

MANHATTAN CHRISTIAN COLLEGE

ACADEMIC CATALOG  
2020-2021



# MANHATTAN

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## CHRISTIAN COLLEGE

1415 Anderson Avenue  
Manhattan, Kansas 66502-4081  
PHONE (785) 539-3571  
FAX (785) 539-0832  
[www.mccks.edu](http://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**

Thunder

### **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 and the institution's exemption from sections of Title IX which deal with exemptions for religious convictions). Equal opportunity is afforded to all individuals in regard to college policies, consideration for financial assistance, employment, 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 updating the online version of the catalog. Students are expected to read and be aware of requirements as printed in the college catalog.

# MCC Academic Catalog

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# MCC Calendar 2020 - 2021

## Traditional Campus

### Fall 2020 Semester\*

New Student Orientation	Friday, August 14 - Sunday, August 17
Registration for those not enrolled via Virtual Enrollment Appointments	Friday, August 14
Classes Begin	Monday, August 17
Last day to add without professor's signature	Friday, August 21
Labor Day Recess	Monday, September 7
Last day to drop without transcript entry	Friday, September 11
Midterm Exams	Monday, October 5 - Friday, October 9
Last day for ORN 010-Introduction to MCC Life	Wednesday, October 7
Grades due for ORN 090	Tuesday, October 13
Enrollment begins for Spring 2021 (Returning Students)	Monday, November 2
Virtual New Student Enrollment Appointments	Monday, November 9 - Friday, December 18
Last day to drop or change status	Friday, November 6
Thanksgiving recess	Monday - Friday, November 23-27
Graduation Petitions due for December conferral	Monday, November 30
Semester Exams	Monday - Thursday, December 7-10
Grades due	Wednesday, December 16
December conferral date	Wednesday, December 30

### Spring 2021 Semester

Registration for those not enrolled via Virtual Enrollment Appointments	Friday, January 15
Martin Luther King, Jr. Holiday	Monday, January 18
Classes Begin	Tuesday, January 19
Last day to add without professor's signature	Friday, January 22
Last day to drop without transcript entry	Friday, February 12
Graduation Petitions due for May conferral	Friday, March 5
Kerusso Dayz	Saturday - Saturday, March 13-20
Midterm Exams	Monday - Friday, March 8-12
Spring Break	Monday - Friday, March 15-19
Last day for ORN 010-Introduction to MCC Life	Wednesday, March 10
Grades due for ORN 090	Tuesday, March 16
Good Friday recess	Friday, April 2
Enrollment begins for Fall 2021 (Returning Students)	Tuesday, April 6
Last day to drop or change status	Friday, April 16
Commencement	Saturday, May 8
Semester Exams	Monday - Thursday, May 10-14
Grades due	Wednesday, May 19
May conferral date	Tuesday, May 25

## Summer 2021 Semester

Consortium courses available \_\_\_\_\_ Dates vary. Consult Registrar's Office

Virtual New Student Enrollment Appointments \_\_\_\_\_ June and July

Graduation Petitions due for August conferral \_\_\_\_\_ Friday, July 23

August conferral date \_\_\_\_\_ Sunday, August 1

\*The Fall 2020 semester was moved up one week from previous years as a result of the COVID-19 situation.

All 2020 -2021 dates are subject to change.

# MCC Calendar 2020 - 2021

## Non-Traditional Campus/Thunder Online

X Term: First 8 weeks of the semester

Y Term: Second 8 weeks of the semester

Z Term: Entire 16 weeks of the semester

### Fall 2020 Semester\*

Open Registration \_\_\_\_\_ Wednesday, July 1 - Friday, August 14  
Classes Begin: X and Z Terms \_\_\_\_\_ Monday, August 17  
Last day to add without professor's signature: X Term \_\_\_\_\_ Monday, August 17  
Last day to drop without transcript entry: X Term \_\_\_\_\_ Friday, August 21  
Last day to add without professor's signature: Z Term \_\_\_\_\_ Friday, August 21  
Labor Day Recess \_\_\_\_\_ Monday, September 7  
Last day to drop without transcript entry: Z Term \_\_\_\_\_ Friday, September 11  
Last day to drop or change status: X Term \_\_\_\_\_ Friday, September 18  
Classes End: X Term \_\_\_\_\_ Sunday, October 11  
Classes Begin: Y Term \_\_\_\_\_ Monday, October 12  
Last day to add without professor's signature: Y Term \_\_\_\_\_ Monday, October 12  
Grades due: X Term \_\_\_\_\_ Wednesday, October 14  
Last day to drop without transcript entry: Y Term \_\_\_\_\_ Friday, October 16  
Enrollment begins for Spring 2021 (Returning Students) \_\_\_\_\_ Monday, November 2  
Last day to drop or change status: Z Term \_\_\_\_\_ Friday, November 6  
Last day to drop or change status: Y Term \_\_\_\_\_ Friday, November 13  
Thanksgiving recess \_\_\_\_\_ Monday - Friday, November 23-27  
Graduation Petitions due for December conferral \_\_\_\_\_ Monday, November 30  
Classes end: Y and Z Terms \_\_\_\_\_ Sunday, December 13  
Grades due: Y and Z Terms \_\_\_\_\_ Wednesday, December 16  
December conferral date \_\_\_\_\_ Wednesday, December 30

### Spring 2021 Semester

Registration \_\_\_\_\_ Friday, January 15  
Classes Begin: X and Z Terms \_\_\_\_\_ Monday, January 18  
Last day to add without professor's signature: X Term \_\_\_\_\_ Monday, January 18  
Last day to drop without transcript entry: X Term \_\_\_\_\_ Friday, January 22  
Last day to add without professor's signature: Z Term \_\_\_\_\_ Friday, January 22  
Last day to drop without transcript entry: Z Term \_\_\_\_\_ Friday, February 12  
Last day to drop or change status: X Term \_\_\_\_\_ Friday, February 26  
Graduation Petitions due for May conferral \_\_\_\_\_ Friday, March 5  
Spring Break \_\_\_\_\_ Monday - Friday, March 15-19  
Classes End: X Term \_\_\_\_\_ Sunday, March 14

## Spring 2021 Semester (con't)

Classes Begin: Y Term _____	Monday, March 22
Last day to add without professor's signature: Y Term _____	Monday, March 22
Grades due: X Term _____	Wednesday, March 24
Last day to drop without transcript entry: Y Term _____	Friday, March 26
Good Friday recess _____	Friday, April 2
Enrollment begins for Spring 2021 (Returning Students) _____	Tuesday, April 6
Last day to drop or change status: Z Term _____	Friday, April 16
Last day to drop or change status: Y Term _____	Friday, April 30
Commencement _____	Saturday, May 8
Classes end: Y and Z Terms _____	Sunday, May 16
Grades due: Y and Z Terms _____	Wednesday, May 19
December conferral date _____	Tuesday, May 25

## Summer 2021 Semester

Consortium courses available _____	Dates vary. Consult Registrar's Office
Virtual New Student Enrollment Appointments _____	June and July
Graduation Petitions due for August conferral _____	Friday, July 23
August conferral date _____	Sunday, August 1

\*The Fall 2020 semester was moved up one week from previous years as a result of the COVID-19 situation.  
All 2020 -2021 dates are subject to change.

# Correspondence Directory

Direct questions or requests for information to the following:

General College Policy \_\_\_\_\_ Kevin Ingram  
President

Academic Affairs \_\_\_\_\_ Dr. Greg Delort  
Vice President for Academic Affairs

Admissions \_\_\_\_\_ Ben Field  
Director, Office of Admissions

Alumni \_\_\_\_\_ Genae Denver  
Director, Alumni Relations

Athletics \_\_\_\_\_ Jordan Strom  
Director of Athletics

Board of Trustees \_\_\_\_\_ Kent Needham  
Chair

Business and Human Resources \_\_\_\_\_ Robert Berard  
Vice President for Financial and Administrative Services

Financial Aid and Scholarships \_\_\_\_\_ Trish Runion  
Director, Student Financial Services

Information Technology \_\_\_\_\_ J.T. VanGilder  
Director, Information Technology

Institutional Advancement \_\_\_\_\_ Jolene Rupe  
Director, Institutional Advancement

Library Services \_\_\_\_\_ Ron Ratliff  
Director, Library Services

Non-Traditional Campus/Thunder Online (Distance Ed) \_\_\_\_\_ Bruce Long  
Director, Thunder Online

Student Activities, Campus Life, Housing \_\_\_\_\_ Ben Grogg  
Director, Student Development

Student Life \_\_\_\_\_ Dr. Rick Wright  
Vice President for Student Life

Transcripts, Academic Records, Academic Catalog \_\_\_\_\_ Jennifer Anderson  
Director, Office of the Registrar

The administrative offices of MCC are open from 8am to 5pm, Monday through Friday. Visitors are welcome to visit the campus throughout the year.

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

College FAX Number: (785) 539-0832  
<http://www.mccs.edu>

**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, MABICO Singers becomes Celebration Singers
- 1976 Sanderson Hall is purchased as a residence hall
- 1978 First Woman's World conference 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 75th Anniversary Year
- 2005 NCCAA Division II National Champions - Men's Soccer
- 2006 Mr. J. 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 2,000th Degree Granted  
NCCAA Division II National Champions – Women's Soccer
- 2017 90th Anniversary Year  
Reaffirmation of accreditation from the Association for Biblical Higher Education (ABHE)  
Howie's Activity Center completed and dedicated
- 2019 Started the Thunder Online program for the Non-Traditional Campus
- 2019 Midwest Christian College Conference Champions and Conference Tournament Champions – Men's Soccer
- 2019 Midwest Christian College Conference Champions and Conference Tournament Champions – Women's Volleyball
- 2020 Midwest Christian College Conference Champions and SW Region Champions - Men's Basketball
- 2020 March: All courses transitioned to online-only, campus closed in response to COVID-19 Pandemic (reopened for Fall 2020 semester)

## **Location**

Manhattan, Kansas, is a community that provides its 54,000+ residents world-class cultural and educational opportunities and 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 in the role that the Christian college can accomplish within students preparing to serve the Lord. The guiding perspective behind the Manhattan Christian College educational practice is the belief that God has created, redeems, and is recreating all things. We believe that college education can facilitate transformational change for students and subsequently for those whom students influence in the present and the future. That transformational change is comprised of theological, ethical, social, and professional education regardless of a student's chosen profession.

Since we believe that education occurs both within the classroom and outside of it, we are committed to an educational approach that acknowledges formal and informal learning environments.

Our commitment to this transformational change at Manhattan Christian College is founded on four components:

**Learning Environment** - We are all students and teachers engaged in lifelong learning and a spirit of inquiry characterized by self-awareness, dialogue, and relational connectedness. The learning environment is characterized by mutual trust, mutual respect, mutual helpfulness, freedom of expression, and acceptance of difference. The learning environment is collaborative and co-creative. Faculty and students co-create the space within which material is presented, discussed, and applied. A goal is to create a supportive space within which communication and learning may occur.

**Active Learning** - The student's active involvement in the learning process is essential to good practice. Faculty serve not only as teachers but also as facilitators of learning. They manage the learning process by engaging students in a variety of activities leading to an understanding of course content along with development of academic and professional competence.

**Collaboration** - Students benefit from opportunities to network, learn from others, and share resources and ideas. The learning community provides a space for collaboration and connection.

**Emphasis on Application and Relevance** - The best learning occurs when bridges are built between new knowledge and the learner's experience. Education is not complete until acquisition of knowledge matures into relevant application.

## **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, a regional accreditation agency recognized by the U.S. Department of Education. Initial accreditation was received in 2000 and was reaffirmed in 2013.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
800.621.7440 / 312.263.0456  
[www.hlcommission.org](http://www.hlcommission.org)

### **Association for Biblical Higher Education (ABHE)**

Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2017 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  
407.207.0808  
[www.abhe.org](http://www.abhe.org)

Students who have a complaint against the college may contact in writing or call HLC 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 Grants, Supplemental Educational Opportunity Grant, Direct Subsidized and Unsubsidized Loans, and the Federal Workstudy 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 can be completed on 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 or non-traditional programs must have all official high school and college transcript(s) sent to MCC. 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. These references can be completed online or by using the printable versions of the forms found on the college's website.
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 2.0 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 (Non-Traditional Campus) 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.
3. Part-time F-1 students must provide proof of English language competency through TOEFL scores, passing grades in an approved English language program (ELP), or passing grades in freshmen-level composition course(s).

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**

All of the following items must be received before any action can be taken on your admission. An I-20 form will not be issued until all items are received and you have been officially admitted to the college by the admissions department.

1. International Student Application. Be sure the application is signed and indicate an intended program of study. This is required to receive an I-20.
2. Application Fee. Include the non-refundable application fee of \$25 (U.S. dollars).
3. Application Letter. 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.
4. References. Two (2) references from individuals, other than relatives, need to be completed via MCC's website. The preference is that one reference be completed by a church leader and one from a school teacher, if possible. Other options can be a coach, mentor, friend, or co-worker.
5. Transcript(s). Provide final, 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 requested by you and be sent from the Registrar's Office directly to: Manhattan

Christian College, c/o Admissions, 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 college.

Applicants must arrange for final, official certified transcripts of previous academic work to be sent to the MCC Admissions Office. Certified transcripts are reports of individual courses taken and indicate the grades obtained for each course. Transcripts must have a raised seal or a stamp on the copy of the transcript from, for example, the Director, Registrar, Headmaster, or Headmistress of the school. Proof of graduation from secondary school/high school is also required. These transcripts must be in English or accompanied by an English translation.

Applicants from Commonwealth countries must submit certified or notarized copies of their “O” level and/or “A” level certificates (copies of unofficial result slips are not acceptable). Applicants from countries having different educational systems should submit results from their countries’ respective secondary school graduation examinations and/or university placement examinations (for example, CXC exam results, Abitur results, baccalaureate results, etc.).

6. English Requirements. All applicants must submit English proficiency test scores to be considered for admission. English proficiency test scores must be less than two years old. English requirements for enrollment in academic coursework are:

- 79 or above on the TOEFL iBT (with no subscore lower than 18)
- 60 or above on the TOEFL paper-delivered test (with no subscore lower than 18)
- 6.5 or above on the IELTS (with no subscore lower than 6.0)
- ACT – 21 or above on English
- SAT – 460 or above on Evidence-based Reading and Writing
- Transfer students from U.S. Institution – completion of Written Composition I and II (or an equivalent) with grades of “C” or higher.

Exceptions:

Students do not have to submit English proficiency scores if:

- You have taken 4 years of college preparatory English and graduated from high school with a 2.5 GPA in one of the following places:
  - United States of America
  - United Kingdom
  - Ireland
  - Australia
  - New Zealand
  - An English-speaking province of Canada
  - An English-speaking Caribbean country
  - Any US-accredited school located abroad

OR

- You are a citizen of the USA, UK, Ireland, Australia, New Zealand, an English-speaking province of Canada, or an English-speaking Caribbean country

OR

- You have earned a “B” or better grade in Written Composition I and II (or an equivalent) AND earned 24 or more credit-bearing hours toward a degree at an accredited US institution or at an institution within one of the countries listed above.

OR

- Earned an associate’s degree from a US-accredited post-secondary college with a 2.5 GPA

Students who demonstrate difficulty with 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.

7. Affidavit of Financial Sponsorship. The affidavit must be dated within one year of applicants anticipated entry into the college. For current costs and sponsorship requirements, please review the affidavit on MCC’s website. 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.

### **Required Financial Documentation**

In order to receive a Form I-20, you need to submit the following documentation:

- Completed MCC Affidavit of Financial Sponsorship
- Documents demonstrating that you have at least the minimum estimated yearly expenses needed to study at Manhattan Christian College from all sponsors.

Please note that the U.S. Embassy in your country may have very specific financial documentation requirements. Contact the U.S. Embassy for more information, or consult the U.S. Department of State web site at <http://www.state.gov>.

### **Additional Notes Regarding Financial Documentation**

- Private sponsors should state in their letter that they will have sufficient funds after paying their own personal expenses to be able to afford sponsoring the student in the stated amount.
- Organizational/institutional sponsors should write on business letterhead the nature and time period of support for your studies. Proof of the organization’s finances/ability to provide this support may be required if not initially included.
- Copies, clear faxes, and scanned documents sent as e-mail attachments are satisfactory. Unclear copies, faxes, and scans will not be accepted. Send faxes to 785-539-0832 and emails to: [admit@mcccks.edu](mailto:admit@mcccks.edu). 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 international students to have health insurance. Health care in the United States is extremely expensive and recommends that any dependents also be covered by health insurance. If a sponsor or agency does not supply insurance, 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 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 2.0 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 be permitted to participate in no more than one extracurricular activity: music ensemble, varsity athletic team, or 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

The Student Financial Services Department (SFS) serves as the contact for any student specific question related to charges, payments, financial aid, or billing. For general information regarding costs and payment options, contact Financial and Administrative Services (FAS), 1415 Anderson Avenue, Manhattan Kansas. The phone number is 785-539-3571. Fax submittals may be sent through 785-539-0832.

MCC abides by the Gramm-Leach-Bliley Act (GLBA) concerning the security, confidentiality and integrity of our customer's financial information. A customer's financial information will not be given to any person or third party vendor without the customer's written consent or legal notification. By completing all the steps of enrollment at MCC, a student is consenting to the release of information for the legal requirements of the institution's mandated audits for such purposes as federal Title IV funds, Veteran's Affairs programs, and accreditation purposes. For more information please see our Consumer Information link located on the MCC website.

### Charges — Traditional Program

**Tuition.** Tuition is charged at a flat rate for 12 through 18 hours per semester. If enrolled in less than 12 hours, tuition is charged at a per credit hour rate. Credit hours above 18 are also charged at a per credit hour rate. Students not seeking a degree at MCC who would like to take courses for credit may take up to six hours of coursework each semester at a reduced rate. There is a lifetime maximum of 18 hours that may be taken at this reduced non-degree rate.

**Mandatory Fees.** Degree seeking students are charged a Student Council Fee each semester. This fee underwrites student sponsored programming. A yearbook fee is assessed annually during the first semester of the academic year in which a student is enrolled. A technology fee of \$10 per credit hour, is also assessed each semester.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

**Graduation Petition Fee.** Before a graduation petition will be processed a \$50 fee must be paid. This fee helps to underwrite the cost of the professional printing of diplomas and diploma covers.

**Parking Fees.** Permits are required if parking on the MCC campus. On campus parking is limited and permits are sold on a first come, first served basis. Permits may be purchased on line through the MCC website.

**Housing and Dining.** Meal plans are required for all students living in MCC residence halls. Students may choose between a 10 and 15 meal plan at pre-enrollment each semester. At closing of the official registration date for each semester, meal options may not be changed.

**Late Enrollment/Deferred Payment Fees.** A late enrollment fee is assessed when students have not completed all steps of the enrollment process by the end of the first day of class each semester. All enrollment steps are considered complete when a student has enrolled in classes and made payment arrangements for the balance of the semester charges. A late payment fee may be assessed if an arranged payment is delayed or not able to be processed. The student's academic advisor is available to assist with course enrollment. The Student Financial Services department is available to assist with payment arrangements.

**Kansas State University.** Students with dual enrollment at KSU and MCC will have student bills at both institutions and should expect to pay both institutions directly. MCC students may obtain a waiver, which holds the KSU late fee from being charged to their KSU account through one billing cycle, by contacting SFS with a copy of their KSU class enrollment. The request must be made no later than 10 days prior to classes beginning for the semester.

### **Charges — Non-Traditional Degree Completion Program**

**Tuition.** Tuition is calculated according to the number of credit hours in which a student enrolls.

**Mandatory Fees.** A technology fee of \$10 per credit hour is assessed each semester.

**Graduation Petition Fee.** Before a graduation petition will be processed a \$50 fee must be paid. This fee helps to underwrite the cost of the professional printing of diplomas and diploma covers.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

### **Charges – College Consortium Classes**

MCC offers students the ability to take distance classes through a consortium of colleges for credit pertaining to their MCC degree. These classes are available for students seeking a degree from either our Traditional or Non-Traditional campuses. These charges are separate and will not be considered within the traditional 12 to 18 credit hour flat rate. There is a limit of 9 credit hours allowed through this consortium.

**Tuition.** Tuition is calculated according to the number of credit hours in which a student enrolls.

**Mandatory Fees.** A technology fee of \$10 per credit hour is assessed each semester.

**Course Fees.** Some courses require an additional fee. See the course description and/or line schedule for specific information.

## **TUITION & FEE SCHEDULE FOR THE 2020 - 2021 ACADEMIC YEAR**

Per Semester

### **TRADITIONAL CAMPUS PROGRAM:**

Full time Tuition (12-18 hours)	\$8,175
Part time/Degree seeking — 1-11 hours (per credit hour)	\$681
Over 18 hours (per credit hour)	\$681
Technology fee (per credit hour)	\$10
Yearbook (one semester charge for degree seeking students)	\$50
Student Council Fee	\$100
Audit (per course)	\$200
Part time/non-degree seeking (per credit hour)	\$325
Housing/Dining (10 meal)	\$4,270
Housing/Dining (15 meal)	\$4,750
Security Deposit	\$150
Intersession Courses (per credit hour)	\$681

**NON-TRADITIONAL CAMPUS PROGRAM:**

Tuition (per credit hour)	\$495
Technology Fee (per credit hour)	\$10

**OTHER FEES:**

Application Fee	\$25
Late Enrollment Fee	\$125
Deferred Payment Fee (per semester)	\$65
Transcript Request (Former Students only. Additional fees will be charged when requesting a transcript using the National Student Clearinghouse)	\$15
Petition for Graduation	\$50
Parking (annual)	\$70
Individualized instruction for Non-Traditional Campus (per month in addition to regular tuition)	\$125
Credit for Prior Learning (ORN 020) fee (per credit hour requested)	\$125

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

Should the college's operations be suspended or interrupted due to acts of God, force majeure, or government mandate (either legislative or regulatory), the college reserves the right to determine the amount of tuition, room, or board to be refunded, using whatever criteria it deems appropriate, or to refund no amount at its sole discretion.

**Charges — Miscellaneous**

**Late Fee/Returned Checks/Denied electronic payments. A charge of \$35 will be assessed to a late educational payment plan if payment is not received within 24 hours of payment date.** A charge equal to the amount of the bank's NSF charge plus \$35 will be assessed for each transaction returned due to insufficient funds. Students with multiple returned checks or denied electronic payments may be required to make cash payments.

**Collection Costs.** Accounts with outstanding balances 60 days after the student is no longer enrolled may be assigned to a collection agency. A 15% charge will be added to the balance to cover charges associated with the collection of the overdue account and are the responsibility of the student.

**Terms of Payment**

Full payment of a student account is due by the end of the first day of classes per semester. MCC accepts payment in the form of cash, check, money order, or credit/debit card. Online credit card payments may be made via the college's website. From the home page, look for the word "Campus Life" near the top of the page. Find the phrase "One Time Payment" under "Paying for College" in the drop down menu. Clicking on the phrase "One Time Payment" will forward you to a secure website where you may enter your payment information.

In lieu of full payment, enrollment in MCC's Education Payment Plan is acceptable. Enrollment in the payment plan is completed online via the college's website. From the home page, look for the phrase "Campus Life" near the top of the page. Find the phrase "Payment Plan" under "Paying for College" in the drop down menu. Clicking on the phrase "Payment Plan" will forward you to a secure website where you may set up your payment information. The cost of the plan (\$65) will be collected at the time of enrolling in the plan. A new payment plan is required every semester, which involves a new enrollment each semester.

Documentation showing that aid from outside sources, such as the Department of Education's Title IV programs or benefits through Veteran's Affairs, will cover the full cost of attendance is considered to be payment in full. For information regarding Title IV or Veteran's benefits, students are encouraged to visit with SFS.

Continuation of course work, including enrollment for future semesters, availability of official transcripts, and graduation are contingent upon full and timely payment of all monies due MCC.

The amount due on a student account may fluctuate throughout the course of a semester due to course additions or withdrawals, outside scholarships, and other student initiated adjustments. A student may always view a current account balance using the Empower link from the College's web site.

## **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. Mandatory fees are non-refundable.

**Traditional Program.** Refunds of tuition and housing/dining charges are made based upon the following schedule in case of withdrawal from a specific course or from the institution:

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

Note that due to the nature of block tuition, there will be no refund calculated if the student remains enrolled in 12 – 18 credit hours.

Refunds are not available after the first day of classes for short term programs, including but not limited to intersessions and directed studies. Books and other fees are non-refundable.

**Non-Traditional/Distance Education:** The typical Distance Education course duration is 8 weeks with 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%

Refund checks will not be issued if the refund is less than \$1.00 when the credit was a result of Title IV funds. Refund checks will not be issued for credit balances \$5.00 or less if the credit is a result of any other funds.

Any withdrawal from a course or from the institution may have an impact on a student's federal aid or institutional scholarships. Students should always communicate with SFS before initiating withdrawal paperwork. Students must request and complete the necessary paperwork to withdraw from a course prior to 5:00 p.m. central time of the deadline.

## **Return of Federal Financial Aid (Title IV) Funds**

Students receiving federal financial aid (excluding Federal Work Study funds) who withdraw from the institution during the first 60% of a semester are subject to the 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. Student accounts are credited with 100% of a semester’s aid after enrolling in at least six hours of degree seeking course work. (For non-traditional programs, 100% of aid is credited upon verification of attendance in at least six hours of degree seeking course work.) Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Plus Loans
- Federal PELL Grant
- Federal SEOG Grant
- 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 to MCC.

The refund of tuition is calculated by the MCC refund policy and 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 once both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, students are strongly advised to visit with Student Financial Services before initiating the withdrawal process. 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 event 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.

## **Return of Unearned TA Funds**

MCC will return directly to the military service branch any unearned TA funds. Any instance when a Service member stops attending due to military service obligation, MCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion. The specifics of the refund policy are located on page 14 of MCC’s Consumer Information.

## **Financial Assistance Programs**

Assistance in paying for College is available in a variety of forms. Speak with SFS for more information.

## **MCC Scholarships**

Offered to students who have applied, been admitted, and are seeking a degree from Manhattan Christian College. The student’s application for admission and acceptance to the college will initiate the scholarship awarding process. To receive an MCC scholarship, students must be seeking an MCC degree, making satisfactory progress toward an MCC degree, and be enrolled full time. MCC scholarships may be applied only to MCC tuition and MCC housing/dining charges. For additional information regarding MCC Scholarships, refer to the Consumer Information link on the college’s website or contact SFS. For a list of endowed scholarships at MCC, visit the college’s website.

## Other Aid Programs

**Kansas Comprehensive Grants.** Awards from this source may be up to \$1750 per semester. To be considered for this need based grant, students must indicate Kansas as their state of residency on the Free Application for Federal Student Aid (FAFSA). Students must also file the FAFSA in sufficient 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 is limited to four years.

**Kansas State Scholar.** Kansas State Scholars must indicate on the FAFSA that it should be released to the State. A state aid application must also 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 SFS for applications and instructions each year. The award is limited to four years.

**Veterans Administration.** MCC is State and VA approved for various forms of financial assistance for education. There are several education benefits available under the new Forever GI Bill as well as other VA programs. Veterans and, in certain circumstances, their dependents, can go to <https://www.va.gov/education/> to find more information and begin the process of applying for benefits. You may also call 888-GIBILL-1 (888-442-4551).

**Military Active Duty.** MCC is approved through the Department of Defense to accept TA Benefits. These benefits may be available for Active Duty Military. The application process begins at 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 SFS for details.

**Title IV Programs.** Most students are eligible for some type of federal financial aid. Manhattan Christian College participates in the Federal PELL Grant and Supplemental Educational Opportunities Grant (SEOG) Programs, the Federal Work Study Program, and the Federal Direct Loans (Subsidized, Unsubsidized, and Parent Loan) Program. To determine eligibility, students should complete the Free Application for Federal Student Aid (FAFSA).

**Policy on Satisfactory Academic Progress.** Federal regulations require that federal financial aid recipients achieve Satisfactory Academic Progress (SAP) in order to maintain eligibility to receive Title IV Program funds. Manhattan Christian College (MCC) has established the following guidelines for evaluating a student's efforts to achieve a degree while fulfilling these regulations. This includes a quantitative measure (percentage of credit hours earned each semester) and a qualitative measure (grade points earned for hours completed each semester).

To be eligible to receive federal Title IV funds, a student must: 1. earn at least 66% of their credit hours attempted, 2. maintain a minimum 2.0 cumulative grade point average and 3. complete the degree within a maximum time frame. Courses in which an "F," "Incomplete," "Withdrawn" or "Repeat" is recorded on the student's transcript, these are calculated as credit hours attempted but not earned within the 66% completion minimum requirement.

Students receiving federal aid must complete their degree within a maximum time frame—150% of the normal time required to complete the degree. This allows approximately 180 total credit hours attempted for completion of a bachelor's degree. Courses in which an "F," "Incomplete," or "Withdrawn" is recorded, these count as

credit hours attempted toward the 150%-time frame maximum. For a traditional student attending full-time in the fall and spring semester each year, the maximum time frame is six school years.

Transfer students, if eligible, shall receive Title IV funds for their first semester at MCC and then follow the same standards for SAP as all other students. Transfer grades are not included in the computation of the cumulative grade point average. However, transfer students have their transfer credits subtracted from the total needed for the degree and the maximum time frame is adjusted accordingly.

Courses in which an “Incomplete” status is recorded will be counted as credit hours attempted (quantitative) until a final grade is recorded. At that time, the final course grade will be calculated into the cumulative grade point average standard (qualitative). Students must meet all standards to continue to maintain eligibility.

Pertinent student academic information for all recipients of Title IV funds is reviewed at the end of each semester. Students who are deficient in hours or cumulative grade points after initial review will be placed on Financial Aid Warning for one semester. At the end of the next semester a student’s progress will again be measured, and the student will either be reinstated or placed on Financial Aid Suspension. Students on Financial Aid Suspension are denied financial assistance from any federal program until they can meet the SAP qualifications.

Students subject to Financial Aid Warning or Financial Aid Suspension are notified in writing prior to the beginning of the next term.

Appeals are made in writing to the Title IV Appeals Committee. This committee is comprised of the Director of Student Financial Services, the Vice President for Academic Affairs, and the Vice President for Student Life. Students must submit an appeal in writing indicating the grounds for the appeal and reasoning for appeal approval. The student must meet with the Academic Dean to develop a plan that will achieve satisfactory academic progress. Deviation from the plan will result in financial aid suspension with no further appeals. The Committee is empowered to review all appeals and a Financial Counselor shall inform appealing students of the action taken. The Committee may reject the appeal or may reinstate aid subject to its availability. The committee may stipulate special activities, which a student would be required to complete during the coming academic term. Decisions by the Title IV Appeals Committee are final and not subject to further review.

For additional information on Title IV programs, including an example of Satisfactory Academic Progress calculation, see the Consumer Information section on MCC’s web site or contact SFS.

## **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 website.

## Academic Information

### Mission

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

### Academic Programs Information

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Arts degrees, and an adult student degree completion program via Thunder Online (non-traditional program). 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.

Distance Education programs (Non-Traditional Campus) are adult students that are lifelong learners who generally are 22 years or older, and/or have additional responsibilities (e.g. family, career, military, community) and are seeking a degree or other educational offering (credit or non-credit) to enhance their professional and/or personal lives.

### Continuation and Graduation Policies

#### Academic Probation/Dismissal Policy

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

**Probation.** 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 ORN 010 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 a student who has been academically dismissed is seeking readmission, he or she must, as part of their readmission process, write an appeal letter to the Vice President of Academic Affairs (VPAA). The letter must explain their reasons for seeking readmission and what he or she will do differently in order to succeed. The letter should be submitted with other readmission documents and given to the VPAA by the admissions team.

If the appeal is successful, the student is then required to meet with the Registrar and their Academic Advisor to discuss steps he or she will take to be academically successful.

**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.

## **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 any or all of following sanctions: (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 form is completed by the professor and 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.

## **Process for Reporting Academic Violations**

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning.
2. When evidence suggests that academic dishonesty has occurred, the faculty member will enter the charge and the academic sanction on the college's Academic Integrity Form, will sign the form, and then convey the charge and sanction to the student for his or her signature (in person or through other methods if necessary). Any appropriate documentation will be attached to the form.

3. After reviewing the allegation of academic dishonesty with the student, the faculty member may provide the student with an additional period of time (not to exceed 2 weeks) before the student has to make a decision and sign the Academic Integrity Form as to whether or not to accept the academic sanction(s). A student's failure to sign the Academic Integrity Form, by the specified deadline, consistent with college procedures, will be construed as not contesting the charge or sanction(s) and the adjudication process will go forward as defined by college procedures.
4. Once a student has been informed that academic dishonesty is suspected, the student may not drop the course during the adjudication process. The VP for Academic Affairs is responsible for notifying the Registrar's Office when academic dishonesty is reported in a course. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. This drop policy may be superseded in exceptional circumstances (i.e. trauma drop). In these cases, the VP for Student Life will consult with the VP for Academic Affairs to determine if the drop is warranted.
5. Upon an appeal, the final decision on a sanction(s) may differ from the sanction recommended by the faculty member regardless of whether or not the student accepts responsibility for the violation. For this reason, a student who has been notified of an alleged academic integrity violation should continue to attend classes and meet course requirements during the adjudication process. If the student chooses not to attend class or fulfill course expectations while the College completes its review of the academic integrity case, he or she agrees implicitly with the sanctions recommended by the faculty member and will receive their grade as appropriate. The VP for Academic Affairs will communicate in writing to the student the imposed sanction(s) upon conclusion of the review.

**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.
- Students who do not agree to the faculty member's allegations of academic dishonesty may appeal their case with the VP for Academic Affairs by signing the appropriate section of the Academic Integrity Form.
- The student may make a final appeal if the student does not agree with the decision of the VP for Academic Affairs. The VP for Academic Affairs will create an ad hoc faculty committee made up of three uninvolved professors to hear such appeals. The request for this final appeal must be made in writing to the VP for Academic Affairs within ten business days of his decision. The student is responsible to provide to the committee any evidence that supports their position for appeal.
- If the decision-making process involves a faculty hearing, the student will be notified in writing as to 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.

In all instances of appeal, student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures.

## **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.mccks.edu/current-students/](http://www.mccks.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 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 leadership, 3 of theology, 6 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.mccks.edu/academics/](http://www.mccks.edu/academics/)) and signatures are required.

### **Requesting a Transcript**

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

Transcripts are ordered online through the National Student Clearinghouse (NSC) using any credit/debit card. Current students will be charged processing fees and former students will be charged \$15.00 per recipient plus processing and delivery fees. The credit/debit card will only be charged after the order has been completed. Students can order as many transcripts in a single session. The NSC will provide email and/or text notifications for every step of the process, including delivery and order tracking.

Standard processing for transcripts is one to three business days, unless expedited service is requested. Additional processing time could result from data mismatches and/or during peak periods, such as end of term or commencement preparation (April and May). Transcript orders will not be processed when the Office of the Registrar is closed. Transcripts will not be issued to students who are financially delinquent to the college. More information can be found on the college's website and the NSC website.

### **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.

Upon initial graduation petition, students may request that the standard printed diploma be replaced with a simple 'Bachelor of Arts' or 'Bachelor of Science' without the degree detail information.

### **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. A nominal fee applies.

## **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.

Academic advising at MCC is a collaborative relationship in which student and advisor work to develop and meet the student's educational and vocational goals. Academic advising equips the student to think critically, seek out resources, and develop action steps consistent with gifts, talents, and passions. Although the advisor provides guidance, responsibility for making and implementing these decisions rests with the individual student.

After meeting with an advisor each semester, students are provided with a PIN to allow online registration (or pre-enrollment) in Empower. Students may also drop or add courses through the open registration period (typically the first week of class). Student should be aware that self-initiated changes of their schedule may affect successful completion of their academic program and should be done carefully and preferably after meeting with the student's academic advisor.

New students are provided registration packets and a faculty advisor at the time of new student enrollment or registration. Program course sequences allow students to follow 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 advising, new students will also receive a PIN from their advisor, students may proceed through the online enrollment process in Empower, which includes enrollment in classes, payment of tuition, fees, and other costs. No student may officially be enrolled in classes until the student's admission is completed, and all enrollment forms are approved.

### **Late Enrollment/Registration Policy**

A late enrollment fee is assessed when students have not completed the enrollment process by the end of the first day of class each semester. To complete enrollment, a student must have enrolled in classes and made payment arrangements. The student's academic advisor is available to assist with course enrollment. The student's financial counselor is available to assist with payment arrangements. Students participating in a deferred payment plan will be assessed a deferred payment fee.

### **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.

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 with our consortium partner, College Consortium.

**Traditional Students.** Enrollment is obtained through the permission of the student's advisor and the Registrar's Office.

**Distance Education Students/Thunder Online (non-traditional).** Distance education courses are integral to the non-traditional degree program, but students may not enroll in more than two (2) courses per 8-week term, or 12 hours per semester.

**Non-degree Students.** Distance education courses are available for any non-degree student who desires to further their learning. Permission to enroll in a distance education 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.

### **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.

## Semester Credit Hour Policy

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.

The unit of semester credit is defined as college-level credit that is awarded for completion of coursework, the transfer of coursework from another institution, or the evaluation of college-level prior learning (CPL). One credit hour (at least 50 minutes) reflects an amount of work represented in the intended learning outcomes and verified by evidence of student achievement for these learning outcomes. A credit hour is awarded on the basis of one of three sets of criteria.

1. Lecture/In-Class courses: The completion of one credit hour\* of classroom or direct faculty instruction and a minimum of two credit hours\* of out-of-class student work each week for one semester (15 weeks); or
2. For Distance/online or hybrid, and accelerated courses: The completion of an equivalent amount of faculty instruction and student work, as stipulated above in paragraph (1), that may occur over a different amount of time; or
3. For Directed Field Experience/Internships/Practicum/Independent Study/Individual Instruction courses: The completion of an institutionally sanctioned academic activity that is equivalent to the amount of work stipulated in paragraph (1), that may occur over a different amount of time.

	Traditional Lecture/In-Class Credit Bearing Course or Online Course (per semester)		Non-Traditional Credit Bearing Experience [i.e. DFE, Internship, Independent Study] (per semester)
Credit Hours Earned	Minimum Amount of Instruction Time Required	Minimum Amount of Time Required Outside of Class/Instruction Time	Amount of Time Required for all Activities
1 Credit	12.5 hours	25 hours	37.5 hours
2 Credits	25 hours	50 hours	75 hours
3 Credits	37.5 hours	75 hours	112.5 hours
4 Credits	50 hours	100 hours	150 hours
5 Credits	62.5 hours	125 hours	187.5 hours

For example, in a three credit hour traditional lecture/in-class course, students spend 150 minutes in class per week for 15 weeks, resulting in 37.5 contact hours for the semester. Students are expected to engage in reading and other assignments outside of class for at least 5 hours per week, which adds up to 75 hours. These two sums should result in total student engagement time of 112.5 hours for the course. In a credited DFE/internship, these hours may be allotted differently. For example, the student may spend 1 hour a week for 15 weeks in meetings with their supervisor, work at their placement 4 hours a week for 15 weeks, and spend at least 37.5 hours during the semester on planning and documentation. The total student engagement time is the same (i.e., at least 112.5 hours). Note that these time allotments are minimums, not maximums.

All credit-bearing experiences require syllabi, which will include the number of credit hours, class meeting times or minimum number of hours required at an alternative site, and a schedule of required assignments.

\*This rule refers to a 50 min. "Carnegie hour" so the requirement is for 12.5 clock hours (750 min.) of direct instruction or a total of 37.5 clock hours (2,250 min.) of total student work for one semester credit.

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.

### **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.

#### **Sixteen Week Courses:**

##### **Policy for Drop/Add of Sixteen Week 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 Sixteen Week Courses:**

1. During the first week of class students may drop/add online through Empower.
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 Registrar's Office.

#### **Eight Week Courses:**

##### **Policy for Drop/Add of Eight Week 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 fifth 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 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 Eight Week Courses:**

1. Consult with your course instructor.
2. Consult with the Registrar's Office or advisor to get a drop/add form. If the student is a part of the Non-Traditional Campus, contact the Director of Non-Traditional Education to have a drop/add form filled out for you.
3. Get a signature of approval from the advisor.
4. Get a signature of approval and last day of attendance from the professor. Last day of attendance will be the day of last course specific activity (quiz, forum, submitted assignment).
5. Return the signed drop/add form to the Registrar's Office.

## **Student Classification**

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

<u>Classification</u>	<u>Total Credit Hours</u>
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 Empower 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.

Letter Grade	Suggested Numerical Value	Quality Points
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 may not exceed 30 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.

### **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 distance education program.

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. The Christian Service Handbook is available online for all students and defines requirements as well as outlines specific areas of service that are approved for this requirement.

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

- Five general Christian Service credits (CHR 101 – CHR 105)
- Two credits from the chosen area of emphasis (CHR 131 & CHR 132). These credits will be supervised by the professor overseeing the primary emphasis.

A student not earning a Christian Ministry degree (ex: dual degree, Theological Research) must fulfill the following requirements of Christian service hours:

- Seven general Christian Service credits (CHR 101 – CHR 107)

A student enrolled in an associate's degree or distance education program must complete three Christian service credits (CHR 101 - CHR 103).

Semester commitment and evaluation forms are kept on file and are subject to committee review before degrees are granted.

### **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-mail.

### **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?**

Transcripts are ordered online through the National Student Clearinghouse (NSC) using any credit/debit card. Fees vary; you can visit the college's website or NSC's website for more information.

**How can a one request a change on their college record, such as a name change?**

The official college records for all students (current, former and alumni) is under the control of the Registrar's Office. To change a name or address you can access the College Records Information Change form by contacting the Registrar's Office or online at: <http://www.mccks.edu/academics>.

## **Interdisciplinary Academic Program Air Force Reserve Officer Training Corps (AFROTC) at Kansas State University**

Air Force ROTC – Det 270 (KSU)  
AFROTC Detachment 270  
1304 N. 17th Street, Room 108  
Manhattan, KS 66506-2101  
(785)532-6600 | [afrotc@ksu.edu](mailto:afrotc@ksu.edu)

**Cross Town Agreements:** Students from Manhattan Christian College, Washburn University, and Barton County Community College-Fort Riley Campus may currently attend Kansas State University for Air Force ROTC (AFROTC) classes while simultaneously working towards their degree from these other schools. They will be enrolled in the AFROTC classes as non-degree seeking students at K-State.

**General Information:** The Air Force Reserve Officer Training Corps provides the best means for undergraduate students to become officers in the United States Air Force. Upon completion of the university program, students are commissioned second lieutenants, and then enter active duty in one of the four rated flying positions, or a technical or nontechnical career field; are deferred for graduate study, to enter active service after degree completion; or enter into Air Force-sponsored graduate study at full pay while serving as Air Force officers.

Any undergraduate student with at least three years left in their degree program who is a U.S. citizen may apply to become a cadet by enrolling in AERO 110 and AERO 099 at Kansas State University. The duration of the program is typically four years but can be condensed into two years or expanded to five years, depending upon an applicant's previous experience and the availability of different options.

**Scholarships:** Full-time students who qualify to become Air Force officers, with three or more years left for degree completion (including graduate study), are eligible to apply for scholarships. If selected, students will have their tuition, fees, and a book allowance paid for by the U.S. Air Force; they will also receive a \$300 to \$500 monthly stipend while in school. All payments are tax free.

High school students considering the four-year Air Force High School Scholarship Program must be highly motivated toward becoming Air Force officers. To qualify, students should be above-average scholars, be physically capable, possess leadership potential, and apply before January of their senior year of High School. Financial benefits are the same as the undergraduate scholarships mentioned earlier. Applicants should contact their high school counselor or an AFROTC officer for applications and further information. Visit the KSU AFROTC website or AFROTC.com for more details.

### **Four-year program**

**Basic course:** Students electing the four-year program normally will begin with the General Military Course (GMC) during the freshman or sophomore year. This program consists of four semesters of 1 credit hour each and enrollment in the Air Force ROTC Leadership Lab. Aerospace Studies GMC courses are open to all students at the university without obligation to military service. Students in the GMC are provided uniforms, texts, and other equipment needed for their AFROTC courses.

**Advanced course:** The Professional Officer Course (POC) is the upperclass program and consists of four courses of 3 credit hours each, over a period of four semesters. All cadets in the POC become members of the Air Force Reserve and receive \$450 to \$500 a month and all necessary AFROTC texts and equipment. Upon completion of the POC and their degree requirements, students are commissioned as second lieutenants in the United States Air Force.

**Field training:** Cadets practice their leadership and management skills in a cadet group. Cadets who are in the four-year program attend 13 days of field training at an Air Force base during the summer prior to entering the POC. During training, cadets are paid and receive travel pay to and from the training base.

**Extracurricular activities:** Students enrolled in Air Force ROTC may participate in many activities including detachment-sponsored events and social functions. Cadets pursuing officers' commissions are eligible for membership in the Arnold Air Society, a national honorary professional and service organization established to foster good relations among Air Force ROTC, the Air Force, the campus, and the local community. Participation in the Arnold Air Society is voluntary. Students are also eligible to participate in Honor Guard, a team that presents the colors at University and local community events.

**Aerospace Studies Minor:** Cadets who finish the AFROTC program at Kansas State University can earn an Aerospace Studies minor.

## COURSES

### **AERO 099 (KSU) - Aerospace Studies Lab (0 Credit Hours (CH))**

The leadership laboratory for aerospace studies. Students will receive leadership training and experience as well as training in Air Force customs and courtesies. This course runs concurrently with AERO 100, 200, 300, and 400 level classes; is required for all cadets; and includes mandatory physical fitness training.

### **AERO 110 (KSU) - Aerospace Studies 1A (Fall Only, 1 CH)**

Provides an introduction to the Air Force (AF) by examining general aspects of the Department of the AF, AF Leadership, AF benefits and opportunities for AF Officers. This course lays the foundation for Airman by outlining our heritage and values through topics such as: customs and courtesies, AF standards, formation of the AF and building officer communication skills.

### **AERO 111 (KSU) - Aerospace Studies 1B (Spring Only, 1 CH)**

Builds on AERO 110 and the introduction to the Air Force (AF) by examining general aspects of the Department of the AF, AF Leadership, AF benefits and opportunities for AF Officers. This course continues to lay the foundation for Airman by outlining our heritage and values through lessons such as: war and the US military, AF operations, principles of war and airpower.

### **AERO 210 (KSU) - Aerospace Studies 2A (Fall Only, 1 CH)**

Provides a fundamental understanding of both leadership and team building. Covers subjects such as self-assessment, listening, followership, problem solving, motivation, and standards and accountability.

### **AERO 211 (KSU) - Aerospace Studies 2B (Spring Only, 1 CH)**

Builds on the fundamental understanding of both leadership and team building started in AERO 210. Covers subjects such as building teams, human relations, conflict management, feedback, and ethical decision making.

**AERO 215 (KSU) - AFROTC Summer Program (Summer Only, 4 CH)**

Provides cadets with a 13-day program designed to evaluate military leadership and discipline, determine potential for entry into the Professional Officer Course (POC), and provide stratification amongst their peers.

**AERO 310 (KSU) - Officer Leadership Studies 3A (Fall Only, 3 CH)**

A study of USAF professionalism, leadership, and management includes the meaning of professionalism, professional responsibilities, leadership theory, functions and practices, management principles and functions, problem solving, and management tools, practices, and controls.

**AERO 311 (KSU) - Officer Leadership Studies 3B (Spring Only, 3 CH)**

Continuation of AERO 310.

**AERO 410 (KSU) - Regional Studies and Defense Policy (Fall Only, 3CH)**

This course will examine the role of the professional officer in a democratic society; socialization processes within the armed services; the requisites for maintaining adequate national security forces; political, economic, social constraints upon the overall defense policy-making process, and the global environment that the military exists within.

**AERO 411 (KSU) - Aerospace Studies/Civil Military Relationships (Spring Only, 3 CH)**

Focuses on the complex environment of rules and regulations that an Air Force officer lives within. Examines how a new military officer functions both as a leader and as an Air Force member. Communicative skills are stressed.

## **Academic Programs Non-Traditional Campus Distance Education Department**

*Department Head:* Bruce Long

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:

1. Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
2. Demonstrate an integration of their studies into leadership ministry
3. Understand the basic principles of leadership in a healthy, growing church
4. Perform the basic exegesis necessary for preaching, teaching, and Bible study
5. Demonstrate a basic level of expertise of the skills necessary to perform practical ministry in the local church
6. 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).

### **Technology, Time Management, and Netiquette**

Students enrolled in the distance education program 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.

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 2013 – Home and Student Edition (Word, Excel, and PowerPoint) or Office 365 – Home Premium (Word, Excel, PowerPoint, Access, Publisher, and more). E-mail software (e.g. Outlook) is not required because it is required that student use the college web-based e-mail (MCC E-mail).

## Logos Bible Software

Students are not required to purchase Logos Bible Software but it is strongly recommended to do so for coursework. Students enrolled in BIB 220 and other Bible/Ministry courses will benefit from using the software. If a student wants to purchase the software, the ABHE Essentials or Bronze Edition package is recommended.

## 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 an e-mail, 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 news group or bulletin board is public and may be copied and sent to others.
- 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.
- 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 college 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 Information Technology department.

## **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 posting, 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.

## **Distance Education Course Policy/Procedures**

Students are responsible for their own enrollment maintenance. The policy and procedure can be found in the Academic Information section of this catalog.

## **MCC Distance Education Course Refund Policy**

This policy applies to all online courses that MCC currently offers. The typical MCC Online course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is found in the Financial Information section of this catalog.

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00pm, 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](http://www.mccks.edu/academics/online-degrees)

## **Leadership Studies**

The Leadership Studies Core, in the non-traditional campus curriculum, provides intentionality in fulfilling the institution's mission of "educating, equipping, and enriching Christian leaders." Four courses focus on different aspects of leadership for Christians to be used in both church and the workplace. All non-traditional campus students are required to complete this 12-hour core as a part of their graduation requirements.

### **Mission**

The Leadership Studies Core exists to educate, equip, and enrich Christians to be leaders.

### **Objectives**

Students completing the requirements in Leadership Studies will:

1. Understand basic leadership theory in a variety of areas including, but not limited to, vision, admiration, delegation, and confrontation resolution.
2. Understand and use the Bible as the foundation for leadership theory and practice.
3. Understand and effectively engage group dynamics.
4. Demonstrate skills in instruction.
5. Demonstrate competencies in performing administrative tasks.
6. Identify his/her own personal level of leadership giftedness.
7. Serve in a variety of contexts (Christian Service).

**NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION****Bachelor of Science in Biblical Leadership**

<b>Required Courses</b>		<b>Total Hours: 120</b>	
<b>General Studies</b>	<b>42</b>	<b>Bible/Theology</b>	<b>24</b>
<b>Written and Rhetorical Arts</b>	<b>9</b>	BIB 113	Old Testament History 3
One written communication course	3	BIB 114	Poets & Prophets of OT 3
One oral communication course	3	BIB 211	Life & Teachings of Jesus 3
One written or oral communication course	3	BIB 212	Christian Beginnings 3
		BIB 220	Interpretation 3
<b>Humanities</b>	<b>9</b>	THE 341	Christian Theology♦ 3
Select 9 hours from three separate disciplines: Communication, Fine Arts, History, Languages, Literature, Philosophy		THE 342	Practical Theology♦♦ 3
		THE 435	Christian Ethics 3
		<b>Leadership/Ministry</b>	<b>24</b>
<b>Social/Behavioral Sciences</b>	<b>6</b>	LSP 101	Foundations Bib. Leadership 3
Select 6 hours from two separate disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding physical geography), Psychology, Sociology		LSP 201	Group Dynamics Leadership 3
		LSP 301	Leadership Theories 3
		LSP 401	Leadership Administration 3
		MIN 210	Evan & Church Growth 3
<b>History or Political Science</b>	<b>6</b>	MIN 220	Intro Teaching/Preaching 3
HIS 310 History of American Christianity	3	MIN 430	Pastoral Care/Counseling 3
History or Political Science Elective	3	SFM 330	Small Group Ministry 3
		<b>Unrestricted Electives</b>	<b>30</b>
<b>General Education Electives</b>	<b>6</b>	Select 30 hours from any discipline.	
Select 6 hours from general education courses			
<b>Christian Service</b>	<b>3 CR</b>		
CHR 101 Christian Service	CR		
CHR 102 Christian Service	CR		
CHR 103 Christian Service	CR		

♦Formerly known as Systematic Theology I

♦♦Formerly known as Systematic Theology II

**NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION**  
**Bachelor of Science in Biblical Leadership**  
**Suggested Course Schedule**

NOTE: This suggested schedule contains only degree-specific courses, not electives

<b>First Semester</b>	
_____ BIB 113 Old Testament History	3
_____ BIB 211 Life and Teachings of Jesus	3
_____ BIB 220 Interpretation	3
_____ LSP 101 Biblical Foundations of Leadership	3
_____ CHR 101 Christian Service	<u>CR</u>
	12
<b>Second Semester</b>	
_____ BIB 114 Poets and Prophets of OT	3
_____ BIB 212 Christian Beginnings	3
_____ LSP 201 Group Dynamics in Leadership	3
_____ CHR 102 Christian Service	CR
_____ MIN 210 Evangelism and Church Growth Strategies	<u>3</u>
	12
<b>Third Semester</b>	
_____ LSP 301 Leadership Theories	3
_____ MIN 220 Intro to Teaching and Preaching	3
_____ SFM 330 Small Group Ministry	3
_____ CHR 103 Christian Service	CR
_____ THE 341 Christian Theology	<u>3</u>
	12
<b>Fourth Semester</b>	
_____ MIN 430 Pastoral Care and Counseling	3
_____ THE 435 Christian Ethics	3
_____ THE 342 Practical Theology	3
_____ LSP 401 Leadership Administration	<u>3</u>
	12

**NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION****Bachelor of Science in Management and Ethics**

<b>Required Courses</b>		<b>Total Hours: 120</b>	
<b>General Studies</b>	<b>42</b>	<b>Bible/Theology</b>	<b>18</b>
<b>Written and Rhetorical Arts</b>	<b>9</b>	BIB 113	Old Testament History 3
One written communication course	3	BIB 211	Life & Teachings of Jesus 3
One oral communication course	3	BIB 212	Christian Beginnings 3
One written or oral communication course	3	BIB 220	Interpretation 3
		THE 341	Christian Theology♦ 3
		THE 435	Christian Ethics 3
<b>Humanities</b>	<b>9</b>		
COM 114 Business Communication	3		
Select 6 hours from two separate disciplines: Communication, Fine Arts, History, Languages, Literature, Philosophy		<b>Leadership</b>	<b>3</b>
		LSP 101	Foundations Bib. Leadership 3
		<b>Management/Ethics</b>	<b>27</b>
<b>Science/Math</b>	<b>9</b>	MAN 210	Intro to Management & Ethics 3
One science course	3	MAN 310	Economics for Managers 3
One math course	3	MAN 320	Accounting for Managers 3
STA 210 Business Statistics	3	MAN 330	Introduction to Marketing 3
<i>STA 210 or higher</i>		MAN 340	Managerial Finance 3
		MAN 410	International Issues Business 3
		MAN 420	Ogr. Behavior and Change 3
<b>Social Sciences</b>	<b>6</b>	MAN 430	Case Studies: Man. Ethics 3
Select 6 hours from two separate disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding physical geography), Psychology, Sociology		MAN 440	Capstone: Business Strategies 3
		<b>Unrestricted Electives</b>	<b>30</b>
		Select 30 hours from any discipline.	
		<b>Christian Service</b>	<b>3 CR</b>
<b>History or Political Science</b>	<b>3</b>	CHR 101	Christian Service CR
History or Political Science Elective	3	CHR 102	Christian Service CR
		CHR 103	Christian Service CR
<b>General Education Electives</b>	<b>6</b>		
Select 6 hours from general education courses			

♦Formerly known as Systematic Theology I

**NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION****Bachelor of Science in Management and Ethics****Suggested Course Schedule**

NOTE: This suggested schedule contains only degree-specific courses, not electives

<b>First Semester</b>	
_____ BIB 113 Old Testament History	3
_____ MAN 210 Intro to Management & Ethics	3
_____ BIB 220 Interpretation	3
_____ LSP 101 Biblical Foundations of Leadership	3
_____ CHR 101 Christian Service	CR
	<u>12</u>
<b>Second Semester</b>	
_____ BIB 211 Life and Teachings of Jesus	3
_____ BIB 212 Christian Beginnings	3
_____ MAN 310 Economics for Managers	3
_____ CHR 102 Christian Service	CR
_____ MAN 320 Accounting for Managers	3
	<u>12</u>
<b>Third Semester</b>	
_____ MAN 330 Introduction to Marketing	3
_____ MAN 340 Managerial Finance	3
_____ MAN 410 International Issues in Business	3
_____ CHR 103 Christian Service	CR
_____ THE 341 Christian Theology	3
	<u>12</u>
<b>Fourth Semester</b>	
_____ MAN 420 Organizational Behavior and Change	3
_____ THE 435 Christian Ethics	3
_____ MAN 430 Case Studies in Management Ethics	3
_____ MAN 440 Capstone: Business Strategies	3
	<u>12</u>

2020-2021  
**Academic Programs**  
**Traditional Campus**  
**Bible/Theology Department**

Department Head: Dr. 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. Articulate the overarching narrative of Scripture centered on Jesus that spans both Old and New Testaments.
2. Develop the tools and abilities to interpret both Old Testament books and New Testament books in their historical, literary, and theological contexts.
3. Articulate Christian doctrines within the framework of Christian Scripture and with Christian charity.
4. Articulate God's continuing mission in the world through the church in a way that is continuous with God's saving work in both Old and New Testaments.
5. Couple sound theological and biblical knowledge with an ever-deepening transformation into Christlikeness.

**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Arts in Biblical and Theological Studies****Required Courses****Total Hours: 125**

<b>General Studies</b>		<b>41</b>	<b>Bible/Theology</b>		<b>36</b>
<b>Foundational Core</b>		<b>12</b>	BIB 113	Old Testament History	3
COM 111	Written Composition I	3	BIB 114	Poets & Prophets of OT	3
COM 112	Written Composition II	3	BIB 211	Life & Teachings of Jesus	3
COM 120	Public Speaking	3	BIB 212	Christian Beginnings	3
HIS 310	History of American Christianity	3	BIB 220	Interpretation <sup>◇</sup>	3
ORN 090	Introduction to MCC Life	*0	BIB 330	Advanced Interpretation <sup>◇</sup>	3
			BIB 300+	Bible Elective	3
			BIB 400+	Bible Elective	3
<b>Humanities</b>		<b>14</b>	THE 341	Christian Theology <sup>◆</sup>	3
LAN 221	Elementary Greek I	4	THE 342	Practical Theology <sup>◆◆</sup>	3
LAN 222	Elementary Greek II	4	THE 400+	Theology Elective	3
LAN 321	Intermediate Greek I	3			
LAN 322	Intermediate Greek II	3			
<b>Social/Behavioral Sciences</b>		<b>3</b>	<b>Christian Ministry Core</b>		<b>15</b>
Select 3 hours from the following disciplines: Anthropology, Economics, Family Studies, Geography, Psychology, Sociology.			LSP 330	Small Group Leadership	3
			MIN 210	Evan & Church Growth	3
			MIN 220	Intro Teaching/Preaching	3
			MIN 340	Princ. Christian Worship	3
			MIN 430	Pastoral Care/Counseling	3
<b>History or Political Science</b>		<b>3</b>	<b>Biblical &amp; Theological Studies Major</b>		<b>27</b>
Select 3 hours from the following disciplines: History, Political Science			THE 499	Senior Research Capstone	3
			<i>Taken 1st or 2nd semester senior year</i>		
<b>Math/Natural Sciences</b>		<b>6</b>	Bible/Theology Electives		24
Science Elective		3	In consultation with your advisor, choose 8 Bible/ Theology electives. For these electives, if there is a speciality in which you are interested, consider selecting courses which will demonstrate that specialization.		
CIS/Math/Science/Stats Elective		3			
<b>Leadership</b>		<b>3</b>	<b>Unrestricted Electives</b>		<b>9</b>
LSP 410	Advanced Leadership	3	Select 9 hours from any discipline.		
<b>Christian Service</b>		<b>7 CR</b>			
CHR 101	Christian Service	CR			
CHR 102	Christian Service	CR			
CHR 103	Christian Service	CR			
CHR 104	Christian Service	CR			
CHR 105	Christian Service	CR			
CHR 106	Christian Service	CR			
CHR 107	Christian Service	CR			

\*Mandatory for all new traditional campus students

◇Logos Bible Software is mandatory for traditional students

◆Formerly known as Systematic Theology I

◆◆Formerly known as Systematic Theology II

**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Arts in Biblical & Theological Studies****Suggested Course Schedule**

<b>First Year</b>			
Fall		Spring	
_____	BIB 113 Old Testament History	3	_____
_____	COM 111 Written Composition I	3	_____
_____	COM 120 Public Speaking	3	_____
_____	CIS/Math/Science/Stats Elective	3	_____
_____	Social Science Elective	3	_____
_____	ORN 090 Introduction to MCC Life	0	_____
_____	CHR 101 Christian Service	CR	_____
		<u>15</u>	<u>15</u>
<b>Second Year</b>			
Fall		Spring	
_____	BIB 211 Life & Teachings of Jesus	3	_____
_____	BIB 220 Interpretation	3	_____
_____	LAN 221 Elementary Greek I	4	_____
_____	MIN 220 Intro Teaching/Preaching	3	_____
_____	THE 341 Christian Theology	3	_____
_____	CHR 103 Christian Service	CR	_____
		<u>16</u>	<u>16</u>
<b>Third Year</b>			
Fall		Spring	
_____	HIS 310 History American Christianity	3	_____
_____	LAN 321 Intermediate Greek I	3	_____
_____	LSP 330 Small Group Leadership	3	_____
_____	BIB/THE Elective	3	_____
_____	BIB/THE Elective	3	_____
_____	MIN 430 Pastoral Care/Counseling	3	_____
_____	CHR 105 Christian Service	CR	_____
		<u>18</u>	<u>15</u>
<b>Fourth Year</b>			
Fall		Spring	
_____	BIB 400+ Bible Elective	3	_____
_____	BIB/THE Elective	3	_____
_____	BIB/THE Elective	3	_____
_____	Unrestricted Elective	3	_____
_____	Unrestricted Elective	3	_____
_____	CHR 107 Christian Service	CR	_____
		<u>15</u>	<u>15</u>

## **Academic Programs Traditional Campus 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.

**TRADITIONAL CAMPUS | DUAL DEGREE****Bachelor of Arts in Bible and Leadership****2nd Major: KSU/MATC****Required Courses****Total Hours: 150-160****General Studies 41****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
ORN 090	Introduction to MCC Life	*0

**Humanities 14**

LAN 221	Elementary Greek I	4
LAN 222	Elementary Greek II	4
LAN 321	Intermediate Greek I	3
LAN 322	Intermediate Greek 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 the following disciplines:  
History, Political Science

**Math/Natural Sciences 6**

Science Elective	3
CIS/Math/Science/Stats Elective	3

**Leadership 3**

LSP 410	Advanced Leadership	3
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**Christian Service 7 CR**

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 106	Christian Service	CR
CHR 107	Christian Service	CR

\*Mandatory for all new traditional campus students

◇ Logos Bible Software is mandatory for traditional students

**Bible/Theology Major 33**

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation <sup>◇</sup>	3
BIB 330	Advanced Interpretation <sup>◇</sup>	3
BIB 300+	Bible Elective	3
BIB 400+	Bible Elective	3
THE 341	Christian Theology <sup>◇</sup>	3
THE 342	Practical Theology <sup>◇◇</sup>	3
THE 400+	Theology Elective	3

**Christian Ministry Core Electives 6**

Select 2 Courses:

LSP 330	Small Group Leadership	3
MIN 210	Evan & Church Growth	3
MIN 220	Intro Teaching/Preaching	3
MIN 340	Princ. Christian Worship	3
MIN 430	Pastoral Care/Counseling	3

**Bible/Theology Electives 24**

In consultation with your advisor, choose 8 Bible/Theology electives. If there is a specialization in which you are interested, consider selecting courses which will demonstrate the specialization.

**Unrestricted Electives 12**

Select 12 hours from any discipline.

**Professional Studies 30**

30 hours of unduplicated credits from KSU/MATC

**Additional KSU/MATC Courses**

Additional courses as required by KSU/MATC in selected degree program.

◇ Formerly known as Systematic Theology I

◇◇ Formerly known as Systematic Theology II

**TRADITIONAL CAMPUS | DUAL DEGREE****Bachelor of Arts in Bible & Leadership****2nd Major: KSU/MATC****Suggested Course Schedule**

<b>First Year</b>					
Fall		Spring			
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II	3
_____	COM 120 Public Speaking	3	_____	History/Political Science Elective	3
_____	PSY 100 General Psychology	3	_____	Christian Ministry Core Elective	3
_____	ORN 090 Introduction to MCC Life	0	_____	Science Elective	3
_____	CIS/Math/Science/Stats Elective	3	_____	Unrestricted Elective	3
_____	CHR 101 Christian Service	<u>CR</u>	_____	CHR 102 Christian Service	<u>CR</u>
		15			18

<b>Second Year</b>					
Fall		Spring			
_____	BIB 220 Interpretation	3	_____	BIB 211 Life & Teachings of Jesus	3
_____	BIB 212 Christian Beginnings	3	_____	LAN 222 Elementary Greek II	4
_____	Professional Studies Course	3	_____	Christian Ministry Core Elective	3
_____	LAN 221 Elementary Greek I	4	_____	Professional Studies Course	3
_____	Unrestricted Elective	3	_____	Professional Studies Course	3
_____	CHR 103 Christian Service	<u>CR</u>	_____	CHR 104 Christian Service	<u>CR</u>
		16			16

<b>Third Year</b>					
Fall		Spring			
_____	HIS 310 History Amer. Christianity	3	_____	BIB/THE 300+ Elective	3
_____	LAN 321 Intermediate Greek I	3	_____	LAN 322 Intermediate Greek II	3
_____	THE 341 Christian Theology	3	_____	THE 342 Practical Theology	3
_____	BIB 330 Advanced Interpretation	3	_____	Professional Studies Course	3
_____	Professional Studies Course	3	_____	Unrestricted Elective	3
_____	CHR 105 Christian Service	<u>CR</u>	_____	CHR 106 Christian Service	<u>CR</u>
		15			15

<b>Fourth Year</b>					
Fall		Spring			
_____	BIB 400+ Bible Elective	3	_____	LSP 410 Advanced Leadership	3
_____	Professional Studies Courses	9 - 12	_____	THE 400+ Theology Elective	3
_____	Unrestricted Elective	3	_____	Professional Studies Courses	6 - 9
_____	CHR 107 Christian Service	<u>CR</u>	_____	Unrestricted Elective	<u>3</u>
		15 - 18			15 - 18

<b>Fifth Year</b>					
Fall		Spring			
_____	Additional required KSU/MATC Courses	<u>15+</u>	_____	Additional required KSU/MATC Courses	<u>15+</u>
		15+			15+

**TRADITIONAL CAMPUS | DUAL DEGREE****Bachelor of Science in Bible & Leadership****2nd Major: KSU/MATC****Required Courses****Total Hours: 150-160****General Studies 40****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
ORN 090	Introduction to MCC Life	*0

**Humanities 6**

Select 6 hours from two of the following disciplines:  
Communication, Fine Arts, Languages,  
Literature, Philosophy.

**Social/Behavioral Sciences 6**

Select 6 hours from the following disciplines:  
Anthropology, Economics, Family Studies, Geography,  
Psychology, Sociology.

**History or Political Science 3**

Select 3 hours from the following disciplines:  
History, Political Science

**Math/Natural Sciences 10**

Science Elective (3) with Lab (1)	4
CIS/Math/Science/Stats Elective	3
MAT 100 College Algebra	3

**Leadership 3**

LSP 410	Advanced Leadership	3
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**Christian Service 7 CR**

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 106	Christian Service	CR
CHR 107	Christian Service	CR

\*Mandatory for all new traditional campus students

✧ Logos Bible Software is mandatory for traditional students

**Bible/Theology Major 33**

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation <sup>✧</sup>	3
BIB 330	Advanced Interpretation <sup>✧</sup>	3
BIB 300+	Bible Elective	3
BIB/THE 300+	Bible/Theology Elective	3
THE 341	Christian Theology <sup>✧</sup>	3
THE 342	Practical Theology <sup>✧✧</sup>	3
THE 400+	Theology Elective	3

**Christian Ministry Core Electives 6**

Select 2 of these courses:

LSP 330	Small Group Leadership	3
MIN 210	Evan & Church Growth	3
MIN 220	Intro Teaching/Preaching	3
MIN 340	Princ. Christian Worship	3
MIN 430	Pastoral Care/Counseling	3

**Professional Studies Courses 30**

30 hours of unduplicated credits from KSU/MATC

**Additional KSU/MATC Courses**

Additional courses as required by KSU/MATC  
in selected degree program

**Unrestricted Electives 15**

Select 15 hours from any discipline.

✧ Formerly known as Systematic Theology I

✧✧ Formerly known as Systematic Theology II

**TRADITIONAL CAMPUS | DUAL DEGREE****Bachelor of Science in Bible & Leadership****2nd Major: KSU/MATC****Suggested Course Schedule**

<b>First Year</b>					
Fall		Spring			
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II	3
_____	COM 120 Public Speaking	3	_____	History/Political Science Elective	3
_____	MAT 100 College Algebra	3	_____	Christian Ministry Core Elective	3
_____	ORN 090 Introduction to MCC Life	0	_____	Science Elective w/Lab	4
_____	Social Science Elective	3	_____	CHR 102 Christian Service	<u>CR</u>
_____	CHR 101 Christian Service	<u>CR</u>			<u>16</u>
		15			
<b>Second Year</b>					
Fall		Spring			
_____	BIB 220 Interpretation	3	_____	BIB 212 Christian Beginnings	3
_____	BIB 211 Life & Teachings of Jesus	3	_____	Humanities Elective	3
_____	Professional Studies Course	3	_____	Christian Ministry Core Elective	3
_____	Humanities Elective	3	_____	Unrestricted Elective	3
_____	Social Science Elective	3	_____	Professional Studies Course	3
_____	CIS/Math/Science/Stats Elective	3	_____	CHR 104 Christian Service	<u>CR</u>
_____	CHR 103 Christian Service	<u>CR</u>			<u>15</u>
		18			
<b>Third Year</b>					
Fall		Spring			
_____	BIB 330 Advanced Interpretation	3	_____	HIS 310 History American Christian.	3
_____	BIB/THE 300+ Elective	3	_____	Professional Studies Course	3
_____	THE 341 Christian Theology	3	_____	THE 342 Practical Theology	3
_____	Unrestricted Elective	3	_____	Professional Studies Course	3
_____	Professional Studies Course	3	_____	Unrestricted Elective	3
_____	CHR 105 Christian Service	<u>CR</u>	_____	CHR 106 Christian Service	<u>CR</u>
		15			15
<b>Fourth Year</b>					
Fall		Spring			
_____	BIB 300+ Bible Elective	3	_____	LSP 410 Advanced Leadership	3
_____	Professional Studies Courses	9 - 12	_____	THE 400+ Theology Elective	3
_____	Unrestricted Elective	3	_____	Professional Studies Courses	6 - 9
_____	CHR 107 Christian Service	<u>CR</u>	_____	Unrestricted Elective	<u>3</u>
		15 - 18			15 - 18
<b>Fifth Year</b>					
Fall		Spring			
_____	Additional required KSU/MATC Courses	<u>15+</u>	_____	Additional required KSU/MATC Courses	<u>15+</u>
		15+			15+

2020-2021

**Academic Programs  
Traditional Campus  
Christian Ministry Department**

Department Head: Dr. Russ York

**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.

**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Arts in Bible and Leadership****2nd Major: Christian Ministry****Required Courses****General Studies 41****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
ORN 090	Introduction to MCC Life	*0

**Humanities 14**

LAN 221	Elementary Greek I	4
LAN 222	Elementary Greek II	4
LAN 321	Intermediate Greek I	3
LAN 322	Intermediate Greek II	3

**Social/Behavioral Sciences 6**

PSY 110	General Psychology	3
PSY 120	Human Growth/Development <b>OR</b>	
SAN 220	Cultural Anthropology	3

It is recommended students in the Family, Children, Youth, or Counseling emphasis take PSY 120. Those in the Intercultural emphasis should take SAN 220. All others may take whichever they prefer.

**Math/Natural Sciences 6**

Science Elective		3
CIS/Math/Science/Stats Elective		3

**Leadership 3**

LSP 410	Advanced Leadership	3
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**Christian Service 7 CR**

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 131	Christian Service Emphasis	CR
CHR 132	Christian Service Emphasis	CR

\*Mandatory for all new traditional campus students

✧Logos Bible Software is mandatory for traditional students

⌘Two tracks can be substituted with a second Emphasis

♦Formerly known as Systematic Theology I

♦♦Formerly known as Systematic Theology II

**Total Hours: 125****Bible/Theology 33**

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation <sup>✧</sup>	3
BIB 330	Advanced Interpretation <sup>✧</sup>	3
BIB/THE 300+	Elective	3
BIB 400+	Bible Elective	3
THE 341	Christian Theology <sup>♦</sup>	3
THE 342	Practical Theology <sup>♦♦</sup>	3
THE 400+	Theology Elective	3

**Christian Ministry Core 39****Foundational Core 15**

LSP 330	Small Group Leadership	3
MIN 210	Evan & Church Growth	3
MIN 220	Intro Teaching/Preaching	3
MIN 340	Princ. Christian Worship	3
MIN 350	Orientation to DFE	CR
	<i>Not required for Chaplaincy or Social Justice Emph.</i>	
MIN 430	Pastoral Care/Counseling	3
MIN 451	Directed Field Experience	CR
	<i>Not required for Chaplaincy or Social Justice Emph.</i>	

**Christian Ministry Emphasis 12**

Select from one of the following emphases:

Chaplaincy, Children, Counseling, Family, Youth, Intercultural, Pastoral, Residency, Social Justice, Worship

*Residency emphasis requires special permission.*

**Christian Ministry Tracks<sup>⌘</sup> 12**

Select from two of the following tracks:

Bible/Theology, Children, Directed Field Exp, Family, Intercultural, Pastoral, Social Justice, Spiritual Formation, Youth, Worship Leading, Worship Theology

**Unrestricted Electives 12**

Select 12 hours from any discipline.

**TRADITIONAL CAMPUS | CHRISTIAN MINISTRY****Bachelor of Arts in Bible & Leadership****2nd Major: Christian Ministry****Suggested Course Schedule**

<b>First Year</b>					
Fall		Spring			
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II	3
_____	COM 120 Public Speaking	3	_____	Unrestricted Elective	3
_____	PSY 100 General Psychology	3	_____	PSY 120 Human Growth & Dev <b>OR</b>	3
_____	ORN 090 Introduction to MCC Life	0	_____	SAN 220 Cultural Anthropology	
_____	CIS/Math/Science/Stats Elective	3	_____	Science Elective	3
_____	CHR 101 Christian Service	CR	_____	CHR 102 Christian Service	CR
		<u>15</u>			<u>15</u>

<b>Second Year</b>					
Fall		Spring			
_____	BIB 220 Interpretation	3	_____	BIB 211 Life & Teachings of Jesus	3
_____	BIB 212 Christian Beginnings	3	_____	LAN 222 Elementary Greek II	4
_____	MIN 210 Evan & Church Growth	3	_____	MIN 220 Intro to Teaching/Preaching	3
_____	LAN 221 Elementary Greek I	4	_____	Emphasis Course	3
_____	Unrestricted Elective	3	_____	Unrestricted Elective	3
_____	CHR 103 Christian Service	CR	_____	CHR 104 Christian Service	CR
		<u>16</u>			<u>16</u>

<b>Third Year</b>					
Fall		Spring			
_____	HIS 310 History Amer. Christianity	3	_____	BIB/THE 300+ Elective	3
_____	LAN 321 Intermediate Greek I	3	_____	BIB 330 Advanced Interpretation	3
_____	LSP 330 Small Group Leadership	3	_____	LAN 322 Intermediate Greek II	3
_____	MIN 350 Orientation to DFE	CR	_____	MIN 340 Principles Christian Worship	3
_____	THE 341 Christian Theology	3	_____	THE 342 Practical Theology	3
_____	Emphasis Course	3	_____	Emphasis/Track Course	3
_____	CHR 105 Christian Service	CR	_____	CHR 131 Christian Svc Min. Emph.	CR
		<u>15</u>			<u>18</u>

**Directed Field Experience (DFE)**

\_\_\_\_\_MIN 452 Directed Field Experience CR

(DFE will be in student's primary emphasis)

<b>Fourth Year</b>					
Fall		Spring			
_____	BIB 400+ Bible Elective	3	_____	LSP 410 Advanced Leadership	3
_____	Emphasis Course	3	_____	MIN 430 Pastoral Care & Counseling	3
_____	Emphasis/Track Course	3	_____	THE 400+ Theology Elective	3
_____	Emphasis/Track Course	3	_____	Emphasis Course	3
_____	Unrestricted Elective	3	_____	Emphasis/Track Course	3
_____	CHR 132 Christian Service Min. Emph	CR			<u>15</u>
		<u>15</u>			

**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Arts in Bible and Leadership****2nd Major: Christian Ministry with Residency Emphasis****Required Courses****Total Hours: 125****General Studies 41****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
ORN 090	Introduction to MCC Life	*0

**Humanities 14**

LAN 221	Elementary Greek I	4
LAN 222	Elementary Greek II	4
LAN 321	Intermediate Greek I	3
LAN 322	Intermediate Greek II	3

**Social/Behavioral Sciences 6**

PSY 110	General Psychology	3
PSY 120	Human Growth/Development <b>OR</b>	
	SAN 220 Cultural Anthropology	3

It is recommended students in the Family, Children, Youth, or Counseling emphasis take PSY 120. Those in the Intercultural emphasis should take SAN 220. All others may take whichever they prefer.

**Math/Natural Sciences 6**

	Science Elective	3
	CIS/Math/Science/Stats Elective	3

**Leadership 3**

LSP 410	Advanced Leadership	3
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**Christian Service 7 CR**

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 131	Christian Service Emphasis	CR
CHR 132	Christian Service Emphasis	CR

\*Mandatory for all new traditional campus students

✧ Logos Bible Software is mandatory for traditional students

**Bible/Theology 33**

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation ✧	3
BIB 330	Advanced Interpretation ✧	3
	BIB/THE 300+ Elective	3
BIB 400+	Bible Elective	3
THE 341	Christian Theology ♦	3
THE 342	Practical Theology ♦♦	3
THE 400+	Theology Elective	3

**Christian Ministry Core 27****Foundational Core 15**

LSP 330	Small Group Leadership	3
MIN 210	Evan & Church Growth	3
MIN 220	Intro Teaching/Preaching	3
MIN 340	Princ. Christian Worship	3
MIN 430	Pastoral Care/Counseling	3

**Christian Ministry Emphasis 12**

Select from one of the following emphases:

Chaplaincy, Children, Counseling, Family, Youth, Intercultural, Pastoral, Social Justice, Worship

**Ministry Residency 18**

Select a residency program with selected churches who have collaborated with MCC and will prepare a student for local ministry. Must seek and get approval of the Vice President for Academic Affairs.

MIN 471	Residency Part I	9
MIN 472	Residency Part II	9

**Unrestricted Electives 6**

Select 6 hours from any discipline.

♦ Formerly known as Systematic Theology I

♦♦ Formerly known as Systematic Theology II

**TRADITIONAL CAMPUS | CHRISTIAN MINISTRY****Bachelor of Arts in Bible & Leadership****2nd Major: Christian Ministry with Residency Emphasis****Suggested Course Schedule**

<b>First Year</b>					
Fall		Spring			
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II	3
_____	COM 120 Public Speaking	3	_____	Unrestricted Elective	3
_____	PSY 100 General Psychology	3	_____	PSY 120 Human Growth & Dev <b>OR</b>	3
_____	ORN 090 Introduction to MCC Life	0	_____	SAN 220 Cultural Anthropology	
_____	CIS/Math/Science/Stats Elective	3	_____	BIB 220 Interpretation	3
_____	CHR 101 Christian Service	<u>CR</u>	_____	Science Elective	3
		15	_____	CHR 102 Christian Service	<u>CR</u>
					18
<b>Second Year</b>					
Fall		Spring			
_____	BIB 211 Life & Teachings of Jesus	3	_____	BIB 212 Christian Beginnings	3
_____	HIS 310 History Amer. Christianity	3	_____	LAN 222 Elementary Greek II	4
_____	MIN 210 Evan & Church Growth	3	_____	MIN 220 Intro to Teaching/Preaching	3
_____	LAN 221 Elementary Greek 1	4	_____	Emphasis Course	3
_____	Unrestricted Elective	3	_____	BIB 300+ Elective	3
_____	CHR 103 Christian Service	<u>CR</u>	_____	CHR 104 Christian Service	<u>CR</u>
		16			16
<b>Third Year</b>					
Fall		Spring			
_____	BIB 330 Advanced Interpretation	3	_____	LAN 322 Intermediate Greek II	3
_____	LAN 321 Intermediate Greek 1	3	_____	MIN 430 Pastoral Care & Counseling	3
_____	LSP 330 Small Group Leadership	3	_____	THE 342 Practical Theology	3
_____	MIN 340 Principles Christian Worship	3	_____	THE 400+ Theology Elective	3
_____	THE 341 Christian Theology	3	_____	Emphasis Course	3
_____	Emphasis Course	3	_____	Emphasis Course	3
_____	CHR 105 Christian Service	<u>CR</u>			18
		18			
<b>Fourth Year</b>					
Fall		Spring			
_____	LSP 410 Advanced Leadership	3	_____	BIB 400+ Elective	3
_____	MIN 471 Ministry Residency	9	_____	MIN 472 Ministry Residency	9
_____	CHR 131 Christian Service Min. Emph	<u>CR</u>	_____	CHR 132 Christian Service Min Emph	<u>CR</u>
		12			12

**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Science in Bible and Leadership****2nd Major: Christian Ministry****Required Courses****General Studies 40****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
ORN 090	Introduction to MCC Life	*0

**Humanities 6**

Select 6 hours from two of the following disciplines:

Communication, Fine Arts, History, Languages,  
Literature, Philosophy

**Social/Behavioral Sciences 6**

PSY 110	General Psychology	3
PSY 120	Human Growth/Development <i>OR</i>	
SAN 220	Cultural Anthropology	3

It is recommended students in the Family, Children, Youth,  
or Counseling emphasis take PSY 120. Those in the  
Intercultural emphasis should take SAN 220. All others  
may take whichever they prefer.

**History or Political Science 3**

Select 3 hours from one of the following disciplines:

History, Political Science

*HIS 455 recommended for Intercultural Emphasis*

**Math/Natural Sciences 10**

MAT 100	College Algebra	3
Science Elective (3) with Lab (1)		4
CIS/Math/Science/Stats Elective		3

**Leadership 3**

LSP 410	Advanced Leadership	3
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**Christian Service 7 CR**

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 131	Christian Service Emphasis	CR
CHR 132	Christian Service Emphasis	CR

\*Mandatory for all new traditional campus students

↵Logos Bible Software is mandatory for traditional students

⌘Two tracks can be substituted with a second Emphasis

**Total Hours: 124****Bible/Theology 33**

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation <sup>♠</sup>	3
BIB 330	Advanced Interpretation <sup>♠</sup>	3
BIB/THE 300+	Elective	3
BIB 300+	Bible Elective	3
THE 341	Christian Theology <sup>♠</sup>	3
THE 342	Practical Theology <sup>♠♠</sup>	3
THE 400+	Theology Elective	3

**Christian Ministry Core 39****Foundational Core 15**

LSP 330	Small Group Leadership	3
MIN 210	Evan & Church Growth	3
MIN 220	Intro Teaching/Preaching	3
MIN 340	Princ. Christian Worship	3
MIN 350	Orientation to DFE	CR
<i>Not required for Chaplaincy or Social Justice Emph.</i>		
MIN 430	Pastoral Care/Counseling	3
MIN 451	Directed Field Experience	CR
<i>Not required for Chaplaincy or Social Justice Emph.</i>		

**Christian Ministry Emphasis 12**

Select from one of the following emphases:

Chaplaincy, Children, Counseling, Family, Youth,  
Intercultural, Pastoral, Residency, Social Justice,  
Worship

*Residency emphasis requires special permission.*

*Worship emphasis requires THE 440*

**Christian Ministry Tracks<sup>⌘</sup> 12**

Select from two of the following tracks:

Bible/Theology, Children, Directed Field Exp,  
Family, Intercultural, Pastoral, Social Justice,  
Spiritual Formation, Youth, Worship Leading,  
Worship Theology

**Unrestricted Electives 12**

Select 12 hours from any discipline.

♠Formerly known as Systematic Theology I

♠♠Formerly known as Systematic Theology II



**TRADITIONAL CAMPUS | BIBLE/THEOLOGY****Bachelor of Science in Bible and Leadership****2nd Major: Christian Ministry with Residency Emphasis****Required Courses****Total Hours: 124**

<b>General Studies</b>		<b>40</b>	<b>Bible/Theology</b>		<b>33</b>
<b>Foundational Core</b>			<b>12</b>		
COM 111	Written Composition I	3	BIB 113	Old Testament History	3
COM 112	Written Composition II	3	BIB 114	Poets & Prophets of OT	3
COM 120	Public Speaking	3	BIB 211	Life & Teachings of Jesus	3
HIS 310	History of American Christianity	3	BIB 212	Christian Beginnings	3
ORN 090	Introduction to MCC Life	*0	BIB 220	Interpretation <sup>◇</sup>	3
			BIB 330	Advanced Interpretation <sup>◇</sup>	3
			BIB/THE 300+	Elective	3
<b>Humanities</b>		<b>6</b>	BIB 300+	Bible Elective	3
Select 6 hours from two of the following disciplines: Communication, Fine Arts, History, Languages, Literature, Philosophy			THE 341	Christian Theology <sup>♦</sup>	3
			THE 342	Practical Theology <sup>♦♦</sup>	3
			THE 400+	Theology Elective	3
<b>Social/Behavioral Sciences</b>		<b>6</b>	<b>Christian Ministry Core</b>		
PSY 110	General Psychology	3	<b>Foundational Core</b>		
PSY 120	Human Growth/Development <i>OR</i> SAN 220 Cultural Anthropology	3	LSP 330	Small Group Leadership	3
It is recommended students in the Family, Children, Youth, or Counseling emphasis take PSY 120. Those in the Intercultural emphasis should take SAN 220. All others may take whichever they prefer.			MIN 210	Evan & Church Growth	3
			MIN 220	Intro Teaching/Preaching	3
			MIN 340	Princ. Christian Worship	3
			MIN 430	Pastoral Care/Counseling	3
<b>History or Political Science</b>		<b>3</b>	<b>Christian Ministry Emphasis</b>		
Select 3 hours from one of the following disciplines: History, Political Science <i>HIS 455 recommended for Intercultural Emphasis</i>			Select from one of the following emphases: Chaplaincy, Children, Counseling, Family, Youth, Intercultural, Pastoral, Social Justice, Worship		
<b>Math/Natural Sciences</b>		<b>10</b>	<b>Ministry Residency</b>		
MAT 100	College Algebra	3	Select a residency program with selected churches who have collaborated with MCC and will prepare a student for local ministry. Must seek and get approval of the Vice President for Academic Affairs.		
	Science Elective (3) with Lab (1)	4	MIN 471	Residency Part I	9
	CIS/Math/Science/Stats Elective	3	MIN 472	Residency Part II	9
<b>Leadership</b>		<b>3</b>	<b>Unrestricted Electives</b>		
LSP 410	Advanced Leadership	3	Select 6 hours from any discipline.		
<b>Christian Service</b>			<b>7 CR</b>		
CHR 101	Christian Service	CR			
CHR 102	Christian Service	CR			
CHR 103	Christian Service	CR			
CHR 104	Christian Service	CR			
CHR 105	Christian Service	CR			
CHR 131	Christian Service Emphasis	CR			
CHR 132	Christian Service Emphasis	CR			

\*Mandatory for all new traditional campus students

◇Logos Bible Software is mandatory for traditional students

♦Formerly known as Systematic Theology I

♦♦Formerly known as Systematic Theology II

**TRADITIONAL CAMPUS | CHRISTIAN MINISTRY****Bachelor of Science in Bible & Leadership****2nd Major: Christian Ministry with Residency Emphasis****Suggested Course Schedule**

<b>First Year</b>					
Fall		Spring			
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II	3
_____	COM 120 Public Speaking	3	_____	BIB 220 Interpretation	3
_____	PSY 100 General Psychology	3	_____	PSY 120 Human Growth & Dev <b>OR</b>	3
_____	ORN 090 Introduction to MCC Life	0	_____	SAN 220 Cultural Anthropology	
_____	MAT 100 College Algebra	3	_____	Science Elective with Lab	4
_____	CHR 101 Christian Service	<u>CR</u>	_____	CHR 102 Christian Service	<u>CR</u>
		15			16
<b>Second Year</b>					
Fall		Spring			
_____	BIB 211 Life & Teachings of Jesus	3	_____	BIB 212 Christian Beginnings	3
_____	CIS/Math/Science/Stats Elective	3	_____	MIN 220 Intro to Teaching/Preaching	3
_____	MIN 210 Evan & Church Growth	3	_____	HIS 310 History Amer. Christianity	4
_____	Humanities Elective	3	_____	Emphasis Course	3
_____	History/Political Science Elective	3	_____	Humanities Elective	3
_____	CHR 103 Christian Service	<u>CR</u>	_____	Unrestricted Elective	3
		15	_____	CHR 104 Christian Service	<u>CR</u>
					18
<b>Third Year</b>					
Fall		Spring			
_____	BIB 330 Advanced Interpretation	3	_____	BIB/THE 300+ Elective	3
_____	LSP 330 Small Group Leadership	3	_____	MIN 430 Pastoral Care & Counseling	3
_____	THE 341 Christian Theology	3	_____	MIN 340 Principles Christian Worship	3
_____	Emphasis Course	3	_____	THE 342 Practical Theology	3
_____	Emphasis Course	3	_____	THE 400+ Elective	3
_____	Unrestricted Elective	3	_____	Emphasis Course	3
_____	CHR 105 Christian Service	<u>CR</u>			<u>15</u>
		18			
<b>Fourth Year</b>					
Fall		Spring			
_____	LSP 410 Advanced Leadership	3	_____	BIB 400+ Elective	3
_____	MIN 471 Ministry Residency	9	_____	MIN 472 Ministry Residency	9
_____	CHR 131 Christian Service Min. Emph	<u>CR</u>	_____	CHR 132 Christian Service Min Emph	<u>CR</u>
		12			12

**TRADITIONAL CAMPUS | Christian Ministry****Emphases and Tracks**

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

**Christian Ministry EMPHASES****Children's Ministry (12)**

CED 410	Children's Ministry Programming	3
FST 325	Social Trends in U.S. Families	3
PSY 310	Educational Psychology	3
SFM 320	Children's Spirituality	3

**Counseling (12)**

PSY 340	Principles of Counseling	3
PSY 443	Lab Experiences in Counseling	3
PSY 444	Advanced Counseling Techniques	3
PSY 300+ or FST 300+	Elective	3

**Family (12)**

FST 310	The Family	3
FST 325	Social Trends in U.S. Families	3
FST 410	Major Family Theories	3
FST 440	Family Life Education	3

**Intercultural (12)**

ICS 320	Intercultural Communications	3
ICS 410	Philosophy of Mission	3
ICS 420	Spiritual Warfare	3
PHL 330	Comparative Religions	3

**Pastoral (12)**

HOM 310	Expository Sermon Development	3
HOM 410	Advanced Sermon Development	3
PAS 310	Applied Ministry Lab	3
THE 410	Mission & Theology of the Church	3

**Residency (18)**

**Residency Emphasis requires special permission and additional site-specific fees.		
MIN 471	Ministry Residency 1	9
MIN 472	Ministry Residency 2	9

**Social Justice (12)**

Directed Field Experience not required for students in the Social Justice Emphasis		
THE 310	Theology of Social Justice	3
SJU 320	History of Social Justice	3
SJU 440	Social Justice Practicum	3
THE 435	Christian Ethics	3

**Worship Ministry (12)**

Worship Ministry students must take THE 440 Biblical Theology of Worship as their theology elective and MUS 105 Music Appreciation as their Humanities requirement (B.S.) or as an unrestricted elective (B.A.)		
MUS 020	Piano Proficiency Exam	0
MUS 150	Introduction to Music Tech	3
MUS 221	Intermediate Piano	1
MUS 240	Beginning Voice	1
MUS 241	Intermediate Voice	1
WOR 312	Worship History	3
WOR 440	Worship Ministry	3

**Youth Ministry (12)**

YMN 210	Adolescent Culture & Discipleship	3
YMN 310	Building Theo & Philo Youth Min	3
YMN 410	Current Trends in Youth Ministry	3
YMN 425	Youth Ministry Prog. & Man	3

## TRADITIONAL CAMPUS | Christian Ministry

### Emphases and Tracks

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

### Christian Ministry TRACKS

#### Bible/Theology (6)

BIB/THE__	Bible/Theology Elective	3
BIB/THE__	Bible/Theology Elective	3

#### Children's Ministry (6)

CED 410	Children's Ministry Programming	3
SFM 320	Children's Spirituality	3

#### Complementary (6)

A student must receive approval of this track from the Academic Dean. Credits are to be from a professional studies discipline approved by the Dean in consultation with the primary emphasis professor.

#### Family (6)

##### Choose 2 courses

FST 310	The Family	3
FST 325	Social Trends in U.S. Families	3
FST 410	Major Family Theories	3
FST 440	Family Life Education	3

#### Intercultural (6)

##### Choose 2 courses

ICS 320	Intercultural Communications	3
ICS 410	Philosophy of Mission	3
ICS 420	Spiritual Warfare	3
PHL 330	Comparative Religions	3

#### Pastoral (12)

##### Choose 2 courses

HOM 310	Expository Sermon Development	3
HOM 410	Advanced Sermon Development	3
THE 410	Mission & Theology of the Church	3

#### Social Justice (12)

##### Choose 2 courses

THE 310	Theology of Social Justice	3
SJU 320	History of Social Justice	3
SJU 440	Social Justice Practicum	3
THE 435	Christian Ethics	3

#### Spiritual Formation (6)

##### Choose 2 courses

SFM 310	Movements in Christian Spirituality	3
SFM 320	Children's Spirituality	3
SFM 410	Spiritual Disciplines & Retreats	3
SFM 440	Spiritual Mentoring & Soul Care	3

#### Worship Ministry (6)

Introduction to Music Technology

3

##### And choose 3 other courses

MUS 150	Introduction to Music Technology	3
MUS 220	Beginning Piano	1
MUS 221	Intermediate Piano	1
MUS 222	Advanced Piano	1
MUS 230	Beginning Guitar	1
MUS 240	Beginning Voice	1
MUS 241	Intermediate Voice	1

Worship Ministry Emphasis students cannot also take this track.

#### Youth Ministry (6)

YMN 210	Adolescent Culture & Discipleship	3
YMN 310	Building Theo & Philo Youth Min	3

2020-2021

**Academic Programs  
Traditional Campus  
General Studies Department**

Department Head: Dr. Brian Medaris

**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.

**TRADITIONAL CAMPUS | GENERAL STUDIES****Associate of Arts****Major: General Studies****Required Courses****Total Hours: 63**

<b>General Studies</b>	<b>21</b>	<b>Bible Major</b>	<b>18</b>
<b>Foundational Core</b>	<b>9</b>	BIB 113	Old Testament History 3
COM 111	Written Composition I 3	BIB 114	Poets & Prophets of OT 3
COM 112	Written Composition II 3	BIB 211	Life & Teachings of Jesus 3
COM 120	Public Speaking 3	BIB 212	Christian Beginnings 3
ORN 090	Introduction to MCC Life *0	BIB 220	Interpretation <sup>‡</sup> 3
		THE 341	Christian Theology <sup>‡</sup> 3
<b>Social/Behavioral Sciences</b>	<b>6</b>		
Select 6 hours from two of the following disciplines: Anthropology, Economics, Family Studies, Geography, Psychology, Sociology		<b>Unrestricted Electives</b>	<b>18</b>
		Select 18 hours from any discipline.	
<b>History or Political Science</b>	<b>3</b>	<b>Christian Service</b>	<b>3 CR</b>
Select 3 hours from one of the following disciplines: History, Political Science		CHR 101	Christian Service CR
		CHR 102	Christian Service CR
		CHR 103	Christian Service CR
<b>Math/Natural Sciences</b>	<b>3</b>		
CIS/Math/Science/Stats Elective	3		
<b>Christian Ministry Electives</b>	<b>6</b>		
Select 2 of the following courses:			
LSP 330	Small Group Leadership 3		
MIN 210	Evan & Church Growth Strat. 3		
MIN 220	Intro Teaching/Preaching 3		
MIN 340	Princ. Christian Worship 3		
MIN 430	Pastoral Care/Counseling 3		

\*Mandatory for all new traditional campus students

‡Logos Bible Software is mandatory for traditional students

‡Formerly known as Systematic Theology I

**TRADITIONAL CAMPUS | GENERAL STUDIES**

**Associate of Arts**  
**Major: General Studies**  
**Suggested Course Schedule**

<b>First Year</b>				
Fall			Spring	
_____	BIB 113 Old Testament History	3	_____	BIB 114 Poets & Prophets
_____	COM 111 Written Composition I	3	_____	COM 112 Written Composition II
_____	COM 120 Public Speaking	3	_____	History/Political Science Elective
_____	Christian Ministry Elective	3	_____	CIS/Math/Science/Stats Elective
_____	ORN 090 Introduction to MCC Life	0	_____	Social Science Elective
_____	Social Science Elective	3	_____	CHR 102 Christian Service
_____	CHR 101 Christian Service	<u>CR</u>		<u>CR</u>
		15		15
<b>Second Year</b>				
Fall			Spring	
_____	BIB 220 Interpretation	3	_____	BIB 212 Christian Beginnings
_____	BIB 211 Life & Teachings of Jesus	3	_____	Christian Ministry Elective
_____	THE 341 Christian Theology	3	_____	Unrestricted Elective
_____	Unrestricted Elective	3	_____	Unrestricted Elective
_____	Unrestricted Elective	3	_____	Unrestricted Elective
_____	Unrestricted Elective	3		<u>3</u>
_____	CHR 103 Christian Service	<u>CR</u>		15
		18		

**TRADITIONAL CAMPUS | CHRISTIAN MINISTRY****Associate of Arts****Major: Bible and Leadership****Required Courses****Total Hours: 63**

<b>General Studies</b>	<b>21</b>	<b>Bible Major</b>	<b>18</b>
<b>Foundational Core</b>	<b>9</b>	BIB 113	Old Testament History 3
COM 111	Written Composition I 3	BIB 114	Poets & Prophets of OT 3
COM 112	Written Composition II 3	BIB 211	Life & Teachings of Jesus 3
COM 120	Public Speaking 3	BIB 212	Christian Beginnings 3
ORN 090	Introduction to MCC Life *0	BIB 220	Interpretation <sup>◇</sup> 3
		THE 341	Christian Theology <sup>♦</sup> 3
<b>Social/Behavioral Sciences</b>	<b>6</b>	<b>Professional Studies Major</b>	<b>6</b>
Select 6 hours from two of the following disciplines: Anthropology, Economics, Family Studies, Geography, Psychology, Sociology		MIN 210	Evan & Church Growth Strat. 3
		MIN 220	Intro Teaching/Preaching 3
<b>History or Political Science</b>	<b>3</b>	<b>Unrestricted Electives</b>	<b>12</b>
Select 3 hours from one of the following disciplines: History, Political Science		Select 12 hours from any discipline.	
<b>Math/Natural Sciences</b>	<b>3</b>	<b>Christian Service</b>	<b>3 CR</b>
CIS/Math/Science/Stats Elective 3		CHR 101	Christian Service CR
		CHR 102	Christian Service CR
		CHR 103	Christian Service CR
<b>Christian Ministry Electives</b>	<b>6</b>		
Select 2 of the following courses:			
LSP 330	Small Group Leadership 3		
MIN 340	Princ. Christian Worship 3		
MIN 430	Pastoral Care/Counseling 3		

\*Mandatory for all new traditional campus students

◇Logos Bible Software is mandatory for traditional students

♦Formerly known as Systematic Theology I

**TRADITIONAL CAMPUS | CHRISTIAN MINISTRY****Associate of Arts****Major: Bible and Leadership****Suggested Course Schedule****First Year**

Fall		Spring	
_____ BIB 113 Old Testament History	3	_____ BIB 114 Poets & Prophets	3
_____ COM 111 Written Composition I	3	_____ COM 112 Written Composition II	3
_____ COM 120 Public Speaking	3	_____ History/Political Science Elective	3
_____ Christian Ministry Elective	3	_____ CIS/Math/Science/Stats Elective	3
_____ ORN 090 Introduction to MCC Life	0	_____ Social Science Elective	3
_____ Social Science Elective	3	_____ CHR 102 Christian Service	<u>CR</u>
_____ CHR 101 Christian Service	<u>CR</u>		<u>15</u>
	15		

**Second Year**

Fall		Spring	
_____ BIB 220 Interpretation	3	_____ BIB 212 Christian Beginnings	3
_____ BIB 211 Life & Teachings of Jesus	3	_____ Christian Ministry Elective	3
_____ MIN 210 Evan Church Growth Strat	3	_____ MIN 220 Intro Preaching/Teaching	3
_____ THE 341 Christian Theology	3	_____ Unrestricted Elective	3
_____ Unrestricted Elective	3	_____ Unrestricted Elective	<u>3</u>
_____ Unrestricted Elective	3		15
_____ CHR 103 Christian Service	<u>CR</u>		
	18		

## Library/Learning Resources

*Director of Library Services:* 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 photocopier/scanner. Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system, while KSU faculty, staff and students also have access to MCC's library. 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

The mission of the Manhattan Christian College Library is to provide the services and resources necessary to help educate, equip, and enrich the students, faculty, administration, and staff of Manhattan Christian College, as well as to the surrounding local community. This mission is primarily centered on the instructional tasks of the college, focusing on the curricular support of the students and teaching faculty of the college. The library's mission includes providing the following:

- Materials (print and non-print media) to support the curriculum of the college.
- Materials (print and non-print media) to help support faculty research.
- Staff assistance
- Library orientation
- Research Instruction

In addition, it supports 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:

1. 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.
2. 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.
3. Seek to provide onsite and remote access to materials needed to support the curriculum and faculty research.
4. Provide library orientation and instructional assistance to all patrons.
5. Seek to enhance resource sharing services by providing access to additional materials supporting the curriculum and faculty research.

6. Seek to acquire and maintain the necessary equipment and technology to support developing programs.
7. Seek to acquire and regularly update computer hardware and software necessary to access and display electronic information resources.
8. Enhance the current systems by acquiring an automated, integrated library system for cataloging, public access, and circulation services.

### **Intellectual Freedom and Censorship**

The library is committed to the free exchange of ideas. To meet the curricular needs of the college, materials will be purchased to reflect a wide variety of viewpoints and modes of expression, even those of a controversial nature. No materials shall be excluded from the collection because of the race or nationality of the authors, or the political, moral, or religious views expressed therein.

## 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:

<b>BIB</b> Bible	<b>HPW</b> Health and Physical Wellness	<b>PAS</b> Pastoral
<b>CED</b> Christian Education	<b>ICS</b> Intercultural Studies	<b>PHL</b> Philosophy
<b>CHR</b> Christian Service	<b>LAN</b> Languages	<b>PSY</b> Psychology and Counseling
<b>CHP</b> Chaplaincy	<b>LIT</b> Literature	<b>SAN</b> Sociology and Anthropology
<b>CIS/CC</b> Computing and Information Systems	<b>LSP</b> Leadership	<b>SCI</b> Science
<b>COM</b> Communications	<b>MAN</b> Management	<b>SFM</b> Spiritual Formation
<b>ECN</b> Economics	<b>MAT</b> Math	<b>SJU</b> Social Justice
<b>FST</b> Family Studies	<b>MIN</b> Ministry	<b>STA</b> Statistics
<b>HIS</b> History	<b>MUS</b> Music	<b>THE</b> Theology
<b>HOM</b> Homiletics	<b>ORN</b> Orientation	<b>WOR</b> Worship
		<b>YMN</b> 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 (300 – 400 levels) 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 and Comprehension, and Application
300	Deepened immersion with special attention to the application and analysis within the specific discipline	Knowledge and Comprehension, Application, and Analysis
400	Evaluation experience providing synthesis with the discipline through inquiry and methodology	Knowledge and Comprehension, Application, Analysis, Synthesis, and Evaluation

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

<b>Knowledge</b>	<b>Comprehension</b>	<b>Application</b>	<b>Analysis</b>	<b>Synthesis</b>	<b>Evaluation</b>
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 standalone 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 113 Old Testament History 3 hours**

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

**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.

**BIB 211 Life and Teachings of Jesus 3 hours**

This course is a study of the life of Christ based on a selected gospel.

**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.

**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.

- BIB 330      Advanced Interpretation      3 hours**  
 This course focuses on the church's historical commitment to encounter and be transformed by Jesus Christ through the reading of Scripture. This course has four main movements: (1) it locates our own exegetical methodologies historically; (2) it focuses on a responsible, Christocentric reading of the Old Testament; (3) it engages in reading practices designed for personal transformation; (4) it considers ways we might faithfully live out Scripture as a church body.  
 Prerequisite: BIB 220
- BIB 334      Epistles: The Prison Epistles      3 hours**  
 This course is an exegetical study and exposition of Ephesians, Philippians, Colossians, and Philemon.  
 Prerequisites: BIB 212, BIB 220
- BIB 336      Epistles: Hebrews      3 hours**  
 This course is an exegetical study and exposition of Hebrews.  
 Prerequisites: BIB 212, BIB 220
- BIB 337      Epistles: Pastoral Epistles      3 hours**  
 This course is an exegetical study and exposition of 1 and 2 Timothy and Titus.  
 Prerequisites: BIB 212, BIB 220
- BIB 339      Epistles: 1 & 2 Corinthians      3 hours**  
 This course is an exegetical study and exposition of 1 & 2 Corinthians focusing on the unique characteristics of the Corinthian church and culture. Special attention will be given to Paul's instructions regarding divisions within the church, Christian interaction with pagan religions, and ecclesiastical practice.  
 Prerequisites: BIB 212, BIB 220
- BIB 341      Major Prophets      3 hours**  
 This course is an introduction to the prophetic office of the Old Testament and the history of the periods of each of these prophets. Special attention will be given to the books of Isaiah, Jeremiah, Ezekiel, and Daniel with selected exegesis of each of these books.
- BIB 342      Minor Prophets      3 hours**  
 This course is a counterpart to the Major Prophets course and will be a review of the prophetic office of the Old Testament, as well as a historical review of the background of each of the prophets. Special attention will be given to the books of Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi with selected exegesis of each of these books.
- BIB 400      General Epistles      3 hours**  
 This course is an advanced, in-depth exegetical study of the biblical letters of James, 1-2 Peter, 1-3 John, and Jude.  
 Pre-requisites: BIB 211 and BIB 212.
- BIB 410      Bible Lands and Cultures      3 hours**  
 This course is an exploration of the geography and cultures of the Bible through instructor led tours.
- BIB 426      The Gospel of John      3 hours**  
 This course is an advanced in-depth exegetical study of the life of Christ as written in the Gospel of John, the one non-synoptic gospel.  
 Prerequisites: BIB 211, BIB 220, junior status

**BIB 427 Romans 3 hours**

This course is an advanced in-depth exegetical study of the book of Romans.

Prerequisites: BIB 212, BIB 220, junior status

**BIB 428 Revelation 3 hours**

This course is an advanced in-depth exegetical study of the book of Revelation.

Prerequisites: BIB 212, BIB 220, junior status

**BIB 445 Isaiah 3 hours**

This course is an expository study of the book of Isaiah with attention to developing a sound methodology for interpreting prophetic texts.

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.

Prerequisites: BIB 113, BIB 220

**CHAPLAINCY (CHP)****CHP 410 Clinical Pastoral Education 6 hours**

This course provides a practical chaplaincy experience at an approved clinical site. A minimum of 400 hours of supervised clinical experience is required. Within CPE the learner will demonstrate the ability “to make use of the clinical process and the clinical method of learning.” The group experience is intended to contribute to the learner’s intrapersonal development and equip the learner to interact with peers in a deepening of cognitive, affective, behavioral, and spiritual understanding. The student will earn one unit of Clinical Pastoral Education (CPE) credit through the College of Pastoral Supervision and Psychotherapy (CPSP) upon successful completion of CPE. There is an additional fee required for this course.

Prerequisite: Instructor consent.

**CHRISTIAN EDUCATION (CED)****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

**CHRISTIAN SERVICE PROGRAM (CHR)**

Four-year degree students must complete seven Christian Service projects, two-year degrees students must complete three Christian Service projects. Non-traditional campus students are required to complete three service projects.

**CHR 101 Christian Service Project CR/NC**

This project for first semester.

<b>CHR 102</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for second semester. Prerequisite: CHR 101		
<b>CHR 103</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for third semester. Prerequisite: CHR 102		
<b>CHR 104</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for fourth semester. Prerequisite: CHR 103		
<b>CHR 105</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for fifth semester. Prerequisite: CHR 104		
<b>CHR 106</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for sixth semester, for Bible & Leadership / DDP students only. Prerequisite: CHR 105		
<b>CHR 107</b>	<b>Christian Service Project</b>	<b>CR/NC</b>
This project for seventh semester, for Bible & Leadership / DDP students only. Prerequisite: CHR 106		
<b>CHR 131</b>	<b>Christian Service Project: Christian Ministry Emphasis</b>	<b>CR/NC</b>
This project requires service within the emphasis area of a Christian Ministry major, in consultation with primary emphasis professor.		
<b>CHR 132</b>	<b>Christian Service Project: Christian Ministry Emphasis</b>	<b>CR/NC</b>
This project requires service within the emphasis area of a Christian Ministry major, in consultation with primary emphasis professor. Prerequisite: CHR 131		

## **COMPUTING AND INFORMATION SYSTEMS (CIS/CC)**

**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 presentation software.

**CIS 120**      **Introduction to Computing**      **3 hours**  
*Kansas State Computational Core at MCC. Taught via KSU Global Campus. Listed as CC 110 at KSU.*  
 An overview of the history of computers and programming. Famous historical figures and their impact in modern computing. Introduction to major topics in computer science such as artificial intelligence, high performance computing, cryptography, big data, cybersecurity, robotics, and more. Brief experience with computer programming concepts.

This course serves as an introduction to modern computing and programming by reviewing historical figures and events and the impact they had on modern technology. Students are exposed to a variety of topics in computer science, and gain hands-on experience with some of these topics through the use of some basic programming skills. The goal of this course is to show students the wider world of computing and technology beyond programming, building a broad foundation for later courses to build upon.

**CIS 210      Fundamental Computer Programming Concepts      4 hours**

*Kansas State Computational Core at MCC. Taught via KSU Global Campus. Listed as CC 210 at KSU.*

Basic concepts in developing computer programs: program structure and syntax, primitive data types, variables, control flow, iteration, simple algorithms, debugging, and good software development practices. Introduction to object-oriented programming.

The course introduces students to computer programming using one of several programming languages. Interactive lessons and engaging projects reinforce new skills and concepts while relating programming fundamentals to the real world. This course covers the basic concepts of programming, from variables and control flow to functions, objects, and simple algorithms.

**CIS 310      Data Structures & Algorithms I      3 hours**

*Kansas State Computational Core at MCC. Taught via KSU Global Campus. Listed as CC 310 at KSU.*

Exploration of simple data structures & related algorithms in computer programming. Basic concepts of complexity analysis. Object-oriented design concepts.

This course introduces simple data structures such as sets, lists, stacks, queues, and maps. Students learn how to create data structures and the algorithms that use them. Students are introduced to algorithm analysis to determine the efficiency of algorithms.

**CIS 315      Data Structures & Algorithms 2      3 hours**

*Kansas State Computational Core at MCC. Taught via KSU Global Campus. Listed as CC 315 at KSU.*

The course covers more advanced data structures & related algorithms. More focus is placed on formal software development methods and software engineering fundamentals. The course also includes an introduction to requirements analysis processes that provides the specification of algorithmic requirements.

This course introduces advanced data structures, such as trees, graphs, and heaps. Several new algorithms using these data structures are covered. Students also learn software development methods and software engineering fundamentals and use those skills to develop projects of increasing size and scope effectively.

**CIS 410      Advanced Programming      3 hours**

*Kansas State Computational Core at MCC. Taught via KSU Global Campus. Listed as CC 410 at KSU.*

Advanced programming techniques and projects. Concepts from simulation and modeling, media applications, secure design, information management, parallelism, and networking. Software development methodologies, processes, and design patterns. Practical experience with professional communication and collaboration.

In this course students gain experience writing programs using a variety of advanced programming techniques. Projects cover a variety of application domains and use a variety of technologies to help students master advanced computer programming concepts.

**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.

**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.

**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.

Prerequisite: COM 111

**COM 114 Business Communication ⚡ Thunder Online Course ⚡****3 hours**

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

**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.

**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.

**COM 239 Communication Concepts ⚡ Thunder Online Course ⚡****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.

**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.

**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.

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.

**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.

**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.

**FST 325 Social Trends in 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.

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.

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.

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.

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.

**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.

**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.

Prerequisite: Sophomore status

**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.

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.

Recommended: HIS 132

**HIS 455 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.

**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 from a variety of genres in the Bible, such as narratives, parables, epistles, psalms, proverbs, and apocalyptic literature.

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.

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.

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.

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.

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.

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.

Prerequisite: instructor permission

**INTERCULTURAL STUDIES (ICS)**

**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.

**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. Cross-listed as COM 320.

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 340 will allow the student to have chosen a location for the D.F.E. with an assigned field supervisor.

Prerequisite: Junior status

**ICS 410 Philosophy of Missions**

**3 hours**

This course is designed to develop and solidify a student's global framework for intercultural ministry. Students will identify and assess their values, vision, and strategy for effective missions. The course will walk students through core competencies needed before crossing culture and equip them with skills in each of these areas.

Prerequisite: ICS 320

**ICS 420 Spiritual Warfare**

**3 hours**

This course is the study of the principles of biblical spiritual warfare using a kingdom construct. It will also discuss spiritual authority, dynamics of possession and oppression, and how to equip others to engage in this spiritual battle. Students will explore and develop a personal philosophy on spiritual warfare within their area of study.

Recommended: Junior status

**LANGUAGES (LAN)****LAN 221 Elementary Greek I 4 hours**

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

Recommended: COM 111, COM 112

**LAN 222 Elementary Greek II 4 hours**

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

Prerequisite: LAN 221

**LAN 321 Intermediate Greek 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.

Prerequisite: LAN 222

**LAN 322 Intermediate Greek 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.

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.

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.

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.

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.

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.

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.

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.

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.

Prerequisite: COM 111; Recommended: COM 112

**LEADERSHIP (LSP)****LSP 101 Biblical Foundations of Leadership**  **Thunder Online Course** **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.

**LSP 201 Group Dynamics in Leadership**  **Thunder Online Course** **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

**LSP 301 Leadership Theories**  **Thunder Online Course** **3 hours**

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

Prerequisite: LSP 201; Junior status

**LSP 330 Small Group Leadership****3 hours**

This course emphasizes facilitation of small group experiences in a variety of church or parachurch settings. Students will practice facilitating group experiences, discover group roles, and address how a small group meets the needs of its members. This is a highly participatory course and students will explore their own spiritual formation through the group process.

Prerequisite: Junior status

**LSP 401 Leadership Administration** ⚡ **Thunder Online Course** ⚡ **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

**LSP 410 Advanced Leadership** **3 hours**  
 This course is a junior/senior level course for students pursuing a B.S./B.A. in Bible & Leadership degree. This course will train students how to effectively lead themselves and others in any context of life.  
 Prerequisite: senior status

## MANAGEMENT (MAN)

**MAN 110 Basic Leadership Principles** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 210 Introduction to Management & Ethics** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 310 Economics for Managers** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 320 Accounting for Managers** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 330 Introduction to Marketing** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 340 Managerial Finance** ⚡ **Thunder Online Course** ⚡ **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 310, MAN 320

**MAN 410 International Issues in Business** ⚡ **Thunder Online Course** ⚡ **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, MAN 310

**MAN 420 Organizational Behavior and Change** ⚡ **Thunder Online Course** ⚡ **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

**MAN 430 Case Studies in Management Ethics** ⚡ **Thunder Online Course** ⚡ **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.

**MAN 440 Business Strategies, capstone course** ⚡ **Thunder Online 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

**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.

**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.

**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.

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.

Prerequisite: Sophomore status

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

Orientation to Directed Field Experience is a preparatory course for MIN 451, Directed Field Experience. The Directed Field Experience is a 400-hour internship in the student's emphasis where the student works alongside a field supervisor. In Orientation to Directed Field Experience, topics such as objectives, expectations, resume writing, interviewing, journaling, work ethic, and living the Christian life are covered, all to prepare the student for their upcoming Directed Field Experience.

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.

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

This course is a 400-hour internship in the student's primary emphasis where the student works alongside a field supervisor. The professor, student and field supervisor design learning situations that are important to developing competence in ministry. MIN 451 is usually taken during the summer between the student's junior and senior year but may also be taken during the school year, thus extending over a longer period of time. For students taking MIN 471 and MIN 472 (the Residency program), the Directed Field Experience is included in the residency.

Prerequisites: MIN 350, THE 341, 75 credit hours, emphasis professor's approval

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

This course is 360-hour internship and is a continuation of MIN 451. Like MIN 451, the professor, field supervisor, and student design learning situations that are important to developing competence in ministry. MIN 452 is usually taken immediately following MIN 451.

Prerequisite: MIN 350

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

This course is a 360-hour internship and is a continuation of MIN 452. Like MIN 451 and MIN 452, the professor, field supervisor, and student design learning situations that are important to developing competence in ministry. MIN 453 is usually taken immediately following MIN 452.

Prerequisite: MIN 350, MIN 451, MIN 452, emphasis professor's approval

**MIN 460 Ministry Conference****1 or 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.

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

**MIN 471 Ministry Residency 1****9 hours**

This course is a first semester on location learning ministry through both classroom and on-the-job training with supervisory staff; students will select ministry focus to include in the residency. In addition to the tuition for the course, a site-specific residency fee will be charged.

Prerequisite: approval of Christian Ministry emphasis head.

**MIN 472 Ministry Residency 2****9 hours**

This course is a second semester on location learning ministry through both classroom and on-the-job training with supervisory staff; students will select ministry focus to include in the residency. In addition to the tuition for the course, a site-specific residency fee will be charged.

Prerequisite: approval of Christian Ministry emphasis head.

**MUSIC (MUS)****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.

**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.

**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.

Prerequisite: Declared Worship Emphasis/Track or instructor permission

**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.

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.

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.

**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.

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.

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.

**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, an emphasis on leading corporate worship.

Prerequisites: MUS 240 or instructor permission

**ORIENTATION (ORN)**

**ORN 010 Study Seminar**

**1 hour**

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

**ORN 090 Introduction to MCC Life**

**0 hour**

This course is an introduction to the components necessary to be a successful Manhattan Christian College student. This course prepares new students to meet the spiritual, academic, and campus life expectations at MCC. Required of all new students in their first semester and is a graded, non-credit hour course.

**PASTORAL (PAS)**

**PAS 310 Applied Ministry Lab**

**3 hours**

This course focuses on how to carry out common ministry tasks and events that take place in most churches, such as baptisms, funerals, weddings, hospital ministry, staff meetings, small groups, baby dedication, finances, and advertising.

**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.

**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.

**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.

**PHL 330 Comparative Religions**

**3 hours**

This course is an introduction to the nature and meaning of religion including a comparative study of the major religions of the world: Islam, Hinduism, Buddhism, and Animism. The course takes a look at how each of these religions has developed over time and current and varied practices within each belief system.

Recommended: Sophomore status

**PSYCHOLOGY AND COUNSELING (PSY)****PSY 110 General Psychology****3 hours**

This course is an overview of the study of psychology. Students will explore the dynamic nature of human behavior, development, and mental processes. Students will become familiar with the major sub-disciplines in the field of psychology and will engage in critical thinking related to psychological research.

**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. Recommended: PSY 110

**PSY 310 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.

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.

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.

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.

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.

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.

**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.

**SCIENCE (SCI)****SCI 131 Introduction to Earth Science ⚡ Thunder Online Course ⚡ 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.

**SCI 132 Earth Science Lab ⚡ Thunder Online Course ⚡ 3 hours**

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

**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.

**SCI 201 Physical Geography Lab 1 hour**

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

Prerequisite: SCI 200.

**SCI 210 Personal Wellness and Exercise Science 3 hours**

This science course is an introduction to systematic methods, knowledge and skills pertaining to health and wellness. Topics include but are not limited to wellness and lifestyle management, basic principles and components of physical fitness, nutrition, weight management, behavior modification, sexually transmitted diseases, substance use and abuse, and chronic diseases.

**SCI 211 Personal Wellness and Exercise Science Lab 1 hour**

A laboratory course designed to investigate and apply basic concepts and principles of physical fitness and other health related factors. Emphasis is placed on fitness testing and physiological responses to fitness principles.

**SOCIAL JUSTICE (SJU)****SJU 320 History of Social Justice 3 hours**

This course is a critical exploration of historical social justice movements to the present, revealing successes and failures in terms of the biblical mandate.

Prerequisite: THE 343

**SJU 440 Social Justice Practicum****3 hours**

In this course, students work with an existing social justice ministry learning how to implement their mission, values, vision, and strategy.

Prerequisite: THE 343, SJU 320, THE 435

**SPIRITUAL FORMATION (SFM)****SFM 320 Children's 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.

Recommended: MIN 220, PSY 120

**SFM 330 Small Group Ministry ⚡ Thunder Online Course ⚡****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.

Prerequisite: LSP 201, MIN 220

**SFM 410 Spiritual Disciplines and Retreats****3 hours**

This course is an advanced study of disciplines and prayer practices for individual and group use. This course takes places in a retreat format allowing students to develop skills in facilitating spiritual retreats while experiencing a variety of spiritual disciplines. Students will learn how to teach the disciplines to others as a means to spiritual transformation. There is a lab fee with the course.

Recommended: MIN 220

**SFM 440 Spiritual Mentoring & Soul Care****3 hours**

This course is an introduction to ministry of healing, reconciliation, sustaining, and guidance. Students will explore the principles of spiritual direction. The course emphasizes one-to-one and small group discipleship and mentoring. Students will also develop spiritual formation plans for different faith stages. The course requires a trip and lab fee.

Recommended: Sophomore status.

**STATISTICS (STA)****STA 210 Business Statistics ⚡ Thunder Online Course ⚡****3 hours**

This course is designed to give the basic tools of collecting, analyzing, presenting, and interpreting data in a business setting, thus helping managers make decisions based on what will happen in relationship to demand, costs, and profits.

**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.

Prerequisite: MAT 100

## **THEOLOGY (THE)**

### **THE 341 Christian Theology 3 hours**

This course is a study of key concepts of the Christian faith through the lens of grand narrative theology.

### **THE 342 Practical Theology 3 hours**

This course builds on the grand narrative theology of THE 341 Christian Theology 1 by focusing on the practical application of Christian theology for the individual Christian and in the life of the church.

Prerequisite: THE 341

### **THE 343 Theology of Social Justice 3 hours**

This course examines the biblical mandate for justice from the law and the prophets through the gospels. Special attention is given to examining the historical and theological circumstances surrounding the preaching of the prophets, including Jesus.

Prerequisite: THE 341

### **THE 345 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 analyze the variety of men and women who have shaped Christian Spirituality throughout the ages. An emphasis will be placed on examining the diverse theological and practical approaches to loving God and neighbor.

Prerequisite: THE 341

### **THE 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.

Prerequisite: Senior status

### **THE 425 Theology and Creative Practice 3 hours**

This course is an examination and exploration of the biblical, theological, and cultural issues surrounding creativity, humanity, and ecclesial practice. Focused attention is given to developing a theological framework for humanity's mandate as created beings, participating in God's creative action as worship, personal and communal creative growth through innovation and practice, and engaging community through creative expression, communication, and the arts.

Prerequisite: THE 341, THE 342

### **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.

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.

Prerequisites: THE 341, THE 342 or permission of instructor

**THE 440 Biblical Theology of Worship 3 hours**

This course is a systematic study of biblical worship principles, themes, vocabulary, and events.

Prerequisites: THE 341, THE 342

**THE 442 Theology of the Holy Spirit 3 hours**

This course is an examination of the biblical, historical, theological, and cultural issues that have contributed to the Church's past and present understandings of the Holy Spirit. Special attention is given to contemporary theological views concerning the Spirit's work among Christians today.

Prerequisites: THE 341

**THE 499 Senior Research Capstone 3 hours**

This course is a culmination of the Biblical and Theological Studies major. In consultation with the Bible and Theology professors, the student will develop a research topic, proficiency in sound research methodology, master the mechanics of handling sources and citing properly, and write a substantial research paper. Due to the nature of the research project, the student will work more independently as the semester progresses.

Prerequisites: THE 341, THE 342; BA in Biblical and Theological Studies only and instructor consent

**WORSHIP (WOR)****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.

Prerequisites: MIN 340

**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.

Prerequisites: MUS 221, MIN 340, Junior status, or permission of the instructor

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

This course examines current and past youth culture in ways that equip the youth worker to effectively disciple students today. The course pays special attention to how spiritual growth occurs in adolescents and provides biblical methods of disciple-making for today's world.

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

This course assesses different theological and philosophical approaches to youth ministry. Practical development in both theological and philosophical ministry positions are discussed and designed within the classroom.

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

This course identifies and evaluates current practices within the discipline of youth ministry and includes attending an off-campus youth ministry conference. The course also challenges students to articulate a biblical response to predominant cultural trends that have direct impact on how youth ministry is practiced.

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

This course studies the management and administrative processes that produce a healthy youth ministry. The course encourages students to process how they will apply practical areas of youth ministry, such as personal care, safety policies, planning, budgeting, recruitment, team building, and weekly programming.

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.

Gregory A. Delort, Ph.D., Vice President for Academic Affairs (2015)

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

Robert Berard, Vice President for Financial and Administrative Services (2019)

B.S., Kansas State University, 1991.

Richard L. Wright, Ph.D., Vice President for Student Life (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

Dave Cupery, Assistant Professor of Intercultural Studies (2016)

B.S., Calvin College, 1992; M.S., Moody Bible Institute, 2001

Gregory A. Delort, Ph.D., Professor of Counseling (1997)

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

Dave Henry, DWS, Professor of Bible/Theology (2006)

B.A., Ozark Christian College, 1995; M.A., Lincoln Christian University, 1998; DWS, Robert E. Weber Institute for Worship Studies, 2012.

Jason Johnson, M.A., Professor of Youth and Family Ministry (2017)

B.A., Ozark Christian College, 1996; M.A., Denver Seminary, 2014.

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., General Studies Department Head (2008)

B.S., Indiana University, 1993; M.A., Lincoln Christian Seminary, 1999; M.Div., Lincoln Christian Seminary, 2003; D.Min., Lincoln Christian Seminary 2013.

Jospeh Mueller, Ph.D. (ABD), Assistant Professor of Bible/Theology (2020)

B.A., Johnson University, 2007; M.Div., M.A.T., Lincoln Christian University, 2013, 2015; Ph.D. (ABD), Fuller Theological Seminary

Chris Pahls, M.A., Assistant Professor of Bible/Theology (2019)

B.F.A., Fort Hays State University, 2009; B.S.E., Fort Hays State University, 2009; M.A., Colorado Christian University, 2019.

2020-2021

Ron Ratliff, Director of Library Services (2019)

B.A., Manhattan Christian College, 1979; Th.M., Dallas Theological Seminary, 1983; B.A., Kansas State University, 1988; M.L.S., Emporia State University, 1993.

Jordan Strom, Athletic Director (2019)

B.S., Manhattan Christian College, 2011; M.S., Kansas State University, 2016.

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

Jennifer Anderson, Church History (2020)

M.A.T. & M.Div., Fuller Theological Seminary, 1999, 2001

M.Litt., University of St. Andrews, 2003

John Anderson, Economics (2020)

M.B.A., Michigan State University, 1966

Teri Awbrey, Science (2019)

M.S., University of Kansas, 1999.

Nancy Blockcolsky, Piano (2002)

M.Mus., Kansas State University, 1992.

Julie Delort, Written and Oral Communication (1998)

M.A., Lincoln Christian Seminary, 1997.

Sarah D. Diamond, Ed.D., Philosophy (2017)

Ed.D., Kansas State University, 2017.

Melissa S. Ferraro, Psychology (2018)

M.S.W., Florida State University, 2015.

Ben Grogg, Yearbook (2004)

B.S., Manhattan Christian College, 1999.

Tim Holgerson, Ph.D., History (2017)

Ph.D., Kansas State University, 2017.

Nathan Lenz, Psychology (2014)  
M.S., Azusa Pacific University, 2011.

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

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

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

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

Laura Sapp, Mathematics (2016)  
M.S., Kansas State University, 2010.

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

John Strifler, D.B.A., Management (2015)  
D.B.A., Anderson University, 2018.

Jordan Strom, Varsity Sports (2019)  
M.S., Kansas State University, 2016.

Ben Worcester, Music (2012)  
M.A., Kansas State University, 2010.

Richard L. Wright, Ph.D., Psychology/Sociology/Management (1989)  
Ph.D., Kansas State University, 2001.

#### Board of Trustees

Janet Bailey, Director, Industry & Legislative Engagement, Frontier Farm Credit  
Manhattan, KS

Nick Brown, Assistant Director of Admissions, Kansas State University  
Junction City, KS

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Topeka, KS

Craig Estep, Retired, V.P. of Operatons, Cessna Aircraft and Honda Aircraft  
Wichita, KS

Terry Holdren, CEO & General Counsel, Kansas Farm Bureau  
Manhattan, KS

Todd Hutchison, Campus Pastor, Pathway Church  
Wichita, KS

Kent Needham, Chairman, President & CEO, First Security Bank  
Tonganoxie, KS

Mark Posson, Human Resources, Trinity Academy & Director of Business Programs, Tabor College  
Bel Aire, KS

Robin Scott, Professor Public Service, Oklahoma State University  
Oklahoma City, OK

Pete Smith, Involvement Pastor, Central Christian Church  
St. Joseph, MO

Jason Whyte, Lead Pastor, Oakley Christian Church  
Oakley, KS

#### Emeritus Members

Dean Burton, Minister, Retired  
Branson, MO

Harold Sears, Businessman, Retired  
Topeka, KS

2020-2021  
**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.

**Emphasis:** A 12-hour academic program of study in the Christian Ministry major.

**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.

**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 may be 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.

**Track:** A 6-hour academic program of study in the Christian Ministry major.

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

# Addendum

Additional program included in catalog:

Interdisciplinary Academic Program, AFROTC at KSU (pp. 35-36) was added (August 2019).

Updated policies for VA, Military Active Duty, and TA funds within Financial Information (October 2019).

## Changes made to Spring 2020 Semester during worldwide Covid-19 Coronavirus Pandemic:

\*All course instruction moved fully online in March 2020

\*Kansas “Stay At Home” order issued, campus closed (dorms closed, all non-essential staff transitioned to working from home)

\*For Traditional courses, the last day to drop moved from April 16 to Friday, May 8, 2020

\*The deadline to request an Incomplete for all courses (Traditional and Thunder Online) moved from May 8 to Friday, May 15, 2020

\*Spring 2020 Commencement ceremony postponed to a date not yet determined as of May 1, 2020

\*Courses taken Pass/Fail during Spring 2020 and transferred in to MCC will be accepted

-Updates recorded May 1, 2020