an existing campus building into a state-of-the-art library.
- seek to acquire and maintain the necessary equipment and technology to support developing programs.
- seek to acquire and regularly update computer hardware and software necessary to access and display electronic information resources.
- enhance the current systems by acquiring an automated, integrated library system for cataloging, public access, and circulation services.
- participate in library consortia to enhance library.

Course Descriptions

In order to provide clarity for both faculty, students and inquirers regarding the academic course offerings at Manhattan Christian College, a set of general guidelines have been established to use in determining the area of discipline, course structure, organization, and degree of difficulty or sophistication. The letters in the prefix relates to the area of discipline that course represents. The academic discipline areas at MCC are:

BIB	Bible	MAT	Math
CED	Christian Education	MIN	Ministries
CHR	Christian Service	MSS	Missions
CIS	Computing and Information Systems	MUS	Music
COM	Communication	ORN	Orientation
ECN	Economics	PAS	Pastoral
FST	Family Studies	PHL	Philosophy
HIS	History	PSY	Psychology and Counseling
HOM	Homiletics	SAN	Sociology and Anthropology
HPW	Health and Physical Wellness	SCI	Science
ICS	Intercultural Studies	SFM	Spiritual Formation
LAN	Languages	STA	Statistics
LIT	Literature	THE	Theology
LSP	Leadership	WOR	Worship
MAN	Management	YMN	Youth Ministry

The first number in the sequence designates the course level. The courses at MCC are developed based on the following guidelines:

Lower Division Courses are offered at the 100- and 200- levels while having the following characteristics:

- Lower division courses generally do not have college-level prerequisites unless there are courses taken in sequence such as Written Composition I and Written Composition II.
- Lower division courses usually are not limited to students majoring in the discipline in which the course is listed.
- Lower division courses primarily are introductory, survey, or basic concept oriented courses.

Upper Division Courses are offered at the 300- and 400- levels while having the following characteristics:

- Upper division courses generally require substantial college-level preparation and/or prerequisites on the part of the student.
- Upper division courses usually are more specialized courses taken within the student's major field of study or emphasis.
- Upper division courses often provide a capstone experience.

Course Level Descriptions reflect levels of learning. In order to provide those descriptions, the principles of Bloom's Taxonomy are used as a basis. The following chart provides working guideline descriptions for each course level.

Level	Description	Bloom's Taxonomy
100	Initial immersion in the academic discipline without expectation of previous exposure at the college level	Knowledge and Comprehension
200	Secondary immersion in the academic discipline to provide more familiarity within that study	Knowledge, Comprehension, and Application
300	Deepened immersion with special attention to the application and analysis within the specific discipline	Knowledge, Comprehension, Application, and Analysis
400	Evaluative experience providing synthesis with the discipline through inquiry and methodology	Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation

Assessment Language based on Bloom’s Taxonomy and these levels of learning should use the following terminology:

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
List	Summarize	Solve	Analyze	Design	Evaluate
Name	Explain	Illustrate	Organize	Hypothesize	Choose
Identify	Interpret	Calculate	Deduce	Support	Estimate
Show	Describe	Use	Contrast	Schematize	Judge
Define	Compare	Interpret	Compare	Write	Defend
Recognize	Paraphrase	Relate	Distinguish	Report	Criticize
Recall	Differentiate	Manipulate	Discuss	Justify	
State	Demonstrate	Apply	Plan		
Visualize	Classify	Modify	Devise		

The second number in the sequence is a descriptor of the category within the discipline as designated in the prefix. For example, the “1” designates sociology and “2” designates anthropology in the SAN discipline.

The third number in the sequence describes whether the course is a foundational stand alone course which is designated with a “0” or a group of courses that are in sequence which is designated in numerical order.

The MCC academic calendar is based on semesters. Prerequisites may be waived by the instructor when a student has shown readiness. Courses and their descriptions, including frequency of the course offering, may change, be added or be deleted. A line schedule showing all courses, including a required textbook list, offered for a specific semester is published prior to preregistration for that semester. Courses with insufficient preregistration or registration may be canceled.

BIBLE (BIB)

BIB 112 Survey of Old Testament Literature 3 hours

This course is a general survey of the literature of the Old Testament from Genesis through Malachi.
Offered: each semester

BIB 113 Old Testament History 3 hours

This course is a study of the historical sections of the Old Testament from Genesis to Esther.
Offered: fall

BIB 114 Poets and Prophets of the Old Testament 3 hours

This course is a study of the poetic and prophetic literature of the Old Testament from Job to Malachi.
Offered: spring

BIB 211 Life and Teachings of Jesus 3 hours

This course is a study of the life of Christ based on a selected gospel.
Offered: each semester

BIB 212 Christian Beginnings 3 hours

This course is a study of the history of the beginning of the church primarily focusing on the ministry of Paul and his writings plus the writings of others to those early Christians.
Offered: each semester

BIB 220 Interpretation 3 hours

This course is an introduction to the interpretation of scripture introducing students to principles of interpretation and exegetical methods and tools with special focus given to understanding principles of interpreting different forms of scriptural literature.
Offered: each semester

- BIB 320 Biblical Research** **3 hours**
 This course is the application of historical and linguistic research to a specific book from the Old Testament and to a specific book from the New Testament. The course serves as an introduction to the Greek and Hebrew languages, including the respective alphabets, basic historical and grammatical features and terminology, and the application of linguistics insights to biblical research. The course will also introduce significant research tools, resources, and methodologies. Students will do primary research in biblical texts and other ancient texts relevant to the historical, cultural, and social world of the Bible. Students will also learn methods of utilizing and evaluating significant scholarly literature.
 Offered: fall only
 Prerequisite: BIB 220
- BIB 331 Epistles: I Corinthians** **3 hours**
 This course is an exegetical study and exposition of I Corinthians.
 Offered: each semester
 Prerequisites: BIB 212, BIB 220
- BIB 332 Epistles: II Corinthians** **3 hours**
 This course is an exegetical study and exposition of II Corinthians.
 Offered: on demand
 Prerequisites: BIB 212, BIB 220
- BIB 333 Epistles: Galatians & James** **3 hours**
 This course is an exegetical study and exposition of Galatians and James.
 Offered: on demand
 Prerequisites: BIB 212, BIB 220
- BIB 334 Epistles: The Prison Epistles** **3 hours**
 This course is an exegetical study and exposition of Ephesians, Philippians, Colossians, and Philemon.
 Offered: on demand
 Prerequisites: BIB 212, BIB 220
- BIB 335 Epistles: I & II Thessalonians** **3 hours**
 This course is an exegetical study and exposition of I and II Thessalonians.
 Offered: on demand
 Prerequisites: BIB 212, BIB 220
- BIB 336 Epistles: Hebrews** **3 hours**
 This course is an exegetical study and exposition of Hebrews.
 Offered: each semester
 Prerequisites: BIB 212, BIB 220
- BIB 420 The Book of Acts** **3 hours**
 This course is an in-depth study of the first century church as described in The Book of Acts.
 Offered: on demand
 Prerequisites: BIB 212, BIB 220
- BIB 421 Bible Seminar: New Testament** **3 hours**
 This course is a seminar approach to the exegetical and critical study of a selected book or books of the New Testament. Sections of or entire books to be studied may include Gospel and Letters of John, Romans, the Pastoral Epistles, I and II Peter and Jude, and Revelation.
 Offered: on demand
 Prerequisites: BIB 211, BIB 220 and one epistles course
- BIB 423 Epistles: Greek Exegesis I** **3 hours**
 See course description under LAN 421.
 Offered: on demand
 Prerequisite: LAN 322

- BIB 424 Epistles: Greek Exegesis II** **3 hours**
 See course description under LAN 422.
 Offered: on demand
 Prerequisite: LAN 322
- BIB 425 Bible Seminar: Old Testament** **3 hours**
 This course is a seminar approach to the exegetical and critical study of a selected book of the Old Testament.
 Offered: on demand
 Prerequisites: BIB 113, BIB 114, BIB 220
- BIB 429 Other New Testament Writings** **3 hours**
 This course is a study of Hebrews; James; I and II Peter; I, II, and III John; and Jude with special emphasis on the ethical elements found in these books.
 Offered: on demand
- BIB 441 Critical Introduction to the New Testament** **3 hours**
 This course is a study of New Testament writings with attention to such questions as date, authorship, destination, background, genre, unity, and purpose. Canon and textual issues are included with an emphasis on well-known critical problems of each book.
 Offered: fall, even years
 Prerequisites: BIB 212, BIB 220, junior status
- BIB 442 Critical Introduction to the Old Testament** **3 hours**
 This course is an analytical study of the various canonical books of the Old Testament focusing primarily on such matters as date, authorship, historical background, unity, and purpose with an emphasis on well-known critical problems of each book.
 Offered: fall, odd years
 Prerequisites: BIB 113, BIB 114, BIB 220, junior status
- BIB 443 A Christian World View** **3 hours**
 This course is a study of theoretical and practical problems of moral conduct and proposed solutions with emphasis upon the nature of ethics, values, rights, obligations, and opportunities.
 Offered: each semester
- BIB 444 Hebrew Wisdom Literature** **3 hours**
 This course is an expository study of Hebrew wisdom literature including canonical and non-canonical books, including Job, Proverbs, Ecclesiastes, Song of Solomon, Lamentations, Ecclesiastes, Wisdom of Solomon, and selected Psalms.
 Offered: on demand
 Prerequisites: BIB 114, BIB 220; Recommended: BIB 113
- BIB 446 Eighth-Century Prophets** **3 hours**
 This course is an expository study of Jonah, Hosea, Amos, Isaiah, and Micah with attention to developing a sound methodology for interpreting prophetic texts.
 Offered: fall, even years
 Prerequisites: BIB 114, BIB 220; Recommended: BIB 113
- BIB 447 Seventh-Century Prophets** **3 hours**
 This course is an expository study of Nahum, Zephaniah, Habakkuk, and selected portions of Jeremiah with attention to developing a sound methodology for interpreting prophetic texts.
 Offered: spring, odd years;
 Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

BIB 448 Sixth and Fifth Century Prophets**3 hours**

This course is an expository study of Ezekiel, Daniel, Haggai, Zechariah, and Malachi with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, odd years

Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

BIB 449 Prelude to the Gospels**3 hours**

This course is a background study to the New Testament that begins with the end of the Babylonian Exile in 539 BC and continues to conclusion of the Jewish nation as seen in the Bar-Kochba Revolution in AD 135, the fall of Masada in AD 73, and the fall of Jerusalem in AD 70.

Offered: spring, even years

Prerequisites: BIB 113, BIB 220

CHRISTIAN EDUCATION (CED)**CED 310 Advanced Teaching and Curriculum Planning****3 hours**

This course is designed to provide practical application of a variety of teaching methods and the development of curriculum resources. An emphasis will be placed on the role of experiential learning in the church.

Prerequisite: MIN 220, PSY 120

Offered: fall, odd years

CED 410 Children's Ministry Programming**3 hours**

This course assists students in developing the skills necessary for the overall facilitation of ministry with children in the church. The course emphasizes intergenerational programming, partnership with parents, and best teaching environments for children. A focus will also be placed on administrative responsibilities.

Prerequisite: MIN 220, PSY 120

Offered: spring, even years

CHRISTIAN SERVICE PROGRAM (CHR)

Four-year degree students must complete seven Christian Service projects with at least one project from each category. Two-year degrees students must complete three Christian Service projects with one project from each category. LEAD and Distance Education students are required to complete three projects.

CHR 101 Christian Service Project: Local Church**CR/NC**

This project requires service within a local church.

CHR 111 Christian Service Project: Community Service**CR/NC**

This project requires service in organizations in the community of Manhattan (or surrounding areas) designed for volunteer service.

CHR 121 Christian Service Project: MCC Organizations and KSU Organizations**CR/NC**

This project requires service within MCC or KSU organizations that are primarily designed for outreach.

CHR 131 Christian Service Project: Christian Ministry Emphasis**CR/NC**

This project requires service within the emphasis area of a Christian Ministry major.

COMPUTING AND INFORMATION SYSTEMS (CIS)**CIS 110 Introduction to Personal Computing****3 hours**

This course is an introduction to the microcomputer including the use of a word processor, spreadsheet, and database.

Offered: each semester

COMMUNICATION (COM)

COM 100 Yearbook

1 hour

This course assists the production of the yearbook for the college in a “hands-on” course. The yearbook provides a history, reference, and a memory book for all staff members and students at MCC. Yearbook production is a team function with each person learning the fundamentals and contributing within his/her expertise.

Offered: each semester

COM 111 Written Composition I

3 hours

This course is the practice in writing a wide range of discourse for a wide variety of purposes and audiences including a focus on research skills. Instruction will be given in all aspects of the composing process: invention, drafting, revision, and proofreading.

Offered: each semester

COM 112 Written Composition II

3 hours

This course is the practice in writing a wide range of discourse focusing on developing the ability to write persuasively and informatively.

Offered: each semester

Prerequisite: COM 111

COM 114 Business Communication

3 hours

This course is designed to develop written skills, visual layout, organization, grammar, and spelling skills.

Offered: fall

COM 120 Public Speaking

3 hours

This course is the consideration of both the theory and practice of public speaking to acquaint students with the dynamic components of oral communication. The course provides experiences in reasoning and in constructing and presenting speeches.

Offered: each semester

COM 214 Interpersonal Communication

3 hours

This course is an introduction to the basic principles of communication through examination of variables involved in several types of one-to-one, or interpersonal, communication situations.

Offered: on demand

COM 239 Communication Concepts

3 hours

This course is an introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

Offered: each semester

COM 310 General Phonetics

3 hours

This course emphasizes the description and classification of speech sounds according to point and manner or articulation. It will include transcription in the International Phonetic Association alphabet and study in the sounds of languages which could be encountered in cross-cultural situations. Cross-listed as ICS 310.

Offered: on demand

COM 320 Intercultural Communication

3 hours

This course is the study of the dynamic interaction of communication and culture and the process of inducing change in the intercultural settings. Special consideration will be given to learning a new language, tools, methodologies, and development of specific intercultural communication skills with practical experience in language learning. Cross-listed as ICS 320.

Offered: spring

Prerequisites: SAN 220 and COM 120 or COM 214

ECONOMICS (ECN)

ECN 110 Principles of Macroeconomics

3 hours

This introductory course is designed to provide a systematic approach to the two main issues of macroeconomics: what causes an economy to grow over time and what causes economies to grow unevenly over time. In studying these issues, the following topics are explored: growth, output, prices, employment, aggregate supply and demand, inflation, international trade, and money and banking. The emphasis in this course will be on assisting the student to better understand economic policy and make better choices as a manager of resources.

Offered: fall

ECN 120 Principles of Microeconomics

3 hours

This introductory course is designed to provide a systematic approach to the study of human behavior in a market system. It will explore the role of prices and markets in an economy with an emphasis on economic tools needed to better understand economic policy and make better choices as a manager of resources.

Offered: spring

FAMILY STUDIES (FST)

FST 310 The Family

3 hours

This course is a study of the various aspects of family life. A researched-based approach to marriage, singleness, parenting, life stages, family resource management, divorce, cohabitation, and other issues related to the nature of the family will be presented and discussed.

Offered: spring

FST 325 Social Trends and U.S. Families

3 hours

This course will provide an overview of the major contemporary social trends (history, etc.) influencing families in the United States. Family Systems Theory and some elements of Ecological Theory will be the guiding frameworks for understanding the scope of influence on families and society.

Offered: fall

Recommended: FST 310

FST 330 Human Sexuality

3 hours

This course is a study of fundamentals of human sexuality including belief and behaviors, anatomy, development, dysfunction, and relationships.

Offered: on demand

Prerequisite: PSY 110

FST 410 Major Family Theories

3 hours

This course will present an overview of the major family theories including theoretical assumptions, terms, concepts, and applications.

Offered: spring

Recommended: FST 310, FST 325

FST 440 Family Life Education

3 hours

This course provides an overview of the philosophies and practices of family life education. The ten substance areas of certified family life educators will be introduced. Methodology in needs assessment, programming, and evaluation will be presented and applied. This class will primarily focus on “front-end” education while also considering intervention strategies regarding family life.

Offered: spring

Recommended: FST 310

HISTORY (HIS)

HIS 131 History of Western Civilization I

3 hours

This course is the study of western civilization from earliest times until 1715 with special emphasis placed on major social, political, economic, and cultural movements shaping western civilization.

Offered: fall

HIS 132 History of Western Civilization II

3 hours

This course is the study of western civilization from the eighteenth through the twentieth centuries with special emphasis given to the economic, social, cultural, and political factors which have shaped our modern world.

Offered: spring

HIS 310 History of American Christianity

3 hours

This course is the study of the church in America with special focus on American evangelization and the influence of the 19th century Restoration Movement from the earliest time to modern day.

Offered: each semester

HIS 330 The Rise and Decline of the Roman Empire to 500 AD

3 hours

This course is an examination of Rome's origin, early monarchy, republican government, imperial government, and eventual collapse and fall. Economics, expansion, military and warfare, cultural and sociological issues are addressed. Contact with ancient civilizations, political reforms and religious movements are also analyzed in context to the shaping of the Empire.

Offered: on demand

Recommended: Sophomore status

HIS 441 History of Christianity

3 hours

This course is a historical survey of Christianity from its beginning to the present time. Special attention is given to the people and movements which have shaped the development of the church and the Christian world.

Offered: each semester

Recommended: HIS 132

HIS 445 Perspectives on the World Judeo-Christian Movement

3 hours

This course is an analysis of the historic development and impact of Christianity as an international social and cultural movement, with special emphasis on its role in the development and social change among non-western cultures.

Offered: spring

HOMILETICS (HOM)

HOM 310 Expository Sermon Development

3 hours

This course is an intermediate homiletics course that focuses on the development and delivery of expository sermons. Particular attention is given to sermons that are based on sound biblical exegesis.

Offered: fall

Prerequisite: BIB 220, MIN 220

HOM 410 Advanced Sermon Development

3 hours

This course is an advanced homiletics course that involves developing and delivering narrative and inductive expository sermons. A variety of literary forms in the Bible are used, such as poetry, narrative, parable, proverb, epistle, and apocalyptic.

Offered: spring; Prerequisite: HOM 310

HEALTH AND PHYSICAL WELLNESS (HPW)

HPW 121 Varsity Athletics/Volleyball

1 hour

This course is designed for experienced female volleyball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall

Prerequisite: instructor permission

HPW 141 Varsity Athletics/Women's Basketball

1 hour

This course is designed for experienced female basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: each semester

Prerequisite: instructor permission

HPW 142 Varsity Athletics/Men's Basketball

1 hour

This course is designed for experienced male basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: each semester

Prerequisite: instructor permission

HPW 171 Varsity Athletics/Women's Soccer

1 hour

This course is designed for experienced female soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall

Prerequisite: instructor permission

HPW 172 Varsity Athletics/Men's Soccer

1 hour

This course is designed for experienced male soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall

Prerequisite: instructor permission

HPW 182 Varsity Athletics/Men's Baseball

1 hour

This course is designed for experienced male baseball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: spring

Prerequisite: instructor permission

HPW 191 Varsity Athletics/Women's Cross Country

1 hour

This course is designed for experienced female cross country runners with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall

Prerequisite: instructor permission

HPW 192 Varsity Athletics/Men's Cross Country

1 hour

This course is designed for experienced male cross country runners with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall

Prerequisite: instructor permission

INTERCULTURAL STUDIES (ICS)

ICS 210 Spectrum in Global Missions

3 hours

This course is an analysis of the historic development and impact of Christianity as an international social and cultural movement, with special emphasis on its role in the development and social change among non-western cultures.

Offered: fall

ICS 310 General Phonetics

3 hours

This course emphasizes the description and classification of speech sounds according to point and manner of articulation. It will include transcription in the International Phonetic Association alphabet and study in the sounds of languages which could be encountered in cross-cultural situations. Cross-listed as COM 310.

Offered: on demand

ICS 320 Intercultural Communication

3 hours

This course is the study of the dynamic interaction of communication and culture and the process of inducing change in the intercultural settings. Special consideration will be given to learning a new language, tools, methodologies, and development of specific intercultural communication skills with practical experience in language learning. Cross-listed as COM 320.

Offered: spring

Prerequisite: COM 120 or COM 214, SAN 220

ICS 340 Intercultural Orientation to Directed Field Experience

CR/NC

This course provides orientation on developing goals, itineraries, budgets, and support raising for the student's D.F.E. Special attention will be given to intercultural challenges. The successful completion of ICS 441 will allow the student to have chosen a location for the D.F.E. with an assigned field supervisor.

Offered: fall

Prerequisite: junior status

ICS 420 Spiritual Warfare

3 hours

This course is the study of basic principles of biblical spiritual warfare addressed with a historical sketch of Animism, dynamics of demonization, and spiritual authority. Other spiritual conflicts with the New Age Movement, witchcraft, magic, spirit worship, and reincarnation will also be examined.

Offered: spring

Recommended: junior status

LANGUAGES (LAN)

LAN 221 Introduction to Greek I

4 hours

This course is an introduction to New Testament Greek emphasizing inflection and syntax.

Offered: fall

Recommended: COM 111, COM 112

LAN 222 Introduction to Greek II

4 hours

This course is a continuation of LAN 221 and includes work in translating.

Offered: spring

Prerequisite: LAN 221

LAN 231 Elementary Hebrew I

3 hours

This course is a beginning course in Hebrew grammar stressing vocabulary, sentence structure, forms, and accents. No previous study of the language is required.

Offered: fall, odd years

Recommended: COM 111, COM 112

LAN 232 Elementary Hebrew II**3 hours**

This course is a continuation of LAN 443 building on the previous study of Hebrew grammar emphasizing readings from the Hebrew Bible.

Offered: spring, even years

Prerequisite: LAN 231

LAN 321 Intermediate Readings & Syntax I**3 hours**

This course is a study of vocabulary development and Greek syntax for reading and exegesis in the New Testament with emphasis on increased vocabulary development and reading different types of New Testament Greek literature, analysis of syntax, and principle of exegesis.

Offered: fall

Prerequisite: LAN 222

LAN 322 Intermediate Readings & Syntax II**3 hours**

This course is a continuation of LAN 321 with an introduction to paleography (biblical manuscripts), textual criticism, rhetorical analysis, and readings in classical Greek.

Offered: spring

Prerequisite: LAN 321

LAN 421 Advanced Greek I**3 hours**

This course is an in-depth study of exegetical methods, procedures, and other issues in the Greek New Testament encountered in reading selected Greek texts with emphasis on the role of Greek exegesis in addressing problems of interpretation. This course may be used as a BIB 400+ requirement.

Offered: on demand

Prerequisite: LAN 322

LAN 422 Advanced Greek II**3 hours**

This course is an in-depth study of exegetical methods, procedures, and other issues in the Greek New Testament with emphasis on the epistles or later New Testament writings. This course may be used as a BIB 400+ requirement.

Offered: on demand

Prerequisite: LAN 421, or permission of instructor

LITERATURE (LIT)**LIT 210 American Literature****3 hours**

This course will introduce students who are not majoring in English to several genres of important works of American literature, works that deal with issues of faith in an increasingly secular world. Students will study works of drama, fiction, and non-fiction for several reasons: to become familiar with important works of American literature; to gain practice in college-level analytical skills; to discover works that might become personally meaningful to students after the course is over; and to explore works of discourse that can lead to a deepened, enriched faith.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112

LIT 220 English Literature**3 hours**

This course will introduce students who are not majoring in English to several genres of important works of British literature. Students will study works that will focus on theological and ethical ideas and their relevance for today.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112

LIT 230 Bible as Literature**3 hours**

This course is an introduction to the variety of rhetorical and literary strategies appearing in the Bible. Students will read selected texts from the Old and New Testaments to study modes of discourse appearing throughout scripture.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112

LIT 335 Literature of C. S. Lewis**3 hours**

This course will explore the life of and literature produced by C.S. Lewis in order to gain perception into his theology, the various genre in which he wrote, and the principles that make his writings meaningful nearly 40 years after his death.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112, junior status

LIT 336 Modern Masters of Christian Literature**3 hours**

This course provides discussion of the relevance of contemporary literature from a Christian viewpoint which will include George McDonald, Fyodor Dostoyevsky, C.S. Lewis, Dietrich Bonhoeffer, and the devotional masters.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112, junior status

LIT 440 Film Study**3 hours**

This course will introduce students to the study of several genres of film to develop an ability to understand a movie both as an art form in its historical context and as a carrier of theological themes and images. This study will help students move beyond unreflective acceptance or rejection of movies toward a more faithful response that brings theological perspectives into conversation with the medium.

Offered: on demand

Prerequisite: COM 111; Recommended: COM 112

LEADERSHIP (LSP)**LSP 101 Biblical Foundations of Leadership****3 hours**

This course is an introduction to developing the self as a leader based on understanding biblical principles, implementing spiritual practices, and appreciating each person's uniqueness and giftedness.

Offered: fall

LSP 201 Group Dynamics in Leadership**3 hours**

This is the second course in the Leadership Core, a continuation of LSP 101 Biblical Foundations of Leadership. Emphasis is on developing the leader in group situations, providing understanding of purpose, roles, interpersonal relations, organizational behavior, and spiritual community.

Prerequisite: LSP 101; sophomore status

Offered: spring

LSP 301 Leadership Theories**3 hours**

This is the third course in the Leadership Core, a continuation of LSP 201 Group Dynamics in Leadership. Leadership emphases are on theories, critiques, and conflict resolution. Application will include case studies and project interaction.

Prerequisite: LSP 201; junior status

Offered: fall

LSP 401 Leadership Administration**3 hours**

This course is the fourth and final course in the Leadership Core. Emphasis is placed on strategic planning. Attention is given to identifying organizational culture, managing change, and developing and managing teams.

Prerequisite: LSP 301; senior status

Offered: spring

LSP 432 Church Administration**3 hours**

This course is a study of the art and science of administration in the local church. Practical "hands-on" experience is provided through a simulation experience. The course is designed for students who are seriously considering or preparing for church ministry.

Offered: fall

Prerequisites: junior status

LSP 433 Issues in Lay Leadership**3 hours**

This course is an in-depth examination of selected topics that impact lay ministry. Topics may include the fields of: developing a serving church, worship ministry, world evangelism, church growth/personal evangelism, Christian education, and crisis counseling.

Offered: fall

Prerequisites: senior status or instructor permission

MANAGEMENT (MAN)**MAN 110 Basic Leadership Principles****3 hours**

This course is an introduction to developing personal and career goals, setting of priorities within these goals, and building a positive self-concept. This process will allow the goals and priorities to be realized.

Offered: each semester

MAN 210 Introduction to Management & Ethics**3 hours**

This course is a study of planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to both for-profit and not-for-profit organizations. This is in coordination with an introduction to ethics and the concepts of effective oral and written communication with emphasis on functioning in small groups and organizational settings as well as interpersonal communication.

Offered: each semester

MAN 310 Economics for Managers**3 hours**

This course is a study of the role of prices and markets in the modern free enterprise economy with an emphasis on economic tools needed to better understand economic policy debates and make better choices as a manager or supervisor.

Offered: each semester

MAN 320 Accounting for Managers**3 hours**

This course is a study of acquisition, analysis, and reporting of financial information in organizations with special attention given to planning and controlling responsibilities of practicing managers. Individuals gain confidence in their ability to interpret and use financial information for effective decision-making.

Offered: each semester

MAN 330 Introduction to Marketing**3 hours**

This course is a general study of marketing principles which lead to the development of marketing strategy. A review of environmental influences and key analytical tools used in formulating marketing plans. Product or service design, distribution, pricing, promotional programs, and the discussion of international marketing issues.

Offered: each semester

MAN 340 Managerial Finance**3 hours**

This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions.

Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance. Prerequisites: MAN 210, Introduction to Management Ethics, MAN 320, Accounting for Managers

Offered: each semester

MAN 410 International Issues in Business**3 hours**

This course is a study of world trade and of the problems and issues faced by a business when it goes into the international market. Included is the study of cultural impacts, monetary exchange complications, and the problems faced by multinationals related with dealing in foreign legal and social environments. Prerequisites: MAN 210, Introduction to Management Ethics, MAN 310, Economics for Managers

Offered: each semester

MAN 420 Organizational Behavior and Change**3 hours**

This course is a study of individual and group behavior in organizations through detailed coverage of the functions of management, individual differences/diversity, leadership, motivation, decision making, organizational design, and organizational change and development. Emphasis is placed on how an understanding of organizational behavior leads to effective management practice. Prerequisites: MAN 210, Introduction to Management Ethics

Offered: each semester

MAN 430 Case Studies in Management Ethics**3 hours**

This course focuses on reading, discussion and development of papers pertaining to relevant case studies involving personal and organizational ethical issues and problems applied to actual situations.

Offered: each semester

MAN 432 Marketing Concepts & Applications**3 hours**

This course is a study of the role of marketing in an organization with emphasis given to the factors affecting consumer behavior, development, and evaluation of an organization's marketing strategies, and fundamental marketing variables.

Offered: each semester

MAN 440 Economics for Managers**3 hours**

This course is a study of the role of prices and markets in the modern free enterprise economy with an emphasis on economic tools needed to better understand economic policy debates and make better choices as a manager or supervisor.

Offered: each semester

MAN 440 Business Strategies, capstone course**3 hours**

This course applies the understanding of strategic management and business policy formulation and implementation. Students will utilize knowledge from all functional areas of business to formulate business strategy and implementation plans through case analysis (may include simulation). Prerequisites: MAN 430, Case Studies in Management Ethics.

Offered: each semester

MAN 442 Managing People: Groups & Leadership**3 hours**

This course is a study of group processes directly affecting creativity, solving problems, making decisions, and productivity with insight into group information and processes, their power and influence in organizations, and varying styles of leadership.

Offered: each semester

MAN 444 Case Studies in Management Ethics**3 hours**

This course focuses on reading, discussion and development of papers pertaining to relevant case studies involving personal and organizational ethical issues and problems applied to actual situations.

Offered: each semester

MAN 450 Management Research Project II**3 hours**

This course continues the process begun in MAN 350. The research project culminates the research and writing on a topic of employer, church, or community interest through project documentation and a final oral presentation of the findings. Students have two years beyond the completion of the course to complete the research project.

Offered: each semester

MATH (MAT)**MAT 100 College Algebra****3 hours**

This course is a study of the fundamental laws, exponents, linear and quadratic equations, inequalities, systems of equations, graphing, polynomials and polynomial equations, logarithms, complex numbers, binomial series, and other topics.

Offered: each semester

MAT 110 Basic College Math**3 hours**

This course is a study of the development of mathematical concepts for application to the student's work and daily life. The course includes a review of mathematical concepts including the basics of algebra and geometry.

Offered: each semester

MINISTRIES (MIN)**MIN 210 Evangelism and Church Growth Strategies****3 hours**

This course is a study of the biblical basis and practice of personal evangelism and principles and strategies for growing the corporate church.

Offered: each semester

MIN 220 Introduction to Teaching and Preaching**3 hours**

This course is an overview of the teaching and preaching ministry of the church. Attention is given to developing lessons and sermons based on sound exegesis of Scripture, with an emphasis on the theological and philosophical basis for teaching and preaching.

Offered: each semester

Prerequisites: COM 120, BIB 220

MIN 340 Principles of Christian Worship**3 hours**

This course is a study of the biblical foundations and practice of Christian worship, both corporate and personal.

Students will be exposed to a broad variety of Christian worship practices as they establish informed foundations for their own worship practices.

Offered: each semester

MIN 350 Orientation to Directed Field Experience**CR/NC**

This course is a nine-week preparatory course for MIN 451 Directed Field Experience, which is an on-the-field internship.

Offered: fall

Prerequisite: junior status

MIN 430 Pastoral Care and Counseling**3 hours**

This course presents an understanding of issues a person may encounter as a leader in any pastoral role. The theological basis for care and counseling will provide the foundation for discussing counseling issues, ethics, intervention techniques, and skills. Each student will participate in at least one practice session as a counselor and counselee.

Offered: each semester

MIN 451 Directed Field Experience (D.F.E.)**CR/NC**

This course is a 400-hour internship working with a field supervisor in the student's major area of emphasis. The professor, field supervisor, and student design learning situations that are important to developing competence in ministry. The DFE is usually taken during the summer between the junior and senior year but may be taken during the school year. It also may be extended over a longer period of time.

Offered: each semester

Prerequisites: MIN 350, 75 credit hours, freshman and sophomore major courses, THE 341

MIN 452 Directed Field Experience 2 (D.F.E. 2)**3 hours**

This course is an additional 360-hour internship built on the student's Directed Field Experience. Like the D.F.E., the professor, field supervisor, and student design learning situations that are important to developing competence in ministry. D.F.E. II is usually taken immediately following the first D.F.E.

Offered: each semester

Prerequisite: MIN 350

MIN 453 Directed Field Experience 3 (D.F.E. 3)**3 hours**

This course is an additional 360-hour internship built on the student's Directed Field Experience and Directed Field Experience I. Like the D.F.E. I, the professor, field supervisor, and student design learning situations that are

important to developing competence in ministry. D.F.E.3 is usually taken immediately following the first D.F.E. and concurrently with MIN 452, D.F.E. 2.

Offered: each semester

Prerequisite: MIN 350

MIN 460 Ministry Conference

1/3 hours

Attendance at an approved conference can receive credit when approval is given by the student's advisor and, if a Christian Ministry major, by the student's emphasis head. Reflection papers and book report, as designed by emphasis head, are required.

Offered: on demand

Prerequisite: approval of advisor and/or Christian Ministry emphasis head

MUSIC (MUS)

MUS 020 Piano Proficiency Exam

CR/NC

This exam confirms that worship ministry students possess the basic keyboard (piano) skills which will be necessary for anyone seeking a position in worship ministry. Student must pass the exam to complete a worship ministry emphasis or track.

Offered: each semester

MUS 105 Music Appreciation

3 hours

This course is a study of music in culture, focusing on the western musical tradition with discussion of the place of music in our culture, the style and types of music from other cultures, the history of music in the western tradition, and the role of music as art in culture.

Offered: each semester

MUS 150 Introduction to Music Technology

3 hours

This course introduces a basic understanding of computer functions and sound systems essential for worship ministers by focusing on three main areas (a) music printing/publishing software; (b) sound systems; and (c) presentation software.

Offered: spring

MUS 161 Flint Hills Masterworks Chorale

1 hour

This course consists of a non-touring mixed choral ensemble focusing on the basic vocal technique for local concert performance with weekly lab meeting minimum of two hours.

Offered: each semester

Prerequisite: instructor permission

MUS 211 Music Theory and Aural Skills I

3 hours

This course reviews the foundations of music and covers 4-part harmony style, using all diatonic triads and seventh chords along with modulation and form in music. It focuses on the development of skills in writing simple harmonic dictation, sight singing, and aural recognition of intervals and major and minor scale forms.

Offered: fall

MUS 212 Music Theory and Aural Skills II

3 hours

This course introduces the principles of voice leading, part writing, harmonic progression, cadences, phrases, and periods. A review of music fundamentals (scales, keys, intervals, and triads) is followed by seventh chords, chord symbols, figured bass, and harmonic function. The course focuses on the development of skills in writing simple rhythmic and two-part harmonic dictation, sight singing, and aural recognition of intervals, major scale forms and minor scale forms.

Offered: spring

Prerequisite: MUS 211

MUS 220 Beginning Piano**1 hour**

This course gives students basic piano (keyboard) skills, with particular emphasis on note reading and chord formation. This course does not count toward the degree program.

Offered: fall

MUS 221 Intermediate Piano**1 hour**

This course presents basic keyboard (piano) concepts which will be necessary for anyone seeking a position in worship ministry. The course is designed to prepare students for the piano proficiency exam, which students must pass to receive a worship emphasis or track.

Offered: spring

Prerequisite: MUS 220 or instructor permission

MUS 222 Advanced Piano**1 hour**

This course provides group instruction in piano for students who have demonstrated a degree of skill at the instrument. The course covers topics of interest to worship pianists and presents concepts relevant to both traditional and contemporary worship settings.

Offered: fall

Prerequisite: MUS 221, worship emphasis/track or instructor permission

MUS 230 Beginning Guitar**1 hour**

This course is designed for students without experience on guitar including basic chords, finger picking, strums, and basic patterns for the leading of music in a church setting.

Offered: on demand

MUS 231 Intermediate Guitar**1 hour**

This course is a continuation of MUS 230 Beginning Guitar providing group instruction which allows the student to gain further knowledge and experience in guitar playing.

Offered: on demand

Prerequisite: MUS 230 or instructor permission

MUS 232 Advanced Guitar**1 hour**

This course provides group instruction in guitar for students who have demonstrated a degree of skill at the instrument. The course covers topics of interest to worship guitar players and presents concepts relevant to both traditional and contemporary worship settings.

Offered: fall

Prerequisite: MUS 231 or instructor permission

MUS 240 Beginning Voice**1 hour**

This course provides group instruction which allows the student to gain experience in correct vocal production and development with an emphasis on worship.

Offered: spring

MUS 241 Intermediate Voice**1 hour**

This course is a continuation of MUS 240 Beginning Voice providing group instruction which allows the student to gain further knowledge and experience in vocal production and development.

Offered: fall

Prerequisites: MUS 240 or instructor permission

MUS 242 Advanced Voice**1 hour**

This course is a continuation of MUS 241 Intermediate Voice providing group instruction which allows the student to gain further knowledge and experience in correct vocal production and development, with an emphasis on leading corporate worship. An emphasis on teaching correct vocal production and development to others will also be included.

Offered: on demand

Prerequisite: MUS 241 or instructor permission

MUS 310 Arranging for Corporate Worship**3 hours**

This course is a continuation MUS 212 Music Theory and Aural Skills II covering the basics of arranging music for corporate worship, working with different instruments commonly used in corporate worship (guitar, piano, bass, electric guitar, drums, vocals), and communicating effectively with instrumentalists and vocalists in preparation for corporate worship.

Offered: on demand

Prerequisites: MUS 212, MUS 221 or permission of instructor

MUS 316 Principles of Choral Conducting**1 hour**

This course exposes students to the theory and practice of leading and directing church choral groups. The student will learn basic conducting and rehearsal techniques through lecture, demonstration, and modeling. The class will use the WOR 112 Worship Choir class as its lab.

Offered: on demand

Prerequisites: MUS 212, WOR 111, concurrent enrollment in WOR 112

ORIENTATION (ORN)**ORN 010 Study Seminar****1 hour**

This course provides study tips, assignments, and accountability to equip the student for academic success.

PASTORAL (PAS)**PAS 310 Applied Ministry Lab****3 hours**

This course examines and applies common ministry tasks and events that take place in most churches, such as baptisms, funerals, weddings, hospital ministry, staff meetings, baby dedication, finances, and advertising.

Offered: fall

PAS 410 Mission and Theology of the Church**3 hours**

This course is a study of the mission and theology of the church as presented in the Bible. It provides a biblical rationale for most aspects of applied ministry by examining how a biblical understanding of the mission and theology of the church positively affects practical outcomes of pastoral leadership in such areas as preaching, mission, evangelism, pastoral care, and church growth strategies. The course is taught in a seminar format.

Offered: spring

Prerequisite: senior status

PHILOSOPHY (PHL)**PHL 131 Effective Thinking****3 hours**

This course is a basic introduction to logical thinking and the principles of inductive and deductive reasoning.

Offered: fall

PHL 231 Introduction to Ethical Theory**3 hours**

This course is an introduction to history of ethical thought with an examination of various ethical systems and the determination of a basic Christian ethic to guide personal conduct and choice.

Offered: spring

PHL 232 Introduction to Philosophical Problems**3 hours**

This course is an introduction to major problems of philosophy of knowledge, religion, ethics, political authority, and metaphysics through reading selected works in Western philosophical traditions.

Offered: fall, odd years

PHL 330 Comparative Religions**3 hours**

This course is an introduction to nature and meaning of religion including a comparative study of the major religions of the world: Islam, Hinduism, Buddhism, and Animism with special attention given to “folk” and “popular” versions of these religions, as well as the uniqueness of biblical Christianity.

Offered: fall, even years; Recommended: sophomore status

PSYCHOLOGY AND COUNSELING (PSY)

PSY 110 General Psychology

3 hours

This course is a study of fundamentals of human growth and development including an examination of the research current in physical and mental growth with special attention given to the processes of thought and personality development.

Offered: each semester

PSY 120 Human Growth & Development

3 hours

This course presents a study of human growth and development from the prenatal period through late adulthood. Areas of development addressed will include physical, intellectual, social, faith, and personality.

Offered: fall

Recommended: PSY 110

PSY 224 Educational Psychology

3 hours

This course is the study of learning theory with special application to the processes of the formal teaching-learning environment. It is one of the foundational disciplines in education. Consideration will be given to the principles, processes, and practices that research and experience indicate are most pertinent to the development and training of effective teachers. The scope will include personality theory, cognitive growth, learning theory, motivation, and instructional objectives. These factors will be examined with an application to a Christian context of education.

Offered: spring, even years

Prerequisite: PSY 120

PSY 330 Abnormal Psychology

3 hours

This course is designed to provide students with a solid foundation for understanding psychopathology using the field's most current conceptualizations of abnormal behavior and mental disorders. In addition, this course is designed to enhance students' overall education in psychology through a better understanding of a variety of psychological illnesses.

Offered: on demand

Prerequisite: PSY 110

PSY 340 Principles of Counseling

3 hours

This course presents the framework of and methods utilized within major counseling theories. Attention is given to those theories which have been widely applied throughout the history of counseling in addition to contemporary theories and techniques.

Offered: spring

Prerequisite: PSY 110

PSY 443 Lab Experiences in Counseling

3 hours

This course provides a supervised, controlled environment in which the student can develop and practice specific counseling skills. It is designed to be taken in conjunction with Advanced Counseling Techniques. The majority of time in class is spent practicing specific interviewing skills within the context of role plays.

Offered: fall

Recommended: PSY 340, concurrent enrollment in PSY 444, senior status

PSY 444 Advanced Counseling Techniques

3 hours

This course is a study of advanced concepts, theories, skills and procedures of effective counseling including types of counseling situations, and the assessment of appropriate counseling styles and techniques through examination of case studies. Issues and concerns unique to the students' counseling experience will be discussed. The development of a sound biblical theology of counseling will be addressed. This course is designed to be taken in conjunction with Lab Experiences in Counseling.

Offered: fall

Recommended: PSY 340, concurrent enrollment in PSY 443, senior status

SOCIOLOGY AND ANTHROPOLOGY (SAN)

SAN 210 Introduction to Sociology

3 hours

This course is an introduction to the basic tools and techniques of sociology; the theories, concepts, and methods used to analyze the social world with special reference to their significance in studying worldviews, including Biblical Christianity.

Offered: each semester

SAN 220 Introduction to Cultural Anthropology

3 hours

This course is an introduction to the study of human culture including the concepts, theories, and methods used in the comparative study of socio-cultural systems; subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change, especially as they relate to contemporary issues.

Offered: each semester

SCIENCE (SCI)

SCI 131 Introduction to Earth Science

3 hours

This course is a study of earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

Offered: each semester

SCI 132 Earth Science Lab

1 hour

This course is a laboratory comprised of learning activities and application exercises related to earth sciences.

Offered: each semester

SCI 200 Physical Geography

3 hours

This course is an introduction to physical geography by emphasizing interrelationships between the atmosphere, water, landforms, vegetation, soils, and man. The course creates an awareness of man's responsibility towards the environment by examining and evaluating man's impact upon the environment.

Offered: each semester

SCI 201 Physical Geography Lab

1 hour

This course is a laboratory comprised of learning activities and application exercises related to physical geography.

Offered: each semester

SPIRITUAL FORMATION (SFM)

SFM 310 Movements in Christian Spirituality

3 hours

This course is an introduction to the history, theology, and practice of Christian Spirituality. Students are exposed to classical and contemporary literature. Students will gain a basic understanding of the diverse approach to faith transformation and expression. An emphasis is placed on the development of the "field" of spiritual formation in the last 30-40 years and the spiritual expression in postmodern culture.

Offered: fall, odd years

SFM 320 Child Development and Spirituality

3 hours

This course emphasizes the need to understand the spiritual experiences of children, assists students in helping children develop a relationship with God, and exposes students to various methods of nurturing children in the Christian faith from birth through elementary years. Child development and ministry with parents are ongoing focus areas in this course.

Offered: fall, even years

Prerequisites: MIN 220, PSY 120

SFM 330 Small Group Ministry**3 hours**

This course emphasizes participation in and facilitation of small group experiences in a variety of church or parachurch settings. Focus is placed on oversight of small group ministry in the church. Special attention is given to the needs of adults in the small group format.

Offered: each semester

Prerequisites: LSP 201, MIN 220

SFM 410 Strategies for Spiritual Formation**3 hours**

This course is an advanced study of disciplines and prayer practices for individual and group use. An emphasis is placed on assessing and coordinating spiritual renewal in the lives of others, leading retreats, and incorporating a variety of personal formation practices.

Offered: spring, odd years

Prerequisites: MIN 210, MIN 220, LSP 201

SFM 440 Spiritual Mentoring**3 hours**

This course is an introduction to the principles of spiritual direction. Emphasis is on one-to-one and small group discipleship and mentoring. Students will also develop spiritual formation plans for different faith stages.

Offered: spring, even years

STATISTICS (STA)**STA 310 Elementary Statistics****3 hours**

This course is a basic first course in probability and statistics with textbook examples and problems aimed toward the social sciences and humanities. Frequency distributions, averages, measures of variation, probability, confidence intervals; tests of significance appropriate to binomial, multinomial, and normal sampling; simple regression and correlation.

Offered: each semester

Prerequisite: MAT 100

THEOLOGY (THE)**THE 330 Basic Christian Doctrine****3 hours**

This course is a biblical, historical, and theological study of key doctrines of the Christian faith.

Offered: each semester

THE 341 Systematic Theology I**3 hours**

This course is a biblical, historical, and theological study of key doctrines of the Christian faith. Topics include: theological method, God's revelation, the nature of God, the work of God, humanity, and sin.

Offered: fall

THE 342 Systematic Theology II**3 hours**

This course is a continuation of Systematic Theology I. Topics include: the person of Christ, the work of Christ, the Holy Spirit, salvation, baptism, Lord's Supper, the church, and the last things.

Offered: spring

Prerequisite: THE 341

THE 430 Christian Theology Through the Centuries**3 hours**

This course is a historical survey of Christian theology beginning with the first Christian theological writing (New Testament) through contemporary theologies. The course includes an analysis of the development and articulation of major Christian doctrines. In addition to the examination of Protestant theological traditions, the theological systems of both Eastern Orthodoxy and Roman Catholicism will be studied. Special emphasis will be placed on relating theological concepts to Christian life and experience.

Offered: on demand

Prerequisites: THE 341, THE 342 or permission of instructor

THE 431 Contemporary Theological Trends**3 hours**

This course is a senior-level seminar designed to explore theological trends and movements within the late nineteenth and twentieth centuries in the church including Liberal Theology, Neo-Orthodoxy, Fundamentalism, Evangelicalism, The Quest for the Historical Jesus, and the fate of the unevangelized.

Offered: on demand

Prerequisites: THE 341, THE 342, or permission of instructor

THE 432 Christ in Film and Contemporary Culture**3 hours**

This course is a study of various film portrayals of the story of Jesus as well as an examination of contemporary issues related to the traditional representation of the life of Christ. This course utilizes print media, movie clips, documentaries and a variety of assignments intended to assist students in gaining a better understanding of the current popular perception of Jesus Christ.

Offered: on demand

Prerequisites: THE 341, THE 342, or permission of instructor

THE 435 Christian Ethics: Theology & the Modern World**3 hours**

This course is a senior-level seminar designed to explore the discipline of Christian ethics with a view to practical application of theology in the modern world including various foundations for the study of ethics, abortion, euthanasia, marriage, medical science, racism, sexuality, and the environment.

Offered: on demand

Prerequisites: THE 341, THE 342 or permission of instructor

THE 436 Apologetics**3 hours**

This course is a senior-level seminar focused on enabling students to give a credible witness to their faith in the context of the modern pluralistic world concerning issues relating to philosophical, religious, and scientific challenges to the Christian faith. Special attention is given to understanding and sharing faith in the context of the contemporary university.

Offered: each semester

Prerequisites: THE 341, THE 342 or permission of instructor

THE 439 Christian Ethics**3 hours**

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

Offered: each semester

WORSHIP (WOR)**WOR 111 Chapel Worship Team****0.5 hour**

This course is for all students who participate on a regularly scheduled chapel team. Class sessions will include planning, rehearsing for, and evaluating chapel services; team building exercises; and reading and discussion within the realm of corporate worship.

Offered: each semester

Prerequisites: instructor permission

WOR 112 Worship Choir**0.5 hour**

This course involves the student in a performance group with emphasis on church music. Students learn to work within a group and experience working under a director in the choral process.

Offered: each semester

WOR 312 Worship History**3 hours**

This course is a survey of the development of Christian worship from the beginning of the church to the present day, with special emphasis on baptism, the Lord's Supper, and church music. Attention will be given to recovering traditions that may be useful for enhancing corporate worship in today's culture.

Offered: fall

Prerequisites: MIN 310

WOR 440 Worship Ministry**3 hours**

This course provides an overview of worship ministry organizational and administrative issues, including a study of qualifications, responsibilities, and opportunities of the worship minister. It will cover topics such as: the role of music in the church life; general administration of the church's worship ministry; working with multiple staff; effective ministry with a congregation, worship committee, and church board; ministry transitions; worship education within the church; and planning and leading corporate worship in a variety of settings.

Offered: spring

Prerequisites: MIN 340, or permission of the instructor

YOUTH MINISTRY (YMN)**YMN 210 Adolescent Culture and Discipling****3 hours**

This course is a study of youth culture, past and present, in order to gain an understanding of adolescent life as well as develop a Biblical approach for responding to cultural subject matters within their lives.

Offered: fall

YMN 310 Building a Theology and Philosophy of Youth Ministry**3 hours**

This course focuses on an assessment of theological and philosophical approaches to youth ministry. Practical development in both theological and philosophical ministry positions are discussed and designed within the classroom.

Offered: fall

YMN 410 Current Trends in Youth Ministry**3 hours**

This course is a study and practice of current methodological practices within the discipline of youth ministry. The course includes attending an off-campus youth ministry conference as well as interviews with current practitioners in youth ministry.

Offered: fall

YMN 425 Youth Ministry Programming and Management**3 hours**

This course is the study and practice of management and administrative subject matter within the discipline of youth ministry. The course brings attention to particular issues unique to the profession of youth ministry as well as general ministry disciplines found in many ministry vocations.

Offered: spring

Prerequisites: YMN 310 and senior status

Administration and Faculty

Administration

J. Kevin Ingram, *President (2006)*

B.A., Manhattan Christian College, 1986; M.A., Johnson Bible College, 2002.

Randall L. Ingmire, *Vice President for Academic Affairs (2000)*

B.A., Manhattan Christian College, 1977; M.A., Central Missouri State University, 1992; M.A., Lincoln Christian Seminary, 2004.

Lori Jo Stanfield, *Vice President for Business Affairs (1993)*

B.S., Manhattan Christian College, 1978; B.S., Kansas State University, 1978; M.S., University of Phoenix, 1998.

Rick L. Wright, Ph.D., *Vice President for Student Development (1989)*

A.B., Manhattan Christian College, 1976; M.Div., Fuller Theological Seminary, 1992; M.S., Kansas State University, 1993; Ph.D., Kansas State University, 2001.

Faculty/Non-Teaching Faculty

Mark Alterman, Ph.D., *Professor of Bible (2001), Bible/Theology Department Head (2002)* B.S.L., Ozark Christian College, 1980; M.A.R.S., Central Baptist Theological Seminary, 1982; M.A., Kansas University, 1993; Ph.D., Mid-America Baptist Theological Seminary, 1998.

Mary Ann Buhler, *Director of the Library Resources (2006)*

B.Mus., Kansas State University, 1970, M.L.S., Emporia State University, 2005.

Shawn M. Condra, *Athletic Director (1994)*

B.S., Manhattan Christian College, 1994.

Steven B. Davis, Ed.D., *Assistant Professor of Theology (2001)*

B.S.L. & B.Th., Ozark Christian College, 1993; M.A., Bethel Theological Seminary, 1998; Ed.D., Southern Baptist Theological Seminary, 2002.

Gregory A. Delort, Ph.D., *Professor of Family Ministry (1997), Associate Academic Dean*

B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S., Kansas State University, 2002; Ph.D., Kansas State University, 2006.

William (Bill) Jenkins, Ph.D., *Associate Professor of English (2010), General Studies Department Head (2010)*; B.A., University of Tulsa, 1984; M.A., University of Tulsa, 1986; Ph.D., University of Arkansas, 1992.

Genilyn McCaffrey, DWS, *Professor of Worship Ministry (2006)*

B.B.L., Ozark Christian College, 1997; M.Div., Lincoln Christian Seminary, 2006; DWS, Robert E. Weber Institute for Worship Studies, 2012.

Brian Medaris, D.Min., *Associate Professor of Educational Ministry (2008)*

B.S., Indiana University, 1986; M.A., Lincoln Christian College, 1998; M.Div., Lincoln Christian Seminary, 2003; D.Min., Lincoln Christian Seminary 2013.

Wesley Paddock, D.Min., *Professor of Old Testament (1995)*

A.B. Intermountain Bible College, 1961; M.Div., Lincoln Christian Seminary, 1971; D.Min., Denver Conservative Baptist Seminary, 1995.

Jeffrey Sagstetter, *Associate Professor of Youth Ministry (2003)*
B.S., Kentucky Christian College, 1986; M.M., Kentucky Christian College, 1998; M.A., Kentucky Christian College, 2002.

Larry B. Sullivan, *Associate Professor of History (1972)*
A.B., Manhattan Christian College, 1957; M.A., Fort Hays State University, 1967.

Rusty D. Thornley, *Associate Professor of Cross-Cultural Ministry (1994)*
B.S.C.E., The Citadel, 1971; M.Div., Emmanuel School of Religion, 1982.

Russell York, D.Min., *Professor of Pastoral Ministry (2008)*, *Christian Ministry Department Head (2009)*;
B.S., Memphis State University, 1975; B.S., Creighton University, 1983; M.Th., Harding Graduate School of Religion, 1981; D.Min., George Fox Seminary, 2011.

Emeritus Faculty

C. Franklin Karns, Ph.D., *Professor Emeritus of Communication and Philosophy (1990)*
A.B., Cincinnati Bible Seminary, 1943; B.A., Ashland College, 1944; M.A. and Ph.D., University of Pittsburgh, 1962, 1964.

Donn A. Leach, D.Theology, *Professor Emeritus of Bible (1999)*
A.B., Lincoln Christian College, 1950; B.D., Butler University School of Religion, 1953; M.A., Butler University School of Religion, 1954; D. Theology, Northern Baptist Theological Seminary, 1960.

Adjunct Faculty

Rusty Andrews, Ph.D., *Psychology /Counseling (2003)*
Ph.D., Kansas State University, 1997.

Brody Bliss, *Management /Bible (2012)*
M.Div., Golden State Theological Seminary, 2008.

Nancy Blockcolsky, *Piano (2002)*
M.Mus., Kansas State University, 1992.

Megan Bottenberg, *Management (2011)*
MPA., University of Kansas, 2008.

Don Brax, *Math (2003)*
M.S., Kansas State University, 1984.

Terrance Cusaac, Ph.D., *Management (2013)*
Ph.D., Capella University, 2004.

Jeff Davis, *Management /Computer Technology (2006)*
M.S., Regis University, 2005.

Julie Delort, *Written and Oral Communication (1998)*
M.A., Lincoln Christian Seminary, 1997.

Paula Ebert, *Written Communication (2012)*
M.A., Kansas State University, 2012.

Yeoun (Esther) Ferris, Ph.D., *Cultural Anthropology (2012)*
Ph.D., Trinity International University (1998).

Gary Griffith, Ph.D., *Science (2011)*
Ph.D., Oklahoma State University, 1973.

Cal Habig, D.Min., *Bible /Ministry (2008)*.
D.Min., Fuller Theological Seminary, 2003.

Nathan Hiebert, *Management (2013)*
M.S., Kansas State University, 2012.

Dave Henry, DWS, *Bible (2006)*.
DWS., Robert E. Weber Institute for Worship Studies, 2012.

Mike Hines, *History (2007)*
M.Div., Cincinnati Bible Seminary, 1983.

Joe Hunsaker, *Psychology (2011)*
M.A., Webster University, 1989; M.E., Arizona State University, 2010.

Dale Levering, Ph.D, *Management /Statistics (1999)*
Ph.D., Kansas State University, 2009.

Ben MacGill, *Music (2013)*
B.A., Kansas State University, 2012; B.A., Manhattan Christian College, 2012.

Cody Moore, *Bible (2008)*
M.A., Emmanuel School of Religion, 2000; M.A., University of Colorado, 2004.

Nikki Medaris, *Psychology (2009)*
M.Div., Lincoln Christian Seminary, 2011.

Alisha Paddock, *Bible (2008)*
M.Div., Emmanuel Christian Seminary, 2007.

Robert Pugh, *Management (2010)*
M.B.A., Bellevue University, 1999.

Bob Randall, *Economics and Statistics (2010)*
M.S., Kansas State University.

Ron Ratliff, *Humanities (2006)*
Th.M., Dallas Theological Seminary, 1983.

Marvin Rupe, *Management (2011)*
M.S., Kansas State University, 2004; M.S. University of New Mexico, 1986.

Karen Smothers, *Psychology and Counseling (2011)*
M.S.W., Washburn University, 2005.

Kathryn Thompson, *Psychology (2011)*
M.S., Friends University, 2011.

Doug Wallace, Ph.D., *Sociology (1997)*
Ph.D., Kansas State University, 2009.

Ben Worcester, *Music (2013)*
M.A., Kansas State University, 2010.

Board of Trustees

Julie Bullock, *Retired Businesswoman*
Junction City, KS

R. D. Cogswell, *Lead Pastor, Northland Christian Church*
Topeka, KS

Jeff Creighton, *Business Manager, State Farm*
Olathe, KS

David Erwin, *Minister, Sublette Christian Church*
Sublette, KS

Janell Harshbarger, *Director of Fulfillment Services, Ogden Publications*
Wamego, KS

Chuck Harrison, *Mason Harrison Ratliff Enterprises*
Oklahoma City, OK

Todd Hutchison, *Student Ministry Minister, Pathway Church*
Wichita, KS

Kent Needham, *Bank President and CEO*
Tonganoxie, KS

Barry Park, *Lead Pastor, University Christian Church*
Manhattan, KS

Mark Posson, *Administrative Pastor, Central Christian Church*
Bel Aire, KS

Clark Tanner, *Lead Pastor, Countryside Christian Church*
Oklahoma City, OK

Paul Wilson, *Church Planter, Lead Pastor*
Sun City, AZ

Jeremiah Holcomb, *Pastor, Christian Church of Burlington*
Burlington, KS

Emeritus Members

Dean Burton, *Minister, Retired*
(Member Emeritus)
Branson, MO

Harold Sears, *Businessman, Retired*
(Member Emeritus)
Topeka, KS

Garner Stroud, *Investor, Chevron Oil, Retired*
(Member Emeritus)
Lady Lake, FL

Glossary

Academic Dismissal: A student who neglects academic responsibilities may be dismissed on recommendation of the academic dean.

Academic Probation: An indication that a student is in academic difficulty which could lead to dismissal from the college.

Advisor: A person, usually a college faculty member, who helps students achieve their educational goals by providing guidance on courses, degree programs, policies and procedures, and internships.

Apply for Admission: The process of submitting written or electronic application and supporting credentials so that an official determination of eligibility to attend the college can be made.

Associate of Ministry Degree: (A.M.) A two year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry.

Audit: After paying an audit fee to attend a course regularly without participating in course work and without receiving academic credit.

Bachelor of Arts Degree: (B.A.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of the Greek language, or other modern language, is required.

Bachelor of Science Degree: (B.S.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of science and mathematics is required.

Classification: Level of progress towards a degree with classifications of freshman, sophomore, junior, and senior depending upon the number of semester hours completed.

Course: A unit of study a student enrolls in during a semester.

Credit Hour: A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week. For example, a class meeting three hours a week would be a three credit hour class.

Degree Program: Courses required for completion of a particular degree.

Drop/Add: Changing the student's course schedule by adding and/or dropping a course.

Dual degree: Minimally a five year program of study in which a student earns a bachelor degree from MCC and a bachelor degree from Kansas State University upon confirmation of completion of requirements at both institutions. Note: Recommended MCC degree is B.A. or B.S. in Bible.

Electives: Courses chosen by a student that are not required for a major or minor. The number of elective hours varies in degree programs.

Enrollment: The process of selecting courses and arranging a schedule of classes for the semester.

Grade Point Average: (GPA) A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. Only work taken at MCC is used to calculate the GPA.

International Students: Individuals who are not citizens or permanent residents of the United States.

Major: The subject area in which a principal emphasis is placed in an academic program.

Minor: An emphasis in a subject area outside of a student's major in the degree program.

New Freshmen: High school graduates with no earned college credits since the summer after high school graduation. Students taking college-level work while in high school are considered new freshmen.

Non-Degree Students: Students not pursuing a degree from MCC. Non-degree students are limited in the number of hours per semester they may enroll in. Other restrictions may apply. Non-degree students do not qualify for financial assistance.

Official Test Scores: ACT, SAT, GED, and TOEFL results that are received directly from the testing service. Personal reports, results marked "student copy" and so on are not official test scores.

Official Transcript: An official copy of a student's permanent academic record. A transcript that is sent directly by mail from the Registrar of a credit-granting institution to MCC is considered official. Transfer credit decisions are only made from official transcripts. Unofficial transcripts, hand-carried documents, and personal grade reports *maybe* used for admission decisions.

Prerequisite: A requirement, usually credit in another course, which must be met before a particular course can be taken.

Provisional Acceptance: Students who have been admitted to the college under special circumstances. Provisional acceptance is granted for one semester only.

Readmitted Students: Any student who has previously been admitted and attended MCC on any campus at any time since high school graduation.

Registration: The process of enrollment and paying fees.

Special Student: Students who have been admitted on probation.

Transfer students: Students who have earned college-level credit after the summer following high school graduation.