



Amridge University

Academic Catalog

2016-2017 Academic Year

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Section 1: Introduction

This section includes important information about Amridge University's Academic Catalog and is produced by the Amridge University Policy Review Team.

Exceptions may be noted in the respective sections for a specific school within Amridge University, noted in later editions of this publication, and/or published addenda (paper and web-based).

ACCREDITATION AND AUTHORIZATIONS

Amridge University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Arts, Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Divinity, Doctor of Ministry, and Doctor of Philosophy degrees.

Contact the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404.679.4500, at [HTTP://WWW.SACSCOC.ORG](http://www.sacscoc.org) for questions concerning the accredited university.

Amridge University is authorized by the Alabama Department of Postsecondary Education to operate a private school pursuant to the Alabama Private School License Law.

Amridge University is a 501(c) (3), non-profit corporation as determined by the United States Department of Treasury and incorporated in the State of Alabama.

Amridge University is authorized under federal law to enroll nonimmigrant students.

EQUAL OPPORTUNITY STATEMENT

Amridge University is a private Christian University open to any qualified student. In a manner consistent with all applicable laws and regulations including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) or other federal, state or local laws or executive orders, Amridge University does not discriminate in admission, employment or administration of its programs on the basis of race, color, gender, age, creed, national origin, ancestry, disability, religion, belief or veteran status. Amridge University does follow specific religious tenets and maintains its religious freedom and rights. Inquiries concerning application of these statements should be directed to: Dr. Michael C. Turner, President, Amridge University, 1200 Taylor Road, Montgomery, AL 36117-3520.

CALENDAR FOR THE 2016-2017 ACADEMIC YEAR

This section includes important information on the days of operation of Amridge University for the 2016-2017 Academic Year. Even though the University may be closed on holidays, the University's distance education portal runs 24 hours, 7 days a week during holidays and other breaks unless otherwise noted via postings on the University's website or through email.

	Fall 2016	Fall 2016 Alternate Term	Fall 2016 B-Term
June 2016			
27	Fall Registration Begins		
August 2016			
12	Faculty Professional Development		
19	\$100 Late Fee applied after this date		
26	Deadline to complete Summer Semester asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Summer Semester asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Summer Semester asterisk grade coursework – 5:00 p.m. CST
Aug 29 – Sept 4	Week One of Fall Semester		
September 2016			
2	Last day to add a course		
5 – 11	Week Two of Fall Semester		
5	Labor Day (Classes do not meet - Faculty and Staff holiday) (Faculty members teaching live sessions will re-schedule class this week for one of the following days: 6 th , 7 th , 8 th or 9 th)		

9	Fall Registration Ends Complete Graduation Application		
9	Faculty Professional Development		
12 – 18	Week Three of Fall Semester		
12		Fall Alternate Term Registration Begins	
19 – 25	Week Four of Fall Semester		
19			Fall B-Term Registration Begins
Sept 26 – Oct 2	Week Five of Fall Semester		
30		Fall Alternate Term Registration Ends	
October 2016			
3 – 9	Week Six of Fall Semester	Week One of Fall Alternate Term	
10 – 16	Week Seven of Fall Semester – Mid-Term Exam Week	Week Two of Fall Alternate Term	
14	Faculty Professional Development		
14			Fall B-Term Registration Ends
17 – 23	Week Eight of Fall Semester	Week Three of Fall Alternate Term	Week One of Fall B-Term
24 – 30	Week Nine of Fall Semester	Week Four of Fall Alternate Term	Week Two of Fall B-Term
Oct 31 – Nov 6	Week Ten of Fall Semester	Week Five of Fall Alternate Term	Week Three of Fall B-Term

November 2016			
7 – 13	Week Eleven of Fall Semester – 60% of Fall Semester Completed	Week Six of Fall Alternate Term	Week Four of Fall B-Term
11	Faculty Professional Development		
14 – 20	Week Twelve of Fall Semester	Week Seven of Fall Alternate Term	Week Five of Fall B-Term
21 – 27	Thanksgiving Week Break (Classes do not meet - Faculty and Staff holiday Wednesday, Thursday, and Friday)	Thanksgiving Week Break (Classes do not meet - Faculty and Staff holiday Wednesday, Thursday, and Friday)	Thanksgiving Week Break (Classes do not meet - Faculty and Staff holiday Wednesday, Thursday, and Friday)
Nov 28 – Dec 4	Week Thirteen of Fall Semester	Week Eight of Fall Alternate Term – 60% of Fall Alternate Term Completed	Week Six of Fall B-Term
December 2016			
5 – 11	Week Fourteen of Fall Semester	Week Nine of Fall Alternate Term	Week Seven of Fall B-Term – 60% of Fall B-Term Completed
9	Last day to drop/withdraw from Fall Semester classes. Last day to request Asterisk Grades.	Last day to drop/withdraw from Fall Alternate Term classes. Last day to request Asterisk Grades.	Last day to drop/withdraw from Fall B-Term classes. Last day to request Asterisk Grades.
9	Faculty Professional Development		
12 – 16	Week Fifteen of Fall Semester – Final Exams	Week Ten of Fall Alternate Term – Final Exams	Week Eight of Fall B-Term – Final Exams
16	Official End of the Fall Semester is 5:00 p.m. CST	Official End of the Fall Alternate Term is 5:00 p.m. CST	Official End of Fall B-Term is 5:00 p.m. CST

19 – 23	No classes held this week	No classes held this week	No classes held this week
20	Grades Posted	Grades Posted	Grades Posted
26	University Closed for Christmas	University Closed for Christmas	University Closed for Christmas
	Spring 2017	Spring 2017 Alternate Term	Spring 2017 B-Term
October 2016			
31	Spring Registration Begins		
December 2016			
30	\$100 Late Registration Fee applied after this date		
January 2017			
2	University Closed for New Year's Holiday	University Closed for New Year's Holiday	University Closed for New Year's Holiday
6	Deadline to complete Fall Semester asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Fall Alternate Term asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Fall B-Term asterisk grade coursework – 5:00 p.m. CST
9 – 15	Week One of Spring Semester		
13	Faculty Professional Development		
13	Last day to add a course		
16 – 22	Week Two of Spring Semester		
16	Martin Luther King, Jr. Day (Classes do not meet – Faculty and Staff holiday) (Faculty members teaching live sessions)		

	will re-schedule class this week - January 17 th , 18 th , 19 th , or 20 th)		
20	Spring Registration Ends Complete Graduation Application		
23 – 29	Week Three of Spring Semester		
23		Spring Alternate Term Registration Begins	
Jan 30 – Feb 5	Week Four of Spring Semester		
30			Spring B-Term Registration Begins
February 2017			
6 – 12	Week Five of Spring Semester		
10	Faculty Professional Development		
10		Spring Alternate Term Registration Ends	
13 – 19	Week Six of Spring Semester	Week One of Spring Alternate Term	
20 – 26	Week Seven of Spring Semester – Mid-Term Exam Week	Week Two of Spring Alternate Term	
24			Spring B-Term Registration Ends
February 27 – March 5	Week Eight of Spring Semester	Week Three of Spring Alternate Term	Week One of Spring B-Term

27			
March 2017			
6	Summer Registration Begins		
6 – 12	Week Nine of Spring Semester	Week Four of Spring Alternate Term	Week Two of Spring B-Term
10	Faculty Professional Development		
13 – 19	Week Ten of Spring Semester	Week Five of Spring Alternate Term	Week Three of Spring B-Term
20 – 26	Spring Break for students (Classes do not meet.)	Spring Break for students (Classes do not meet.)	Spring Break for students (Classes do not meet.)
March 27 – April 2	Week Eleven of Spring Semester – 60% of Spring Semester is completed	Week Six of Spring Alternate Term	Week Four of Spring B-Term
April 2017			
3 – 9	Week Twelve of Spring Semester	Week Seven of Spring Alternate Term	Week Five of Spring B-Term
10 – 16	Week Thirteen of Spring Semester	Week Eight of Spring Alternate Term – 60% of Spring Alternate Term completed	Week Six of Spring B-Term
14	Faculty Professional Development		
17 – 21	Week Fourteen of Spring Semester	Week Nine of Spring Alternate Term	Week Seven of Spring B-Term – 60% of Spring B-Term completed
21	Last day to drop/withdraw from Spring Semester classes Last day to request an	Last day to drop/withdraw from Spring Alternate Term. Last day to request an	Last day to drop/withdraw from Spring B-Term classes. Last day to request an

	Asterisk Grade.	Asterisk Grade.	Asterisk Grade.
24 – 28	Week Fifteen of Spring Semester - Final Exam Week	Week Ten of Spring Alternate Term – Final Exam Week	Week Eight of Spring B-Term – Final Exam Week
28	Official end of the Spring Semester is 5:00 p.m. CST	Official end of the Spring Alternate Term is 5:00 p.m. CST	Official end of the Spring B-Term is 5:00 p.m. CST
May 2	Grades Posted	Grades Posted	Grades Posted
	Summer 2017	Summer 2017 Alternate Term	Summer 2017 B-Term
March 2017			
6	Summer Registration Begins		
April 2017			
28	\$100 late registration fee applied after this date		
May 2017			
8 – 14	Week one of Summer Semester		
12	Faculty Professional Development		
12	Last day to add a course		
15 – 21	Week Two of Summer Semester		
19	Deadline to complete Spring Semester asterisk grade coursework – 5:00 p.m. CST Summer Registration Ends Complete Graduation	Deadline to complete Spring Alternate Term asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Spring B-Term asterisk grade coursework – 5:00 p.m. CST

	Application		
22 – 28	Week Three of Summer Semester		
22		Summer Alternate Term Registration Begins	
May 29 – June 4	Week Four of Summer Semester		
29			Summer B-Term Registration Begins
29	Memorial Day (Classes do not meet – Faculty and Staff holiday) (Faculty members teaching live sessions will re-schedule class this week – May 30 th , 31 st , June 1 st , or June 2 nd .)		
June 2017			
2	Graduation Tea		
3	Graduation		
5 – 11	Week Five of Summer Semester		
9	Faculty Professional Development		
9		Summer Alternate Term Registration Ends	
12 – 18	Week Six of Summer Semester	Week One of Summer Alternate Term	
19 – 25	Week Seven of Summer Semester - Mid Term Exam Week	Week Two of Summer Alternate Term	
23			Summer B-Term Registration Ends

June 26 – July 2	Week Eight of Summer Semester	Week Three of Summer Alternate Term	Week One of Summer B-Term
26	Fall Registration Begins		
July 2017			
3 – 9	Week Nine of Summer Semester	Week Four of Summer Alternate Term	Week Two of Summer B-Term
4	Independence Day (Classes do not meet – Faculty and Staff holiday) (Faculty members teaching live sessions will re-schedule class this week – July 3 rd , 5 th , 6 th , or 7 th)	Independence Day (Classes do not meet – Faculty and Staff holiday) (Faculty members teaching live sessions will re-schedule class this week – July 3 rd , 5 th , 6 th , or 7 th)	Independence Day (Classes do not meet – Faculty and Staff holiday) (Faculty members teaching live sessions will re-schedule class this week – July 3 rd , 5 th , 6 th , or 7 th)
10 – 16	Week Ten of Summer Semester - 60% of Summer Semester completed.	Week Five of Summer Alternate Term	Week Three of Summer B-Term
14	Faculty Professional Development		
17 – 23	Week Eleven of Summer Semester	Week Six of Summer Alternate Term	Week Four of Summer B-Term
24 – 30	Week Twelve of Summer Semester	Week Seven of Summer Alternate Term – 60% of Summer Alternate Term completed	Week Five of Summer B-Term
July 31 – August 6	Week Thirteen of Summer Semester	Week Eight of Summer Alternate Term	Week Six of Summer B-Term – 60% of Summer B-Term completed
August 2017			
7 – 13	Week Fourteen of Summer Semester	Week Nine of Summer Alternate Term	Week Seven of Summer B-Term
11	Faculty Professional		

	Development		
11	Last day to drop/withdraw from Summer Semester classes. Last day to request an Asterisk Grade.	Last day to drop/withdraw from Summer Alternate Term classes. Last day to request an Asterisk Grade.	Last day to drop/withdraw from Summer B-Term classes. Last day to request an Asterisk Grade.
14 – 18	Week Fifteen of Summer Semester – Final Exam Week	Week Ten of Summer Alternate Term – Final Exam Week	Week Eight of Summer B-Term – Final Exam Week
18	Official end of the Summer Semester is 5:00 p.m. CST	Official end of the Summer Alternate Term is 5:00 p.m. CST	Official end of the Summer B-Term is 5:00 p.m. CST
22	Grades Posted	Grades Posted	Grades Posted
September 2017			
8	Deadline to complete Summer Semester asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Summer Alternate Term asterisk grade coursework – 5:00 p.m. CST	Deadline to complete Summer B-Term asterisk grade coursework – 5:00 p.m. CST
8	Faculty Professional Development		

The programs, policies, regulations, curricula, fees, and other information as set forth in this catalog are subject to change at any time at the discretion of Amridge University. Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

Section 2: About Amridge University

This section includes important information about Amridge University's History, Mission, and Goals. Exceptions may be noted in the respective sections for a specific school within Amridge University, noted in later editions of this publication, and/or published addenda (paper- and web-based).

MESSAGE FROM THE PRESIDENT



Welcome to Amridge University, an independent, coeducational institution dedicated to providing quality education in a Christian environment. The University offers undergraduate, graduate, and doctoral programs, which prepare individuals to grow professionally, socially and spiritually. Our students become more responsible and effective citizens, family members and Christians. Many of our graduates are leaders in their fields as Christian ministers, church leaders, teachers, counselors, scholars and business professionals. Students are prepared for careers and professions that provide services for the well-being of individuals, families, and society. Admission is open to all persons of good character whose educational backgrounds and abilities qualify them for the degree program to which they wish to apply. The University does not discriminate on the basis of race, color, age, national or ethnic origin, religion, gender, or disability in the administration of its educational policies, programs and activities. Courses are provided through on-site instruction, live-streaming Internet instruction and web-based instruction. Our dedicated faculty members have solid academic credentials and extensive experience in their areas of instruction. Amridge University is committed to meeting the educational needs of the student regardless of time or location constraints of the student. We look forward to serving you.

Sincerely

Michael C. Turner, DO

President

MESSAGE FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS



Congratulations on your decision to attend Amridge University! Whether you are an undergraduate, graduate, or doctoral student, at Amridge University you will find a nurturing learning environment complete with exceptional faculty members, innovative systems of instructional technology, and opportunities for authentic learning experiences.

Amridge University has a rich tradition in academic excellence. For nearly fifty years, men and women have prepared for a lifetime of learning, leadership, and service to their professions, society, church, and family thanks to the efforts of the faculty and staff at Amridge University. It was out of this sincere interest in student access to a quality university education that Amridge University was one of the first in the nation to provide distance learning opportunities to students. That was over 25 years ago, and since then, the selection of academic programming has expanded along with the number of student services offered. When you have time, be sure to search the University website at [HTTP://WWW.AMRIDGEUNIVERSITY.EDU](http://www.amridgeuniversity.edu) for descriptions and video overviews of our academic and support services. I know you will find these services extremely helpful. However, if at any time you have questions or concerns, there is always someone available to provide assistance through one of our online chat sessions.

In addition to the positive student experiences related to quality academic programming, student support services, and opportunities for spiritual enrichment offered at Amridge University, graduates also experience a high rate of infield employment and place a high value on their academic experiences. Of the graduates recently surveyed, 92% are currently employed and 95% said they would recommend Amridge University to a friend.

In conclusion, it is with great pleasure that I welcome you to Amridge University where traditional and online education merge. At this time, please visit the specific College or School (College of Business and Leadership, College of General Studies, School of Human Services, or Turner School of Theology) for more information directly related to your academic program of study. I look forward to working with you as you strive to reach all of your lifelong goals.

Sincerely,

Lee L. Taylor, PhD

Vice President of Academic Affairs

HISTORY OF THE UNIVERSITY

Amridge University is one of three educational institutions that have their roots in Montgomery Bible School, which was founded just over a half century ago. In 1942 Rex A. Turner, Sr., Leonard Johnson, and Joe Greer became co-founders of Montgomery Bible School in Montgomery, Alabama. This institution, which originally offered both high school and first year college courses, was quickly developed into a junior college with an elementary and secondary department. In 1949 the curricula were expanded to include a third year of Bible and related courses, and in 1953 the first bachelor's degrees were granted. In 1954 the name of the school was changed to Alabama Christian College.

In 1966 the governing board of Alabama Christian College voted to discontinue the upper level program in religious studies in order that the college might seek accreditation as a junior college. At the same time, it recommended that a separate corporation be formed to assume the upper level program. In 1967 the new corporation was formed under the name Alabama Christian School of Religion, and classes were offered in the new facilities of the College Church of Christ.

As a result of growth and years of expansion of the old Montgomery Bible School, the original high school department is now Alabama Christian Academy, a regionally accredited elementary and secondary school. The original college department, Alabama Christian College, has become Faulkner University. Although the pioneering effort in Christian education has become three separate corporations, each owning its own property and operating under its own board of directors, these three complement one another in their respective areas of service and cooperate together in various ways for the common good.

Dr. Turner, Sr., who had served as co-president and then president of Alabama Christian College from its beginning, continued to serve both institutions, Alabama Christian College and Alabama Christian School of Religion, as president until 1973—a total of thirty-one years. At that time, Dr. Turner, Sr. began to devote his full energies to administration and teaching in the Alabama Christian School of Religion—now Amridge University.

Alabama Christian School of Religion originated in an upper division undergraduate program training people for ministerial causes. The Churches of Christ had a strong need for people to know the Bible, but it was also established that to just know the Bible was not sufficient for these times. There was a need to have trained workers who are strong in English, Science, History, Christian counseling, human development skills, communication skills, leadership skills, and competency in community public/safety services, such as prison ministry and victims of crime.

This was reflected in the words of Christ when He encouraged all Christians to visit the fatherless, widows, and those in prison.

The institution's founder, who had a law degree and erudite biblical knowledge, emphasized the basic inherent moral principle of God's justice and that for God to be a true just God all sin demands penalty, and that there was one single way that God's justice could be requited. Justice could be requited only through the blood bought grace of Christ. The need for man to obey Christ is the mission of this institution, to train followers of Christ to go and share this important gospel message of redemption to the entire world.

As a result of these needs, the rationale of this institution was liberal in scope, not just a pastor system approach, but a method that is established through well-prepared people who are well trained to serve in dissimilar community settings in today's world. The Christian ministerial cause must be adapted for a changing world community. This Christian cause, especially in the United States, must address a well-educated society, and for this reason the church needs well trained articulate Christian men and women who can serve in several communities. Individuals are needed who are well trained to address the intellectual apprehension and unbelief of a prosperous society, but also to lift up a hurting humanity. Thus, Amridge University students need various options of training in one or more academic areas such as: the basic arts, communication skills, family counseling, community public/safety services, human behavioral leadership, and, of course, biblical knowledge. In 1972 the institution extended the academic areas beyond the undergraduate program to include graduate degree programs.

This was followed by a move in 1974 to new facilities jointly purchased by Alabama Christian School of Religion and the Landmark Church of Christ at 6020 Atlanta Highway in Montgomery. In 1977 Alabama Christian School of Religion expanded its curricula to include a three-year graduate program terminating in the Master of Theology (MTh) degree. To conform to standard nomenclature and practice, in 1988 the school replaced the MTh degree with the Master of Divinity degree, which is generally recognized as the first professional degree in ministry.

Over several years of development, Alabama Christian School of Religion outgrew its facilities. The school sold its interest in the jointly owned property to the Landmark Church of Christ and built its own new facilities on ten acres of land well situated on Interstate 85 contiguous with the campus of Auburn University at Montgomery. The School of Religion moved to this new campus in the summer of 1987.

In 1985 the Board of Regents made a commitment to seek accredited membership in the Southern Association of Colleges and Schools. In 1989 the institution received accreditation by

the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to grant degrees at the bachelor's and master's levels.

On October 25, 1991, the Board of Regents officially approved the change of the name of the institution to Southern Christian University. The new name reflected the widened geographical area served by the institution and emphasized the academic level and the emerging direction of the institution.

In its meeting on May 25, 1992, the Board of Regents approved an expansion in the curricula of the University, and in 1994 the University was reaffirmed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with two substantive changes: (1) the Doctor of Ministry Degree; and (2) the distance learning program.

The period of the nineties served as an era of tremendous change for the University. The fall of communism opened the way for the bible faculty to go teach the Bible in the former communist Russia. The impact of this spiritual contact had enormous effect on the institution: (1) many friends of the University used the institution's educational contacts to go throughout Russia; and (2) the University gained many new friends and new donors as a result.

The close of the nineties ushered in two important events: (1) The State of Alabama enacted for the first time a new family therapy counseling licensure law; and (2) The United States Department of Education chose several institutions of higher education to be pilot Distance Education Demonstration Program Participants to assess distance education and its effect on financial aid.

Since the University had received a substantive change in distance education with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 1994, the University had fine-tuned its distance education program and as a result was one of fifteen institutions originally chosen in 1999 to serve in a groundbreaking pilot Distance Education Demonstration Program. This recognition, which had no financial grant considerations, had a major impact on the growth of the University. It forced the institution in the context of distance learning to review, reconfigure, and fine-tune its academic programs. Distance education was beginning to be an accepted academic practice and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) asked all of its member schools to report if they were teaching by distance education and if so what degree programs they were teaching.

The rapid student growth of the University can be traced to three important events: (1) substantive change in distance education in 1994 with SACS; (2) being chosen by the United

States Department of Education for the Distance Education Demonstration Program; and (3) the new State of Alabama licensure law in Family Therapy.

The new State of Alabama licensure law in Family Therapy grand-fathered the institution into a new opportunity, which caused a review and a reconfiguring of the University's counseling program. Counseling is such an important part of ministry and of the University's mission, and the new requirements for licensure had a compelling impact on the institution both in increased student enrollment and in expanding its courses. The influence of the new licensure law on the institution's academic program ultimately caused the University to reflect on the need for a PhD degree program in Family Therapy, and caused the University to make a formal request to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for a substantive change for this new degree program. This request was approved and the University began its PhD degree program in Family Therapy fall semester 2003.

In the fall semester 2005, the University was authorized by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer Bachelor of Science in Business Administration, and Bachelor of Science in Information Systems Management degrees.

In 2005, the University was authorized by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer the Doctor of Philosophy in Biblical Studies degree. The following year, 2006, the University was authorized to offer the Associate of Arts degree.

Also, in December 2005, the University's accreditation was reaffirmed by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) for another 10-year period.

On January 31, 2008, the Board of Regents of Southern Christian University changed the institution's name to Amridge University.

In August 2008, Dr. Rex A. Turner, Jr., the President of Amridge University, died unexpectedly. The passing of Dr. Turner was a tremendous loss to the Amridge University community. During his tenure, Dr. Turner led the University through tough times, good times, and was responsible for many positive changes that have helped the University to be the University it is today. A small sampling of these changes or improvements include (1) Successfully led the University through two accreditation reviews with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (2) Led the development and implementation of numerous academic degrees including the Doctor of Philosophy in Family Therapy, the Doctor

of Philosophy in Biblical Studies, three Bachelor of Science Degrees in Business, and an Associate of Arts in Liberal Studies, (3) Responsible for the University being selected as a one of 15 Demonstration Distance Learning institutions of higher education by the U.S. Department of Education, (4) Hiring of faculty who are acknowledged leaders and scholars in their respective fields, (5) Initiation of the Amridge University Press, (6) Initiation of student recruitment efforts helping to more than double the University's enrollment, (7) Reorganization of the University's academic divisions into four schools that include the Turner School of Theology named after the University's founders Rex A. and Opal Turner, Sr., and (8) Oversaw the research and acquisition of leading-edge distance learning and support technologies that helped make Amridge University one of the nation's leaders in higher education distance learning course offerings.

Immediately following Dr. Turner's passing, the Amridge University Board of Regents appointed Dr. Stanley Douglas Patterson as the Interim President of the University. Dr. Patterson held this position until February 2009, when the Board of Regents appointed Dr. Michael C. Turner as President of the University, a distinguished Doctor of Osteopathic Medicine in the Montgomery, Alabama area who taught for the Amridge University College of General Studies for over five years. Dr. Michael Turner has continued to move the University forward by improving the services to students through strengthening the student affairs staff and by enhancing student awareness of and access to a widening range of student services. He has increased the stability and quality of instruction by increasing the percentage of courses taught by full-time faculty members and by upgrading course delivery technology.

Amridge University is committed to a research plan that involves the evaluation of its performance as measured by its mission, purposes, and goals, which are as follows:

INSTITUTIONAL MISSION STATEMENT

Amridge University is an independent, coeducational institution dedicated to the spirit of its Christian ideals and heritage. With a commitment to academic excellence, distance education, and spiritual vitality, Amridge University's mission is to prepare men and women for a lifetime of learning, leadership, and service to their professions, society, church, and family, through teaching, learning experiences and support services.

A POSITIVE BIBLICAL FAITH

In accordance with its stated purpose and its concern for truth, Amridge University is firmly committed to furthering the teaching and practice of Christianity. The University presents fairly all significant viewpoints on major issues and promotes freedom of inquiry. However, certain key

positions are firmly established by Biblical evidence, and we believe should be upheld. Amridge University's student body are from various religious faiths. Students are free to formulate individual positions. No one is required to sign a creedal statement of belief. Amridge University is happy to have students from various religious backgrounds enrolled in its courses.

The University's understanding of the Christian religion includes the following tenets about its source of authority, central doctrines, polity and worship of the church, and the conduct of the Christian life.

Both the Old and New Testaments have been given by divine revelation and are the standard of authority in religious matters.

The Old Testament prepared the way for Christ, and the New Testament fulfills and supersedes it, making the New Testament the final authority for those who have lived since Christ's death on the cross.

There is one God, who is the creator and sustainer of the universe and who takes a direct interest in every human being. The Godhead consists of God the Father, Christ the Son, and the Holy Spirit, the Comforter. Christ was born of a virgin, died on the cross to make atonement for man's sins, arose bodily from the tomb, and ascended into heaven, where he presently reigns. There is a heaven to be enjoyed by the faithful and a hell to be endured by the disobedient.

God created all people with a need for fellowship with him and the ability to choose to obey his commands. Man cannot earn salvation from sin but can qualify to receive it as a gift of grace through submission to the will of God. The scripturally appointed means for receiving this gift is faith in Christ, repentance, confession of faith, and baptism (immersion). The transformation in character, conduct, and relationship with God that man experiences in this process is the new birth (regeneration). Christians are expected to live in accordance with the teachings of the New Testament.

Christ established the church for the mutual encouragement, instruction, and assistance of Christians and for the evangelization of the world through the proclamation of His gospel. Jesus prayed for unity among his disciples and commanded love for one another as the means to maintain it. The church was originally organized so that, once the apostles passed away, individual congregations would be independent of any central human authority and would be guided solely by the unchanging standard of Scripture. Congregations are to be bound together by common purpose and cooperative effort.

Each congregation is to assemble for worship on every first day of the week according to the teachings of the New Testament. In contrast to the elaborate temple ritual of the Old Testament, worship in the Christian age is to be in spirit and truth. Accordingly, the worship of the New Testament church consists of teaching God's word, offering prayers and thanksgiving from the heart, singing praise to God and encouragement to one another with the human voice, voluntary giving as a means of expressing appreciation to God for his blessings and sharing them with others, and partaking of the Lord's Supper in commemoration of Christ's death. Genuine charismatic gifts, such as prophecy, speaking in foreign languages, and miraculous healing, were exercised in the first century but not perpetuated afterward.

On the basis of principles established at creation, the New Testament assigns roles of leadership in public worship and supervision of the local congregation to male Christians. The scriptural organization of the local congregation consists of a plurality of elders (also called bishops or shepherds), who have oversight of the church; deacons, who assist the elders in ministering to the needs of members; and evangelists, who proclaim the gospel and teach under the authority of the elders. The offices of apostle and prophet ended with the passing of the miraculous age of charismatic gifts. Women are a powerful force in the church through the influence of their character and spiritual insights and through their efforts in teaching other women and children, helping the needy, and engaging in personal evangelism.

Christianity as taught by Christ and the apostles provides for the needs of the individual, the family, and society. An understanding of God's sacrificial love enables each person to recognize his worth and potential in the sight of God, relieves his guilt and anxiety, and motivates him to conduct his life according to the highest standards. The example of Christ fosters humility, submission to authority, and service to others. Through its teaching, its communal worship, its fellowship, and its mission of evangelism and benevolence, the church strengthens both individuals and families and has a strong impact for good wherever its efforts and influence reach. [Written by Lawrence E. Barclay, Faculty Member, Amridge University Turner School of Theology]

Note: Amridge University is an academic institution, not a church. Bible courses at Amridge University are not worship or devotional services, but an educational environment for interaction between student and teacher.

INSTITUTIONAL GOALS

Amridge University has a history of providing its students with quality education and teaching excellence. By virtue of this history and its focused mission, Amridge University strives to

continue this tradition through the adoption and implementation of holistic educational and institutional goals. The institutional goals are student-centered and are directly related to the University's mission to prepare men and women through a commitment to academic excellence, distance education and spiritual vitality at the undergraduate and graduate levels for a lifetime of learning, leadership, and service to their professions, society, church, and family, through teaching, learning experiences and support services. Also, these goals are designed to help ensure the provision of quality programs and services which will help lead to the stability and continued growth of the University so that it can continue to meet its educational goals.

- Amridge University will attract, retain, and contribute to the continued professional development of faculty dedicated to providing quality teaching and active scholarship and committed to the mission and purposes of the University.
- Amridge University will maintain and develop facilities and learning environments, which are conducive to the learning process.
- Amridge University will develop and implement careful planning and continuous study of the University's mission, purpose, goals, procedures, and programs as well as an analysis of the evaluation process in the interest of continuous quality improvement of its programs and services.

COMMITMENT TO TEACHING AND LEARNING THROUGH DISTANCE EDUCATION

As a pioneer in distance education, Amridge University understands that students are busy and must balance multiple priorities that often include work, family, and degree completion. Therefore, to facilitate student access to the pursuit of their life-long goals, meet the demands of their schedules, and accommodate the diverse learning styles of students, Amridge University has embraced distance education (online learning) as the main mode of delivery of instructional programs. Amridge University has delivered distance education since 1993, and has provided online or web-enabled instruction since 1999. As a result, faculty members have honed their skills in areas of instructional strategies, the use of various instructional technologies, assessment, and course design and development, to offer a learning environment conducive for optimal student success. It was this level of commitment that led the U.S. Department of Education to select Amridge University as one of the original fifteen institutions to participate as a Distance Education Demonstration Institution.

Distance Education Demonstration Institution. Mandated by Congress, this program was designed to assist the U.S. Department of Education to develop and test programs offering

distance education students traditional financial aid programs and services which had previously been prohibited. Likewise, Amridge University's default rate on the federal student loan program is significantly lower than both the state and national averages.

However, at Amridge University the commitment to student success extends beyond the boundaries of the classroom. Through the development and implementation of two information technology systems, students, faculty, advisors, and support personnel can all work together (even from a distance) as an integrated team to meet the learning needs of a student.

- Student Evaluation Report - Through the University's own student information system (Self Service), a current student can view their Student Academic Plan. This plan provides the latest information on the student's progress within their respective program of study. Specifically, students are given access to the Self Service portal upon admittance into the University. Each student is sent a reminder each semester to review their Student Academic Plan, which serves as an advisory document that provides a specification of several critical elements, including: (1) To identify all academic work the student may have taken at other institutions and military experience that will be accepted toward a degree at Amridge University, (2) To identify the required and elective courses that the respective student must take in order to fulfill academic requirements for the respective Amridge University degree, and (3) To identify on a semester by semester basis the progress of the respective student toward completing his or her degree.
- Early Alert System - Amridge University's Student Retention Team is committed to supporting student success by a culmination of efforts between the Academic Team and the Student Affairs Division. These professionals work together to support students in their educational endeavors. This team utilizes a system developed by the Amridge University Network Operations Center, the Amridge Early Alert System (AEAS) to identify and assist students who may be struggling to meet the demands of their distance education courses. In addition to their individual retention efforts, faculty members are required to submit periodic reports (Weeks three, six and nine) identifying students that fall below a set standard.

Amridge University is dedicated to student success through continued commitment to academic excellence, distance education, and spiritual vitality. This commitment includes providing students with quality distance education programs and services that will ensure that the latest available distance education technologies are used and maintained and that the University will continue to monitor the quality of the related programs, course offerings, and services.

DISTANCE EDUCATION OVERVIEW

As a designee of one of the fifteen nationally recognized Distance Education Demonstration Program Institutions by the U.S. Department of Education, Amridge University has served as a national model for distance education for many years. As such, it is well recognized that distance education has a great many benefits, but there are unique considerations as well.

At Amridge University the Distance Education Program is a delivery system which brings the classroom to the student. Traditional instruction is combined with modern technology to extend educational opportunity beyond the walls of Amridge University. This delivery system offers students who live outside commuting distance or who have inflexible work schedules the opportunity to take courses at their convenience.

Utilizing state of the art technologies, Amridge University's distance education programs are delivered to students over the Internet. Students participate via online discussion groups, testing, email, and toll-free telephone. Some courses are streamed live and are viewed over the Internet as the class is being taught, or at the student's convenience. The flexibility of the programs allows the class to follow students in transit (e.g., military, clergy, salesmen, and others who must move while still in school).

Distance Education students must demonstrate that they have attended class. This is normally done via a weekly quiz that is administered online. Through the weekly quizzes, instructors are able to ascertain whether or not the student participated in the class as the student is required to answer questions based upon the content of the class.

Distance Education students must maintain the same pace as on-campus students. Homework assignments and research papers must be submitted to the professor as scheduled, and exams must be taken at the designated time.

Some classroom instruction is professionally videotaped by state-of-the-art production technology. Each classroom is equipped with one or more cameras, which are operated from a central control room. The cameras pan and zoom to capture classroom activity. Stationary ceiling microphones provide quality sound reproduction for both students and instructors. Document cameras are used when an instructor has visual objects to present in class. Students in the classroom can view what is being recorded through a large monitor.

The Distance Education Program at Amridge University was reviewed by the Commission on Colleges of the Southern Association of Colleges and Schools and was fully approved as an integral part of the University's regular undergraduate and graduate degree programs. ***Distance education students have all of the same rights and privileges as on-campus students,***

receive the same quality of instruction, and are awarded the same diplomas. The academic transcripts give no indication of whether classes were taken on-campus or by distance education.

AFFILIATION

Amridge University is a private, church-related institution affiliated with the Churches of Christ. Since there is no hierarchical organization over individual congregations or church-related institutions, the relationship of the University with the Churches of Christ is solely on the basis of fellowship.

Those of various religious backgrounds are welcome to take advantage of Amridge University's curricular offerings. In fact, of those students who responded to the optional religious affiliation question on the **Amridge University Application for Admission** (close to 82% of Amridge University students chose to answer this question), only 41% of Amridge University students indicated that they are affiliated with the Churches of Christ, while 59% indicated that they are affiliated with another church.

MEMBERSHIPS

Amridge University maintains institutional memberships in several professional and academic organizations. As of the date of the release of this publication, these organizations include:

- Alabama Association of Collegiate Registrars and Admissions Officers (ALACRAO)
- Alabama Association of Independent Colleges and Universities (AAICU)
- Alabama Association of Student Financial Aid Administrators (AASFAA)
- Alabama Association of Veterans Affairs (AAVA)
- American Association of Presidents of Independent Colleges and Universities (AAPICU)
- American Council on Education (ACE)
- American Library Association (ALA)
- American Theological Library Association (ATLA)
- Association of College and Research Libraries (ACRL)
- Association on Higher Education and Disability (AHEAD)
- Christian College Librarians (CCL)

- College & University Professional Association for Human Resources (CUPA-HR)
- Council for Adult and Experiential Learning (CAEL)
- Defense Activity for Non-Traditional Education Support (DANTES)
- National Association of College and University Business Officers (NACUBO)
- National Association of Independent College and Universities (NAICU)
- National Association of State Administrators and Supervisors of Private Schools (NASASPS)
- National Academic Advising Association (NACADA)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- Network of AL Academic Libraries (NAAL)
- Southern Association of Colleges and Schools (SACSCOC)
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Southern Association of Student Financial Aid Administrators (SASFAA)

LOCATION

The main campus of Amridge University is located in Montgomery, Alabama, the capital city of the state. Strategically located in the central part of the state between Huntsville, Mobile, and Atlanta, Georgia, Montgomery is one of the fastest growing cities in the state and region.

The city is clean and modern and is a pleasant place in which to live. With its beautiful residential areas, parks and playgrounds, fine schools and universities, students and families can enjoy its museums, zoo, and capitol facilities.

Located approximately ninety miles from Birmingham, Alabama; one hundred seventy miles from Atlanta, Georgia; two hundred fifty miles from Jackson, Mississippi; and two hundred miles from Huntsville, Alabama, Montgomery can be reached easily by automobile, bus, and airplane.

Montgomery has two major U.S. Air Force installations: Maxwell Air Force Base and Gunter Annex. Maxwell is where the Air War College is located and is a strategic center for education. The city has a population of over 210,000. There are many churches and educational institutions. Historical sites include the first capitol of the Confederacy and the Dexter Avenue

King Memorial Baptist Church, which was the first pulpit of Martin Luther King, Jr. and played a vital role in the civil rights movement.

The city has an abundance of good housing in addition to its other advantages. Employment can be easily found in Montgomery.

Amridge University has purchased approximately 650 acres of land on Interstate 85, located 15 miles from the main Campus to accommodate our future growth and space needs.

CAMPUS FACILITIES

The Amridge University Montgomery Campus is located at 1200 Taylor Road, Montgomery, Alabama. The Montgomery Campus stately sits on a ten-acre campus adjoining Auburn University at Montgomery and Interstate 85. A beautiful building houses the administration offices, classrooms, and resource center.

The policy of Amridge University is to provide reasonable accommodation for persons who are handicapped and/or disabled as designated in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Although the Morgan W. Brown building is not equipped with an elevator, all physically challenged needs can be met from the first floor. These include registration, counseling, library facilities, classroom facilities, restrooms, break room facilities, and others. Ample parking is provided.

HOW TO CONTACT AMRIDGE UNIVERSITY

Below is a listing of key University offices most commonly requested by students and prospective students:

- **UNIVERSITY ADMISSIONS**
 - ADMISSIONS@AMRIDGEUNIVERSITY.EDU
 - 334.387.3877 or 1.800.351.4040, extension 1
- **NEW STUDENT PROCEDURES**
 - New Student Advising: 1.800.351.4040 or 1.888.790.8080, extension 1
- **STUDENT FINANCIAL AID**
 - FINANCIALAID@AMRIDGEUNIVERSITY.EDU
 - Financial Aid: 334.387.7525, 334.387.7527 or 334.387.7523
1.800.351.4040, extension 3 or by individual extension 7525, 7527, or 7523
 - Military Tuition Assistance: 334.387.7523 or 1.800.351.4040, extension 7523

- **STUDENT REGISTRY**
 - REGISTRAR@AMRIDGEUNIVERSITY.EDU
 - Registrar/Transcripts/Grades: 334.387.7528 or 1.800.351.4040, extension 5
- **STUDENT SERVICES**
 - STUDENTSERVICES@AMRIDGEUNIVERSITY.EDU
 - Student Services and Resources: 334.387.7476 or 1.800.351.4040, extension 1
- **CAREER SERVICES CENTER**
 - CAREERSERVICES@AMRIDGEUNIVERSITY.EDU
 - 334.387.7512 or 1.800.351.4040, extension 7512 (**Note:** The University provides career services but does not provide job placement services.)
- **BUSINESS OFFICE**
 - BUSINESSOFFICE@AMRIDGEUNIVERSITY.EDU
 - Student Billing/Account Receivable: 1.800.351.4040, extension 7
- **STUDENT COMPUTER AND TECHNOLOGY SERVICES**
 - NOC@AMRIDGEUNIVERSITY.EDU
 - Instructional Online Support [Blackboard]: 1.800.351.4040, extension 4
- **LIBRARY/ LEARNING RESOURCES**
 - LIBRARY@AMRIDGEUNIVERSITY.EDU
 - Montgomery – Main Campus [Students, Faculty, and Visitors]: 1.800.351.4040, extension 6
- **AMRIDGE UNIVERSITY COLLEGES AND SCHOOLS**
 - ACADEMICS@AMRIDGEUNIVERSITY.EDU
 - **Vice President of Academics for all Colleges and Schools**
 - Dr. Lee Taylor, Vice President of Academic Affairs
 - 334.387.7502 or 1.800.351.4040, extension 7502
 - LEETAYLOR@AMRIDGEUNIVERSITY.EDU
 - **College of General Studies**
 - Dr. Roger Shepherd, Dean
 - 334.387.7814 or 1.800.351.4040, extension 7814
 - ROGERSSHEPHERD@AMRIDGEUNIVERSITY.EDU
 - **College of Business and Leadership**
 - Dr. Kenyetta McCurty, Dean
 - 334.387.7828 or 1.800.351.4040, extension 7828
 - KENYETTAMCCURTY@AMRIDGEUNIVERSITY.EDU

- **School of Human Services**
 - Dr. Jerry Martin, Dean
 - 334.387.7828 or 1.800.351.4040, extension 7815
 - JERRYMARTIN@AMRIDGEUNIVERSITY.EDU
- **Turner School of Theology**
 - Dr. Rodney Cloud, Dean
 - 334.387.7486 or 1.800.351.4040, extension 7486
 - Dean and Chair of the PhD Degree Program in Biblical Studies:
334.387.7487 or 1.800.351.4040, extension 7487
 - RODNEYCLOUD@AMRIDGEUNIVERSITY.EDU

Section 3: Admissions

This section includes important information on the admissions policies and procedures of Amridge University. This includes admissions to the College of Business and Leadership, College of General Studies, the Turner School of Theology, the School of Human Services, and the School of Continuing Education. Exceptions may be noted in the respective sections for a specific school within Amridge University, noted in later editions of this publication, and/or published addenda (paper- and web-based).

ADMISSIONS POLICY

The following subsections incorporate the Amridge University Admission Policy.

General Admission Guidelines and Policies

In keeping with its mission, Amridge University is open to all academically qualified persons. The University has developed a streamlined admissions process to help prospective students complete the process expeditiously so they can begin their studies.

Students are strongly encouraged to work closely with University staff members to complete all steps to attain official (non-provisional) admission status for their respective degree program. Upon acceptance to the University, each student is assigned an Academic Advisor whose primary responsibility is to oversee the academic progress of each student and motivate them to succeed both inside and outside the classroom.

Computer Proficiency Requirement

All students admitted to Amridge University must possess sufficient computer skills to use the basic typing, editing, and printing functions of a word-processing package. Amridge University students are required to use Microsoft Word. Students must:

1. Possess the skills necessary to download and install software;
2. Have access to a computer with Internet link and browser;
3. Possess the ability to access Internet online materials and information; and
4. Have the ability to engage in email correspondence.

APPLICATION PROCESS

The Amridge University Admission Application is available to prospective applicants through the University [MYAMRIDGE PORTAL](#). Upon receiving a prospective student application, the Admissions Office will formally acknowledge, by mail, the applicant's academic status with Amridge University. This letter will include a list of all outstanding documents or other requirements necessary to complete the admissions process. The Admissions Office will inform the student periodically as to the receipt of necessary transcripts and documents. In order for a transcript to be official, the transcript must be sent directly from the institution to Amridge University. It is the responsibility of the student to complete all admissions requirements in a timely manner.

After the applicant completes the requirements for admission, he or she will be notified of his or her status.

When the applicant has been accepted for admission to the University, the University will prepare an evaluation of all official transcripts. This evaluation will give the student direction as to what course requirements must be completed.

The University reserves the right to deny enrollment upon any basis at the University's sole discretion. This policy is instituted to prevent fraud against the University. Potential violations may be referred to the University's Institutional Integrity Committee.

PROVISIONAL ENROLLMENT

There will be instances when a student is unable to have submitted all official documentation to complete the admissions process before the start of the semester. In such instances, the student intending to enroll at the bachelor's or master's level may take advantage of the University's provisional admission alternative which expedites a student's enrollment. Provisional admission is intended by the University as a temporary (one semester) admission status granted to students seeking associate's, bachelor's or master's degrees while they are in the process of submitting to the Admissions Office all official and required items for unconditional admission to Amridge University. Until all items are received by the Admissions Office, the student is considered to be provisionally admitted.

First-time freshmen are not eligible for provisional admission.

Military service members may be granted provisional admission for a period not to exceed one semester.

Students may not register for subsequent Amridge University semesters, and no transcripts will be released by the University. Additionally, the University reserves the right to deny provisional admission to any undergraduate or graduate (other than doctoral) applicant who has either the same physical or mailing address, telephone number or email address as another student currently enrolled or currently in the admission process at the University. In addition, the University reserves the right to deny provisional admission to any applicant whose application fee is paid by a person other than the respective applicant.

UNOFFICIAL EVALUATIONS

When a student makes a formal online application with unofficial documentation, an *Unofficial Academic Evaluation* will be prepared to inform the student as to his or her requirements to

complete a specific degree at Amridge University. Unofficial documentation will consist of student copies or other unofficial copies of transcripts from previously attended colleges and universities, copies of test scores, and/or personal copies of military education records. Unofficial documentation may be provided to advisors by mail, fax, or email. The student is on notice that the *Academic Evaluation* and related email notices are unofficial statements. Amridge University cannot give official notice until it has sufficient official academic documentation and information on a student. Amridge University reserves and retains the right, per its stated academic catalog policies, to amend a student's *Academic Evaluation* or any email notices as to what may be accepted or not accepted. Official documentation may reflect deficiencies that were not available or apparent to the advisor and the institution at the time of issuing unofficial email notices for the *Academic Evaluation*. An official Academic Plan of courses accepted and courses required to complete a degree will be prepared and accessed electronically for the student upon receipt, review, and authentication of all credentials. This Academic Plan will be based on all admission requirements as per the respective degree program admission requirements. Unofficial Evaluations for provisionally enrolled students are valid only for the first semester of provisional admission. The Unofficial Evaluations for students who do not immediately enroll are subject to reconsideration.

Programs of study, transfer policies, and course equivalencies are continually reviewed by the University to ensure that degree programs are current and professionally relevant. For students who stop-out of the University, the official Academic Plan will be in force as presented to the student for up to one year (three consecutive semesters) from the point of entry. Students who apply for undergraduate work without an Associate of Arts degree or its equivalent will be required to take a core curriculum to fulfill the requirements needed for admission to upper division undergraduate work. These are in addition to the 64 semester hours normally required on the upper division level for the bachelor's degree.

ADMISSION REQUIREMENTS FOR UNDERGRADUATE STUDIES

First-time Freshman Admission Requirements

The definition of a first-time freshman is a student who has not attended another post-secondary institution. An application for a first-time freshman is not considered complete until all items noted in the sections, below, have been properly submitted to the Amridge University Admissions Office.

1. Completed Application with fee.
2. Proof of high school transcript or GED.

- a. An occupational high school diploma, or a lesser diploma, will not be accepted as a valid high school diploma as documented by the respective official high school transcript.
 - b. In accordance with Section 668.32 of Title 34 of the code of Federal Regulations, home-schooled students must obtain a secondary school completion credential for home school provided for under their respective State law. If the State law does not require a home-schooled student to obtain such credential, the student must submit documentation of a completed secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under State law.
 - c. Graduates of non-accredited high schools must have completed a minimum of fifteen Carnegie Units.
3. Official SAT or ACT scores, official AFQT scores, or ACCUPLACER assessment test.
- a. Applicants who are 20 years of age or older and whose high school or GED transcript reflects at least an overall B (3.000 on 4.0 scale) average for all courses or a grade of B (or 80% passing score for GED) for 12th grade English and basic algebra may be accepted without taking an aptitude test.
 - b. Students denied admission to Amridge University based upon reading deficiencies documented by an ACCUPLACER score are welcome to reapply to the University once reading proficiency has improved. Students must present proof of participation in a reading improvement program and may retake the ACCUPLACER reading module. The ACCUPLACER exam may be taken no more than once every three months. Students will be given guidance regarding remedial reading opportunities in their geographic location.

First-time Freshman Categories

Undergraduate Entry-Level College Admission (First-time Freshman)—Unconditional:

High school diploma, GED graduates, home-schooled applicants or applicants from non-accredited high schools who have a composite score of 17 or above on the American College Test (ACT), 700 or above on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board, the 50th percentile or higher on the Armed Forces Qualification Test (AFQT.), or 86 or above on the Reading Comprehension section of the ACCUPLACER exam may be admitted as unconditional students.

Undergraduate Entry-Level College Admission (First-Time Freshmen)—Conditional:

Applicants who fail to meet unconditional admission requirements may be approved for conditional admission. The newly enrolled student must earn a 2.0 grade point average on 24 semester hours attempted at Amridge University. A conditionally admitted transfer student will be permitted to take a maximum of 12 semester hours per semester until he or she has cleared the conditional status.

The Admissions Office will consider students who show potential for college work in accordance with the following provision:

- High school diploma, GED graduates, home-schooled applicants or applicants from non-accredited high schools whose composite ACT score equals 14 - 16, an SAT score of 650, the 31st - 49th percentile on the Armed Forces Qualification Test (AFQT), or 51 - 85 on the Reading Comprehension section of the ACCUPLACER exam may be admitted as conditional students.

Transfer Admission Requirements

1. Completed Application with fee.
2. Proof of high school transcript or GED.
 - a. An occupational high school diploma, or a lesser diploma, will not be accepted as a valid high school diploma as documented by the respective official high school transcript.
 - b. In accordance with Section 668.32 of Title 34 of the code of Federal Regulations, home-schooled students must obtain a secondary school completion credential for home school provided for under their respective State law. If the State law does not require a home-schooled student to obtain such credential, the student must submit documentation of a completed secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under State law.
 - c. Graduates of non-accredited high schools must have completed a minimum of fifteen Carnegie Units.
3. Official transcripts from every college previously attended.

Transfer Student Categories

Undergraduate Transfer Students Admission—Unconditional:

A transfer student will be eligible for unconditional admission with a cumulative grade point average (CGPA) of 2.0 on a 4.0 scale on all previously completed undergraduate coursework. Nontraditional credit will not be factored into the CGPA, such as: CLEP, DANTES, etc.

Undergraduate Transfer Students Admission—Conditional:

Transfer students who do not meet the above condition may be eligible for conditional admission. The newly enrolled student must earn a 2.0 grade point average on 24 semester hours attempted at Amridge University. A conditionally admitted transfer student will be permitted to take a maximum of 12 semester hours per semester until he or she has cleared the conditional status.

Criteria for conditional admission may include one of the following:

1. When the student's record indicates a cumulative grade point average (CGPA) between 1.5 and 1.9 on a 4.0 scale on all previously completed coursework.
2. Students with a cumulative transfer grade point average below the 1.5 average (CGPA) must obtain approval of the Vice President of Academic Affairs or his or her designee for consideration for admission. Special consideration may be given to students who are over the age of 24.

ADMISSION REQUIREMENTS FOR GRADUATE AND DOCTORAL STUDIES

Detailed admission requirements for each of the degree programs provided through the Amridge University College of Business and Leadership, School of Human Services and the Turner School of Theology, can be found under the heading *Admission and Degree Requirements* for each of the academic programs of study specified within the Amridge University Catalog.

Graduate Admission Requirements

1. Completed Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

Doctoral Admission Requirements

(Provisional admission not permitted for doctoral students)

1. Completed Application with fee.

2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution.
3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample)
4. Interview of the applicant.

AUDIT STUDENTS

An audit course yields no academic credit. Enrollment as an audit student is encouraged for those who wish to learn more about a subject but do not wish to earn a degree.

Application for admission and an application fee are required for students who take audit courses. A fee is assessed for each audit course. The course fee is waived for students who are taking only audit courses. Students over the age of 65 are not required to pay an audit fee.

TRANSIENT STUDENTS

A transient student is one who is enrolled at another institution (home institution) and is taking courses at Amridge University to be transferred back to the home institution.

Transient Student from other Institution Requirements

1. Submit a completed Amridge University Application for Admission and pay the respective application fee.
2. Provide a Letter of Transiency signed by an authorized official at the home institution and submitted to the Admissions Office of Amridge University at the time of registration. The Letter of Transiency must state that the student is in good academic and financial standing with his or her institution and a specification of approved courses the student may take at Amridge University.

Transient Student at Amridge University

An Amridge University student may seek approval to take courses at another institution as a transient student. Transient status is granted on a case by case basis, and credit will only be accepted from regionally or selected nationally accredited institutions where there are reasonable course equivalencies. A student will only be granted transfer credit for one term only with pre-approved courses provided he or she secures an Amridge University Transient Student Form and earns a grade that would be considered satisfactory/acceptable in their current degree program at Amridge University. A student requesting to take courses at another

institution after enrolling at Amridge University should complete a "Transient Student Form" available through the [MYAMRIDGE PORTAL](#). Once obtained, this form must be signed and stamped by the Office of the Registrar, certifying the courses to be taken are eligible for transfer and that the student is in good financial and academic standing at Amridge University.

Amridge University may not accept courses for transfer credit taken at another institution while a student is on suspension or dismissal from Amridge University. Additionally, a student may not enroll in courses at another institution for which he or she has not met the approved prerequisites if the intent is to transfer these courses back to Amridge University.

CONCURRENTLY ENROLLED STUDENTS

Students enrolled at other regionally or selected nationally accredited colleges or universities may be permitted to enroll at Amridge University upon written approval of the Vice President of Academic Affairs or his or her designee. The written approval will also include a specification of courses and/or programs that may be considered for transfer approval from the concurrently enrolled institution after the student has completed his or her program of study at the concurrently enrolled program. Additionally, the student must complete and submit an **Amridge University Application for Admission and Fee** available on the University's [MYAMRIDGE PORTAL](#) before concurrent enrollment is considered. All credit courses from all institutions in which the student is currently enrolled shall be included in calculating the course load for a concurrently enrolled student. All requirements must be satisfied for a student to earn a degree from this institution. For specific information, consult with the Registrar's Office. A personal interview with the Vice President of Academic Affairs or his or her designee may be necessary before a student is authorized for concurrent enrollment.

Additionally, in recognition of the University's articulation agreement with the Community College of the Air Force (CCAF), some dual enrollment opportunities exist for students completing their associate's degrees at CCAF. Students may be allowed to enroll in bachelor's degree courses at Amridge while completing associate's degree courses offered by CCAF. Air Force students interested in this option should speak with their Amridge Advisor.

Note: Federal financial aid may be awarded to a student by only one institution at a time.

READMISSION

Students seeking re-entry and who have not enrolled for a three (3) semester period will have their transfer credit re-evaluated based on the institutional parameters in place at the point of re-entry. (**Note:** the University reserves the right to reconsider evaluations at any time if changes

are required by federal, state, licensure, and/or accrediting bodies to which Amridge University is subject.) For a student enrolling under the “readmission” option, the first semester will be the first semester the student originally enrolled at the University for the respective degree level. It is the student’s responsibility to identify all transfer credit requests and provide the required official documentation.

Students who were previously admitted and enrolled in a doctoral degree program, but have not enrolled for three consecutive semesters or who were removed from the program, are not guaranteed readmission to the same doctoral program or admission to another doctoral program. In such cases, all admissions requirements including previous academic performance at Amridge University will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

UNDERGRADUATE AND GRADUATE INTERNATIONAL APPLICANTS AND EVALUATION OF FOREIGN ACADEMIC CREDIT

A. Applicants to be Residing, Planning on Residing, within the United States of America

Amridge University does not participate in federal programs requiring the issuance of an I-20 form for international students planning/residing in the United States. As such, Amridge University will not process admissions applications and will not admit International applicants requiring I-20 forms.

B. Applicants to be Residing outside the United States of America

International applicants residing outside the United States of America while attending Amridge University and who will not be enrolling in programs requiring on-campus attendance must follow the following steps in addition to all other admission requirements:

1. An official copy of all academic transcripts, to include transcripts of secondary schools attended, in the original language must be accompanied by an official English version.
2. Where English is not the native language, applicants are required to demonstrate spoken and written English language proficiency. This is done by submitting qualifying scores on either the Test of English as a Foreign Language (TOEFL) or an approved equivalent per the scores for undergraduate (i.e., associate and bachelor degrees) and graduate (i.e., master and doctorate degrees).

Undergraduate – minimum total score of 65, with minimum scores in each section at the first step of the intermediate or fair levels, as follows:

Reading (intermediate).....	15
Listening (intermediate).....	15
Speaking (fair)	18
Writing (fair)	17

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)	22
Listening (high)	22
Speaking (fair)	18
Writing (fair)	17

Also, an official copy of all academic transcripts in the original language must be accompanied by an official English evaluation by one of the organizations identified in *Section C*. below.

C. Amridge University applicants who have earned applicable academic credit at institution(s) outside the United States must have their official transcript(s) evaluated for U.S. equivalency. Amridge University requires that international transcripts be evaluated by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) member organization.

- NACES member organization: WWW.NACES.ORG
- AICE member organizations: WWW.AICE-EVAL.ORG

In cases where high school or equivalency achievement is documented with examination results rather than course-by-course transcripts a document for document report from one of these agencies may be accepted. Costs associated with these evaluations are the responsibility of the student. Students are advised to allow sufficient time for their original transcripts to be provided to the reviewing agency and for the evaluation to be received by Amridge University.

ADMISSION OF STUDENTS ON SUSPENSION OR PROBATIONARY STATUS FROM OTHER INSTITUTIONS

Amridge University honors academic and disciplinary sanctions as determined by other institutions of higher education. Students will not be admitted to the University until such time as they have completed the term of probation or suspension set by another institution. A student who has completed a probationary term or a suspension from another institution and who wishes to attend Amridge University must provide **official transcripts** from all colleges and universities previously attended. Provisional admission will not be granted to students in this situation. An undergraduate student who has completed an academic probationary period and provides all necessary documentation may be granted conditional admission to Amridge University. He or she will need to earn at least a 2.0 on the first 24 semester hours attempted at Amridge University to achieve unconditional admission.

A student who has completed a term of academic suspension, or who has been suspended indefinitely from another institution and has remained out of school (here or elsewhere) for a minimum of a full academic year (two semesters and one summer semester), may submit all required admissions documentation to the Admissions Office and submit an appeal for admission to the Appeals Committee. (The form for appeals is available on the Amridge University website.)

Any student who has been placed on probation or suspension by another institution for reasons other than grades/grade point average or financial aid difficulties (i.e., discipline, plagiarism, etc.) must provide official admission documentation and submit an appeal to the Appeals Committee.

No guarantees are made regarding the decisions of the Appeals Committee in these matters. Also, entering the University from a suspension may affect financial aid opportunities. In all such instances, the student or prospective student should consult with the Financial Aid Office regarding eligibility.

Failure to disclose a probation or suspension that could have altered the admission status of a student will result in withdrawal from classes, effective the date the omission is discovered, with a grade of W and forfeiture of all tuition and fees.

TRANSFER CREDIT AND THE AWARDING OF CREDIT

In keeping with the mission, purpose and goals of Amridge University, the following guidelines have been established to evaluate transfer credit, prior college level work successfully completed at other institutions, credit by examination, and life learning credit.

Policy on Awarding Transfer Credit

Amridge University (University) has established academic credit transfer policies in accordance with accreditation standards and the Transfer of Academic Credit Position Statement of the Southern Association of College and Schools Commission on Colleges. As such, the University may consider several factors in the determination of transfer credit acceptance that include, but not limited to, level, content, quality, comparability, and degree program relevance.

Amridge University may allow students to transfer credit from regionally or selected nationally accredited colleges and universities. Official transcripts from all postsecondary schools attended must be received by Amridge University directly from these institutions. The University uses a Transfer Credits committee to evaluate credit received from select nationally and non-accredited colleges and universities. Amridge University reserves the right to reject transfer credit from any institution. A decision by Amridge University not to accept transfer work under this provision could include, but is not limited to, the respective institution's accreditation is suspended, or put on probation, the institution has experienced severe financial distress and could affect the quality of courses and program offered, the institution has lost its license to operate in any state, or legal action is initiated against the institution by the U.S. Department of Education or other federal agency. Additionally, the University may decide not to accept credit from any institution of higher education if it believes that course work and learning outcomes are not comparable to Amridge University's own degree programs.

Amridge University accepts credit for previous education and academic training done at regionally or selected nationally accredited institutions based on the individual's transcript and the compatibility of courses offered at Amridge University. Course comparability decisions rest with the academic advisor and applicable Dean, who may review a course description/syllabus or any documentation needed to determine acceptance of credit. A copy of the school's catalog must be provided if requested by the University. Transfer credit may be accepted by examination and from credit earned through life experience (i.e., American Council on Education (ACE) recommended military credit, College Level Education Program (CLEP), Department of Defense Activity for Non-Traditional Education Support (DANTES), Excelsior tests, and selected Bible colleges), upon review. Students must submit official copies of the aforementioned test score reports, or a Joint Services Transcript (JST), before any such credit is applied.

The amount of credit to be accepted will initially be determined using an unofficial evaluation. The amount may vary depending on the courses submitted for transfer and the level of the program the applicant is entering into at Amridge University. For applicants transferring from

other regionally or selected nationally accredited institutions, the amount of transfer credit will be determined by the Transfer Credit Committee. Advanced Bible Placement is determined by the Dean. Courses with grades of D are only acceptable for transfer in those degree programs in which grades of D are acceptable for courses taken at Amridge University.

Policy on Graduate and Doctoral Transfer and Awarding of Credit

Each of the degree programs provided through the Amridge University College of Business and Leadership, School of Human Services and the Turner School of Theology, have Admission and Degree Requirements specific to their academic program of study. Transfer credit may be accepted for these programs from regionally and select nationally accredited colleges and universities. Transferable hours may include post-baccalaureate work, graduate work taken at another regionally-accredited university, or graduate work taken from another graduate program at Amridge University. Each student has a unique set of transfer credit that may be considered for transfer into the Student Academic Plan. In order for an Official Evaluation of Transfer Credit to be performed, students must complete all admissions requirements and submit all official documentation. Students are encouraged to speak with their Academic Advisor concerning transfer credit. See the appropriate degree requirements in the *Amridge University Academic Catalog* for acceptance of transfer credit for the graduate and doctoral degree programs.

Policy on Accepting CLEP Credits

The Amridge University Policy on Accepting CLEP Credits is as follows:

- CLEP credit may be accepted for undergraduate (associate and bachelor) degrees.
- Only the CLEP subject area tests will be considered for credit.
- Credit may be applied to general education requirements or elective requirements, only. Students are encouraged to discuss CLEP options with their academic advisor before scheduling CLEP courses.
- The University will follow the recommended test scores and number of credits recommended by ACE (American Council on Education) through the College Board.

CLEP credit will only be accepted by the University through an official transcript sent directly to Amridge University by the College Board (the CLEP parent organization). Students should be aware that the College Board determines its own policies regarding the maintenance of official records.

Military and Other Transfer Credit

Several methods are used by Amridge University and other universities/colleges to translate learning from life experience into college credits. A sampling of these methods includes the following:

- Credit by Examination:
 - *Advanced Placement Program (APP) Tests:* 30 subject areas for advanced placement in college testing. Administered by Educational Testing Service (ETS)
 - *College Level Examination Program (CLEP):* Over 30 subject exams in undergraduate courses in history, political science, psychology, economics, sociology, foreign language, composition and literature, science, mathematics and business. Administered by the College Level Examination Program.
 - *DANTES Subject Standardized Tests (DSSTs):* credit-by examination tests similar to CLEP.
 - *Excelsior College Examination:* 42 tests covering the areas of nursing, business, arts and sciences, and education. Administered by American College Testing Programs.
- Many more Credits for Completion of Evaluated Programs by the American Council on Education (ACE): The ACE evaluates both military schools and a multitude of civilian training programs for college credit. Amridge University fully supports the ACE program and will consider the respective ACE recommendations for college credit where learning is applicable to the student's degree program. In many instances, related college credit can be awarded for the following military experiences:
 - *Formal service school courses*
 - *Department of Defense courses*
 - *Military occupation specialties*
- Service Members Opportunity Colleges (SOC): Amridge University is a member of the Service Members Opportunity Colleges (SOC) that was established in 1972 to provide educational opportunities to service members who have found it challenging to complete their higher education goals due to job demands and frequent relocation. The SOC is in a consortium of over 1,200 colleges and universities, providing educational opportunities for service members and their families. The SOC, coupled with Amridge University's

flexible distance learning delivery system, permits active-duty service members and their dependents to pursue college level programs without penalty due to military reassignments. The SOC provides a system whereby credit is easily transferred between institutions. A minimum of 25% of coursework is required at any institution. Credit is awarded for military experience. Credit is awarded for national testing programs such as College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing Program (DSST), and Excelsior College Examinations (formerly ACT/PEP).

- Collegiate-level credit is accepted in transfer from the Community College of the Air Force where learning is applicable to the student's degree program.
- Joint Services Transcript (JST): a computerized transcript system that produces official transcripts for eligible military services members upon request by combining his or her military education and job experience with descriptions and college credit recommendations developed by the American Council on Education (ACE).

Potential students and current students should consult with an Academic Advisor to obtain the procedures on how to have an evaluation for nontraditional credit.

Credit for Academic Work Completed at Schools of Preaching, Bible Colleges, Theology Schools and Other Unaccredited Institutions

Amridge University has articulation agreements with select Church of Christ preaching schools and Heritage Christian University. It is within the authority of Amridge University to accept or not to accept transfer credit from any institution of higher education. A decision to deny may be made if Amridge University believes that the continued quality of the programs at the respective institution is not at the collegiate level and comparable to Amridge University's own degree programs. The Vice President of Academic Affairs and appropriate Dean develop articulation agreements with select Schools of Preaching, Bible Colleges, Theology Schools and other Unaccredited Institutions. This review is conducted under the supervision of the Amridge University Academic Division.

Amridge University's articulation agreements are developed by applying the following criteria:

For work earned from schools of preaching, Bible colleges, or theology schools, Amridge University has adopted the following policies for transfer of credit:

- The applicant must have made formal application for admission to Amridge University and must have presented an official transcript from schools previously attended, as well as an official high school diploma or its equivalent.

- Amridge University reserves the right to review the curriculum, faculty credentials, library services and other academic practices of the school from which transfer work is being submitted. A copy of the school's catalog must be provided if requested.

Amridge University may conduct a comprehensive review of an institution(s) for the purpose of articulating courses that may be acceptable for transfer. This review is subject to approval by Amridge University's Policy Review Team. At a minimum, the comprehensive review will include a review of the respective institution's degree programs, syllabi, faculty credentials, academic catalog, library services and other academic practices of the school to help show that the institution's course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs.

Additionally, because a comprehensive review outlined in this provision can take six months or longer to complete, the University will not entertain individual requests from students, potential students, colleges, or universities to have a comprehensive review of an institution of higher education.

TRANSFERABILITY OF AMRIDGE UNIVERSITY CREDIT

Amridge University neither implies nor guarantees that academic credits completed at the University will be accepted by other institutions. Since regional and national accreditation agency standards and grade requirements vary, each institution has adopted policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the student anticipates transfer of credits earned at Amridge University, the student must have already inquired with those institutions from which recognition of academic work at the University will be sought.

REGIONAL ACCREDITING ORGANIZATIONS

The University recognizes the six regional accrediting organizations. These accrediting organizations are as follows:

- Middle States Association of Colleges and Schools – Commission on Higher Education
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education
- North Central Association of Colleges and Schools – The Higher Learning Commission
- Northwest Commission on Colleges and Universities

- Southern Association of Colleges and Schools – Commission on Colleges
- Western Association of Schools and Colleges – Accrediting Commission for Community and Junior Colleges and the Commission for Senior Colleges and Universities

Section 4: Academic Records and Policies

This section includes important information on Amridge University academic policies, procedures, regulations, and other related requirements. Exceptions may be noted in the respective sections for a specific school within Amridge University, noted in later editions of this publication, and/or published addenda (paper- and web-based).

COURSE LOAD

Undergraduate Course Load

The minimum full-time course load for an undergraduate student is twelve semester hours.

Graduate Course Load

The minimum full-time course load on the graduate level is nine hours per semester.

Doctoral Course Load

The minimum full-time course load on the doctoral level is six hours per semester.

ADDING A COURSE AND COURSE OVERLOADS

Students may add one or more courses to his or her schedule through the Registrar's Office up to the end of the second week of classes by calling his or her assigned advisor. The following rules apply for adding a course and for course overloads.

- Undergraduate students must have the prior approval of the respective advisor to register for an additional course over full-time (i.e., over 12 semester hours). In turn, undergraduate students must have the prior approval of the respective dean for any course load beyond 16 semester hours.
- Graduate students must have the prior approval of the respective advisor to register for any courses over full-time (i.e., anything over 9 semester hours). In turn, graduate students must have the prior approval of the respective dean for any course load beyond 16 semester hours.
- Doctoral students must have the prior approval of the dean of the respective Amridge University school or college to register for any courses over full-time (i.e., 6 semester hours).

DEFINITION OF ACADEMIC YEAR

The academic year consists of thirty (30) weeks of instructional time.

THE LENGTH OF AMRIDGE UNIVERSITY COURSES

The majority of the courses at Amridge University operate on a traditional 15-week semester schedule; however, select courses are offered in an alternate timeframe.

Note: whether a course is offered in a traditional 15-week timeframe or non-traditional timeframe, the course description, content covered, and student learning outcomes are identical. Furthermore, courses in both formats exhibit the Characteristics of Amridge University Distance Learning Courses.

REGISTRATION

Students must register on the dates printed in the semester schedule. In order to facilitate the process, each student is assigned an ID number to be used at registration. This number will be used to identify all permanent academic records.

To make the registration process as simple as possible, Amridge University provides the following course registration options:

1. Students may visit the University's [MYAMRIDGE PORTAL](#) to register by the Internet.
2. Students may come to campus to register in person.

When students register for a course by Internet or in person, they are officially registered and all withdrawal, drop/add, and refund policies automatically apply.

Academic advisors are available at the student's request. Academic advisement is often essential to student success and advisors are readily available to help students with course selection, information on prerequisites and other information regarding the academic plan.

It is the responsibility of the student to 1) review their academic plan each semester, 2) contact their academic advisor to have any questions answered regarding the student's academic plan, 3) review course selection and make sure all prerequisites have been satisfied, and 4) register for courses that fit within the students' academic plan.

All students are responsible for their course selection. If you are unsure for which courses to register, please contact your advisor before you complete the online registration form.

Amridge University reserves the right to modify the semester course schedule at any time, without prior notice, to accommodate student needs and faculty availability. In addition, Amridge University reserves the right to cancel any course.

ACADEMIC RULES REGARDING WITHDRAWAL/DROP

A withdrawal occurs when a student totally withdraws from all registered courses at the University during a semester.

1. If a student withdraws or drops a course(s) prior to the first day of the semester, no grade will be reflected for the course(s). The course will not be reflected on the transcript.
2. If a student withdraws or drops a course(s) on or after the first day of the semester, the grade(s) will appear on the student's record with a mark of W (Withdrawal).

PROCEDURES FOR AND RAMIFICATIONS OF DROPPING A COURSE

A student dropping a course (**not all courses**) must officially complete the online withdrawal form on the Amridge University website no later than Friday of the 14th week of the semester. The drop is considered accepted once the student completes and submits the **Course Drop/Withdrawal** form, located in the [MYAMRIDGE PORTAL](#) on the University website. This date the form is submitted is the official drop date.

A student who drops a course prior to the first day of the semester will not incur tuition or fee charges for the course. A student who drops a course on or after the first day of the semester will be financially responsible for the entire tuition and fees of the course in addition to a per course Drop Fee. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) of this catalog for detailed information on Dropping/Withdrawing.

There are academic and financial responsibilities associated with withdrawal. The University recommends that students discuss their options with their advisor. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) of this catalog for detailed information on Dropping/Withdrawing.

PROCEDURES FOR WITHDRAWAL

A student who wishes to withdraw must officially complete the online withdrawal form on the Amridge University website no later than Friday of the 14th week of the semester. The withdrawal is considered accepted once the student completes and submits the **Course Drop/Withdrawal** form, located in the [MYAMRIDGE PORTAL](#) on the University website. The date the form is submitted is your official withdrawal date.

POLICY ON REPEAT OF COURSES

Amridge University students who repeat courses that they have failed or in which they did not meet the minimum required grade for a specific program of study may lose federal financial aid eligibility or other financial benefits for those courses (**Note:** See section on [“REPEATED COURSES FOR VETERANS RECEIVING EDUCATIONAL BENEFITS”](#)). In addition, students repeating

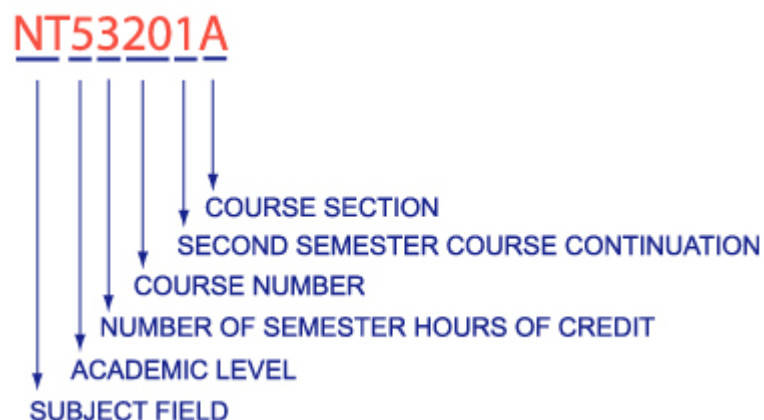
courses jeopardize their satisfactory academic progress status and may be subject to loss of eligibility for financial aid. Students should make every effort to avoid a situation which would result in the student needing to repeat a course. Students are encouraged to consult with their financial aid advisor if a course repeat is needed.

Students using Title IV Federal Funds that passes a course with a D- or above may only repeat the course one time and receive Title IV funds to improve the grade.

COURSE IDENTIFICATION SYSTEM

Amridge University uses a two or three letter with a four-digit identification system. The first two (or three) letters denote the area of study. The first digit indicates the academic level of the course; the second digit indicates the semester hours of course credit; the third and fourth digits, along with the prior designations, distinguish between one course and another. Occasionally, a fifth digit is used to indicate a continuation of a course for a second semester. A letter at the end distinguishes different sections of a course when it is offered more than once in the same semester.

The following chart illustrates the use of each mark:



ACADEMIC LEVELS OF COURSES

The academic levels of courses are as follows:

- Courses with numbers of 1000, 2000, 3000, or 4000 numbers are undergraduate courses.
- Courses with 5000, 6000, 7000, 8000, or 9000 numbers are graduate level courses.
- Courses with 9000 numbers are primarily doctoral courses.

GRADE REPORTING

Grades will be reported no later than two weeks following the conclusion of an academic semester. The student will obtain their grades through the Amridge University Self Service Portal located on the University homepage.

Grades will not be reported to students orally.

CALCULATING YOUR GPA

Grade point averages (GPAs) are calculated by dividing the total number of quality points earned in a semester by the total number of hours attempted for that semester. Cumulative grade point averages (CGPAs) are calculated by dividing the total number of quality points earned at Amridge University for all undergraduate or graduate work taken by the total number of undergraduate or graduate hours attempted.

GRADING SYSTEM FOR ASSOCIATE, BACHELOR, MASTERS AND DOCTORAL DEGREES

The following symbols are used on the students' permanent records for all courses in which they are enrolled after the initial registration and schedule adjustment period: A, B, C, D, F, P, IP (for selected dissertation courses only), W, AU, MX, and NR. These marks will remain on a student's permanent record and may be changed only if the original instructor certifies that an actual mistake was made in reporting or recording the grade.

The significance of the grade symbols is as follows: A denotes excellent comprehension of the subject and outstanding scholarship. In computations of cumulative or semester averages, an A (95-100) will be assigned a value of 4.0 quality points per credit hour; an A- (90<95) will be assigned a value of 3.9 quality points per credit hour. B denotes good comprehension of the subject. In computation of cumulative or semester averages a B+ (86<90) will be assigned a value of 3.7 quality points per credit hour; a B (83<86) will be assigned a value of 3.3 quality points per credit hour; and a B- (80<83) will be assigned a value of 3.0 quality points per credit hour. C denotes acceptable comprehension. It is awarded for normal achievement. In computation of cumulative or semester averages, a C+ (76<80) will be assigned a value of 2.7 quality points per credit hour; a C (73<76) will be assigned a value of 2.3 quality points per credit hour; and a C- (70<73) will be assigned a value of 2.0 quality points per credit hour. D denotes borderline understanding of the subject. It is awarded for marginal performance, and it does not represent satisfactory progress toward a degree. In computations of cumulative or semester averages, a D+ (66<70) will be assigned a value of 1.7 quality points per credit hour; a

D (63<66) will be assigned a value of 1.3 quality points per credit hour; and a D- (60<63) will be assigned a value of 1.0 quality points per credit hour. F denotes failure to gain an adequate comprehension of the subject. It indicates unsatisfactory performance. In computations of cumulative or semester averages, an F (0<60) will be assigned a value of 0.0 quality points per credit hour. The MX denotes military withdrawal and is used in special situations to replace asterisk grades where the student is in qualifying military deployment. P denotes a passing grade without indicating the quality of the student's work. IP denotes work in a dissertation module course or dissertation first continuation module course which meets satisfactory progress requirements but does not complete all module requirements. W is used to denote that the student withdrew from a course in which he or she was enrolled after the scheduled adjustment period. The NR symbol denotes that no grade was reported. The W and NR symbols will not be used in any computation, and will be placed on the permanent record. AU denotes an audit course. This notation does not imply attendance or any other effort in the course.

Grade requirements for the Doctor of Ministry and Doctor of Philosophy Degree Programs

- Courses in which a grade below C- is received must be repeated in the Doctor of Philosophy and Doctor of Ministry Degrees. Students must also maintain a CGPA of 3.0.
- Licensure Boards may refuse to grant credit for a course in which the student received a grade of B-. Student should review the grade policy of their respective state.

AMRIDGE UNIVERSITY'S FINAL COURSE GRADING POINTS CHART FOR UNDERGRADUATE AND GRADUATE DEGREE COURSES		
Grade	Percent	Points
A	95-100	1140-1200
A-	90<95	1080-1139
B+	86<90	1032-1079
B	83<86	996-1031
B-	80<83	960-995
C+	76<80	912-959
C	73<76	876-911
C-	70<73	840-875
D+	66<70	792-839
D	63<66	756-791
D-	60<63	720-755
F	0< 60	0-719

ASTERISK GRADES FOR ASSOCIATE, BACHELOR, MASTERS, AND DOCTORAL DEGREES

An Incomplete (I) is not used at Amridge University. An asterisk (*) following a letter grade denotes a temporary grade which is an instructor's option. An asterisk grade may be assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable circumstances beyond his or her control from completing the required work. Students enrolled in the 15, 10 and 8 week semesters have 3 weeks after the official end of the semester in which to complete coursework for an asterisk grade. All coursework and assignments must be completed no later than 5:00 p.m. CST on the third Friday following the

last of the semester for which asterisk grades have been granted. Instructors will report the grade change to the Registrar's Office the following week.

1. Asterisk (*) grades are not automatic nor are they a right. Students should make every effort to complete assigned work within the semester and should not assume that an asterisk grade will be granted.
2. Students are expected to contact their instructors as soon as problems occur and attempt to work through the problems during the semester while keeping the instructor apprised of the situation.
3. Asterisk (*) grades are issued to allow students to complete a portion of the work of the course and are not a substitute for a withdrawal – the appropriate action for students who have not done any work.
4. Asterisk (*) grades may be assigned only for C, D, or F grades.
5. Asterisk (*) grades of C, D which have been officially recorded in the Registrar's office may not be lowered by the instructor.
6. Once all final grades have been reported to the Registrar, the final grade for the course will be posted on the student's transcript and on the student's Grade Report found on the Self Service Portal.
7. WARNING: If a student requests a transcript before the period of grace has expired, all asterisks (*) will be removed from the grades before the transcript is released.
8. Asterisk grades shall not be allowed for Clinical Training and Practicum Courses; and for a language proficiency examination registration (course). The allowable grades for a language proficiency examination registration are P, IP, or F. The awarded grade shall be recorded on the student's transcript for the semester that the grade is assigned. The Language Proficiency Examination Fee shall be charged each time a student registers for the language proficiency examination.
9. Procedures for Requesting an Asterisk Grade
 - a. Students are to request an asterisk grade from their instructor. Students should email their instructors to petition for an Asterisk Grade. Any questions regarding the request are to be directed to the instructor of the course. Students should not assume the request for an asterisk grade constitutes the granting of an asterisk grade. The decision to issue an asterisk grade rests with the individual instructor.

It is strongly suggested that students request a confirmation email from the instructor granting the Asterisk Grade.

- b. The issuance of an asterisk grade assumes that all information submitted to the instructor is accurate. An asterisk grade will be rescinded if it is later determined by the instructor that the information provided by the student was not correct.
 - c. Asterisk grade assignments for courses are at the discretion of the respective assigned course instructor.
10. Instructors are not required to participate in issuing (*) grades. Instructors maintain consistent practices within their own courses, but practices will differ amongst instructors and programs. The decision to issue an asterisk grade rests with the individual instructor. Absent the appearance of capriciousness, discrimination, or violation of Amridge policy by a faculty member, his or her decision to issue/not issue an asterisk grade is final. The University may direct the issuance of asterisk grades for students in the case of national emergencies. However, this is a rare situation, for groups of students who are similarly impacted, and is directed only by the office of the Vice President of Academic Affairs.
11. Exceptions to the above grading policies are:
- a. The grade of IP (in-progress) is allowable for Dissertation Modules and for Dissertation Module First Continuation courses.

REQUESTING AN OFFICIAL TRANSCRIPT

Official transcripts can be ordered from Amridge University using any major credit card. To access the transcript portal, visit the following website link: [HTTPS://WWW.STUDENTCLEARINGHOUSE.ORG/SECURE_AREA/TRANSCRIPT/LOGIN.ASP?FICECODE=02503400](https://www.studentclearinghouse.org/secure_area/transcript/login.asp?FICECODE=02503400)

You will need to include either your *student identification number* or your *social security number* on your request, as well as any additional names used while attending, to facilitate locating your academic record(s) as quickly as possible. Additional previous names may be entered in the 'Special Instructions' portion of the request.

Transcripts are provided if all obligations to the university have been met. If there is a hold on your Amridge academic record(s), you will be notified via email and your order will be cancelled. Transcript requests received will be processed electronically or mailed on Thursday of every

week based upon the delivery method you prefer. Transcript requests are not processed on days when the university is closed according to the Amridge University [CALENDAR](#).

You will be charged a transcript fee of \$10.00 per transcript and a \$2.25 convenience fee when this transcript service is used. Prior to completing your order, you will have the opportunity to view the total charges for the order.

Transcript requests of pre-1982 information will be subject to special fees and are directed to contact the Registrar's Office by email: REGISTRAR@AMRIDGEUNIVERSITY.EDU for additional information.

The Office of the Registrar does not provide unofficial transcripts.

Unofficial transcripts can be viewed or printed from the [AMRIDGE SELF-SERVICE PORTAL](#). No transcript will be released if the student has an unpaid financial obligation to the University or the admissions file is incomplete per University requirements.

CONFORMANCE TO RULES AND REGULATIONS

Students, by registering for courses, obligate themselves to conform to all rules and regulations of the University. Also, students are expected to obey the pertinent laws of the United States. Students attending classes on the Amridge University campus are also expected to obey the laws of the state of Alabama and the City of Montgomery. Likewise, students outside the United States learning via the Amridge University Distance Learning program are expected to obey the laws of their host country and any pertinent international laws that the United States has formally agreed to honor.

CODE OF CONDUCT - ACADEMIC INTEGRITY

Academic integrity includes any form of dishonesty, including cheating, plagiarism, or furnishing false or misleading information to the University (or persons acting in concert with the University academic program such as practicum or clinical experience supervisors, or other persons involved in the educational process) as well as assigning or colluding with another person in committing such dishonesty, suppressing such dishonesty, or failing to report known dishonesty of another person.

Academic integrity is the cornerstone of character and is essential to Christian living. Accordingly, it is expected of all students at Amridge University. Academic integrity means being fully honest in all academic work. This means using only instructor-authorized sources of information when taking tests, identifying and documenting sources quoted or paraphrased in

written assignments and accurately reporting the completion of reading assignments and other work done. Cases of plagiarism (represent another's work as one's own), cheating or other instances of dishonesty shall be handled according to the following procedure:

When a student is discovered to have been dishonest in any course work, the instructor shall:

- Confront the student about the dishonesty;
- Counsel him or her, either orally or in writing, about the need to be honest;
- Penalize his or her grade according to the schedule given below;
- File a report, including documentation, with the dean of the respective Amridge University school and the Vice President of Academic Affairs; and
- Give the student a copy of the report. The instructor keeps a copy and the respective dean shall keep the original report in a confidential disciplinary file.

For the first offense, the student shall receive an F for the assignment or test on which dishonesty is discovered. For the second offense, the student shall receive an F for the course. If there is a third offense, the student shall be given an F in the course and be expelled, by due process, from Amridge University. The second or third offense may or may not be in the same course in which a previous offense was recorded. For all offenses, the student shall be informed in writing by the instructor of the action taken, with copies forwarded to the dean of the college, the Vice President of Academic Affairs, and the Registrar's Office for placement in the student's permanent file. However, the respective dean shall inform the instructor when an F is to be assigned for a course. For any offense, a student may request that his or her case be reviewed by the Appeals Committee, which shall act in accordance with stated provisions. The administration and the faculty reserve the right to review and act on individual cases of dishonesty.

POLICY ON THE USE OF A PLAGIARISM DETECTION SYSTEM

Amridge University uses a capability to enhance the integrity of its online classes. Specifically, the University uses a plagiarism detection system named SafeAssign which is used by numerous colleges and universities in the Blackboard courseware system.

The SafeAssign system matches the text in publically available databases on the Internet, databases of journals and periodicals, the SafeAssign database, and a database of other University student work previously submitted through the SafeAssign system. Once submitted, the SafeAssign system will identify segments of text in student papers matching sequences of

words in the database and provide a specialized report to the respective course instructor. In turn, the instructor will determine if the student's paper followed all of the proper source citation procedures as specified in the respective course syllabus and in accordance with the Academic Integrity policy.

As a teaching tool, the SafeAssign system will be used by faculty to help students understand that plagiarism will not be tolerated at the University and that all students should properly give credit to sources and text not originated by the student in accordance with practices and standards in the academic community.

Finally, as a result of the University's decision to implement the SafeAssign system, there are several requirements that must be followed by all students submitting academic papers for University courses. These requirements include:

- Follow the course document title page requirements specified in the respective course syllabus;
- Use only the initials of the student's first name and last name and the last four digits of the student's student number on the title page as identification;
- Do not incorporate any personal information in the students course paper;
- Do not use the name of individuals who are not public figures or other individuals not normally named in academic and public works; and
- Students enrolled in counseling, therapy, pastoral counseling, or ministerial courses are specifically prohibited from using the names, or any other types of personal identification information, of individuals counseled, clients, patients, or individuals otherwise being served by the student.

Prior to submitting a paper to an instructor there will be one or more opportunities to submit the paper through SafeAssign for a self-check. Submitting a paper for a self-check does not submit the paper to a database. The instructor will arrange for these self-check opportunities when setting up the assignments. The self-check through SafeAssign will highlight statements and paragraphs in the paper that are duplicated in previous materials and will provide a report. It can then be check to assure that the appropriate source citations have been provided. Afterwards, the final draft of the paper can be submitted to the instructor.

When the assignment is submitted to the instructor the paper will be added to the Amridge University's database. A student will have the option of submitting or not submitting the paper to SafeAssign's global database mentioned above. Neither the self-check through SafeAssign nor

the submission of papers to the global database are part of Amridge University's program. They are not part of the grading process nor are they recorded by the University.

Participating in the SafeAssign system is not a voluntary option – all students applying for admission and registering for courses at Amridge University will be required to submit all course papers, reports, and similar academic work through the SafeAssign portal. Requirements related to the submission of course documents through the SafeAssign will be outlined in the syllabus for each student's course.

POLICY ON STUDENT VERIFICATION DURING TESTS AND EXAMINATIONS

Amridge University uses a capability to enhance the integrity of our online classes. Periodically, in our online test and examination system, students may be posed personal challenge questions to verify his/her identity. Amridge University is using this new step in the learning process to ensure that each student passes independent identity verification.

This process is conducted by Learning House and not by the University. If a student is selected for identity verification, the student will enter their name and address and Learning House will access a database of consumer information (addresses, phone numbers, property information, etc.) and present unique personalized challenge questions only the student can answer. When the student receives these questions, they must answer them prior to re-entering the system. A student should not enter their name and address more than once, or close the browser or shut down the computer.

A student's ability to correctly answer these random questions within a short time indicates that they are performing their own work online. The University monitors each identity transaction and the instructor will contact the student if they do not pass or do not complete the identity questions. There is no penalty for not answering the questions, but the student is expected to answer to the best of their ability. There is no impact to the student's grade, exam or assignments unless there is evidence of violations of code of conduct – academic integrity policies.

The questions are based on data about the student, such as where they have lived, their telephone number, and other available data. This data is also compiled about every consumer in the United States. As with all databases, there may be typographical errors or other obvious anomalies in the data. Select the best answers to the questions.

To maintain the integrity of online courses, in addition to personal challenge questions, the University often reviews logs in its systems, such as IP addresses, login and logoff times, exam start and completion times and other logs. The University also uses plagiarism detection tools,

special browsers and other techniques to help ensure the integrity of its courses, programs, and degrees.

In summary:

- The University is improving the quality and integrity of its online courses with identity verification.
 - DO:
 - Pay close attention during this identity verification process.
 - Answer the questions to the best of one's ability.
 - Enter the street address properly without abbreviations.
 - Answer the questions immediately.
 - Pick the best answer.
 - DO NOT:
 - Share a user id with anyone, ever.
 - Enter Jr., Sr., or apartment numbers. These are not needed.
 - Skip or try to avoid the questions.
 - Worry about slight errors, typos or truncated names or addresses.
 - Intentionally answer the questions incorrectly.

Finally, the system used will randomly select students for verification on University-based tests and examinations for courses. This is not a voluntary option – all students applying for admission and registering for courses at Amridge University will be required to respond to the random challenge questions.

VETERANS

A list of all students certified by the Veterans Administration (VA) for educational benefits is kept in the Financial Aid Office. The records of students who receive benefits are accessible upon request by the state approving agency. Enrollment certification should reflect proper credit for previous education and training. Any change in academic status from the last certification is promptly reported. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) of this catalog for detailed information on veterans' programs and requirements.

STANDARDS FOR ACADEMIC PROGRESS

Satisfactory Progress Toward Degree Completion

Amridge University defines satisfactory academic progress by two factors: an acceptable cumulative grade point average (CGPA) and completion of degree requirements within a specified time limit.

If a student is not receiving government funded financial aid, the following time limits for completion of a certificate or degree program are:

Certificate.....	No time limit
Associate	No time limit
Baccalaureate	No time limit
Master of Arts or Science	Five (5) years
Master of Divinity	Seven (7) years
Doctor of Ministry (36 hours)	Five (5) years
Doctor of Ministry (66 hours)	Seven (7) years
Doctor of Philosophy	Seven (7) years

For a student who is receiving Federal financial aid, satisfactory progress is determined by following guidelines that are listed in detail in [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) of this catalog.

Academic Probation

The semester following academic probation, the student must take a minimum of two courses but no more than 12 semester hours, and receive grades for the next 12 hours sufficient to bring his or her CGPA up to the required level.

Academic Suspension

Students who are on academic probation and fail to satisfy requirements for probation removal will be suspended and will not be allowed to enroll for classes for one full semester.

Additional Policies for Academic Progress in Doctoral Degree Programs

A student who begins the Doctor of Philosophy (PhD) degree program based upon a degree plan accepted by the student and the University (which includes PhD courses and, if applicable, leveling courses) shall be subject to the following policies:

1. A student who has received at least two F grades, two F asterisk grades (F*), or one F grade and one F* grade will not be permitted to enroll for or take any other courses until all F grades and all F* grades have been removed from the student's transcript by the student receiving passing grades for the respective courses.
2. A student who receives a third failing grade for any course or combination of courses shall be removed from the program.

WEB-ENABLED RESEARCH LOG SYSTEM

The **Research Log** is required of all students and will help in many ways:

1. It helps students keep track of the number of library resources they have obtained from a library, website, or other research sources.
2. It helps faculty obtain a better understanding of where and how students are going to conduct their research for a given class.
3. From this information, faculty can review the research logs to help determine if they need to make adjustments in courses to further students' mastery of the research processes.
4. This system provides the Amridge faculty and administration with more accurate information on the types of resources the University should invest in to better meet the needs of its students and faculty.

To Access the Research Log and Record Entries to the Research Log

1. Log into Blackboard.
2. On MyAmridge page, scroll down to "Online Library and Research Log Links."
3. Notice the WRL Log ID number for the current semester.
4. Click on the "Click Here" for students entering the Research Log.
5. Log in with the same ID and password as for entering Blackboard.

6. Type in the WRL Log ID number for students (see 3 above) (ex. “38”). This number is the same for all students but it changes each semester.
7. Click “Log-in Now.”

Courses Exempt from Research Log Requirements:

- ALL Language Courses
- ALL Practicum Courses
- ALL Clinical Training Courses
- MH 1402 – Introductory Algebra
- MH 1403 – College Algebra
- FD 7322 – Synthesis of Theological Curriculum I
- FD 7323 – Synthesis of Theological Curriculum II

ATTENDANCE POLICY

The University policy on class attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. It is recognized, however, that the diverse types of instruction carried on argue against a uniform policy applicable to all units of the academic program.

Students are expected to attend all class sessions of a course. Absences may affect the student's grade unless those absences are approved by the course instructor.

Allowances for student absences caused by illness or personal emergency should be handled on a case-by-case basis between the student and instructor. Arrangements to make up work missed because of the absence should be initiated by the student.

TYPED COURSEWORK PAPERS

Unless specified otherwise by the professor, all course papers must be typewritten and in the proper thesis form. For the Amridge University School of Human Services the form is specified by the latest edition of *The Publication Manual of the American Psychological Association*. For the Amridge University College of Business and Leadership, College of General Studies, and the Turner School of Theology, the form is specified by the latest edition of *The Chicago Manual of Style*.

GRADUATION REQUIREMENTS

A student seeking a degree at Amridge University may graduate when all requirements have been completed.

Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the Amridge University [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

The Graduation exercise is held in either the month of May or June each year. The academic records and diplomas will show graduation as being in the semester in which all degree requirements were met. Students completing their work in the fall or summer semesters must wait until graduation to receive their diplomas.

Academic Dress

Amridge University graduation participants will receive a black cap and gown along with a red tassel. Candidates may not alter or decorate their regalia in any way or wear additional articles not sanctioned by the University. Doing so may interfere with a student's ability to participate in the graduation ceremony.

Degree Completion Fee

A degree completion fee is required for all students who petition the University for graduation. This fee is required for all students even if they choose not to attend the graduation ceremony.

SPECIAL AWARDS AT GRADUATION

Amridge University encourages quality in the academic pursuits of its students. Outstanding achievement is rewarded by graduation honors and by special awards in certain areas.

At the Spring Commencement the following awards are provided through endowment funds and/or annual cash gifts and are presented to those students who have excelled in their fields of study:

- **The Rex A. Turner, Jr., Legacy of Leadership Award:** (Eligible recipients: Faculty, Staff, Community and Church Leaders and Amridge University Students in the University's Doctor of Philosophy (PhD) degree programs). This award is provided by

the Rex A. Turner, Jr., (Dr. Rex) family in loving memory of Dr. Rex's life of leadership in the family as well as in the educational and spiritual realms. The crystal, mountain-shaped award, represents his mountain top view of life's challenges for the future. It will be presented to an individual who has exhibited exemplary leadership and dedication in his/her life's work.

- **The Military Scholar Award (Undergraduate and Graduate Studies).** A plaque is provided in honor of all service members and veterans of the armed forces who have provided for the defense of the United States of America. This award recognizes service members and veterans who have excelled in scholarly achievement. They have distinguished themselves, bringing credit on their respective branch of service and this nation. It is awarded to the military student who has demonstrated academic excellence in undergraduate and graduate studies.
- **The Leadership and Human Services Award (Undergraduate and Graduate Studies).** A plaque is provided recognizing the student who has demonstrated academic excellence in studies related to Leadership and/or Human Services. This student's achievement exhibits a passion to lead and a concern for the needs and welfare of one's fellow man.
- **The Humanities and Philosophy Award (Undergraduate Studies).** A plaque is provided recognizing the student who has demonstrated academic excellence in the study of Theology and Philosophy. In dedication to the pursuit of truth, this student's achievement exhibits the character qualities sought in ministry and Biblical study, demonstrating a comprehensive understanding of the many diverse world views prevalent today.
- **The Rex A. Turner, Sr., Award for "Love of the Scriptures."** A plaque is provided in honor of Rex A. Turner, Sr. It is awarded to the student who has demonstrated academic excellence in the study of the scriptures. Only one selection is permitted for this award.
- **The Jacqueline Turner Long Award in Christian Service** (Eligible Degrees: Bachelor of Science in Ministry/Bible, Bachelor of Arts in Biblical Studies, Master of Arts in Biblical Studies, Master of Science in Ministerial Leadership, Master of Divinity in Ministerial Leadership, Master of Divinity, and Doctor of Ministry in Ministry). A plaque is provided by the Turner Family in loving memory of Jacqueline Turner Long, daughter of Dr. and Mrs. Rex A. Turner, Sr., and sister of Mary Turner Hargis. She was a faithful wife and mother and a strong promoter of Christian education. This plaque is awarded to the student who has excelled in Christian service.

- **The Velma West Award in the Greek Language.** A plaque is provided in loving memory of Mrs. Velma West, a teacher of the Greek language at Harding University Graduate School of Religion and at Amridge University. The plaque is awarded to the student who has demonstrated academic excellence in the Greek language.
- **The Herman Register Award in Personal and Public Evangelism** (Eligible Degrees: Bachelor of Science in Ministry/Bible, Bachelor of Arts in Biblical Studies, Master of Arts in Biblical Studies, Master of Science in Ministerial Leadership, Master of Divinity in Ministerial Leadership, Master of Divinity, and Doctor of Ministry in Ministry). A plaque is provided by brethren in southern Alabama in fond memory of and high regard for the late Herman Register, a gospel preacher who gave of himself in both personal and public evangelism. This plaque is awarded annually to the student who excels in the spirit of evangelism, as was characteristic of Herman Register.
- **The Great Commission Award, Matt. 28:18-20.** A plaque is given annually by the Missions Department at Amridge University to the student who has demonstrated the greatest zeal, participation, and academic achievement in foreign missions.
- **The Scholarly Achievement in Biblical Studies Award** (Eligible Degrees: Bachelor of Science in Bible/Ministry, Bachelor of Arts in Biblical Studies, Master of Arts in Biblical Studies, Master of Science in Ministerial Leadership, Master of Divinity in Ministerial Leadership, Master of Divinity, and Doctor of Ministry in Ministry). Proficiency in biblical studies is of primary importance at Amridge University. The faculty selects a student each year that has excelled in this area of study. The award is a Bible so that the student may continue to grow in the knowledge of the Word of God throughout his or her life of service in the Lord's work. Only one selection is permitted for this award.
- **Winnie Hohn Christian Counseling Award** (Eligible Degrees: Master of Arts in Marriage and Family Therapy, Master of Divinity in Marriage and Family Therapy, Doctor of Ministry in Family Therapy I, Doctor of Ministry in Family Therapy II, and Doctor of Philosophy in Marriage and Family Therapy). A plaque is provided in loving honor of Mrs. Winifred S. Hohn, an encourager of mankind, and a supporter of Amridge University for many years. The plaque is awarded by the faculty to a student who is an active Christian and who has excelled in academic studies and in the practice of marriage and family therapy.
- **Dr. John Mark Trent Christian Professional Counseling Award** (Eligible Degrees: Master of Arts in Professional Counseling, Master of Divinity in Professional Counseling, Master of Doctor of Philosophy in Professional Counseling,). A plaque is provided in

loving honor of Dr. John Mark Trent, an excellent scholar and teacher, and a supporter of Amridge University for many years. The plaque is awarded by the faculty to a student who is an active Christian and who has excelled in academic studies and in the practice of professional counseling.

Additional Criteria for Awards

In addition to the specific requirements for each award, the following general criteria apply:

1. The student should be in the current graduating class to receive the award. An exception may be exercised when no one in the graduating class qualifies for the award.
2. Transient, cross-enrolled, and noncredit students are not eligible for awards.

Selection Process

Students who receive awards are selected by the faculty, staff, and administrators two weeks prior to the Spring Commencement.

GRADUATION HONORS

The graduation honors and the required cumulative grade point average for each level of honor are as follows:

Summa Cum Laude	3.900 – 4.000
Magna Cum Laude.....	3.700 – 3.899
Cum Laude	3.500 – 3.699

Graduation honors calculation will be based on semester hours of credit taken at Amridge University at the respective program level. Graduation honors will not be announced at commencement exercises but will be published in the commencement exercise programs and on the respective student's permanent academic record.

OTHER ACADEMIC RECOGNITION

Qualifying with Distinction on the Qualifying Examination. Candidates for the Master of Arts in Biblical Studies or the Master of Divinity degree are required to take and pass the qualifying examination and are designated by the readers of the examination papers as either “Qualifying” or “Qualifying with Distinction.” Those “Qualifying with Distinction” are so designated in the commencement program and announced at the commencement exercise.

NOTIFICATION TO STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Amridge University complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records.

Definition of a Student.

"Student" includes any person with respect to whom the University maintains education records or personally identifiable information, but does not include a person who has not been in attendance at the University.

Definition of Education Records.

Education records (handwriting, print, electronic files, computerized file, videotape, audiotape, or email) – of an institution that contain information directly related to student and maintained by the institution or by a party acting for the institution.

The term "education records" does not include any of the following:

- records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker (e.g. private advising notes) thereof and which are not accessible or revealed to any other person except a substitute;
- records maintained by any future law enforcement unit of the University that are created by that law enforcement unit for the purpose of law enforcement;
- employment records (unless the employment is based on student status). The employment records of student employees (e.g. work-study, wages, graduate teaching assistants) are part of their education record.
- records on a student which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity (medical/psychology treatment records, e.g. from a health or counseling center), or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student.

o **Notice to Students of Privacy Rights Afforded by Amridge University Under the Family Educational Rights and Privacy Act (FERPA).**

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), Amridge University (the “University” or “Amridge University”) affords to its students three primary rights related to their “educational records.” These rights are:

- o The right to inspect and review, or obtain a photocopy of, their education record by completing and submitting the appropriate request form located on the University Website. Once the form is completed it should be submitted with an official (signed) signature and emailed to the REGISTRAR@AMRIDGEUNIVERSITY.EDU. Properly completed forms will be processed and honored within 45 days of the receipt of the form. Under FERPA, there are exceptions to the general right of a student to review his or her own educational records. These exceptions include:
 - The financial statement of the student's parents.
 - Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purpose for which they were specifically intended.
 - Records connected with an application for admission to Amridge University that was denied.
 - Those records which are excluded from the FERPA definition of “education records.” An example would be records that were:
 - Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity;
 - Made, maintained, or used only in connection with treatment of the student;
 - Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial education activities

or activities that are part of the program of instruction at the agency or institution; and

- Records that only contain information about an individual after he or she is no longer a student at that agency or institution.
- The right to consent to disclosures of personally identifiable information (directory information) contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The form for this request can be obtained by emailing the Registrar's Office at REGISTRAR@AMRIDGEUNIVERSITY.EDU.

Directory Information.

"Directory information" means categories of information about a student that, without the consent of the student, may be included in publications, disclosed upon request, or otherwise disclosed to the public or third parties. From time to time the University, acting within the constraints of FERPA or guidance of the U.S. Department of Education on how to properly implement FERPA, may determine or revise what categories of information are to be deemed as "information generally not considered harmful or an invasion of privacy" and therefore to be included within directory information. At the present time, the term "directory information" includes the following:

- Student's name;
- Address (physical or PO box address(es), but not including email address);
- Telephone listing;
- Major field of study;
- Participation in officially recognized activities;
- Dates of attendance;
- Level of education;
- Degrees and awards received;
- Most recent education agency or institution attended;
- Date of birth; and,

- Place of birth.

Directory Information does not include student identification numbers, nor social security numbers. Inquiries in writing (or on occasion, by telephone), for directory information as listed above may be honoured. The Registrar's Office will answer such inquiries as time permits. Blanket inquiries or inquiries requiring information as a specific format may be denied, and/or a charge may be levied for the service. The University may also decide to respond to some or all requests for directory information by providing some, but not all, of the categories of information listed above. The University reserves the right to respond to requests for directory information as to more than one semester by providing such information for less than all of the semesters requested. However, the University shall not respond to requests by third persons for directory information in a manner that treats requests for directory information from the armed forces of the United States in an inferior way or with less-favourable treatment as compared to requests from persons or entities other than the United States armed forces. The form for this request can be obtained by emailing the Registrar's Office at REGISTRAR@AMRIDGEUNIVERSITY.EDU.

Locations where categories of "Directory Information" may be made available, without the students consent, including but not limited to the following media:

- Graduation Program
- Announcements released by the University to newspapers
- Graduation Video, Audio
- Bulletin
- Website Announcement

Student Requests That Access to Directory Information Be Withheld.

How to Request that Access be Withheld.

Any student desiring that access by third persons to directory information concerning him or her be withheld may complete and submit to the University's Registrar's Office the appropriate request form. The form for this purpose is located on the University Website. Once the form is completed it should be submitted with an official (signed) signature and emailed to the REGISTRAR@AMRIDGEUNIVERSITY.EDU. Properly completed forms will be processed and honored within 45 days of the receipt of the form.

Disclosure of Directory Information to Third Parties.

FERPA authorizes the disclosure of personally identifiable information contained in a student educational record without the consent of the student under various circumstances. The University may disclose such information: (1) to other Amridge University officials, including (but not limited to) teachers, whom the University has determined to have legitimate educational interests; (2) to officials of another school where a student seeks or intends to enroll; (3) to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state educational authorities (under applicable conditions set forth at 20 U.S.C. 1232g(b)(3)); (4) in connection with a student's application for and receipt of financial aid; (5) to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests, or to administer student aid programs, or to improve instruction (if such studies are conducted in a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted); (6) to accredit organizations to carry out their accrediting functions; (7) to parents of a dependent student, as defined in Title 26 U.S.C. 152 (the Internal Revenue Code of 1954, as amended); (8) to comply with a judicial order or lawfully issued subpoena; (9) to persons in connection with a health or safety emergency (if the knowledge of such information is necessary to protect the health and safety of the student or other persons); (10) information designated "directory information;" (11) to an alleged victim of any crime of violence (as defined in 18 U.S.C. 16) or a non-forcible sex offense the final results of any disciplinary proceeding conducted by the University against the alleged perpetrator of that crime or offense with respect to such crime or offense, and further, to make such disclosure to other persons if the University determines as a result of the disciplinary proceeding that the student committed a violation of University rules or policies with respect to such crime or offense; and (12) authorized representatives of the U.S. Attorney General for law enforcement purposes (under applicable conditions set forth at 20 U.S.C. 1232g(b)(3)). In addition, FERPA notwithstanding, under Public Law 107-56 (commonly known as the "USA Patriot Act") the U.S. Attorney General and designated U.S. Assistant Attorney Generals may apply to courts for orders requiring an educational institution (such as Amridge University) to permit the

Attorney General or his or her designee to, in connection with the investigation or prosecution of an act of terrorism, collect, retain, disseminate, or otherwise use education records, and to do so in a manner whereby notice of the application, court order, and release of the education records is not provided to the student. Amridge University shall comply with the USA Patriot Act until it sunsets and for as long as it and any successor enactments of federal law remains effective.

Release of Information Form.

Any person requesting to review or copy student education records must submit an official Release of Information Form provided by the entity requesting the student records and signed by the student.

Amridge University Withholding Records.

Amridge University reserves the right to deny (to the fullest extent it may be permitted by law to do so) requests by a student or other persons that copies (certified or not certified) of student transcripts or other education records be provided to a student or other person in those instances in which the student has an unpaid financial obligation to the University or an unresolved disciplinary action against the respective student.

Military Requests for Directory Information.

University Compliance with the Solomon Amendment.

It is Amridge University's present understanding that, under Title 10 of the United States Code, Section 983 (the so-called "Solomon Amendment") and judicial interpretations thereof by courts situated within the Eleventh [Judicial] Circuit of the United States, the University is required to provide to the U.S. Department of Homeland Security, the U.S. Department of Defense, and to each of the military departments (Army, Navy, Marines, Coast Guard, etc.) access to directory information upon request. The University complies with this requirement.

Military Student Requests to Withhold Directory Information.

The University has noted that, unlike FERPA, the Solomon Amendment does not itself specifically provide for students to request that the institution withhold the release of directory information to the U.S. Military. However, the University's experience is that military representatives generally work with institutions to whom they make requests, so as not to insist that the institution release directory

information for students who have requested that the university withhold the release of directory information to third persons. Consequently, the University endeavours to honour timely student requests to withhold directory information access, even as to the U.S. Armed Forces. Yet, the University cannot, under the current, somewhat underdeveloped state of relevant law, absolutely guarantee to its students that representatives of the U.S. Armed Forces will not in the future insist upon and cause the release of directory information for students which have previously requested that access to student information by third persons be denied. However, the University shall faithfully endeavour to honor all pertinent law concerning the release of student records.

Military Student 3rd Party Requests

Requests by students that access by third persons to directory information may request either that a) access to all categories of directory information be withheld, or b) that access to only certain designated categories of directory information be withheld. Any student desiring that access by third persons to directory information concerning him or her be withheld may complete and submit to the University's Registrar's Office the appropriate request form. The form for this purpose is located on the University Website. Once the form is completed it should be submitted with an official (signed) signature and emailed to the REGISTRAR@AMRIDGEUNIVERSITY.EDU. Properly completed forms will be processed and honored within 45 days of the receipt of the form. However, the applicable request form does not provide for students to request that access be denied only to representatives of one or more branches of the U.S. Armed Services or U.S. Military department (and not be denied to other non-military agencies, entities, or individuals), and (unless in the future required by law) such attempted requests need not, and normally will not, be honored by the University.

- The right to request an amendment to the student's education record(s) the student believes is inaccurate or misleading. The student may ask the University to amend a record believed to be inaccurate or misleading by completing and submitting the appropriate request form located on the University Website. Once the form is completed it should be submitted with an official (signed) signature and emailed to the REGISTRAR@AMRIDGEUNIVERSITY.EDU. The student should write the University official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the

University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is outlined within under Correction of Educational Records. Procedures will be provided to the student when notified of the right to a hearing.

Correction of Education Records.

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Registrar in writing to amend or otherwise correct a record. In so doing, the student should identify the part of the record to be changed and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. If the University denies the request, the student will be notified of the decision and be advised of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend or otherwise correct the student's education records.
5. The University will prepare a written response based solely on the relevant records and the evidence presented at the hearing. The response will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, it will allow the student to place a statement in the record on the challenged information and/or reasons for disagreeing with the decision.

7. The statement will be a part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it will also disclose the statement.
8. If the University decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, it will amend the record and notify the student, in writing, that the record has been amended.

- o **Privacy Act Notice.**

Pursuant to the Privacy Act of 1974, students are hereby notified that disclosure of their social security numbers is mandatory for registration at Amridge University. Social security numbers are used: (1) to verify the identity of students, (2) to keep, maintain and access the records of students, and (3) for purposes of student financial aid and other benefits available under law. The University is required to report the social security numbers of its students to the Internal Revenue Service pursuant to the Taxpayer Relief Act of 1997, as amended.

QUESTIONS

Amridge makes every effort to safeguard all records. If you have any questions concerning the preceding information, please contact the Registrar's Office at 334.387.7528 or REGISTRAR@AMRIDGEUNIVERSITY.EDU.

In addition, students have the right to file a complaint with the United States Department of Education concerning alleged failures by Amridge University to comply with the requirements of FERPA. The complaint can be sent to the following office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Independence Avenue, SW
Washington, D.C. 20202-4605

Website: [HTTP://WWW.ED.GOV/OFFICES/OM/FPCO/](http://www.ed.gov/offices/OM/FPCO/)

STATEMENT ON SAFEGUARDING STUDENT RECORDS

All Amridge University employees are required to protect the privacy of student records and abide by the following principles:

- University information systems shall contain only that student data necessary to fulfil the University's mission.
- Safeguarding of student data shall be a responsibility of each staff member having knowledge of such data.
- Due care shall be exercised to protect student data from unauthorized use, disclosure, alteration or destruction.
- Applicable federal and state laws and University policies and procedures concerning storage, retention, use, release, transportation, and destruction of student data shall be followed.
- University procedures shall be followed in reporting any breach of security or compromise of safeguards.
- This statement of principles is applicable to all areas of the University and must be followed by all persons dealing with such information.
- Faculty and staff requiring computerized student data for official University business will be provided access. The term "access" means to read or view student data. It does not include the ability to create or modify data.
- Certain areas of the University that store and maintain student data, whether computerized or not, may have individual guidelines which will supplement, but not supplant, this statement of principles.
- Any Amridge University employee engaging in unauthorized use, disclosure, alteration, or destruction of student data in violation of this statement of principles shall be subject to appropriate disciplinary action, including dismissal.

STUDENT GUIDELINES FOR MILITARY DEPLOYMENT

Within the framework of academic integrity, Amridge University is committed to meeting the special needs of U.S. military students, including Reservists and State National Guardsmen, who are called to active duty or who experience an unexpected change of orders in defense of our nation. Students are expected to factor into their registration decisions that a greater than usual risk of non-completion exists during identified periods of heightened military activity. Realizing that some situations cannot be anticipated, the Amridge University military withdrawal policy is designed to assist these students and includes the following situations:

- Unexpected deployment (eligible for combat pay) - copy of deployment orders to a war zone must be provided.
- Assigned extra military duty (guard duty due to higher security requirement) – letter from units commanding officer must be provided.

A service member whose academic work is interrupted for one of these reasons prior to the scheduled end of a semester must select one of the following options:

- A service member can make every effort to complete the course before leaving the country or otherwise reporting for reassignment/active duty. The service member should work directly with the instructor(s) to ascertain if early completion will be possible. Depending upon the nature of the coursework and the time remaining in the semester, this option may not always be possible.
- A service member who anticipates that he or she will be able to complete coursework from the reassigned location, but not within the timeframe of the regular semester, may request an asterisk grade. A service member who is unable to complete the course within the extended timeframe will receive a grade of MX and will receive a non-refundable credit, less any unearned TA required by the DoD to be returned for a period of one year commencing with the date of return to normal duty status. The service member may re-enroll in the same course(s) at the reduced charge within the specified time period and presenting the official military documentation. If the course is not completed within the one-year timeframe, the MX grade will remain but will not adversely affect the GPA calculation at Amridge University. Service members must be aware that when they re-enroll in the same course(s) after deployment, they may be unable to use any assignments or exams they have completed during their first enrollment.
- A service member who determines that course completion will not be possible may request a military withdrawal from Amridge University. This option generally best serves students who will be on an extended deployment. The service member should contact the education service officer to find out if a military withdrawal is possible so that he or she will not be responsible for recouping tuition assistance. Courses from which students withdraw under this policy will receive grades of MX which will not adversely affect the grade point average at Amridge University. No drop course fees will be charged to the service member. As with option #2, above, the service member will receive a non-refundable credit, less any unearned TA required by the DoD to be returned for a period of one year commencing with the date of return to normal duty status. The service member may re-enroll in the same course(s) at the reduced charge within the specified

time period and presenting the official military documentation. If the course is not completed within the one-year timeframe, the MX grade will remain but will not affect the GPA calculation at Amridge University. Service members must be aware that when they re-enroll in the same course(s) after deployment, they may be unable to use any assignments or exams they have completed during their first enrollment.

Students wishing to extend or withdraw must send documentation of deployment to the Office of the Registrar. This documentation should be accompanied by a delivered, mailed, emailed REGISTRAR@AMRIDGEUNIVERSITY.EDU or faxed (334.387.3878) request which includes the student's name, student number, and specified request (withdrawal or extension). Reasonable efforts will be made to maintain contact with the service member regarding completion of work for which an asterisk or a MX grade has been assigned. Service members granted these options will be asked to provide contact information for themselves and/or family members to whom Amridge University may provide information. However, it remains the responsibility of the service member to recognize and fulfill his or her responsibility for keeping the University informed of his or her status and for completing work within the timelines established to gain the benefits provided by this policy. Withdrawing from the course(s) through the University does not automatically release students from their obligations to the military program providing assistance. Service members should check with their education service officers before making decisions to withdraw.

Section 5: Financial Aid, Tuition and Fees

This section includes important information on tuition and fees associated with University programs and services. Also, this Section includes information on student financial aid programs, requirements, and student responsibilities. Exceptions may be noted in the respective sections for a specific school within Amridge University, noted in later editions of this publication, and/or published addenda (paper- and web-based).

DEFINITION OF FINANCIAL AID

Financial aid is money supplied by a source other than the family to assist with the costs of a student's education.

CATEGORIES OF AID

- **Need-Based Aid**
 - Student must demonstrate financial need
 - Financial need determined by analyzing student/family data
- **Non-Need-Based Aid**
 - Financial need not considered

TYPES OF AID

- **Grants**
 - Free money or gift aid
 - Do not have to be repaid or earned
- **Loans**
 - Must be repaid, unless it carries a provision that allows all or part to be cancelled if the student fulfills certain requirements
- **Employment**
 - Provides compensation for work performed
 - Must be earned

COURSE LOAD REQUIREMENTS

- **Undergraduate Student**
 - Full-Time: 12 semester hours
 - Half-Time: 8 or more semester hours
 - Less than half-time: 4 or fewer semester hours
- **Graduate Student**

- Full-Time: 9 or more semester hours
- Half-Time: 5 or more semester hours
- Less than half-time: 3 or fewer semester hours
- **Doctoral Student**
 - Full-Time: 6 semester hours
 - Half-Time: 3 semester hours

TUITION AND FEES

The current ***Tuition and Fees Schedule*** is available at the end of this subsection. Amridge University makes every effort to provide students a quality education at a moderate cost. Under the present payment schedule students pay only a portion of the entire cost of their education.

The University offers every possible assistance to its students to help them afford their education. It relies on four major sources of income: endowments, gifts from churches, gifts from individuals, and tuition paid by students. An academic institution is a business, yet its product – educating the human mind – is not a commodity like gold or silver which, when sold, will offset the total operating expenses. The influence of an academic institution, if proper and good, can have a tremendous impact upon the minds of men and women.

Unlike private institutions such as Amridge University, state institutions of higher education are supported by tax dollars. When one compares the financial circumstances of private higher education with those of tax supported institutions, prayerful consideration should be given to the financial needs of the private church-related school. The fruitful service of this church-related institution must be monetarily supported in order to continue its useful service.

In addition to tuition and fees, students are responsible for purchasing books, instructional materials, and supplies. The University does not operate a bookstore. Instead, the University has collaborated with online book companies to service students.

[HTTP://AMRIDGEUNIVERSITY.ECAMPUS.COM](http://amridgeuniversity.ecampus.com)

Students with specific questions about Amridge University course textbooks that cannot be answered by the enrollment team at 1.888.790.8080.

Course lab fee and mini-counseling exam fee: Some of Amridge University's courses may have a lab fee or exam fee charge. These fees are a result of special materials, tests, special

conferencing, equipment, outside readers, etc., that must be provided for a course and should be paid by the student.



Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

Application Fees

Degree Application Fee	\$50
Degree/Major Change	\$50
Re-instatement Fee	\$50

General Fees

Late Registration Fee	\$100
Drop Course Fee (per course)	\$75
Clinical/Practicum Internship Fee (per course)	*\$300
Thesis Lab Reading Fee (per semester hour)	*\$200
Dissertation Lab Reading Fee (per semester hour)	*\$350
Returned Check Fee	\$35
Transcript Fee	\$10
Pre-1982 ACSR Transcript Fee	\$100
Academic Copy Records/Duplication Fee	\$25
Syllabus Copying Fee (per course)	\$50
1098-T Replacement Fee	\$25
Materials Fee for FT 7430 (Testing Measurements)	*\$830
Language Proficiency Exam Fee (FD9001, FD9002, FD9003, FD9006, FD9007, FD9008, FD9009)	\$50

Licensure Mini Exam Fee (FT7300 or PT 7300)	*\$350
The Licensure Mini Study Exam is available online for the student as long as he or she needs to prepare for the State Licensure Exam.	

Comprehensive Exam Fee-PhD - (DT9300 or FD9300)	\$300
The Comprehensive Study Exam is available online for the student as long as he or she needs to prepare for the Comprehensive Exam.	

Final Masters Thesis Fees *Thesis Part II*

Thesis Registration Fee	\$150	
Binding Fee (3 copies)	\$150	➔ \$600
Thesis Fee	\$300	

Final Doctoral Dissertation Fees *Module III or Module IV*

Dissertation Registration Fee	\$150	
Dissertation Binding Fee (3 copies)	\$150	➔ \$800
Dissertation Defense Fee	\$500	

Audit

Audit Fee	\$250
Application Fee	\$50

Degree Completion Fee

Degree Completion Fee (all students) \$225

The degree completion fee is charged to students who have notified Amridge that completion is imminent (within two semesters—see catalog)

Background Check Fee \$TBD

Fees for background checks for students participating in internships, practicum courses, and clinical courses under supervision of agencies, companies, clinics, hospitals, or any other organization(s) maybe required by the sponsoring organization. If the organization requires Amridge University to conduct the respective background check, the student will be billed the direct fees by the University.

*Course Specific Fees

Some of Amridge University's courses may have a lab fee, materials fee, or exam fee charge. These fee charges are a result of special materials, tests, special conferencing, equipment, outside readers, etc., that must be provided for a course and should be paid by the student. Please note that these are course specific fees and are charged each time a student takes a particular course.

All fees, including application fees, registration fees and course fees are non-refundable. Please refer to Amridge University's withdrawal policies in the Academic Catalog, which is available online at www.amridgeuniversity.edu.

Tuition and fees are subject to change without notice.

Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

First Time Freshman

Students in good academic standing who maintain continuous enrollment are guaranteed these rates through graduation.

Note: Undergraduate Courses are 4 semester hours each.

Full-time Rate

Academic Credit (per semester hour)	\$250
Course Fee (per semester hour)	\$40
Online Service Fee (per semester)	\$110

Part-time Rate

Academic Credit (per semester hour)	\$330
Course Fee (per semester hour)	\$40
Online Service Fee (per semester)	\$110

Additional Fees

Textbook <i>estimate</i>	\$250 per course
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In order to keep the First Time Freshman rate, a student must meet the following conditions.

- Maintain a cumulative grade point average of 2.0 or higher;
- Must not make a grade of "F" in any course taken;
- Must not drop a course within the semester; and,
- Must not withdraw from the university within the semester.

Undergraduate – Transfer and Returning Students

Note: Undergraduate Courses are 4 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$375
Course Fee (per semester hour)	\$40
Online Service Fee (per semester)	\$110

Part-time Rate

Academic Credit (per semester hour)	\$430
Course Fee (per semester hour)	\$40
Online Service Fee (per semester)	\$110

Additional Fees

Textbook <i>estimate</i>	\$250 per course
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Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

Graduate School of Human Services

Rates apply to the following Degree Programs

- Master of Arts in Marriage and Family Therapy
- Master of Arts in Professional Counseling
- Master of Science in Human Services
- Master of Divinity in Marriage and Family Therapy
- Master of Divinity in Professional Counseling

Note: Graduate Courses are 3 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$650
Course Fee (per semester hour)	\$65
Online Service Fee (per semester)	\$110

Part-time Rate

Academic Credit (per semester hour)	\$750
Course Fee (per semester hour)	\$65
Online Service Fee (per semester)	\$110

Additional Fees

Textbook <i>estimate</i>	\$300 per course
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Graduate College of Business and Leadership

Rates apply to the following Degree Programs

- Master of Science in Leadership and Management

Note: Graduate Courses are 5 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$650
Course Fee (per semester hour)	\$65
Online Service Fee (per semester)	\$110

Part-time Rate

Academic Credit (per semester hour)	\$750
Course Fee (per semester hour)	\$65
Online Service Fee (per semester)	\$110

Additional Fees

Textbook <i>estimate</i>	\$300 per course
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Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

Doctor of Ministry School of Human Services

Rates apply to the following Degree Programs

- Doctor of Ministry in Family Therapy I
- Doctor of Ministry in Family Therapy II

Note: Doctoral Courses are 3 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$685
Course Fee (per semester hour)	\$90
Online Service Fee (per semester)	\$150

Part-time Rate

Academic Credit (per semester hour)	\$770
Course Fee (per semester hour)	\$90
Online Service Fee (per semester)	\$150

Additional Fees

Textbook <i>estimate</i>	\$300 per course
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Doctor of Philosophy School of Human Services

Rates apply to the following Degree Programs

- PhD Marriage and Family Therapy
- PhD Professional Counseling

Note: Doctoral courses are 3 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$780
Course Fee (per semester hour)	\$90
Online Service Fee (per semester)	\$150

Part-time Rate

Academic Credit (per semester hour)	\$875
Course Fee (per semester hour)	\$90
Online Service Fee (per semester)	\$150

Additional Fees

Textbook <i>estimate</i>	\$350 per course
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Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

Graduate Turner School

Rates apply to the following Degree Programs

- Master of Arts in New Testament Studies
- Master of Science in Christian Ministry
- Master of Science in Ministerial Leadership
- Master of Arts in Old Testament Studies
- Master of Divinity (Divinity)
- Master of Divinity in Ministerial Leadership

Note: Graduate Courses are 3 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$480
Course Fee (per semester hour)	\$60
Online Service Fee (per semester)	\$110

Part-time Rate

Academic Credit (per semester hour)	\$535
Course Fee (per semester hour)	\$60
Online Service Fee (per semester)	\$110

Additional Fees

Textbook <i>estimate</i>	\$300 per course
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Doctor of Ministry – Turner School of Theology

Rates apply to the following Degree Programs

- Doctor of Ministry in Ministry

Note: Doctoral courses are 3 semester hours each

Full-time

Academic Credit (per semester hour)	\$500
Course Fee (per semester hour)	\$60
Online Service Fee (per semester)	\$150

Part-time Rate

Academic Credit (per semester hour)	\$575
Course Fee (per semester hour)	\$60
Online Service Fee (per semester)	\$150

Additional Fees

Textbook <i>estimate</i>	\$300 per course
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Tuition and Fees Schedule

Effective Fall 2016-Summer 2017

Doctor of Philosophy– Turner School of Theology

Rates apply to the following Degree Programs

- PhD Biblical Studies

Note: Doctoral courses are 3 semester hours each

Full-time Rate

Academic Credit (per semester hour)	\$500
Course Fee (per semester hour)	\$50
Online Service Fee (per semester)	\$150

Part-time Rate

Academic Credit (per semester hour)	\$575
Course Fee (per semester hour)	\$50
Online Service Fee (per semester)	\$150

Additional Fees

Textbook <i>estimate</i>	\$350 per course
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Payment of Tuition and Fees

Tuition, course materials, and fees are to be paid in full on the day of registration. Tuition and fees may be paid by cash, cashier's checks, certified checks, VISA, MasterCard, American Express, Discover, or Bank Debit Card. Students needing financial advising should contact the Financial Aid Office in advance to make appropriate arrangements. The University will charge interest at an annual rate of 18% (compounded monthly) for any unpaid balances. Unpaid balances may be subject to collection procedures. Students who are turned over to the collections agency will be required to reimburse the University for any fees of the collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts."

A student who wishes to receive any federal grants, loans, etc., should have all completed forms and documentation in the Financial Aid Office prior to his or her registration. If documentation is not submitted by registration time, the student's financial aid will be delayed.

Any loan money in excess of tuition and fees will automatically be mailed directly to the student. Refunds are not mailed earlier than ten (10) working days after the first day of the semester. The student's refund is the difference between the Loan Amount minus the Lender's origination fee and the Outstanding Balance due Amridge University.

Any student who has an outstanding balance or a returned item cannot enroll for a new semester, receive an official transcript, or receive a diploma until the outstanding debt is paid.

Checks

Checks given for payment of fees and charges are accepted subject to check approval. If the student's bank returns the check unpaid, a returned check fee plus the amount of the returned check will be assessed. Additionally, the University reserves the right to withdraw a student's enrollment if a check is returned unpaid to the University by the respective bank or financial institution. Counter checks will not be accepted for payment of University fees and charges.

APPLYING FOR FINANCIAL AID

- **Free Application for Federal Student Aid – FAFSA**

Any student who plans to apply for a Pell Grant, Federal Direct Student Loans (Title IV), Federal Work-Study, or an Amridge University Need-Based Scholarship will need to complete a FAFSA (Free Application for Federal Student Aid) for the appropriate academic year with the Department of Education at [HTTP://WWW.FAFSA.GOV](http://www.fafsa.gov). Amridge

University should be listed as a school to receive an Institutional Student Information Record (ISIR) from the information supplied on the FAFSA. Amridge University's School Code is 016885. The Financial Aid Office must have received a current year eligible ISIR.

It will be necessary to have a PIN (Personal Identification Number) from the Department of Education to e-sign the FAFSA. The student who does not have a PIN or has forgotten their PIN should submit a request for PIN to the Department of Education before completing the FAFSA.

Once the Amridge University Financial Aid Office receives the report from the Department of Education regarding the information the student submitted on the FAFSA, an Amridge University Initial Financial Aid Award Letter will be emailed to the student. The Financial Aid Award will include Pell Grant and/or Federal Supplemental Education Opportunity Grant (if eligible) and the maximum amount of Federal Direct Student Loan monies for which the student qualifies based on the information provided on the FAFSA. Request for award changes should be made by email to FINANCIALAID@AMRIDGEUNIVERSITY.EDU. Any additional documentation required will be sent to the student via email.

Loan Entrance Counseling (for federal student loans only)

Any student who plans to use Federal Direct Student Loans for the first time with the University must complete Loan Entrance Counseling. Loan Entrance Counseling may be completed online at [HTTP://WWW.STUDENTLOANS.GOV](http://www.studentloans.gov). The Financial Aid Office will receive confirmation when this has been completed.

- **Master Promissory Note** (for federal student loans only).

Students who plan to use Federal Direct Student Loans during the academic year are required to have a current MPN on file. A Master Promissory Note (MPN) is a required legal agreement between a student and the U.S. Department of Education whereby the student agrees to repay any amount borrowed. Since a MPN is good for a period of ten years, it is not necessary to complete a new form if a student has one on file with the U.S. Department of Education for Amridge University. The Financial Aid Office will contact the student by email with instructions for meeting this requirement. The student has the option to complete this online at [HTTP://WWW.STUDENTLOANS.GOV](http://www.studentloans.gov).

Any additional student loans require a separate Master Promissory Note.

HOW FEDERAL FINANCIAL AID AWARDS ARE DETERMINED

To receive an Initial Financial Aid Award Letter, a student must have a valid, eligible ISIR on file in the Financial Aid Office. The ISIR contains a federally determined Expected Family Contribution (EFC) figure, which is the amount the federal government determines the student and his family should be able to afford to contribute to education expenses. The University has established cost of attendance estimates for various categories of students. A Financial Aid Officer will compare the student's EFC to Amridge University's cost of attendance to assist in determining the student's eligibility for federal financial aid.

FEDERAL AND STATE PROGRAMS

Amridge University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Students are eligible for participation in the federally funded grants and loans programs of Title IV of the Higher Education Act of 1965 as amended. This means that each student can be considered for grants (which do not have to be repaid) and loans (which must be repaid), and for federal work-study, whereby a student earns a part of his or her school expenses.

The basic programs administered by the Financial Aid Office of the University are:

- **Pell Grant Program.** The Federal Pell Grant Program provides grants (which do not have to be repaid) to undergraduate students who have financial need. Award levels are determined by the U.S. Department of Education. To apply, the student must complete a form called the Free Application for Federal Student Aid (FAFSA) for the appropriate award year indicating that he or she wants Amridge University to receive a copy of the Student Aid Report. After submitting the FAFSA, the student will receive a Student Aid Report (SAR). Amridge University will automatically receive the SAR in an electronic format, called an "Institutional Student Information Record" (ISIR). The ISIR must be on file in the Financial Aid Office of Amridge University before any financial aid can be awarded. Student eligibility is determined by the U.S. Department of Education, according to a formula prescribed by statute. The University is the disbursing agent for the U.S. Department of Education.
- **Federal Supplemental Education Opportunity Grant (FSEOG).** These grants are for undergraduates with financial need (with priority given to Pell Grant recipients), and they do not have to be paid back.

There are no guarantees that a student will receive an FSEOG grant. Unlike the Pell Grant Program, which provides funds to every eligible student, each institution

participating in the campus-based programs receives a certain amount of funds for each program. When that money is committed, there are no more awards from that program for that year.

- **Federal Work Study Program (FWS).** This provides for students who must earn a part of their educational expenses. A student located in the Montgomery area may apply if he or she is enrolled at least half-time as an undergraduate, graduate, or doctoral student.

In arranging a job and determining how many hours a week the student may work under this program, the financial aid officer takes into account: (1) Need for financial assistance; (2) Class schedule; (3) Health; and (4) Academic progress. In general, the wages received are equal to or exceed the current legal minimum wage. Students must apply through the Financial Aid Office at Amridge University. This office is responsible for determining eligibility and for arranging the jobs. FWS is a campus-based program, and the University receives a limited amount of funds, making FWS jobs limited.

Each student who has been awarded federal work study must accurately complete time cards. The supervisor must sign the federal work study form showing he or she has checked the time cards for accuracy, both in form and in number of hours worked. Time cards must be turned in to the Business Office each month along with a summary sheet signed by the student and supervisor. If time cards are not filled out properly and turned in on time, the Business Office will not issue a check.

Each federal work-study student is responsible for keeping up with hours worked. The supervisor, as well as the Business Office, should also know how many hours have been worked for the semester.

Each federal work-study student must keep regular hours, which must be posted in advance.

- **Federal Direct Education Loan Programs (Title IV).** The Federal Direct Loan Programs are available for our students as Direct Subsidized or Direct Unsubsidized loans. To apply, a student must submit a Free Application for Federal Student Aid (FAFSA) for the appropriate award year. The student will receive a Student Aid Report (SAR) from the Department of Education and the school will receive an Institutional Student Information Record (ISIR). A student must also have a Master Promissory Note (MPN) on file with the U.S. Department of Education for Amridge University and have completed Loan Entrance Counseling.

- **Federal Direct Subsidized Loan Program** This is a need-based federal student loan, available to undergraduates only, in which the government pays the interest while the student is enrolled at least half-time. Loan eligibility is based upon cost of attendance and the Estimated Family Contribution (EFC). The EFC is the amount the government estimates that the student can contribute to his or her education. This amount may reduce the student's subsidized loan eligibility. Other factors involved are: scholarships, grants, loans, or other assistance known at the time the school determines the student's need.
- **Federal Direct Unsubsidized Loan Program.** This loan is not based on financial need; and the student must pay the interest while he or she is in school or the interest is added to the total loan principal.
- **Federal Direct PLUS Loan.** Federal Direct PLUS loan (Parent Loan for Undergraduate Students) is a low cost federally insured loan to parents of dependent undergraduate students. A parent may borrow through a Direct PLUS loan to meet their student's educational costs, less any other financial aid that the student may have been awarded. Eligibility is not based on need or income, but parents must not have adverse credit history. Repayment begins within 60 days after the loan is fully disbursed, but can be deferred if enrolled at least half-time (See the ***Federal Direct Plus and Federal Direct GradPLUS Loan Chart*** on next page). Undergraduate Dependent students whose parents are unable to borrow a PLUS loan will be eligible for the Undergraduate Independent loan limits.
- **Federal Direct GradPLUS Loan.** Federal Direct GradPLUS Loan allows the graduate/professional student to borrow up to the cost of graduate education, less other financial aid received. Eligibility is not based on need or income, but the student must not have adverse credit history. Repayment begins within 60 days after the loan is fully disbursed. (See the ***Federal Direct Plus and Federal Direct GradPLUS Loan Chart***).

Federal Direct Plus and Federal Direct GradPLUS Loan Chart

The federal government sets limits on the amount of money a student can borrow. Amridge University will award a student who has submitted a [FAFSA](#) the maximum amount eligible under such limits. The annual limit applies to the most a student can borrow in one academic year, while the aggregate limit applies to the maximum a student can borrow in a lifetime. An annual subsidized loan amount cannot exceed the base amount. Beginning July 1, 2012, graduate students will no longer be eligible for subsidized loans. The only loan type available will be unsubsidized. The maximum annual amount will remain \$20,500.

Grade in School	Annual Loan Limits		Aggregate Loan Limits	
	Base Amount	Additional Unsubsidized	Subsidized Limit	Overall Limit
Undergraduate Dependent*			\$ 23,000	\$31,000
First Year	\$ 3,500	\$ 2,000		
Second Year	\$ 4,500	\$ 2,000		
Third Year and beyond	\$ 5,500	\$ 2,000		
Undergraduate Independent			\$ 23,000	\$57,500
First Year	\$ 3,500	\$ 6,000		
Second Year	\$ 4,500	\$ 6,000		
Third Year and beyond	\$ 5,500	\$ 7,000		
Graduate	\$ 0,000	\$ 20,500		\$138,500

- **Alabama National Guard Educational Assistance Program (ANGEAP).** This program offers up to \$2,000 per year to some members of the Alabama National Guard as long as funds are available. Students must provide an Alabama National Guard Educational Assistance Program Student Application to the Amridge University Financial Aid Office.
- **Alabama Student Grant Program (ASGP).** This is a state program offering grants to undergraduate students enrolled in non-Biblical programs of study at Amridge University. To qualify for the grant only one course in religion, Christian Education, or church music

per term is allowed. Recipients must not have already received a bachelor's degree and must be legal residents of the state of Alabama for the past twelve months. The Alabama Student Grants are not made on the basis of need but rather on residency. Alabama residents carrying a minimum of eight semester hours are eligible for this grant.

Applications for the Alabama Student Grant Program may be obtained from the Financial Aid Office and must be filed by the appropriate deadlines as specified on the application. Applications are not considered complete until the Financial Aid Office receives all the necessary supporting documentation.

Per state regulations, each grant shall be renewable annually for the number of hours normally required by the institution for the course of study in which the student is enrolled. Eligibility for the grant is lost once total hours earned and attempted exceeds more than 25% the number of hours required for the individual's course of study. The Financial Aid Office monitors satisfactory academic progress.

INSTITUTIONAL SCHOLARSHIPS, INCENTIVES, AND DISCOUNTS (COLLECTIVELY REFERRED TO AS SCHOLARSHIPS)

To ensure that the Amridge University scholarship funds are distributed to the most deserving students, the University has established certain guidelines. The guidelines are:

1. No student may receive more than one scholarship (institutionally controlled funds) at a time. If eligible for more than one scholarship, Amridge will award the highest scholarship amount.
2. Scholarships, discounts and grants will only be applied toward the cost of tuition.
3. No student will be awarded a scholarship unless his or her account from previous terms is paid in full.
4. Full-time equivalency enrollment is required for most scholarships.
5. No combination of financial aid awarded that includes scholarships (institutionally-controlled funds) or institutional grants may result in a cash overpayment to the student. If such a situation should occur, the scholarship (institutionally-controlled funds) portion of the award will be reduced. Military Tuition Assistance and Veteran Benefits are the exceptions.
6. Required documentation must be received in the Financial Aid office before classes begin.

7. **Performance Requirements** -- Amridge University provides educational incentives through a variety of educational scholarships. These scholarships are institutionally funded and require that recipients uphold a high standard for qualification. Therefore, scholarship recipients must adhere to the following scholarship requirement regulations:

- a. This scholarship is conditioned upon the student's maintaining the Cumulative GPA for the program.
- b. This scholarship is conditioned upon the student's not making the grade of F in any course taken and funded by the scholarship.
- c. This scholarship is conditioned upon the student's not dropping a course within the semester.
- d. This scholarship is conditioned upon the student's not withdrawing from the University within the semester.

Any scholarship recipient that does not meet the scholarship regulations will lose the scholarship for the following semesters and the scholarship will be terminated. Amridge University scholarships will not be reinstated once terminated.

The following scholarship programs are currently available to eligible students:

New Student to Amridge University Incentive Program

Amridge University will provide a \$150 tuition credit incentive for the first-time Amridge student who makes application to the University and registers for the current academic year.

Amridge University First-time Freshman Tuition Program

Program Recipient must meet the following criteria:

- First-time Amridge University Freshman
- Must be enrolled at least half-time
- No previous college

Tuition rate - \$250 per semester hour for full-time students and \$330 per semester hour for part-time students.

These rates are conditioned upon the student effort to the following:

- Maintain a cumulative GPA of 2.0 or higher
- Not make the grade of F in any course taken

- Not drop a course within the semester
- Not withdrawing from the university within the semester

Students in good academic standing who maintain continuous enrollment are guaranteed these rates through graduation.

Professional Credentialing Scholarship

Program recipient must meet the following criteria:

- Available to students who are not enrolled in a degree program

There will be a charge of \$1200 per course. Course fee is waived; however, any other fees associated with the course will be charged.

Amridge University Transition Institution Award

Demonstrating how much we value our students who select to continue their education at Amridge after completing their bachelor's degree, Amridge University offers the following award: Course Fee will be waived the first semester enrolled in a graduate program (Can be combined with other scholarship)

Recipient must meet the following criteria:

- Enrolled full-time in a graduate degree program within 12 months of completing an Amridge bachelor's degree
- Unconditionally admitted to the graduate program

Guidelines for Institutional Scholarships/Grants:

- Scholarships, discounts and grants will only be applied toward the cost of tuition.
- Required documentation must be received in the financial aid office before the scholarship will be applied to the student's account.

Amridge University Scholarship for Home School Student

Recipient must meet the following criteria:

- Home School graduate
- First-time Amridge University Freshman
- Must be enrolled at least half-time
- No previous college

Tuition - \$250 per semester hour for full-time students and \$330 per semester hour for part-time students.

These rates are conditioned upon the student:

- Maintain a cumulative GPA of 2.0 or higher
- Not make the grade of F in any course taken
- Not drop a course within the semester
- Not withdraw from the university within the semester

Students in good academic standing who maintain continuous enrollment are guaranteed through graduation.

Amridge University Sister Institution Scholarship Program

Demonstrating how much we value our sister institutions, Amridge University provides the following scholarship:

Recipient must meet the following criteria:

- Current full-time faculty or staff, their spouse, or their dependents at a Church of Christ affiliated university, college, or academy
- Employment of at least one year at Sister Institution
- Provide a letter annually from the Academic Dean of the University, or College or Headmaster of the Academy verifying full-time employment and length of employment
- Spouse must provide proof of marriage
- Dependent must provide proof of relationship
- Available for one degree
- This special rate is not available for Turner School of Theology degrees. Please refer to the tuition and fees schedule for special rates for Turner School of Theology degrees.

Tuition rates for undergraduate students: \$235 per semester hour. Tuition rates for graduate students: \$395 per semester hour.

Dr. Rex and Barbara Turner Ministerial Scholarship Program

For Students seeking a degree in the following:

- BA in Biblical Studies – Special tuition rate of \$335 per semester hour

- BS in Ministry/Bible – Special tuition rate of \$335 per semester hour
- MA in Professional Counseling – Special tuition rate of \$560 per semester hour
- MA in Marriage and Family Therapy – Special tuition rate of \$560 per semester hour
- MDiv in Marriage and Family Therapy – Special tuition rate of \$560 per semester hour
- MDiv in Professional Counseling – Special tuition rate of \$560 per semester hour
- DMin in Family Therapy – Special tuition rate of \$600 per semester hour
- PhD in Family Therapy – Special tuition rate of \$675 per semester hour

These special rates are not available for Turner School of Theology degrees. Please refer to the tuition and fees schedule for special rates for Turner School of theology degrees.

Recipient must meet the following criteria:

- Current paid pulpit or youth minister for a Church of Christ
- Provide a statement of faith to be reviewed by the scholarship committee.
- Provide letter of employment from the elders of the church paying the salary.
- Student may be enrolled full-time or half-time
- Available for one degree

A limited number of scholarships are available each academic year.

Amridge University Corporate Alliance Discount

Recipient must meet the following criteria:

- Must have two or more employees of the same company. Recipient can be enrolled (HT) half- time and/or (FT) full-time.
- Provide letter of employment from company Human Resources Department

Special tuition rates for undergraduate students: \$325 per semester hour. Special tuition rates for graduate students: \$555 per semester hour.

Amridge University Law Enforcement and First Responders

Amridge University honors the contributions of our nation's Law Enforcement and First Responders with a special tuition rate.

- \$250 per undergraduate credit hour

- \$350 per graduate credit hour
- \$450 per doctoral credit hour

There is no \$50 admissions fee, course fees or online registration fees for qualified Police Officers, Sheriffs and Deputies, Firefighters, EMTs, and Correctional Officers.

Scholarships - Board of Regents Scholarships.

The Board of Regents has established these scholarships to honor certain families who have made significant contributions to the success of Amridge University and/or other Christian education colleges and universities. Only direct descendants and spouses of direct descendants of these families may receive the award.

- **Rex and Opal Turner Scholarship.** Relatives of Rex and Opal Turner may apply for this full-tuition and fees scholarship that honors the founders of this institution. The scholarship was approved by the Board of Regents in 1987 to honor the work, personal sacrifices, and generosity of Rex and Opal Turner. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Rex and Opal Turner. No limitation is placed on the number of recipients.
- **James and Gwynn Turner Scholarship.** Relatives of James and Gwynn Turner may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 1987 to honor the personal sacrifices and generosity of James and Gwynn Turner. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of James and Gwynn Turner. No limitation is placed on the number of recipients.
- **Joe and Winnie Belle Greer Scholarship.** Relatives of Joe and Winnie Bell Greer may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 1987 to honor the personal sacrifices and generosity of Joe and Winnie Belle Greer in support of the Montgomery Bible College and Alabama Christian College. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Joe and Winnie Belle Greer. No limitation is placed on the number of recipients.
- **Rufus and Dollie Baker Scholarship.** Relatives of Rufus and Dollie Baker may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 1987 to honor the work and personal sacrifices of Rufus and Dollie Baker. The scholarship is multigenerational and may be accepted by direct descendants and

spouses of direct descendants of Rufus and Dollie Baker. No limitation is placed on the number of recipients.

- **Hugh and Jean Wyatt Scholarship.** Relatives of Hugh and Jean Wyatt may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 2002 to honor the generosity and personal sacrifices of Hugh and Jean Wyatt. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Hugh and Jean Wyatt. No limitation is placed on the number of recipients.
- **Joe and Pattie Johnson Scholarship.** Relatives of Joe and Pattie Johnson may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 1995 to honor the generosity of Joe and Pattie Johnson and to remember their daughter, Pamela Jane Johnson. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Joe and Pattie Johnson. No limitation is placed on the number of recipients.
- **Herbert H. and Verla Maye Dickey Scholarship.** Relatives of Herbert H. and Verla Maye Dickey may apply for this full-tuition scholarship. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Herbert and Verla Maye Dickey. No limitation is placed on the number of recipients. The scholarship was approved by the Board of Regents in 2002 to honor the personal sacrifices and generosity of the Dickey family in support of the Montgomery Bible College, Alabama Christian College, and Amridge University.
- **Douglas and Barbara Patterson Scholarship.** Family of Douglas and Barbara Patterson may apply for this full-tuition and fees scholarship. The scholarship was approved by the Board of Regents in 2011 to honor the personal sacrifices, service, and commitment of Douglas and Barbara Patterson in support of Amridge University. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct descendants of Douglas and Barbara Patterson. No limitation is placed on the number of recipients.
- **Memorial Scholarships (Graduate and Undergraduate).** These scholarships have been established as memorials to assist students who are preparing for the ministry:
- **Ray and Evie Dudek Scholarship.** This scholarship was established in memory of Ray Dudek, who served as a faithful Bible teacher, both publicly and privately, and song leader until his death in April 2001 at the age of 72. This scholarship is awarded to students in need of tuition assistance who demonstrate character, scholarship, and

promise of success. The amount varies depending on need, time of application, and number of applicants.

- **Tom Estes, Jr., Scholarship.** The late Tom Estes and his wife Pat have set up a scholarship in memory of their son, Dr. Tommy Estes, Jr., a medical doctor who died at age 43. Students demonstrating character, scholarship, and promise of success may receive assistance from this scholarship. The amount varies depending on need, time of application, and number of applicants.
- **Thomas Franklin Joyce, Jr., Scholarship.** Anna Louise Joyce has set up a scholarship in memory of her husband, Thomas Franklin Joyce, Jr. Students interested in missions studies may receive assistance from this scholarship. The amount varies depending on need, time of application, and number of applicants.
- **Jacqueline Turner Long Scholarship.** This scholarship was set up by Rex and Opal Turner, Sr., in memory of their daughter Jacqueline Turner Long, who died at age 41. This scholarship is awarded to students in need of tuition assistance. This scholarship provides assistance to the undergraduate student who is less than 24 years of age and who has less than 32 semester hours college credit. The applicant must have an eligible ISIR on file in the Financial Aid Office at the date of application. The amount varies depending on need, time of application, and number of applicants.
- **Dr. Rex and Barbara Turner Ministerial Scholarship.** This scholarship was made possible through the generosity and sacrifice of the family of Dr. Rex A. Turner, Jr. who died unexpectedly in August 2008 at the age of 62. Dr. Rex and Barbara Turner served in Christian education for many years. Dr. Rex served in various capacities, including being a gospel preacher, teacher, and President of Amridge University. Dr. Rex and Barbara were committed to preparing men for the ministry, and she continues to work in Christian education. In memory of Dr. Rex, and in honor of his wife, Barbara, this scholarship was established to assist ministers serving the Church of Christ.
- **Floyd Lee "Sonny" Moore, Jr., Scholarship.** Floyd and Allene Moore have set up a scholarship in memory of their son, Floyd Lee "Sonny" Moore, Jr., who died in a farming accident. Students demonstrating character, learning, and promise of success may receive assistance from this scholarship. This scholarship is awarded to students in need of tuition assistance. Assistance may be provided to one or more recipients up to the equivalent of one full-time scholarship.
- **Philip Strattis Scholarship.** Dorothy Strattis has set up a scholarship in memory of her husband, Philip Strattis, who died in 1993 after a lifetime of teaching and preaching the

gospel. Students demonstrating character, learning, and promise of success may receive assistance from this scholarship. Assistance may be provided to one or more recipients up to the equivalent of one full-time scholarship.

- **Church Scholarships (Limited to Ministry and Bible Programs).** These scholarships have been established by churches that have made special large gifts to Amridge University.

Through the generosity of these churches the following scholarships are available to students in the bachelor's and graduate degree programs. Students in the doctoral degree programs are not eligible for these scholarships.

Church scholarships are limited to one full-time or part-time student who is a member in good standing with that congregation. A letter so stating from the elders of the congregation must be on file in the Financial Aid Office before a scholarship will be awarded:

- **Austinville Church of Christ Scholarship.** This scholarship was established by the Austinville Church of Christ in Decatur, Alabama. This is a half-tuition scholarship.
- **Green Briar Central Church of Christ Scholarship.** This scholarship was established by the Central Church of Christ in Anniston, Alabama. This is a full-tuition scholarship.
- **Hunter Hills Church of Christ Scholarship Fund.** This scholarship was established by the Hunter Hills Church of Christ in Montgomery, Alabama. This is a full-tuition scholarship.
- **Walnut Street Church of Christ Scholarship Fund.** This scholarship was established by the Walnut Street Church of Christ in Greenville, Alabama. This is a full-tuition scholarship.

Church Scholarship Requirements

Each church scholarship is limited to one full-time or half-time student who is a member in good standing of that congregation. A letter so stating from the elders of the congregation must be on file in the Financial Aid Office before a scholarship will be awarded. This letter must be updated annually.

Scholarships are limited to one of the following biblical or ministerial degree programs (doctoral degree programs do not qualify):

- Bachelor of Arts in Biblical Studies
- Bachelor of Science in Ministry/Bible
- Master of Science in Christian Ministry
- Master of Science in Ministerial Leadership
- Master of Arts in Biblical Studies
- Master of Arts in New Testament Studies
- Master of Arts in Old Testament Studies
- Master of Divinity in Ministerial Leadership
- Master of Divinity

Students who have been awarded a church scholarship will be eligible for one degree program only.

Students eligible for Pell Grant or SEOG funds will have the scholarship portion of the award reduced since no combination of financial aid awards that includes scholarships may result in a cash overpayment to the student.

Undergraduate students must complete a FAFSA (Free Application for Federal Student Aid).

Students will not need federal loans to cover tuition.

Students eligible for church scholarships for full-time tuition will be eligible for no more than a full course load (12 semester hours for undergraduate, 9 semester hours for graduate). Hours taken above this amount will not be scholarship-eligible.

Students eligible for church scholarships for half-time tuition will be eligible for no more than a half-time course load (8 semester hours for undergraduate, 6 semester hours for graduate). Hours taken above this amount will not be scholarship-eligible.

Scholarship will only cover courses required for the student's degree program.

Students will be subject to the following performance requirement guidelines:

- Maintain a cumulative GPA for the program
- Not make the grade of F in any course taken
- Not drop a course within the semester
- Not withdrawing from the university within the semester

ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID

A student must make satisfactory academic progress in order to qualify for federal (Title IV) financial aid. Amridge University complies with the satisfactory academic progress requirements established by the federal government for students who receive federal financial aid.

Satisfactory academic progress standards at the University include:

- a qualitative measure (cumulative grade point average)
- a quantitative measure/pace of progression (maintaining measurable progress toward the completion of the degree program)
- a reasonable time-frame for degree completion

For financial aid purposes, satisfactory progress is determined by the following guidelines:

- In order to satisfy the qualitative measure, students receiving federal financial aid must maintain the required cumulative grade point average (CGPA) of their degree program as listed in this policy. Financial Aid's required CGPA is the same as the institution's academic CGPA. Transferred course credit hours, withdrawn course credit hours are not figures in the CGPA calculation. The only courses considered in the CGPA calculation are the courses which are non-transferred and taken while enrolled in the current degree program. Transferred courses include all courses taken externally to the current degree program, whether taken at Amridge University or at other institutions.
- In order to satisfy the quantitative measure/pace of progression, students must successfully complete over 66 percent of all credit hours attempted. Repeated courses, transferred courses which are applied to the current degree program and courses from which the student withdrew on or after the first day of the semester (cumulative attempted hours) are included in the hours attempted calculation. This measure becomes effective for undergraduates when a student has completed three semesters. For graduate students this measurement begins with their first semester. Students who repeat courses, withdraw from courses to an excessive degree or take courses which are not related to their degree requirements jeopardize their satisfactory progress and may be subject to loss of eligibility for financial aid.
- The maximum time-frame for an undergraduate student to complete a degree program must not be longer than 150 percent of the published length of the program in credit hours as listed in the Amridge University Academic Catalog. Cumulative attempted semester hours are included in this calculation. Any undergraduate student who exceeds

this limit will no longer be eligible for state or federal financial aid. The Financial Aid Office will notify the student who exceeds the 150 percent requirement. Students who repeat or withdraw from courses to an excessive degree or who take courses not related to their degree requirements jeopardize their satisfactory academic progress and may be subject to loss of eligibility for financial aid.

Academic progress is reviewed by the University's Financial Aid Office at the end of each semester. The Financial Aid Office will notify all students who are failing to meet satisfactory academic progress. The measurement is cumulative, not just over the preceding semester. Failure to meet either the qualitative or quantitative measure of satisfactory academic progress requirements will result in the student being placed on financial aid warning for a period of one academic semester. A student's financial aid eligibility continues during the time of financial aid warning. Failure to reach either of the qualitative and quantitative standards of satisfactory academic progress during the period of warning will place the student on financial aid suspension. The student will remain on financial aid suspension until such time as the student's CGPA and course completion measurements both meet the stated requirements. A student placed on such suspension will not be eligible to receive federal or state financial aid.

Satisfactory Progress Toward Degree Completion

If a student is receiving government funded financial aid, the following time limits for completion of a degree program based on full-time enrollment are:

Associate	Three (3) years
Baccalaureate	Six (6) years
Master of Arts	Four (4) years
Master of Science in Leadership and Management.....	Three (3) years
Master of Science in Human Services.....	Two (2) years
Master of Science in Ministerial Leadership	Three (3) years
Master of Divinity	Six (6) years
Doctor of Ministry (36 hours)	Three (3) years
Doctor of Ministry (66 hours)	Six (6) years
Doctor of Philosophy	Five (5) years

Academic progress is reviewed by the University's Financial Aid Office at the end of each semester. The measurement is cumulative, not just over the preceding semester. Failure to meet the qualitative or quantitative measure of satisfactory academic progress requirements will result in the student being placed on financial aid warning for a period of one academic semester. A student's financial aid eligibility continues during the time of financial aid warning. Failure to reach both the qualitative and quantitative standards of satisfactory academic progress during the period of warning will place the student on financial aid suspension. The student will remain on financial aid suspension until such time as the student's CGPA and course completion measurements both meet the stated requirements. A student placed on such suspension will not be eligible to receive federal or state financial aid.

FINANCIAL AID REQUESTS

A student placed on financial aid suspension may request one of the following:

- Financial Aid Extension

Requests can be submitted to the Financial Aid Department by filling out a request through the [MYAMRIDGE PORTAL](#).

Financial Aid Probation

Students who are able to demonstrate through their written request that they will be able to make satisfactory academic progress by the end of the next payment period or who have an approved financial aid academic plan will be placed on financial aid probation. Students who are making satisfactory academic progress during the probationary period and/or who are complying with the conditions of their approved financial aid academic plan will retain federal fund eligibility. A financial aid academic plan cannot continue for more than three semesters.

Failure to meet both the qualitative and quantitative standards of satisfactory academic progress during the probationary period will again place the student on financial aid suspension and the student will be ineligible for federal aid. The student will remain on financial aid suspension and will be ineligible for federal aid until such time as the student's CGPA and course completion measurements both meet the stated requirements. The Financial Aid Office will notify all students who are failing to meet satisfactory academic progress.

Required CGPA's by Degree

Associate Degree.....	2.0
Bachelor Degrees	2.0

Master of Arts Degrees	3.0*
Master of Science Degrees	2.0
Master of Divinity Degrees	
Ministerial Leadership	2.0
Marriage and Family Therapy.....	3.0
Professional Counseling.....	3.0
Master of Divinity.....	3.0
Doctoral Degrees	3.0

* A grade of 3.0 is required for each course taken in specified MA degree programs.

STUDENT APPEALS PROCESS RELATED TO FINANCIAL AID

Students may appeal their Financial Aid Suspension decision determined by the Financial Aid department in writing in accordance with the provisions of the Standard Appeals/Grievance Process specified in [SECTION 7: STUDENT RIGHTS AND RESPONSIBILITIES](#) of the *Amridge University Academic Catalog*. **Students who wish to appeal Financial Aid Suspension must document the following information on the online appeals form: 1) Reason for failure to meet either the Satisfactory Academic Progress Standards, 2) Reason events have changed that will allow the achievement of the standards next semester. If this information is not filled out on the online appeals form, the appeal cannot be considered.** Additionally, appeals associated with unofficial withdrawals shall be made in accordance with the timelines and procedures specified under the subsection Academic Progress Standards for Financial Aid specified in [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) of the *Amridge University Academic Catalog*.

FINANCIAL AID RULES REGARDING WITHDRAWAL AND DROP

A withdrawal occurs when a student totally withdraws from all registered courses at the University during a semester.

Withdrawal Financial Responsibility for all Students

Withdrawal beginning on the first day of the semester will result in the charge of a \$75 per course Drop Fee and a percentage of the tuition calculated at 10% of the total tuition cost per working day of the semester, regardless of either the date the student registers or the first day the course meets. Fees are not refundable.

The University utilizes the federal statutory pro-rata refund method for students whose last date of attendance occurs prior to sixty percent (60%) of the period of enrollment.

UNOFFICIAL WITHDRAWAL FOR STUDENTS WITH A FEDERAL LOAN OR GRANT

Students receiving Title IV funds at Amridge University must maintain certain academic requirements for the continuation of their aid as well as the retaining of their aid.

Adjustment of Title IV Funds due to Discontinuance of Study

Federal regulations require that schools use a "Return of Title IV Funds" calculation for cases in which a student receiving Title IV funds discontinues study during a given semester. When a student discontinues study (drops or withdraws from all courses in the semester) and has previously been awarded these funds, the University must determine if these funds are required to be returned to the appropriate Title IV programs.

The University is required to perform the calculation within thirty (30) days of determination of the discontinuance of study.

The "withdrawal date" is the date the student withdraws, as determined by the school. If by the 50% point of the semester the student has not participated in their course/courses the University may unofficially withdraw the student and perform a return of Title IV funds. "Return of Title IV Funds" is the federally mandated process by which a school calculates the amount of Title IV funds to be returned for a Title IV recipient who begins attendance and subsequently withdraws, who ceases attendance during a semester, or who never begins class participation. The calculations may result in a reduction of the student's Title IV funds to reflect the percentage of the semester that the student attended, if he or she attended 60 percent or less of the semester. Based on these calculations, the school, and the student may be required to return any "unearned" Title IV funds.

Failure to Pass

Title IV funding regulations require that any student who began attendance but failed to earn a passing grade in at least one course in the semester and who did not officially withdraw shall be considered as having unofficially withdrawn, unless the institution can document that the student completed the period of enrollment and earned the grade F.

Within 30 days of the end of the payment period or period of enrollment (official end of each semester), the Amridge University Financial Aid Department will, after review of academic grade reports or academic transcripts, identify Title IV recipients who have no passing grades, and will

determine the students who will be unofficially withdrawn during the payment period or period of enrollment, with a withdrawal date at the midpoint (50% of the semester indicated on the academic calendar) or the latter date of the semester. Students are identified based on having received all grades of F for the semester. Based on those grades, the semester's Title IV funds will be recalculated to determine what portion of the Title IV funds were "earned" by the student.

The Return of Title IV Funds calculation will be performed for students determined to have been unofficially withdrawn, using the midpoint (50% of the semester indicated on the academic calendar) or later date of the semester as the withdrawal date. Based on these calculations, the school will be required to return any "unearned" Title IV funds within 30 days after determining the student earned no passing grades, resulting in a charge to the student's account. Students will receive notification of this action via an email, a certified letter and an updated billing statement. All accounts must be paid in full before a student can register for another semester or receive an official transcript. Accounts that are not paid in full are subject to collection procedures.

POLICY FOR DISBURSING PELL GRANTS (FEDERAL FINANCIAL AID) TO STUDENTS

The full amount of Federal Pell Grant award will be disbursed between the number of remaining semesters in the academic year. (Example: If a student qualifies for \$3,000 and there are three semesters in the academic year, the Pell disbursement amount will be calculated at \$1,000 per semester for fall, spring and summer.) The only exceptions are the graduation semester or summer is the first semester of enrollment. Example – Applying in the Fall semester, aid will be divided into three semesters (Fall, Spring and Summer).

A student enrolled less than full-time may be eligible for a pro-rated Pell Grant Award.

FEDERAL PELL GRANT DURATION OF ELIGIBILITY

Effective with the 2012–2013 award year the duration of a student's eligibility to receive a Federal Pell Grant is twelve (12) semesters (or the equivalent). The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding.

STUDENT FINANCIAL AID DISBURSEMENT

Student aid for all programs, Pell Grant, Federal Work-Study, Federal Direct Subsidized and Unsubsidized Loans, Federal PLUS Loans, Federal GradPLUS Loans and Signature Student

Loans for students are credited to the student's account. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) - Payment of Tuition and Fees of this catalog for detailed information on Payment of Tuition and Fees.

Student Financial Aid Disbursement by Semester

When applying for financial aid with the University financial aid will be divided between the number of semesters remaining in the academic year. Any changes to the disbursement schedule will be at the discretion of the Financial Aid Director.

First-time Amridge University students and students on financial aid warning or probation

There will be two (2) financial aid disbursements per semester for students that are in this category and the direct loan amount will be divided by two to determine disbursement amounts. The first disbursement will be made following the receipt of all required financial aid documents and verification of participation in all classes, once the semester has begun. A second disbursement will be made in week seven (7) of the semester, after class participation again has been verified. Upon verification, if there are remaining funds after tuition and fees have been paid, the student will be mailed a refund check within ten (10) business days of the disbursement being received. Students in good financial aid standing with the University at the completion of three (3) semesters may receive their financial aid funds in one disbursement per semester. This will be at the discretion of the Financial Aid Office.

- Disbursements of Federal Direct Loan, Federal PLUS Loan, Federal GradPLUS Loan, and Signature Student Loan Funds
 - A late disbursement occurs only if Amridge University has an eligible ISIR prior to the end of the semester and the delay was no fault of the student. If the disbursement date for a Federal Direct loan is within 120 days after the end of the loan period, or within 120 days after the student ceases to be enrolled at least half-time, then the financial aid officer will retain documentation in the student file stating the reason(s) for late disbursement.
 - Students are notified of the number of disbursements and the method of disbursement.
 - A student may request the institution to hold excess subsidized or unsubsidized loan proceeds on account to help the student manage those funds. The request must be in writing.

- Subsidized and unsubsidized loan monies are returned to the lender within 30 days of a determination that the borrower has not registered or has not participated in all classes

- Disbursement of FSEOG or Pell Grant Funds

The institution will not disburse FSEOG or Pell Grant funds for a payment period or release loan proceeds to any student who has not yet registered for classes for that payment period or loan period.

- Disbursement of Federal Work-Study Funds

Federal Work-Study students receive a check monthly.

Returning students not on financial aid warning or probation registering for any term.

There will be one (1) financial aid disbursement per semester for students that are in this category. Disbursement will be made following the receipt of all required financial aid documents and verification of participation in all classes, once the semester has begun.

If there are remaining funds after tuition and fees have been covered, the student will be mailed a refund check within ten (10) business days of the disbursements being received and participation verified.

FEDERAL FINANCIAL AID OVER-AWARDS

Definition – When students receive federal funds, their financial need is established according to federal guidelines. Students may not receive more financial assistance than the cost of attendance. This occasionally occurs when students receive funds from other sources after the Financial Aid Office issues a financial aid award. This situation is called an **over-award**.

Solution – When over-awards occur, the Financial Aid Office is required to adjust the financial aid the student has been awarded. Students may be required to repay some of the funds they have already received.

Prevention – To prevent over-awards, students should take the following steps:

- Notify the Financial Aid Office of any assistance from outside sources such as scholarships, ROTC, Veterans benefits, etc., not listed on the award letter.
- List all sources of financial assistance on Financial Aid Application.
- Check with the Financial Aid Office before applying for financial assistance from other sources.

THE VERIFICATION PROCESS

Verification is defined as the process of proving the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA). The Department of Education begins the verification process by either selecting applications at random or by choosing those applications that do not meet a series of federal edits. (These edits are not published and are not provided by the Department of Education.)

Amridge University follows procedures established by federal regulation to collect from the student documentation necessary to verify required FAFSA items. The following items are required by the Department of Education for verification: household size, number enrolled in college, adjusted gross income, U.S. income tax paid and certain untaxed income and benefits. Amridge University requires an independent student who has been selected for verification to complete a Verification Worksheet for the Independent Student. Likewise a dependent student must complete a Verification Worksheet for a Dependent Student. The parent(s) of a dependent student must also complete the Verification Worksheet for a Dependent Student. An IRS tax transcript for the appropriate year is required if the IRS retrieval tool is not used when completing the FAFSA. A Tax-Non-Filers form is required for the student who does not file a tax return. If conflicting information is found or the financial aid officer has any reason to believe application information is incorrect, documentation needed to resolve the discrepancy will be required.

A student who has been selected by the Department of Education for verification is notified on the Student Aid Report (SAR) which the student receives directly from the Department of Education.

- The Amridge University Financial Aid Office will inform the student by email that verification is required. The Verification Worksheets and the appropriate IRS transcript must be received in the Financial Aid Office before federal funds can be disbursed.
- Failure to provide the requested verification documentation in a timely manner will result in loss of Title IV loan monies for the semester.
- A new Award Letter will be sent to the student if there has been a change in any of the student's federal funds.

If the information received from the student's Free Application for Federal Student Aid (FAFSA), has the Unusual Enrollment History flag, the University may require additional information from the student about previously attended institutions.

Amridge University will make every effort to resolve conflicting information before any federal aid funds are disbursed. If the University discovers discrepancies after disbursing funds, it must reconcile the conflicting information and return any federal funds for which the student was not eligible. The student will be responsible to repay the University any funds returned.

UNUSUAL ENROLLMENT HISTORY VERIFICATION PROCESS

If the information received from the student's Free Application for Federal Student Aid (FAFSA), has the Unusual Enrollment History (UEH) flag, the University may require additional information from the student about previously attended institutions. This information could result in the student begin placed on an academic plan in order to continue receiving Title IV funds. If the student fails to meet their UEH academic plan and loses Title IV eligibility the student may file an appeal through the University's standard appeals process. The appeal must contain a plan for how the student plans to raise their cumulative grade point average (CGPA) to the minimum required CGPA for their chosen curriculum. A change of degree plan will not reinstate Title IV eligibility under these circumstances.

Amridge University will make every effort to resolve conflicting information before any federal aid funds are disbursed. If the University discovers discrepancies after disbursing funds, it must reconcile the conflicting information and return any federal funds for which the student was not eligible. The student will be responsible to repay the University any funds returned.

DEPENDENCY OVERRIDE POLICY

The Financial Aid staff will perform a dependency override only when the Financial Aid Administrator has made a documented determination of independence by reason of unusual circumstances such as (1) when a student's parent cannot be located, (2) where an otherwise dependent student has been a victim of domestic violence and is no longer residing with the parents, (3) an abusive family environment, or (4) the student has been abandoned by their parents or (5) the student is a ward of the court.

The dependency override determination of unusual circumstance(s) will be made each award year and sufficient documentation to support the determination will be required each academic year. Third-party written documentation supporting the student's unusual circumstance is also required. Determination of independent status by another institution is not binding on Amridge University.

Upon making a determination that a dependency override is warranted, the Financial Aid officer will prepare a written statement of that unusual circumstance upon which the determination was

made. Amridge University will place all documentation regarding this determination in the student's financial aid folder.

PROFESSIONAL JUDGEMENT/SPECIAL CIRCUMSTANCES

Professional Judgement is the ability for the financial aid director to change a student's financial aid based on unusual circumstances. Circumstances may include, but are not limited to, decrease in income, change in family size, loss of assets, unusual medical expense, divorce or separation.

Students/Parents complete the FAFSA which uses the prior year's income to estimate the financial strength for the current year; however sometimes the current year is more accurate due to unusual circumstances. When this is the case a student may complete a Professional Judgement/Special Circumstance Request Form. (Insert the link) This form must be completed in its entirety and all required documentation attached and submitted to the financial aid office. This will be reviewed, if sufficient evidence is provided the changes will be sent to the Department of Education and once a decision is received you will be notified of the results.

ENROLLMENT CERTIFICATION

Student enrollment status is reported four times during each semester to the National Clearinghouse. Reports are transmitted electronically at the beginning of the semester, two times during the mid-term and at the end of each semester.

This is done to verify the enrollment dates and withdrawal dates of students who have received Federal Direct Loans. A student can verify their reported enrollment status at [HTTP://WWW.NSLDS.ED.GOV](http://www.nsls.ed.gov).

STUDENT RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH FINANCIAL AID

- **As consumers, students have the right to:**
 - Be informed of correct procedures for applying for aid, cost of attendance, aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined, and what he or she must do to continue receiving aid.
 - Be informed of the type/amount of their assistance, how much of their need has been met, and how/when he or she will be paid.

- Appeal financial aid office decisions about their application.
- View the contents of their financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and pay rate for any work-study job he or she accepts.
- **A student's responsibilities are to:**
 - Complete applications correctly and submit them on time.
 - Read all materials sent to them by the Financial Aid Office.
 - Read, understand, and keep copies of all forms he or she signs.
 - Know and comply with the rules governing aid he or she receives.
 - Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office.
 - Register for the required number of hours by the time of the aid disbursement.
 - Notify the Financial Aid Office before he or she drops a course or withdraws from the University.
 - Maintain satisfactory academic progress defined within the latest edition of the Academic Catalog.
 - Notify the Financial Aid Office of all resources received from outside the Amridge University Financial Aid Office and any aid not listed in their award letter. Outside funds may require a reduction or repayment of aid equaling the amount that exceeds their financial aid eligibility.
 - Keep their local and permanent addresses current with the University.
 - Notify Amridge University when his or her email address changes by visiting the MyAmridge page and selecting the Update by Profile form located at [HTTP://AMRIDGEUNIVERSITY.EDU/MYAMRIDGE](http://amridgeuniversity.edu/myamridge).
 - Please include the full name of the student, student identification number, old email address, and new email address in the message.

EDUCATIONAL TAX CREDIT – TAX FORMS 1098-T

The University will mail the Tax Forms 1098-T by the due date as required by the Internal Revenue Service.

EDUCATIONAL BENEFITS FOR MILITARY STUDENTS/VETERANS

Amridge University is certified by the State Approving Agency for VA Benefits. It is the student's responsibility to inform the Financial Aid Office of intent to use VA educational benefits and provide the necessary documentation as required by the Veterans' Administration. Most VA benefits are paid directly to the eligible veteran. All admission requirements must be completed and the VA recipient must be fully admitted and enrolled at Amridge University before he or she will be certified for VA benefits. Any questions regarding the VA benefits and regulations specified in the following subsections should be submitted to the Amridge University VA official. The Amridge University VA official may be contacted by telephone at: 1.800.351.4040, extension 7523; or by email at: FINANCIALAID@AMRIDGEUNIVERSITY.EDU.

Tuition and Fees

Payment of tuition and fees is due at the time of registration. Amridge University does not participate in the advanced payment program; therefore, the student is responsible for paying all tuition and fees involved in attending Amridge University.

Curriculum/Degree

All VA recipients are required to declare a particular program of study or degree. If the student registers for a course not required in the program of study, Amridge University's VA Official will automatically delete the hours for that course from the semester's certification. Assistance in determining a course of study or a change of program will be furnished by the Amridge University VA Official with concurrence of an academic advisor.

VA recipients must not register for any course(s) in which credit may be awarded from another college, a military evaluation, technical school or any other source where credit may be received. If transfer credit is awarded for an acceptable course(s) from any other source, the VA will not pay for that course to be repeated.

Repeated Courses for Veterans Receiving Educational Benefits

If a veteran fails a required course, he or she may repeat that course with pay. However, he or she cannot repeat a course just to improve a grade and receive payment through the Veterans Administration.

Tuition Assistance

Eligible veterans who are presently on active duty may also qualify for Tuition Assistance (TA) which is an additional educational benefit. The amount varies depending on the branch of service and the amount of funds available through the student's Education Service Office, but

can be up \$1000 per course (4 semester hours) with a fiscal year maximum of \$4500. Since tuition and fees at Amridge University exceed the amount covered by TA, a service member eligible for MGIB-Active Duty, CH30, can elect to receive MGIB benefits for all the remaining expenses listed on the TA authorization. This add-on payment is called "TOP-UP".

TOP-UP claims are handled differently from claims for MGIB without TA. The service member should see the Education Service Officer, ESO, not the school certifying official. TOP-UP is payable for any course for which TA is payable under Department of Defense criteria, therefore, a certification from the school is not needed.

A National Guardsman or Reservist eligible for MGIB, CH1606, may receive both MGIB benefits and TA.

More information on VA-related programs is available at [HTTP://WWW.GIBILL.VA.GOV](http://www.GIBILL.VA.GOV).

The Veterans' Educational Assistance Program at Amridge University is based on the rules, regulations, policies, and procedures of the Veterans' Administration and as such is subject to change without notice.

More information on VA-related programs is available on the World Wide Web at: [HTTP://WWW.GIBILL.VA.GOV](http://www.GIBILL.VA.GOV).

Adjustment of Tuition Assistance Funds due to Discontinuance of Study

The Department of Defense requires that schools utilizing tuition assistance (TA) funds must perform a return of funds calculation for cases in which a student receiving tuition assistance funds discontinues study during a given semester. When a student discontinues study (drops or withdraws from all courses in the semester) and has previously been awarded these funds, the University must determine if these funds are required to be returned to the appropriate military service branch.

The University is required to perform the calculation within thirty (30) days of determination of the discontinuance of study.

The "withdrawal date" is the date the student withdraws, as determined by the school. If by the 50% point of the semester the student has not participated in their course/courses the University may unofficially withdraw the student and perform a return of TA funds.

"Return of Tuition Assistance Funds" is the government mandated process by which a school calculates the amount of TA to be returned for a TA recipient who begins attendance and subsequently withdraws, who ceases attendance during a semester, or who never begins class participation. The calculations may result in a reduction of the student's TA funds to reflect the

percentage of the semester that the student attended, if he or she attended 60 percent or less of the semester. Based on these calculations, the school, and the student may be required to return any "unearned" TA funds.

Veterans Educational Assistance Programs

- **Montgomery G.I. Bill – Active Duty Educational Assistance Program** (Chapter 30 of Title 38, U.S. Code). Prior Active Duty or Current Active Duty - Must have an honorable discharge or have already served at least two continuous years of honorable active duty service and contributed \$100 per month for 12 months (total of \$1200) into the MGIB program.
- **Vietnam Era Veterans' Educational Assistance Program** (Chapter 34 of Title 38, U.S. Code).
- **Montgomery G.I. Bill – Reserve Educational Assistance Program** (REAP Chapter 1607) Reserve component members who serve on active duty on or after September 11, 2001 under Title 10 U.S. Code for a contingency operation and who serve at least 90 consecutive days or more are eligible. National Guard members also are eligible if their active duty is under Section 502(f), Title 32 U.S.C. and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency which is supported by federal funds.
- **Vocational Rehabilitation – Chapter 31** This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible, he or she must have a service-connected disability entitling him or her to these benefits. An award authorization must be received by the Amridge University VA Official before benefits can be used.
- **Survivors' and Dependents' Educational Assistance (DEA) Program** (Chapter 35 of Title 38, U.S. Code). Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.
- **Post 9/11 GI Bill** (Chapter 33) A service member or veteran who has served at least 90 aggregate days on active duty after September 10, 2001, or individuals honourably discharged for a service-connected disability who served 30 continuous days after September 10, 2001, may be eligible for Chapter 33 benefits. A service member who is

currently in one of the other VA Chapters may elect to transfer the remaining months to Chapter 33. Chapter 33 benefits will be paid directly to the University. In all instances, veterans are urged to discuss their respective benefits options with an Amridge University Financial Aid Office staff member.

Standards of Progress

The following standards must be met in order for veterans or other eligible persons to receive VA benefits:

- Grading system as required by the academic standards of the University;
- Satisfactory grade level as required by the academic standards of the University;
- Probation and probationary periods as required by the academic standards of the University;
- Conditions for dismissal, suspension, and re-admission as required by the academic standards of the University; and,
- Satisfactory student conduct as required by the rules and regulations of Amridge University.

Drop/Withdrawal Policy for Veterans

Students who receive veterans' benefits must notify the Amridge University VA Certifying Official when dropping or adding a course or when withdrawing. Each withdrawal or drop resulting in a reduction in the course load must show the effective date of the change and the reason for the change. The student may also be required by the VA to repay any benefits received for that course or courses. Possible exceptions concerning the repayment of benefits may be made where there are extenuating circumstances.

Amridge University's policy for dropping a class or withdrawal from all courses applies. The withdrawal policies of the University will apply.

VA Payments and Responsibilities

- **Receipt of Checks** – A student who completes an application or Change of Place of Training Form at the beginning of the semester should expect a VA processing period of about six weeks. If the estimated time has elapsed and a check has not arrived, the student should contact the Amridge University VA Official immediately and, if the case warrants, an inquiry will be made to the VA Regional Office.

- **Payment** – Since Amridge University does not participate in the advance payment plan for veterans, tuition and fees must be paid in full by the published payment date (except for those veterans receiving Vocational Rehabilitation). Veterans receiving Vocational Rehabilitation are eligible to register without payment of tuition and fees providing that an award authorization letter has been received prior to the registration period.
- **Overpayments** – Each veteran drawing benefit should be aware that it is his or her responsibility to strictly comply with the policies and procedures which govern the receipt of educational benefits. Any overpayment created through non-compliance with veterans' policies is subject to repayment, and such overpayment can cause a delay in the payment of further benefits.
- **Responsibilities** – It is the responsibility of the veteran and dependents receiving VA benefits to notify the Amridge University VA Official of the following:
 - Change of degree or major
 - Changes (Drop and/or adds, credit level, or dependency status)

Other Types of Assistance that may be available to Qualified Veterans

- **Tutorial Assistance Program** -- Veterans enrolled on a half-time or greater basis may receive a special allowance for individual tutoring. To qualify, the veteran must demonstrate deficiency in a subject making tutoring necessary. Each tutor's qualifications must be reviewed and approved by the Amridge University VA Official. It is the student's responsibility to secure a tutor. The tutor may be anyone except a family member.

AMRIDGE UNIVERSITY EMPLOYEE FINANCIAL AID CODE OF CONDUCT

Amridge University's Employee Financial Aid Code of Conduct in accordance with the Higher Education Opportunity Act (HEOA) (H.R. 4137) signed in to law on August 14, 2008, prohibits conflicts of interest with the responsibilities of officers, employees, and agents of the University in association with a Federal Student Aid loan program. The University will publish, with respect to the FSA loan program, the Financial Aid Code of Conduct annually on its website, will inform all officers, employees, and agents and will enforce its policy.

Ban on Revenue-Sharing Arrangements

The University bans revenue-sharing arrangements with any lender. The University defines "revenue-sharing arrangement" per the HEOA: any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the

families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents.

Ban on Employees Receiving Gifts from a Lender, Guaranty Agency or Loan Servicer

The University bans employees from receiving gifts from a lender, guaranty agency or loan servicer. No officer or employee of the University may solicit or accept any gift from a lender, guarantor, or servicer of education loans. A “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount.

Ban on Contracting Arrangements

The University bans contracting arrangements. No officer or employee of the University may accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

Prohibition against Steering Borrowers to Particular Lenders or Delaying Loan Certifications

The University has a prohibition against steering borrowers to particular lenders or delaying loan certifications. For any first-time borrower, the University may not assign, through the award packaging or through other methods, the borrower’s loan to a particular lender. In addition, the University may not refuse to certify, or delay the certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.

Section 6: Student Affairs and Support Services

This section includes important information related to the offices and services of Student Affairs at Amridge University.

STUDENT AFFAIRS AT AMRIDGE UNIVERSITY

In support of the institutional mission, and in response to a diversified student body, Amridge University strives to enhance the educational experiences of students at all levels, maintain learning environments conducive to the learning process, and promote the mastery of all programmatic goals and outcomes through a wide variety of academic support services and innovative distance education capabilities available to both students and faculty as appropriate.

As such, Amridge University offers a variety of assistance through the following Student Affairs Offices: Registrar, Financial Aid, Admissions, Academic Program Advising and Evaluation, Student Recruitment, Career Services, Student Retention and Support, ADA, Student Problems, Student Appeals and Network Operations.

This section of the catalog provides an overview of each office, services provided, and links to personnel who can personally assist requests for more information or provide specific online resources designed to meet the needs of Amridge University students and faculty in the areas of Teaching and Learning, Instructional Technology, Communication, and Auxiliary Services and Support.

STUDENT AFFAIRS OFFICES

Registrar's Office and Records

The Registrar's Office provides a wide range of services to students, faculty, and alumni. Primary responsibilities include the maintenance of accurate records related to the academic progress of enrolled students, dissemination of policy information, and interpretation of academic rules and regulations of the University. Additional services available from the Registrar's Office and Records include:

- Adding and dropping courses
- Degree and enrollment verification
- Transcript requests and processing
- Final withdrawal processing
- Leave of absence processing
- Graduation processing

Questions regarding these services can be sent to REGISTRAR@AMRIDGEUNIVERSITY.EDU. To speak with the registry staff, call 334.387.7528 or 1.800.351.4040, extension 7528.

Financial Aid Office

The Financial Aid Office provides face-to-face and distance learning support services for students to ensure the efficient management of institutional and federal funds as well as scholarships and grants to promote the best possible distance learning education environment for students. Specific services available from the Financial Aid Office include:

- Assistance with federal and institutional financial aid form completion
- Financial Aid budget counseling
- Entrance and exit counseling
- Financial ramification of withdrawal, course dropping and adding
- Availability to discuss scholarships and tuition discounts
- Monitoring each student's academic status
- Providing resources and counseling for Active Duty Military and Veterans
- Preparing and reporting student participation data for Federal Financial Aid standards

Questions regarding these services can be sent to FINANCIALAID@AMRIDGEUNIVERSITY.EDU. To speak with the Financial Aid staff, call 334.387.7523, 334.387.7525, 334.387.7527, or 1.800.351.4040, extension 7523, 7525, or 7527.

Admissions Office

The Admissions Office provides a variety of specialized support to Amridge University's students, faculty and other various departments. For students, Admissions Officers provide much needed support during the matriculation process by helping students of all types and levels secure the documents required for enrollment. As experts on University admissions policies and procedures, these professionals work to streamline the online enrollment process. The Admission staff work closely with applicants, students and prospective students through the online form submissions that come through the [MYAMRIDGE PORTAL](#) located on the University website. Additional services available from the Admissions Office include:

- Processing all admission, readmission, and change of degree applications
- Analyzing education credentials of incoming students to determine admission status

- Assisting students in scheduling standardized tests
- Monitoring the enrollment process for new and returning students
- Reminding students of important deadlines for Admissions
- Notifying students of their official admission status upon receipt of all required documents
- Assisting new students with obtaining official transcripts
- Coordinating the internal review procedures for doctoral applicants
- Updating address and email information for student records

Questions regarding these types of services can be sent to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. To speak with the Admissions Office, call 334.387.7524, 334.387.7532, or 1.800.351.4040, extension 7524 or 7532.

Academic Advising and Evaluation Office

Amridge University understands the crucial role academic advising and the evaluation process both play in the distance education student experience. Academic Advisors are a very important resource to students throughout their educational journey. Upon acceptance to the University, each student is assigned an Academic Advisor based upon his or her degree program, whose primary responsibility is to oversee the academic progress of all students and motivate them to succeed both inside and outside the classroom. The Advisor assists the student in selecting courses which will meet the requirements needed for degree completion and is available throughout the semester for consultation about programs, school policies and procedures. The Advisor may be contacted for further assistance by making an appointment during posted office hours. All students enrolled at Amridge University are given an Academic Plan specifying the requirements for degree completion. Program specific evaluations are completed by the Academic Evaluator in conjunction with the Dean or designated faculty member for the School in which the student's degree falls. Upon acceptance of the Academic Plan and the completion of all folder requirements the student is considered enrolled at the University. Students view their Academic Plan through the University Self Service Portal located on the University website. This Plan is available to enrolled students 24/7 to help them see the courses that have been completed under their degree program, as well as view the list of elective courses that can be taken and the required courses needed for degree completion. Furthermore, throughout the semester Deans, faculty, and academic support staff are always available to consult with

students about their concerns, academic progress, and future plans. Additional services available from the Academic Advising and Evaluation Office include:

- Working with students to ensure they are registering for applicable courses to apply towards their chosen degree
- Discussing differences in the structure and content of degree programs with prospective students
- Explaining the appropriateness of degree programs to prospective students
- Providing detailed information regarding policies and procedures concerning student rights and responsibilities
- Providing retention services and support for students needing encouragement while completing their courses
- Creating student Academic Plans and appropriately applying transfer credits

Questions regarding these types of services can be sent to CC@AMRIDGEUNIVERSITY.EDU. To speak with the Academic Advising and Evaluation Office, call 334.387.7569, 334.387.7520, or 1.800.351.4040, extension 7569 or 7520.

Recruitment Office

The Recruitment Office assists all incoming student in the process of choosing the degree program that will help them attain their educational and career goals. Members of the Recruitment staff are available by phone, email and live chat to provide prospective students individualized attention prior to and during the enrollment process. It is of utmost importance that incoming students understand their options and opportunities while enrolled at Amridge University. Students who need further help with degree selection are directed to an Academic Advisor and Career Services area where they can take the assessments that will provide insight into their areas of interest by helping them identify specific courses, jobs, internships and activities from which they may benefit. Additional services available from the Recruitment Office include:

- Providing first point of contact information for degree selection
- Assisting new and returning students in the Admission and Readmission process
- Providing general information as to how prospective students may finance their education

- Assisting with the registration process for new and current students
- Providing new and returning students with orientation videos and services

Questions regarding these types of services can be sent to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. To speak with the Recruitment Office, call 334.387.7520, 334.387.7532, 334.387.7569, or 1.800.351.4040, extension 7520, 7532, or 7569.

Career Services Office

The Career Services Office offers a wide variety of career-related services and resources to assist students and alumni in the development and implementation of their career plans. Services provided to students and alumni include career advising by assessment, resume writing services, workshops, and career fairs. Amridge University does not discriminate in admitting students, providing student services or the administration of its degree programs on the basis of religion, creed, ancestry, belief, age, gender or veteran status except where necessitated by specific religious tenets held by the institution. Amridge University's Career Services division will post positions on the Amridge University Career Services website to assist students and alumni in their efforts to seek employment.

Amridge University does not endorse or recommend jobs or employers on the Career Services job posting web pages. Jobs postings are provided for students and alumni as a service. Students and alumni should take responsibility for all necessary precautions when interviewing for, or accepting any position.

Amridge University's Career Services Center website contains links to other websites as a convenience for its users and does not endorse or take responsibility for the contents of linked sites. Amridge University does not guarantee job placement to graduates upon program/course completion or upon graduation. Additional services available from the Career Services Office include:

- Providing help to students and alumni on developing professional resumes and cover letters
- Practicing interview techniques through mock interviews and phone calls
- Planning and implementing an effective job search and placement
- Crafting personal portfolios through the Reflections Portal
- Planning internships through the Internships portal in Blackboard

Questions regarding these types of services can be sent to CAREERSERVICES@AMRIDGEUNIVERSITY.EDU. To speak with the Career Services Office, call 334.387.7512 or 1.800.351.4040, extension 7512.

Student Retention and Support

Amridge University's Student Retention Team is committed to supporting student success by a culmination of efforts between the Academic Team and the Student Affairs Division. These professionals work together to support students in their educational endeavors. This team utilizes a system developed by the Amridge University Network Operations Center, the Amridge Early Alert System (AEAS) to identify and assist students who may be struggling to meet the demands of their distance education courses. In addition to their individual retention efforts, faculty members submit periodic reports (Weeks three, six and nine) identifying students that fall below a set standard. Furthermore, faculty members may "flag" any student enrolled in any of their courses at any time. Once a flag is raised in AEAS, a member of the Student Affairs team receives a notice in Intelliworks and promptly contacts that student by telephone and email to offer support. Within Blackboard there is additional support provided to the student by the instructors. Instructors can monitor students who are behind and/or not completing assignments. They can send quick messages to support the student and request feedback from the student. Together the Blackboard system and AEAS system are working to make sure all students receive the support they need to complete their coursework.

ADA Center

The ADA Center at Amridge University provides a wide range of accommodations and support services to students who have any type of temporary or permanent health impairments, physical limitations, psychiatric disorders, learning disabilities, or sensory impairments. The ADA accommodations forms are located in the MyAmridge Portal on the homepage of the website. Once the ADA form is filled out, the ADA Coordinator helps ensure that qualified students who have disabilities are provided equal educational opportunities. The coordinator serves as a liaison between students and faculty. Upon receipt of required documentation from appropriate health care provider(s), the coordinator works with the Academic Team members to recommend the most appropriate academic accommodations for students.

For detailed steps regarding ADA, see [SECTION 7: STUDENT RIGHTS AND RESPONSIBILITIES](#) of the *Amridge University Academic Catalog*.

Questions regarding these types of services can be sent to ADACoordinator@AmridgeUniversity.edu. To speak with the ADA Coordinator, call 1.800.351.4040, extension 7510.

Student Problems

Student Problems provides students an opportunity to notify someone at the University of any problem(s) they encounter while they are completing their studies. The primary mode of communication for problems submission is through online chat, email or phone call to the Student Affairs Division. Students can access this information on how to submit a question or complaint via the Blackboard system through the “Help” module located on the MyAmridge initial landing page for all students. A student files a complaint or submits a question to [PROBLEMS@AMRIDGEUNIVERSITY.EDU](mailto:Problems@AmridgeUniversity.edu). Problems may include issues with online courses, lack of communication from instructors, technical issues with Blackboard, unexplained or wrong grades, student services issues, or problems with registration. Student Problems seeks to rectify any issues as quickly as possible without going through a formal process. After researching the nature of the problem, the Committee uses individuals with expertise in those areas to come to a reasonable solution as soon as possible. The ultimate goal is to be fair to the student and the University.

Questions regarding these types of services can be sent to [PROBLEMS@AMRIDGEUNIVERSITY.EDU](mailto:Problems@AmridgeUniversity.edu). To speak with a Student Services Specialist about problems, call 1.888.790.8080.

Student Appeals

The Amridge University Appeals Committee and support staff provide the students with an opportunity to appeal policies as outlined in the University Catalog or the Amridge University Policy Manual. Appeals cover issues involving Academics, Financial Aid, Admissions, Records, Grading and Student Affairs. The University has provided a formal appeals process on the University’s website for all students and prospective students. The link to the Appeals Form is located on the homepage of the website in the MyAmridge Portal. Once an appeal is received, the Vice President of Student Affairs and the Appeals Committee Secretary research the data and inform the Committee of the findings. The Committee evaluates the information provided and determines the best course of action to give the student the best chance to be successful and continue in the process of completing their degree in accordance with University policies and federal regulations. For detailed steps regarding Appeals, see [SECTION 7: STUDENT RIGHTS AND RESPONSIBILITIES](#) of the *Amridge University Academic Catalog*.

Questions regarding these types of services can be sent to APPEALS@AMRIDGEUNIVERSITY.EDU. To speak with a specialist for Student Appeals, call 1.800.351.4040, extension 7510.

Network Operations Center (NOC)

Network Operations provides technical support for students, faculty, and staff. NOC staff members provide instruction to students and faculty concerning class sessions, live video and Collaboration support. When technical issues arise this team provides support that student services staff may be unable to resolve.

Questions regarding these types of services can be sent to NOC@AMRIDGEUNIVERSITY.EDU. To speak with a Student Support Specialist, call 1.800.351.4040, extension 7889.

TEACHING AND LEARNING SUPPORT SERVICES

LIBRARY RESOURCES

The Southern Christian University Library of Amridge University provides services, resources, facilities, and technology to support face to face and distance learning students. Through support services, the library staff empowers students, faculty, and other patrons to develop skills to effectively use traditional and electronic library services for research, information, study, and general intellectual discourse in academia. Additional services the Southern Christian University Library of Amridge University provides include the following:

- Comprehensive Library Services
- Electronic books
- Online Library Catalog – Atrium
- Resource for IRB Manual
- Resource for Dissertation Manual
- Tutorial videos on the use of library services and how to conduct research

More detailed information related to Library Resources can be found in [SECTION 8: SOUTHERN CHRISTIAN UNIVERSITY LIBRARY \(LEARNING RESOURCE CENTER\) OF AMRIDGE UNIVERSITY](#) of the *Amridge University Academic Catalog*.

Questions regarding these types of services can be sent to LIBRARY@AMRIDGEUNIVERSITY.EDU. To speak with the Head Librarian, call 1.800.351.4040, extension 7541.

ORIENTATION COURSE – MANAGEMENT INTERVENTION (FD 1412)

FD 1412 is a required course developed for undergraduate freshman and transfer students who transfer in credit that is less than junior status. This course is designed to provide in-depth information that will build the students relationship with Amridge and increase academic success. The student develops skills in setting goals, setting priorities, and assigning resources. The student will study and apply techniques related to learning styles, time management, developing successful study habits, note taking, managing test anxiety, accessing information sources, critical thinking, and power writing. Student services support programs, Student Rights and Administration contacts are covered to ensure students have a clear understand of the services available to them, policies they need to be aware of and whom they can call for help and support.

Questions regarding these types of services can be sent to CC@AMRIDGEUNIVERSITY.EDU. To speak with a Student Support Specialist, call 1.800.351.4040, extension 7569.

SMARTHINKING ONLINE TUTORIAL SERVICE

Smarthinking gives students access to live, online tutors for writing, grammar, English as a second language, Spanish, math, algebra, geometry, trigonometry, micro and macroeconomics, managerial and financial accounting, statistics, and more! Smarthinking is provided by the University at no cost to students. These resources can be used in any course, even if the instructor doesn't require them. Access is granted through each of the courses in which the student is enrolled in Blackboard. Smarthinking is also an excellent resource for those students who need help with writing. The Smarthinking tutors work much like a writing coach to help with essays, research papers, and writing in general. A writing tutor will review submitted papers and essays within 24 hours and give feedback with suggestions for areas the student needs to improve and on writing strengths.

Questions regarding these types of services can be sent to CC@AMRIDGEUNIVERSITY.EDU. To speak with a Student Support Specialist, call 1.800.351.4040, extension 7569.

CAPITOL PRAYER BREAKFAST

The purpose of the bi-monthly breakfast is assisting like-minded Christians in providing more opportunity to pray, encourage, and affect righteousness among all in the church, society, and nation (2 Chron. 7:14). Through prayer we intend to foster humility, wisdom, and eagerness to be used in service to Christ. It also takes the opportunity to exercise the biblical principle of giving honor to whom honor is due. Prayers are conducted for the needs of individuals, homes,

society, church, and nation, while those gathered may also discuss current issues that may impact education, educational institutions, and/or associated groups.

MINISTRY U: FUTURE PREACHERS TRAINING CAMP

The purpose of the camp is to train future preachers, ages 13 – 18, to minister in a local church while developing Christian character necessary for ministry and evangelism to be practiced in the present. Since 1972, young men have been recruited who sincerely aspire to preach the Gospel of Christ by implementing the biblical pillars of ministry such as preaching, service, evangelism, worship, and leadership .

CHAPEL SERVICES

Students are encouraged to attend *live* chapel services on a weekly basis every Wednesday morning at 8:30 a.m. CST on the University campus. Chapel services are extended as an open invitation to students who want to participate via online technologies for worship and spiritual growth. This service is provided to uplift students, faculty, staff and constituents of Amridge University. Students can access live chapel at [HTTP://AMRIDGEUNIVERSITY.EDU/STUDENT-SERVICES/CHAPEL](http://amridgeuniversity.edu/student-services/chapel).

CAREER SERVICES TOOLS

Career Services tools provided to students and alumni include:

Amridge University Career Services Symplicity Portal is the Online Career Services program used by all students and alumni. This program contains the Resume Builder, Job Postings, How to Videos, and Career Fair center. Students also have access to a Career Services staff member who helps students with their Resumes and Portfolios. Students may search for job postings through the Symplicity database. Within Symplicity, Amridge has embedded videos on topics such as resume writing, interview skills, internships, information interviewing and networking, job search strategies, etc. Additionally, students receive email notifications about job openings which enable students to apply for jobs online. This program is accessible by all students and alumni from any location. Each student receives access to Amridge University's Symplicity site at the start of their first semester of Amridge.

Reflections is a web based e-portfolio solution by which students and alumni are given access to a portfolio builder that helps the individual articulate skills, achievements, and evidence of learning through a modern online platform. The portfolio design tool allows the

student to select layouts and color palettes to reflect their career track. Users can upload electronic files to include videos and they have the option to share their web-based portfolios via email or social media.

Internships.com is a resource available to our students within the Amridge University Blackboard system. The internship module gives student the ability to search for active internships in their area. Once logged in, students can access the site by clicking on the My Career tab within Blackboard. Students can build or upload a current resume to their portfolio to use when applying for internships. The search engine allows students to search by career field and they can either apply through the website or through the company's website. Internships.com uploads and manages all the companies listed in their database.

AMRIDGE EARLY ALERT SYSTEM

Amridge University's Student Retention Team is committed to supporting student success by a culmination of efforts between the Academic Team and the Student Affairs Division. These professionals work together to support students in their educational endeavors. This team utilizes a system developed by the Amridge University Network Operations Center, the Amridge Early Alert System (AEAS) to identify and assist students who may be struggling to meet the demands of their distance education courses. In addition to their individual retention efforts, faculty members are required to submit periodic reports (Weeks three, six and nine) identifying students who are academically at-risk. . Furthermore, faculty members can "flag" any student enrolled in any of their courses at any time. Once a flag is raised in AEAS, a member of the Student Affairs team receives a notice in Intellworks and promptly contacts that student by telephone and email to offer support. Within Blackboard there is additional support provided to the student by the instructors. Instructors can monitor students who are behind and/or not completing assignments. They can send quick messages to support the student and request feedback from the student. Together the Blackboard system and AEAS system are working to make sure all students receive the support they need to complete their coursework.

ONLINE RESOURCES

Amridge University is committed to providing just in time assistance to students and faculty alike. Therefore, in addition to personalized, on demand, support services, there is also a series of instructional tutorials to assist with some of the common concerns of students and faculty. Tutorial videos related to teaching and learning currently include the following topics:

Student Resources: Library Orientation (undergraduate and graduate), Overview of Student Services, Amridge Programs of Study, What it takes to be a Successful Distance Learner,

Career Services, Degrees Related to Professional Organizations, Admissions Process, Introduction to Faculty, and Research Log Specifications.

Faculty Resources: Grade Procedures, Dealing with Student Problems, Virtual Library Services, Stimulating Student Discussions, Overview of Student Orientation Program, E-portfolios, and Research Log Specifications. In addition, all faculty have access to a variety of Teaching and Learning resources located in the Faculty Resource Center.

Visit the homepage of the University website at WWW.AMRIDGEUNIVERSITY.EDU for resource listings for Students and Faculty.

INSTRUCTIONAL TECHNOLOGY SUPPORT SERVICES

BLACKBOARD LEARN, RINGCENTRAL, BLACKBOARD MOBILE, AND BLACKBOARD CONNECT

Distance learning is the primary instructional delivery system for all degree programs offered at Amridge and with that in mind the University focuses on supporting students in the online learning format. Amridge utilizes **Blackboard Learn™**, **RingCentral™**, **Blackboard Mobile™**, and **Blackboard Connect™** to provide services to our student learners.

Blackboard Learn and RingCentral

Amridge University uses Blackboard Learn for the delivery of all course materials and videos. Our course management system is hosted by Blackboard. The Blackboard portal is monitored locally by the Network Operations Center of Amridge University and is available 24/7 for student access. Amridge University uses RingCentral as a course conferencing system and delivery technology for live-stream classes. This includes live streamed seminars, live streamed weekly classes, and live classes recorded as archives for later viewing. With RingCentral, a webcam and a headset with microphone, students can see and hear their instructor, give class presentations, and engage in live discussions with classmates and instructors. RingCentral also allows instructors to display documents, slides, or write on the “white board.” Students can chat with classmates, raise their hand (virtually) to ask a question, and receive files from their instructor or classmates. RingCentral is accessible within each Blackboard course. Setup and configuration support is provided by Amridge University technical support.

Blackboard Connect

Blackboard Connect is a mass communication system that allows the university to send text, live voice message, emergency alerts and quick notifications. Students are added into the

system on a semester basis. Because Amridge Connect is an alert system, students are not able to opt out.

Blackboard Mobile™ and Amridge Connect iPad Program

Amridge is committed to providing students with learning tools that give them access to coursework and assignments from any location. As part of our commitment to embrace 21st century technology for education, the University has adopted the iPad as our new technological tool for teaching and learning. During the course registration process all students are given the opportunity to purchase a University-issued iPad to use as a resource for accessing courses when they are not seated in front of a desktop computer. Distance learners require a mobile and flexible style of learning and an iPad can be an excellent resource. It is with this idea that students who have this technology will have ease of access to all student related services available within the Amridge University Mobile App called **AU Mobile**. The mobile app is available for free download with Apple [iOS](#) devices (e.g. iPhone's, iPads) along with [ANDROID](#) devices (e.g. Samsung, Nexus, Kindle Fire, Kyocera, HP and several other devices). The **AU Mobile** app is free and accessible on most devices. You can access this learning technology now if you already have an Apple iOs or Android device.

The Amridge University App will allow students to access the full version of Blackboard Learn through the **Blackboard Mobile™** platform where students can complete many of the assignments within their course. Students can also view the University Course Schedule by term, view the academic calendar and events, look up faculty and staff contact information and access the Library and e-books portal.

COMMUNICATION SUPPORT SERVICES

STUDENT ADVISORY COMMITTEE

Amridge University recognizes the importance of student input in the University's decision-making process; therefore, the administration requests student volunteers for membership in the Student Advisory Committee. This Committee meets on a regular term basis and is reorganized on a yearly basis. A student does not have to be on campus to be a member of the Committee nor to participate in the meetings.

Concerns, recommendations, and requests are presented directly from the Committee to the appropriate University area, i.e., deans, problem Committee, etc. Feedback will be provided on each item submitted by the Committee. The Chairman of the Student Affairs Team serves as advisor to this Committee. Students who are willing to serve as volunteers should send an email

to STUDENTADVISORYCOMMITTEE@AMRIDGEUNIVERSITY.EDU early in the semester. Members of the Committee will be appointed by the Student Affairs Team with recommendations from the deans of the four academic schools. The Chairperson of the Student Advisory Committee will serve as a member of the Student Affairs Team.

MYAMRIDGE PORTAL

MyAmridge Portal serves as the secure online support system for students. In the portal, students, faculty, staff and alumni can fill out electronic forms and receive services. The following forms are found in the MyAmridge Portal:

✓ Admissions Application	✓ Program Degree Change	✓ Degree Completion Applications
✓ Re-admission Application	✓ GoArmyEd	✓ Transcript Requests
✓ Course Registration	✓ Financial Aid Applications	✓ Update My Profile
✓ Course Drop and Withdrawal	✓ Financial Aid Award Letters	✓ Appeals/Grievance Request
✓ ADA Accommodations Request	✓ 24/7 Technical Support	✓

Portal access is located on the homepage of the website in a prominent location. These important applications and requests serve our students' and alumni's needs by providing a secure site to submit their requests via the internet from any location at any time.

SELF SERVICE – ONLINE ACADEMIC PLAN SUPPORT SYSTEM

Self Service serves as the online support system for student Academic Plan information, grade delivery, Financial Aid fund details and Unofficial Transcript information. Self Service is a secure site that works in tandem with the University's Student Information system. Information is made available to students quickly and efficiently because of the streamlined connection between the two systems. Students will find the following information within Self Service:

- Final grades by course and semester
- Academic Plan with courses taken and courses to be completed
- Financial Aid information by semester
- Unofficial transcript for job interviews and proof of classes taken

Students who have questions regarding any technical support issues can email NOC@AMRIDGEUNIVERSITY.EDU or call 334.387.7889 or 1.800.351.4040, extension 7889.

LIVE PERSON CHAT

Live Person is the online chat delivery system available to prospective students, current students, and alumni to ask general questions of the University. Within Live Person is a robust system of automated ticketing for all chat communications to ensure that students receive a quick response to their questions. Students can access the Live Person chat program by selecting the chat icon on the University homepage.

AUXILIARY SUPPORT SERVICES

VIRTUAL BOOKSTORE

The University does not operate a bookstore. Instead, the University has collaborated with online book companies to service students. [HTTP://AMRIDGEUNIVERSITY.ECAMPUS.COM](http://AMRIDGEUNIVERSITY.ECAMPUS.COM)

Students with specific questions about Amridge University course textbooks that cannot be answered by the enrollment team at 1.888.790.8080

AMRIDGE UNIVERSITY IPAD PROGRAM

Registration Processing for iPads

During the registration process, students indicate whether they opt in or out of this offer by paying a one-time technology fee of \$399, which may be paid using Financial Aid or a personal credit card. (*****Some restrictions apply*****)

iPad Specifications

- iPad – latest version of iPad offered by Apple Education - Wi-Fi (No Cellular capability)
- 16 gig
- Apple Care + Protection Plan (Limited to 2 service events)
- \$399.00 Technology fee with a limit of 1 iPad per student.
- iPad purchases are not refundable.

Apple Care

To ensure the effective and safe use of the iPad for the virtual classroom, Amridge University will provide each tablet with a two-year Apple Care+ Protection Plan, and our in-house technicians will be available for technical support. It is with this idea that students will have ease of access to their Blackboard courses through Learn, available within the Amridge University App. **Call 1.888.790.8080** if you need service or repair on your existing Amridge University iPad.

iPad Restrictions

Students who choose to receive an iPad using Financial Aid Title IV, grants, and/or scholarship funds will be subject to course participation requirements. iPads will be shipped to the address Amridge has on file at the same time student refunds are mailed, which is typically on the 10th day of the semester. Students who want to pick their iPad up at Amridge University can do so after calling and scheduling an on campus pick-up. **Call 1.888.790.8080**. Students who pay the one-time technology fee for **Amridge Connect** by personal credit card will receive their iPad as soon as it has been determined that their registration fees, admission status and financial aid status are in good standing with the University.

Students who own iOS and Android Devices

Students who own their own iOS and Android devices can participate in **Amridge Connect** immediately and use the FREE **AU Mobile** app to access their courses in Blackboard. Students who do not wish to take advantage of the Mobile Learning initiative will continue to use their personal computers to access Blackboard for completion of their coursework.

Repair Support

AppleCare+ will be provided with all Amridge University-issued iPads. The AppleCare+ Protection Plan provides two years of protection and includes repair and replacement of hardware components and TWO incidents of accidental damage. Each of the two incidents is subject to a \$49 service fee per incident that is to be paid by the student. Payment for damages/repairs must be paid before the iPad will be sent out by Amridge for repair. Please call our Technical Support Team and have your serial number available so we can determine the type of damage and repair needed based on the AppleCare+ Terms and Conditions before payment may be required. Call 1.888.790.8080 and ask for iPad Support.

For more information, please review the following:

The iPad is not intended to replace students' personal computers; therefore, all students are still required to have ownership or access to a personal computer.

COMPUTER REQUIREMENTS CHECKLIST FOR ONLINE LEARNING

As a minimum, the following computer requirements are recommended for working through the Amridge University distance learning programs and courses:

- **Operating Systems**
 - Windows Operating Systems
 - Windows 8
 - Macintosh Operating Systems and Software
 - OS X 10.7
 - Computer operating systems no longer supported
 - Windows 98
 - Windows XP
- **Internet Browsers**
 - Internet Browsers for the Windows Operating Systems
 - Internet Explorer 10 or higher
 - Firefox (Final Release Channel)
 - Chrome (Stable Channel)
 - Internet Browsers for the Macintosh Operating Systems
 - Safari 5.0 or higher
 - Firefox (Final Release Channel)

HARDWARE FOR RingCentral

Amridge University recommends the following hardware for the interactive system:

- **Camera**
 - Logitech "QuickCam Express"
 - Logitech "Pro 4000"
 - Creative "WebCam Instant"

- **Headset**
 - Logitech “Premium USB Headset 350”
 - Logitech “Extreme PC Gaming Headset”
 - Plantronics “Audio 60” (Enhanced Multimedia Headset)
 - Plantronics “DSP 400” USB Headset

REQUIRED COMPUTER SOFTWARE

Amridge University recommends several key computer software packages for student use. Most of these software packages can be purchased at any computer store and can even be included in the purchase of a new computer. These recommended computer software packages include the following:

- Latest edition of **Microsoft Office** that should include **Word, Excel, PowerPoint,** and **Outlook.**
- Latest edition of **Adobe Acrobat Reader.** Visit the Amridge University website for a link to the Adobe website where you can download a free version of **Adobe Acrobat Reader.**
- Latest edition of **Internet Explorer.** Although **Netscape** web browser will work, we find that **Internet Explorer** is best for our website and distance learning portal.
- Latest edition of [JAVA STANDARD EDITION.](#)

KEEPING YOUR COMPUTER IN TOP WORKING ORDER AND OBTAINING AND INSTALLING VENDOR SOFTWARE UPDATES

Because your computer will be a major learning tool, it is important that you keep your computer in good working condition. Following a few simple practices can help ensure that your computer will be in good working condition so that you can have the best learning experience possible. As a very minimum, the following recommendations should be considered:

- Use, and keep updated, virus protection software.
- If you use DSL or a cable modem, then use a firewall. There are many inexpensive hardware and software versions of firewalls that will be effective in keeping out unwanted computer intruders.

- Clean your hard drive regularly and delete unneeded temporary files with “.tmp” extensions.
- Obtain and install operating system updates regularly.
- Obtain and install program software updates regularly.
- Clean your computer screen and keyboard regularly with industry approved cleaners that may be purchased at almost any office supply store.
- Purchase a computer backup system for your computer and backup your computer files and system regularly. If you use DVD's, Blu-Ray, CD's or thumbdrives for backups, be sure to store them at a safe and secure location.
- Consider Dropbox or Microsoft Sky Drive to safeguard your documents:
 - <HTTPS://WWW.DROPBOX.COM>
 - <HTTPS://ONEDRIVE.LIVE.COM/ABOUT/EN-US>

Students who have questions regarding any technical support issues can email NOC@AMRIDGEUNIVERSITY.EDU or call 334.387.7889 or 1.800.351.4040, extension 7889.

Section 7: Student Rights and Responsibilities

This section includes important information regarding University policies and procedures for all students at Amridge University.

STUDENT RIGHTS AND RESPONSIBILITIES

Decisions and behavior in the Amridge community are guided by the University's mission. Therefore, policies and procedures regarding the rules, rights, and responsibilities governing academic and non-academic relationships between the University and students have been established. As members of this community, students can expect to be afforded certain basic rights and can expect to be held accountable for certain basic responsibilities.

To be effective students must make themselves aware of University policies, procedures and student rights for each semester in which they are enrolled.

Update my Profile/Contact Information – students must notify Amridge University when his or her email address changes by visiting the MyAmridge page and selecting the Update by Profile form located at [HTTP://AMRIDGEUNIVERSITY.EDU/MYAMRIDGE](http://amridgeuniversity.edu/myamridge).

Notification to Students of Rights under the Family Educational Rights and Privacy Act (FERPA)—this policy provides information to students regarding their rights related to their “educational records.” Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Notification to Students of Rights under the Family Educational Rights and Privacy Act (FERPA).

Academic Misconduct—this policy informs the students of academic misconduct including cheating, plagiarism, or furnishing false or misleading information to the University, as well as assigning or colluding with another person in committing such dishonesty, suppressing such dishonesty, or failing to report known dishonesty of another person. Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Academic Misconduct.

Procedures for Withdrawal—this policy provides the procedures a student must follow in order to properly withdraw from the University. This policy is also delineated on the University's online registration page. Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Procedures for Withdrawal.

Procedures for Dropping a Course—this policy provides the procedures a student must follow in order to properly drop a course at the University. This policy is also delineated on the University's online registration page. Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Procedures and Ramifications of Dropping a Course.

Solomon Amendment Directory Information—this policy informs students that under federal law, the University is required to provide the U.S. Department of Defense directory information upon request. Additionally, the policy informs students how they may request withholding of

directory information under this requirement. Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Solomon Amendment Directory Information.

Standards for Academic Progress—this policy specifies the conciliations under which a student would be making satisfactory progress toward the completion of his or her respective degree. Additionally, this policy lists the conditions of Academic Probation and Academic Suspension. Please refer to [SECTION 4: ACADEMIC RECORDS AND POLICIES](#) - Standards for Academic Progress.

Academic Progress Standards for Financial Aid—this policy consists of a detailed specification of the requirements for satisfactory academic progress under the respective Federal Student Financial Aid requirements. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) - Academic Progress Standards for Financial Aid.

Student Rights and Responsibilities Associated with Financial Aid—this policy provides a listing of the rights that students have associated primarily with Federal Financial Aid. Also, this policy provides a listing of the responsibilities that students have in order to be in full compliance with the respective Financial Aid programs. Please refer to [SECTION 5: FINANCIAL AID, TUITION AND FEES](#) - Student Rights and Responsibilities Associated with Financial Aid.

Appeals/Grievance Process—this policy includes a description of the policy and procedures for students to file an appeal or grievance to the University. This policy incorporates a two stage process starting with the University's Appeals Committee. If the appellant is not satisfied with the outcome of the respective appeal or grievance, then the appellant may submit an appeal of the decision to the University's Executive Leadership Team. Please refer to [SECTION 6: STUDENT AFFAIRS AND SUPPORT SERVICES](#) - Standard Appeals/Grievance Process.

Code of Conduct – Academic Integrity—this policy includes any form of dishonesty, including cheating, plagiarism, or furnishing false or misleading information to the University (or persons acting in concert with the University academic program such as practicum or clinical experience supervisors, or other persons involved in the educational process) as well as assigning or colluding with another person in committing such dishonesty, suppressing such dishonesty, or failing to report known dishonesty of another person.

Non-Academic Code of Conduct—this policy includes a description of the expected actions of all students. The actions should exhibit the values and behaviors that evidence civility and respect toward faculty, staff, and fellow students. These misbehaviors are Non-Academic misconducts that are disruptive to the educational process. See Code of Conduct below.

Sexual Harassment Policy—this policy explains sexual harassment as well as a specification on the procedures for filing a sexual harassment complaint. See Sexual Harassment Policy below.

Campus Crime Report and Safety Manual—this report includes information on the University's Drug Prevention Program, Clery Statistics, Violence Against Women, accidents, and sickness and safety procedures. - **Posted on the Amridge University website under Student Affairs, Crime Report section - AMRIDGE UNIVERSITY CRIME REPORT AND CLERY ACT COMPLIANCE.**

CODE OF CONDUCT

Amridge University is committed to fostering an environment true to its Christian heritage and conducive to learning. In so doing, the University expects all students to exhibit the values and behaviors that evidence civility and respect toward faculty, staff, and fellow students. As we encourage the development of a community of scholars, we must discourage any misbehavior that is disruptive to the educational process.

Authority for Student Discipline: Ultimate authority for student discipline is vested in the President. The primary appellate organization for the University is the Appeals Committee. Disciplinary or appellate authority may be delegated to University administrators or committees at the discretion of the President of Amridge University.

Misconduct Defined: A student is subject to disciplinary action by the University for misconduct (1) occurring on any property owned or controlled by the University, or off campus at any function which is authorized, sponsored, or conducted by the University; (2) in parking lots adjacent to areas or buildings where University functions are being conducted; (3) during class sessions; (4) as part of, or related to, any course/class assignment, teacher, or University decision; or (5) as part of any communication to, or including, any faculty member or other University employee, representative, or student regardless of the means or mode of communication (in person, via Internet, telephone, facsimile, video and/or audio conference, by other electronic means, in writing, or otherwise).

Non-Academic Misconduct – Criminal Offenses

Behavior that is subject to disciplinary action under this Code includes violations of Federal, State, and local Law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its educational mission. Misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Clery Act and Violence Against Women Reauthorization Act (VAWA) Crimes. These acts include Sexual Assault, Criminal Offenses, Hate Crimes, and VAWA Offenses. Sexual Assault – A sexual assault is any sexual act directed against another person, without that person's consent. This includes any instance where an individual is not capable of giving consent. Consent: Amridge University defines consent as a clear capacity of understanding and mutual agreement to the nature of conduct to do or allow something to happen or be done without force, fear, or under duress. Cooperation does not constitute consent. A complete list of criminal offense, hate crimes, and VAWA Offenses can be found in Amridge University's Campus Crime Report, Safety Manual, and Emergency Response Plan located at WWW.AMRIDGEUNIVERSITY.EDU.
- Sexual Harassment – Violation of the University's policies against sexual harassment specified within this publication.
- Harassment – Behavior that is (a) directed toward a particular person or persons; (b) is unwelcome and/or severe or pervasive; and (c) violates criminal law or civil rights laws or that unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities. This also includes the use of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, age, national origin, or disability.
- Controlled Substance Abuse – Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance, while on University property, during class, at University functions, or otherwise in connection with University academics or activities. Aiding or abetting the possession and/or consumption of alcoholic beverages by a person who is under the age of 21.
- Weapons or Explosives Possession and Abuse – Use, possession, or distribution of firearms, other weapons, ammunition, fireworks, or any type of explosive or incendiary device or material, or threatened possession or use of such items on University property or against University students, employees, or representatives.
- Theft – Unlawful taking or use of University or personal property and of services to include, but not limited to telephones, unauthorized use of computers, illegal copying of software, acts in violation of copyright laws.
- Fire alarms – If a fire alarm is heard, all people must vacate the building until the cause for the alarm is determined. The fire exit doors are located in both corners of the

Learning Resource Center and at the bottom of the stairwells leading away from the interior of the building for use in emergency. Exiting through these doors at any time will activate the alarm. Sirens are also located nearby which sound in the event of a tornado warning. If these are heard, all people in the building are expected to go immediately to a safe area until the warning is lifted.

- With respect to this 'Non-Academic Misconduct' section, mentioned in the above examples of misconduct provided in bulleted items which refer to criminal acts, are examples where the University may discipline a student for such misconduct if, in the University's own opinion or determination, the misconduct constitutes or equates to conduct of the nature described, and may do so regardless of whether or not the student has been convicted by a state or federal court of law of having committed a criminal offense, and may also proceed to consider and implement disciplinary action without having to await the conclusion of any criminal or civil court proceedings that may be pending or the verdict entered by such court. The University may implement disciplinary action based upon misconduct, and it is unnecessary for a court of law to conclude that the relevant behavior was criminal for a student's behavior to be determined by the University as constituting misconduct for which discipline may be imposed.
- A violation of the Code for non-academic misconduct can be reported by any employee (faculty or staff), contract employee, student, or guest with direct knowledge of the alleged misconduct.
- The report should be made as soon as the misconduct is known to the Campus Director, Vice President of Student Affairs or other Campus Security Authority as defined in the Amridge University Campus Crime Report, Safety Manual, and Emergency Response Plan posted on the Amridge University website.
- The Campus Director or Vice President of Student Affairs will investigate the report and is authorized by the President to take immediate action to secure the health, safety, welfare, security, or reputation of the University. Any such action will be communicated to the student and reconfirmed by registered mail, within 7 calendar days of the action taken, to the address on file for that student with Amridge University. This correspondence also will summarize the due process available to the student to appeal the disciplinary decision. Copies of letters will be sent to the Vice President of Academic Affairs and to the Registrar's Office for placement in the student's permanent file. Should a subsequent appeal reverse or mitigate the original disciplinary action, the letter in the student's file may be amended or removed through University directive.

Non-Academic Misconduct – Non-Criminal

- Unauthorized Access – Unauthorized entry to University facilities or events, or the unauthorized possession of a key to University facilities.
- No animals, except for those required to aid persons with vision disabilities and trained in such capacity, are allowed on campus or at University-sponsored events. Exceptions for the purpose of class-related demonstrations must be approved in advance by the Vice President of Academic Affairs.
- Children age 15 or under must be accompanied by a parent, guardian, or other authorized adult while on the campus of Amridge University. Children are not permitted to attend classes on campus. No children may be left unattended in any commons area of the campus including, but not limited to: the library, the hallways, the break room, the parking lots, or outside seating areas.
- Access interference – Unauthorized interference with the use of or access to a University facility. This also includes the intentional misuse of any University fire alarm or fire-fighting equipment, as well as any actual or threatened physical abuse of any person assisting with University safety or security procedures, or any other act which endangers the health or safety of any such person.
- Gambling – Participation in any form of gambling on University property or through the use of University equipment or University supplied or sponsored online access.
- Indecent Behavior – Lewd, indecent, obscene, vulgar, or unduly offensive behavior or expression. This offense includes, but is not limited to, the transmission of pornographic materials.
- Defamation – Engaging in the libel, slander, or defamation of the University or University employees or representatives. For this purpose, the terms libel, slander, or defamation have the same meaning as are ascribed to them under the laws of the State of Alabama.
- Providing False Information – Intentionally furnishing oral or written false information to the University; forgery, or deliberate misrepresentation or unauthorized alteration, or unauthorized use of a University document or instrument of identification.
- Disruptive Conduct – Acting in a manner that unreasonably disturbs the peace and tranquility of the University; intentionally and substantially interfering with the freedom of expression of others; intentionally or recklessly interfering with normal University or University-sponsored activities including but not limited to studying, teaching, research,

administration, and fire, police, or emergency services. This also includes rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid University properties, damaging, inciting to damage, or assembling to damage University equipment or electronic access systems.

- Disruptive Instructional Conduct – In-class behavior and other student-to-student and student-to-teacher communications that unduly disrupt or tends to disrupt the order of a class, class discussions, lectures, or otherwise disrupt or tend to disrupt the learning process. This includes, but is not limited to, a student making a personal attack upon or statement reasonably interpreted as being a personal attack upon a student or student's character, that limits or tends to limit another student's class or course participation or that otherwise disrupts or tends to disrupt the learning process.
- Contempt – Failure to comply with a written directive or order issued by a University authority, or knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- Non-compliance with Directions – Failure to promptly comply with directions of University officials or law enforcement officers acting in the performance of their duties as such officials and officers in University-related matters.
- Acceptable Use Policy Violation – Use of University electronic access systems and services must be in compliance with Amridge University's policy, "Acceptable Use of University Related Network, Internet, Online Course System, and Email." The policy identifies acceptable use, privileges, netiquette, reliability, security, and vandalism, and it is included as Appendix to this Code of Conduct. In summary, the use of any/all University electronic access must be in support of educational and academic research and consistent with the educational objectives of Amridge University. Transmission of any material in violation of any U.S. or other pertinent regulation is prohibited. This includes, but is not limited to, threatening or obscene material or material protected by trade secret. Illegal activities are strictly prohibited. Using Intranet accounts to play games is not acceptable use. The use of the University's Intranet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Based upon the acceptable use guidelines included in the Amridge University policy, the system administrators will deem what is inappropriate use of the network and take appropriate action. The system administrators or system administrator may suspend or close a student account at any time as required. They must immediately (concurrent with the action taken) notify the Vice President of Academic Affairs, who will then notify the user

in writing within two days of the reason for suspension or termination of an account. Also, users must remain in good standing with Amridge University (e.g., currently enrolled students, currently enrolled students in good academic standing, current employees, etc.). Users whose accounts are denied, suspended or revoked do have the following rights:

- To request (in writing) from the system administrator a written statement justifying the actions.
- To request a hearing through the appropriate University due process procedures
- Similarly, Amridge University faculty have the authority to ban (temporarily, pending due process) a student from an Amridge University Discussion Board or other interactive student activity (whether on campus or electronically delivered) for one session for apparent disruptive behavior in violation of the Code of Conduct. The faculty member must notify the Vice President of Academic Affairs and the Chairperson of the Appeals Committee of any such action taken. Dismissals for longer than one session will follow the procedures for Standards of Classroom Behavior, listed below.
- Policy Violation—Violation of any published University policy or regulation.
- Other Misconduct—All other actions or conduct that disrupts or tends to disrupt the learning process.
- In addition, students who attend classes or participate in activities held on an Amridge University campus are strongly encouraged to advise the Vice President of Student Affairs of any restraining orders in place for their protection. The University may, upon learning of such restraining order(s), in its discretion choose to act or not act as it deems appropriate and practicable. By this Code of Conduct the University does not undertake to provide (and by enrollment with the University having this Code of Conduct the student understands and agrees that the University is under no obligation or expectation to provide) personal security or special protection services for students. Instead, the University respectfully reminds its students that they should, when threatened or believe themselves to be in danger, individually, on their own, contact law enforcement authorities or otherwise lawfully act to protect personal safety.
- Standards of Classroom Behavior: The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts which result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the session and up to one additional class

session. Longer suspensions or separations from class or disenrollment on disciplinary grounds require formal referral to the Vice President of Academic Affairs who will notify the student in writing within two business days of the reason for the action taken, intended duration of the disenrollment, and behavioral changes that must occur (if this option is being considered) to facilitate re-entry to the activity. The student will have the right to appeal the action through the appropriate University due process procedures. The term “prohibited...acts” would include behavior prohibited by the instructor (e.g. persistently speaking out in a disruptive manner.) It must be emphasized that this provision is not designed to be used as a means to punish different academic interpretations of course content when presented in an acceptable and civil manner.

- Sanctions: Disciplinary actions listed below are not all-inclusive and are not intended to be progressive. Sanctions for any offense may include, but are not limited to, any appropriate behavioral consequence. All sanctions in this section include documentation in the student’s permanent file:
 - Written warning
 - Restitution or service hours
 - Restriction of privileges
 - Temporary or permanent removal from a course or program
 - Discontinuance of Blackboard or other electronic access privileges
 - Limitations (including exclusion) from class discussions
 - Limitations or preconditions on communications with faculty or staff
 - Probation
 - Suspension
 - Expulsion

SMOKE FREE CAMPUS

The Amridge University facilities are all smoke free. Smoking is permitted only outside the buildings.

DRUG-FREE WORKPLACE POLICY

The Drug-Free Workplace Act imposes special requirements upon this institution and its employees. Appropriate disciplinary action will be taken against any employee or student who is in violation of this act.

Pell Grant recipients must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the Pell Grant. Any student convicted of a drug-related offense committed during that period will be reported to the U.S. Department of Education, Washington, DC, within five days after the conviction.

Employees and students of Amridge University who violate the drug-free policy are subject to suspension and/or dismissal. Those who have a substance abuse problem are invited to use the services of a competent therapist and treatment facility. As a starting point, the following websites may be useful in locating someone to provide the necessary help:

- American Association of Pastoral Counselors: [HTTP://WWW.AAPC.ORG](http://www.aapc.org)
- American Association for Marriage and Family Therapy: [HTTP://WWW.THERAPISTLOCATOR.NET](http://www.therapistlocator.net)

As a condition of employment, employees must agree to notify the President of Amridge University of any criminal statute conviction of a violation occurring in the workplace, no later than five (5) days after the conviction. Within 30 days after the employee notifies the institution, the employee must have been terminated or have entered into a drug abuse assistance or rehabilitation program.

The National Institute on Drug Abuse provides an information and referral Hotline to direct callers to treatment centers in their local communities. The number is 1.800.662.HELP.

SEXUAL HARASSMENT POLICY

Amridge University reaffirms the principle that its students, faculty, staff, or campus visitors have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community in person or through electronic means such as email and the University's distance learning systems.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship or to subject a person to unwanted sexual attention or to punish a refusal to comply or to create a sexually intimidating, hostile, or offensive working or educational environment.

This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and the mission of the University.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and the faculty. When the authority and power inherent in faculty relationships with students, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the University. Faculty members and other individuals in positions of authority should be sensitive to these issues and the conflicts of interest that are inherent where personal, professional, and educational relationships are involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the University. Complaints about sexual harassment will be responded to promptly. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures.

The Amridge University institutional contact for additional information on sexual harassment policy, including filing a sexual harassment complaint, is Ms. Barbara Turner. Ms. Turner may be contacted by telephone at 1.800.351.4040, extension 7550 or by email: BUSINESSOFFICE@AMRIDGEUNIVERSITY.EDU

SERVICES FOR STUDENTS WITH DISABILITIES

Amridge University affords students with disabilities equal opportunity to attend its educational programs. Students with disabilities should register with the Amridge University ADACoordinator@AmridgeUniversity.edu in order to receive academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Reasonable accommodations are provided to students who furnish the University with appropriate documentation showing evidence of limitation arising from or related to one or more disabilities as defined by the federal legislation noted above.

Physical and Learning Disabilities

Documentation showing evidence of a limitation or limitations arising from a disability must be provided by qualified practitioners. In order to ensure that Amridge is receiving accurate

information that will best assist it in providing the accommodations necessary for its students to succeed, a certification from a licensed physician will generally be required to support the necessity of an accommodation although certifications from other health care providers (mental and physical) may be accepted at Amridge's discretion where appropriate for the particular limitation. The professional may not be related to the student. The student must use the "AUTHORIZATION FOR DISCLOSURE AND RELEASE OF MEDICAL INFORMATION FORM" available on the University's website.

1. The initial submitted documentation must have been issued within the preceding twelve months. An updated accommodation request must be submitted annually and the supporting documentation must be resubmitted at least as often as the duration of the impairment listed on the initial submission and/or every two years, whichever period is shorter. Amridge reserves the right to request additional certifications based on the student's specific request for accommodation, a lapse in the student's studies or other change in condition;
2. Documentation should include a clear statement of the present limitations arising from or directly related to one or more physical or mental impairments;
3. Documentation should include clear and specific evidence provided by the examiner, based on testing data, so that limitations affecting learning do not exist. The assessment battery should be comprehensive and any diagnosis that is based on testing should not normally rely on any one test or subtest;
4. Documentation should include information relevant to assessing the limitation affecting learning and other information relating to the student's needs; and
5. Documentation may include suggestions of reasonable accommodations which might be appropriate at the post-secondary level.

Accommodations for Students with Physical or Learning Disabilities

The academic accommodations students receive vary according to individual need and course content. Accommodations may not be necessary in all courses. Services are provided in order that barriers to learning are minimized and that students may demonstrate their full ability to both understand and apply the material presented in class.

Procedure for Students to Obtain Needed Accommodations:

1. The student will provide appropriate documentation to the ADA Coordinator before the semester begins or as soon as possible thereafter. If the limiting condition is ongoing,

the documentation must be updated at least every two years or more frequently if a shorter duration is indicated on the initial submission and/or other factors warrant a shorter period.

2. Except for the unusual circumstance in which the student does not until later in the semester discover that an accommodation is needed, the student will advise the professor before the 4th class day that he or she is in the process of requesting accommodations through the ADA Coordinator.
3. The ADA Coordinator will review submitted documentation and refer to the ADA Accommodations Review Committee as necessary. The Committee is composed of the ADA Coordinator, faculty, and staff as appropriate to the specific request.
4. The ADA Coordinator will contact faculty and staff members who will be involved in providing approved accommodations.
5. The student will be advised, in writing, of the accommodations to be provided.
6. The student will update the ADA Coordinator if schedule changes occur after accommodations have been approved for specific courses, semesters, or activities. The Amridge University ADA Coordinator is:

The ADA Coordinator
Amridge University
1200 Taylor Road
Montgomery, AL 36117

Telephone: 1.800.351.4040, extension 7510

Email: ADACOORDINATOR@AMRIDGEUNIVERSITY.EDU

7. The student will update the ADA Coordinator if his or her condition improves or worsens such that reduced or additional accommodations should be considered.

STANDARD APPEALS/GRIEVANCE PROCESS

It is the policy of this University that all student complaints and complaints from members of the public which can be resolved informally be done so. Therefore, a student or member of the public who has a complaint (not involving sexual harassment) should first attempt to resolve the complaint with the student's instructor. If the complaint is not resolved informally, then the student having the complaint may submit to the Amridge University Appeals Committee a formal, written appeal or grievance (hereafter referred to as Appeal) within thirty (30) calendar days of the occurrence which the appeal is about, or of the date on which the Appellant first knew or reasonably should have known of the occurrence or act complained of.

Untimely and incomplete appeals will not be considered. Appeals are to be submitted using the official University Electronic Appeal Form accessible via the University's [MYAMRIDGE PORTAL](#). Appeals sent in any other format will not be considered. Also, after submitting this Appeal/Grievance electronically via the University's [MYAMRIDGE PORTAL](#), supporting documentation must be sent on the same date to the Appeals Committee via a separate email addressed to APPEALSCOMMITTEE@AMRIDGEUNIVERSITY.EDU or through the United States Postal Service, to Amridge University, ATTN: Appeals Committee, 1200 Taylor Road, Montgomery, Alabama 36117, 1.800.351.4040. The Appellant must include their name, student ID number and the date of the appeal in any supporting documentation correspondence.

Appeals may concern any form of illegal discrimination (based upon race, color, gender, national origin, disability, or perceived disability in accordance with the University's non-discrimination policy), violation of University rules or regulations, matters interfering with a professional environment conducive to learning, student suspension or expulsion, and denials of student admission to the University, the University schools, or the University degree programs.

Students who wish to appeal Financial Aid Suspension must document the following information using the online appeals form: 1) Reason for failure to meet the Satisfactory Academic Progress Standards, 2) Reason that events have changed that will allow the achievement of the standards next semester.

If this information is not filled out using the online appeals form, the appeal cannot be considered.

Upon receipt of an Appeal, the Appeals Committee Chairperson or his/her designees shall promptly review the Appeal to determine its disposition. If the Appeals Committee Chairperson or his/her designee determines that the Appeal is of a nature that there should be imposed an interim resolution pending the outcome of the appeals procedure, then he or she may impose an interim resolution of the matter. The interim resolution may include temporary admission or suspension of a student, temporarily barring a student from using University property, participating in University programs or activities, or other temporary action designed to ensure a safe and non-disruptive environment. Any such temporary resolution shall not be construed as punitive, disciplinary, conclusive, or indicative of guilt or other wrongdoing unless the Appeals Committee Chairperson or his/her designee explicitly states to the contrary.

The Appeal will be investigated by the Appeals Committee Chairperson or his/her designee according to standardized investigation procedure(s), or alternative procedure(s), issued and from time to time amended by the Appeals Committee or the President. The investigation procedure(s) shall include: (1) a factual investigation of the Appeal allegations in light of the

applicable statute, rule, regulation, or policy, with the investigation including, but not necessarily being limited to, interviews of the Appellant and any designated respondent to the Appeal; (2) a preliminary report by the investigator(s) as to whether or not there is substantial evidence to support the Appeal; (3) if deemed appropriate, a written recommendation as to how the Appeal should be ultimately resolved; and (4) a recommendation as to how the Appeal should be further processed according to applicable procedures, including whether or not a hearing should be conducted. The non-binding recommendation and pertinent information shall then be presented to the Appeals Committee for action within fifteen (15) calendar days of receipt by the Appeals Committee. A hearing shall be conducted if: (a) the investigator so recommends and the Appellant so requests; (b) the Appeals Committee Chairperson or his/her designee so directs; or (c) the Appellant requests a hearing and the Appeal concerns a denial of admission, student expulsion, or suspension of more than ten (10) calendar days. The Appellant may not be represented by legal counsel at the hearing. The hearing shall be conducted, according to hearing procedures issued, and from time to time amended by the President, before the Appeals Committee. The Appeals Committee shall review the investigation report and recommendation put forth by the Appeals Committee Chairperson or his/her designee and either concur with the recommendation or make an alternate decision. Once approved by the Appeals Committee, the Appeals Committee Chairperson or his/her designee shall notify the Appellant in writing of the Appeals Committee decision within fifteen (15) calendar days of said decision.

If the Appellant disagrees with the decision of the Appeals Committee, then he or she may appeal the decision to the Amridge University Executive Leadership Team (ELT). The Appeal shall be submitted in writing, within fifteen (15) calendar days of receipt of the Appeals Committee decision, indicating why the Appellant disagrees with the decision. The written Appeal shall be sent to the ELT in one of the following manners:

- By email (preferred) to: ELTAPPEALS@AMRIDGEUNIVERSITY.EDU
- By fax: 334.387.3878
- By U.S. Postal Service or hand delivery:

Attn: ELT
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

The ELT will meet and make a decision on the Appeal within fifteen (15) calendar days of receipt. The Appellant shall not have right to a hearing or to otherwise participate in the deliberations of the ELT. The ELT chairperson will designate a member of the Team to notify

the Appellant in writing of the Team decision within fifteen (15) calendar days of said decision. The decision of the Team is final and non-appealable.

If the Appellant complains of, asserts the existence of, or indicates the possibility of sexual harassment violate of law or University policy or standards of conduct, then the Appeals Committee Chairperson or his/her designee may at his or her discretion, determine that the matter will not be resolved through the above-stated appeal procedures, but will instead be reasonably, appropriately, and promptly investigated and resolved by the University pursuant to such process as the Appeals Committee Chairperson or his/her designee determines in accordance with the University's objective of maintaining a work and educational environment free from sexual harassment.

STUDENT PROBLEMS COMMITTEE

The mission of the Student Problems Committee (SPC) is to address and quickly resolve any issue, concern, or problem identified by an Amridge University student. The Committee will not only resolve the easy and difficult issues as they occur on a day-to-day basis, but will also assist the University in setting up guidelines that will hopefully remedy the major course issues, faculty issues, etc., that may not be resolved in one day. Through the SPC, the Amridge University student has an avenue to express concerns, submit problems, and provide suggestions regarding any aspect of the University. The student initiates the process by emailing the problem or concern to PROBLEMS@AMRIDGEUNIVERSITY.EDU or, through Blackboard to ONLINECOURSES@AMRIDGEUNIVERSITY.EDU. The point person for the Committee checks for incoming emails throughout the day and has the responsibility of informing the student, faculty member, etc., through separate emails of a course of action that will be followed; and when a resolution is confirmed, he or she notifies all parties involved.

AGREEMENT OF BINDING ARBITRATION AND WAIVER OF JURY TRIAL, CERTAIN DAMAGES AND CLASS ACTIONS

The following agreement will be included in all Amridge University enrollment agreements:

The purpose of these provisions is to require that any dispute related to the student's enrollment, education or training will be submitted to binding arbitration, that damages are limited and that the student has no right to a trial by jury or to file a class action related to any dispute.

If any time during the term of this Agreement and/or the enrollment of the student any dispute, claim, controversy, protest or disagreement shall arise upon or in respect of this

Agreement or the enrollment, education or training of the student, no matter how described, pleaded or styled, including, but not limited to, any claim of fraud, any dispute, claim, controversy, protest or disagreement regarding the meaning and construction of this Agreement, the execution hereof, or any breach or alleged breach by either party hereto or any claim for damages, stay of action or otherwise, shall arise in respect hereof or in the relationship of the parties hereto, every such dispute, claim, controversy, protest and disagreement shall, upon request by either party hereto, be referred to a single arbiter agreed upon by the parties, or if no single arbiter can be agreed upon, an arbiter or arbiters shall be selected in accordance with the rules of the American Arbitration Association ("AAA") and all such disputes, differences or disagreements shall be settled by arbitration under the Federal Arbitration Act conducted under the then prevailing Commercial Rules of the AAA in Montgomery County, Alabama in the parties' individual capacity and not as a plaintiff or class member in any purported class or representative proceeding or as a class claim, consolidation or claim joinder. Judgment upon the award rendered by the arbiter shall be final and binding upon the parties hereto and may be entered in any court having jurisdiction thereof. In the event there is any dispute, difference or disagreement regarding whether any matter arising out of this Agreement or the enrollment, education or training of the student should be submitted to arbitration, such dispute, difference or disagreement shall, upon request by either party hereto, be submitted to arbitration as provided herein. The parties hereto shall be equally responsible for the expenses associated with such arbitration and shall each be responsible for their separate attorney's fees. This Agreement shall be valid and binding for a term of ten (10) years after its execution by the student.

THE STUDENT HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES THE RIGHT HE OR SHE MAY HAVE TO A TRIAL BY JURY OR TO RECOVER EXEMPLARY DAMAGES IN RESPECT TO ANY LITIGATION BASED ON THIS AGREEMENT, THE ENROLLMENT, EDUCATION OR TRAINING OF THE STUDENT, OR ARISING OUT OF, UNDER OR IN CONNECTION WITH ANY COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY REPRESENTATIVE OF AMRIDGE OR THE STUDENT. THIS WAIVER OF TRIAL BY JURY PROVISION IS A MATERIAL INDUCEMENT FOR AMRIDGE TO PERMIT THE ENROLLMENT OF THE STUDENT.

INTELLECTUAL PROPERTY

The following is the University's policy regarding intellectual property.

Employees. University employees shall be entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the employee's time and without the use of any University funds, materials, facilities, property, time, or resources.

Absent the University's written agreement to the contrary, an employee does not have the right to trademark or copyright any literary material and to patent any inventions where his or her duties or responsibilities of the employment with the University charges the employee with, or includes, the duty of producing material for the University to copyright or trademark, or to develop an invention for the University to patent.

Copyrighted or trademarked material or patented inventions developed totally or partially on University time with the use of University materials or facilities or with University funding shall be owned by the University.

The development by an Amridge University faculty member or other University employee of an instructional text, other instructional resources, technology, or other item subject to copyright, patent, or trademark either (1) entirely on the University's time and expense or (2) partially on his or her own time and expense and partially on University time using college resources (materials, supplies, facilities, workplace, or other resources) results in the complete and exclusive ownership by the University of all resulting copyrights and/or patents (or trademarks) pertaining to the instructional text, resource, or technology developed.

Under certain circumstances, however, the University may, in the President's discretion, by written contract distribute a portion of the royalties received from the publication and/or sale and/or use of the instructional text or other instructional resources or technology in a manner that is reasonable and that will not conflict with applicable state or federal laws, other University policies, or pre-existing contractual obligation. The following conditions must be met:

1. Absent approval of the Board of Regents, any such distribution of royalties received made to the employee must be made solely from the proceeds derived from the publication, sale, or distribution of the instructional text or other instructional resources or technology, and not from any other funds.
2. In determining the portion of any royalties to be received by an employee, the President shall take into account, among other factors he or she deems relevant, the verifiable amount of an employee's personal time, resources, and funds which will be reasonably and necessarily used in the development of the instructional text or other instructional resources or technology, as compared to the verifiable total amount of all (personal and

on-the-job) time, resources, and funds to be devoted to the development of the instructional text or other instructional resources or technology.

3. Any agreement between the University and the employee for any such distribution of royalties must be prospective, occurring prior to the development of the instructional text or other instructional resources or technology, and must be approved and mutually agreed to in writing by the President and employee. No royalties shall be distributed to the employee absent a written agreement between the President and the employee. No oral statement of any nature or content whatsoever, shall obligate the University to distribute a portion of royalties to the employee.

The President may, when he or she deems advisable for the welfare of the institution, establish an agreement regarding intellectual property rights with an employee having terms at variance with the above-stated general policy, and do so by means of a section within an employee's written contract of employment. In such instances any terms of the written employment contract that conflict with the above-stated general policy shall prevail over the general policy.

Contractors. The President may, on behalf of the University, enter into agreements regarding intellectual property rights and/or the distribution of royalties with governmental authorities, donors, potential grantors, contractors, subcontractors, grantees, sub grantees, and/or grant applicants as he or she deems necessary or appropriate.

Students. Students participating in a work-study program, internship, part-time employment, stipend (financial benefit) program, AmeriCorp program, or who are otherwise employed by, working for, or financially compensated by the University or governmental entity because of or in connection with their relationship to the University shall be subject to the same policy as is set forth above for regular University employees.

By applying for admission to Amridge University each student consents and agrees to be bound by the University's rules and policies, including this paragraph, regarding intellectual property rights and academic integrity, University efforts to prevent academic plagiarism and other acts of academic dishonesty. By applying for admission and enrolling in one or more University courses, each student agrees that: (1) Amridge University, and each of its instructors, may utilize electronic means to help prevent plagiarism; (2) such means may include subjecting student papers and/or other assignments to textual similarity review processes (comparing Amridge University papers to pre-existing works); and adding Amridge University student papers to external databases used by companies and cooperative ventures designed to assist educational institutions in identifying plagiarism. Furthermore, in return for the privilege of being admitted to enrollment at Amridge University, student consents to the release of his or her

student papers and grants to Amridge University all non-exclusive intellectual property rights to all his or her assignment-related works sufficient for Amridge University to fully participate in and utilize textual similarity review function processes and products as to student's works and for the student's works to be added to the utilized textual similarity review database and/or be disclosed to representatives of other participating educational institutions.

Besides the limited, non-exclusive grant of intellectual property rights described above (or as may otherwise be individually agreed to in writing by individual students and Amridge University's President) students shall retain all other intellectual property rights they may have in their own individually authored assignment-related works.

Visit the Amridge University website to read the website policies related to privacy and terms and use.

[AMRIDGE UNIVERSITY PRIVACY POLICY](#)

[AMRIDGE UNIVERSITY TERMS AND USE](#)

CODE OF CONDUCT – ACCEPTABLE USE OF THE UNIVERSITY NETWORK, INTERNET, ONLINE COURSE SYSTEM, AND EMAIL

As a leader in distance learning initiatives, Amridge University has established a comprehensive, state-of-the-art network and Intranet for students, faculty and staff.

The University has implemented a code of conduct in order to make its employees and students aware of what is and is not allowed in the use of its network, Intranet and email systems. The purpose of this policy is also to ensure that the Intranet, email systems and network are used in a way which is beneficial to all of the University's employees and students and which protects the good name of the University.

As a result, Intranet users at the University are required and permitted to use this system solely for University business purposes in a manner that supports the efficient, ethical and legal utilization of the system resources. Any University employee or student who violates any of the provisions of this policy may be subject to loss of Intranet and computer privileges and may, at the University's sole discretion, be subject to other disciplinary actions that may include either termination of employment or expulsion.

1. **Acceptable Use**—The use of the Intranet must be in furtherance of the University's business and of its educational and academic activities or research. The Intranet may only be accessed and used by authorized users who have been granted access for reasons consistent with the mission of the University and consistent with this policy. The

use of the Intranet to play games or to transmit any material in violation of any federal or state statute, rule or regulation is strictly prohibited and includes, but is not limited to, threatening, defamatory or obscene material, material protected by trade secret and the unauthorized use of the materials of other persons. Employees and students must respect the rights of other users, respect the integrity of the systems and related resources and observe relevant laws and regulations.

2. **Privileges**—The use of the University's Intranet, email systems, and network is a privilege, not a right, and inappropriate or unauthorized use can result in a termination of those privileges. All employees and students should be aware that the use of University computers, computers connected to the Intranet, email systems and network are constantly monitored by University system administrators. Use of University computers and computers connected to the Intranet, email systems and network by employees or students for personal reasons during work hours is strictly forbidden. If an employee wishes to use University computers or computers connected to the Intranet, email systems, and network for personal reasons after working hours, the employee shall obtain written permission from the system operator and the Business Office. Based upon the acceptable use guidelines outlined within these provisions, the system administrators, in coordination with the administration of the University, will review and decide, in their sole and absolute discretion, what constitutes an inappropriate use of the network and the administration shall, in such event, take such action as it deems appropriate and necessary. The system administrators or University administration may suspend or close a student's or employee's account at any time. Such user shall be notified in writing within two (2) days of such closure setting forth the reason(s) for such suspension or closure of his/her account. All users must remain in good standing with the University (e.g., currently enrolled students in good academic standing, current employees, etc.). Any user whose accounts are suspended or closed may:

- a. Request (in writing) a written statement justifying such actions from the system administrator(s).
- b. Request a hearing through appropriate University due process procedures.

In accordance with the provisions of this policy, employees and students shall not maintain personal data, information, or files on University computers or access such information through University computers or computers connected to the Intranet, email systems, or network. Furthermore, the University is not responsible for the loss of any

such personal data, information, or files nor for the confidentiality or integrity of such personal data, information, or files.

Violation of this policy may result in immediate disciplinary actions including, but not limited to, immediate termination of employment or expulsion at the sole discretion of the University.

3. **Netiquette**—Users are expected to abide by the generally accepted rules of Intranet etiquette. These include, but are not limited to, the following:
 - a. Be polite; do not write or send abusive messages to others.
 - b. Use appropriate language; do not swear or use vulgarities or any other inappropriate or offensive language.
 - c. Do not reveal your account name and password to others.

Note that electronic mail (email) is not guaranteed to be private. Users are specifically advised that system administrators and staff who operate the system have unrestricted access to all employees' and students' email at all times. Messages relating to or in support of illegal activities may be reported to the authorities. Users may not use the Intranet in a manner that disrupts the use of the Intranet by other users (e.g. downloading large files during prime time; sending mass email messages; annoying other users using the talk or write functions).

4. **Reliability**—The University makes no warranties of any kind, whether expressed or implied, for the service it is providing or for any related services provided by contract service providers. The University will not be responsible for any damages employees or students incur from use of the Intranet, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or other errors or omissions of either University employees, its independent contractors or third parties.
5. **Security**—Security on any computer system is a high priority, especially when the system involves many users. If an employee or student believes he or she has identified a security problem on the Intranet, he or she should notify a system administrator to help identify and resolve any associated problems. Students and employees should not give their passwords to any other individual. Attempts to enable any unauthorized person to log on to the system may result in termination of user privileges. Attempts by non-systems administrators to log into the system as a system administrator or other system staff will result in termination of user privileges. Any user identified as a security risk or

who has a history of problems with other computer systems may be denied access to the system and may be subject to other disciplinary actions that could include termination of employment or expulsion, at the sole discretion of the University.

6. **Vandalism**—Vandalism may result in termination of privileges and other disciplinary actions that could include termination of employment or expulsion. Vandalism is defined as any attempt to damage or destroy data of another user, the Intranet, or other networks that are connected to the system or the Internet including, but not limited to, knowingly uploading or creating computer viruses or changing the settings or operating environment of the system's servers used to access the Intranet. The unauthorized copying or downloading of University purchased or developed software, videos, or audio and other proprietary computer data and files are strictly prohibited.

SOCIAL MEDIA GUIDELINES

Policies and Standards for Amridge University Social Media

The Social Media networks of Amridge University are Facebook, Twitter, YouTube and Foursquare. These networks offer exciting opportunities for Amridge University's students, staff, instructors, and alumni to share content with people who have similar interests.

When participating in these types of social media networks is important to be honest about who you are and what you represent. It is important to use common sense before you post, tweet or comment. Most importantly it is imperative that you respect the values and etiquette of communities you join.

Amridge University Social Media Policy

Posts, tweets, and content specifically added by administrators of the Amridge University social media outlets are officially Amridge University content. Opinions expressed by other social media outlets and users do not necessarily reflect the opinion of Amridge University. User-provided content is not screened or evaluated during the submission process.

Amridge University reserves the right, at its sole discretion, to screen and remove any content it deems inappropriate. This includes commercial content whose primary purpose is to sell a product, a service or other such practices via the Amridge University outlet, as well as content that harasses, abuses, threatens, posts contains profanity or hate speech, is offensive or in any way violates the rights of others. Personal attacks on others, students, administrators and staff members are prohibited. Although it may screen and remove content, Amridge University is not responsible for the content posted by others on Amridge University's social media outlets.

Amridge University also reserves the right to remove posts containing any and all vulgar and abusive language as well as any links.

In addition, Amridge University upholds the Terms of Service standards administered by Facebook: [[HTTP://WWW.FACEBOOK.COM/TERMS.PHP](http://www.facebook.com/terms.php)], Twitter:[[HTTPS://TWITTER.COM/TOS](https://twitter.com/tos)], YouTube:[[HTTP://WWW.YOUTUBE.COM/T/TERMS](http://www.youtube.com/t/terms)] and Foursquare [[HTTPS://FOURSQUARE.COM/LEGAL/TERMS](https://foursquare.com/legal/terms)]. Further, users are expected to abide by applicable laws, regulations, rules and policies including the [AMRIDGE UNIVERSITY ACADEMIC CATALOG](#) and other regulations and policies concerning public communications.

We encourage users to report content that violates Facebook's, Twitter's, YouTube's and Foursquare's respective Codes of Conduct by using the official procedures within the Terms of Service of each of the respective social media outlets.

If you have any questions or need assistance with your social media site, please consult the Student Affairs Office at CC@AMRIDGEUNIVERSITY.EDU.

Due to the evolving nature of social media, these policies and guidelines are subject to revision by the Policy Review Team of Amridge University.

About the Amridge University Social Media Sites

- The officially-recognized Amridge University social media sites are the only official sites recognized by Amridge University. The Amridge University Facebook, Twitter, YouTube and Foursquare sites are supervised by the Student Affairs Office of Amridge University. Comments and requests can be forwarded to CC@AMRIDGEUNIVERSITY.EDU.
- Unofficial social media pages, tweets and content using the University name and/or logo as an official University page/site are NOT allowed. Pages/sites may be reported to the appropriate social media outlet for removal.
- Amridge University logos and/or visual identity cannot be used on personal or departmental social media sites without University permission.

Best Practices for Using Social Media

Be accurate. Make sure that you have all the facts before you comment, tweet or post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible; after all, that's how you build community.

- Be clear about what your objectives are and who your audience is for your particular social media page.

- In the web world, it actually does more harm to do something halfway than to not do it at all. Be consistent. Keep content fresh and dynamic to keep people coming back to your site.
- Absolutely no profanity, vulgar language or offensive comments concerning any individuals will be tolerated.
- Add http:// before all websites in all URLs so the link is automatically hyperlinked and only one click away.
- Do not include or delete profanity or offensive comments in your submissions. At the same time, respond to any negative or inaccurate comments about Amridge University by providing accurate information in a positive way. It is NOT appropriate to delete comments because you disagree.

The whole concept of social media is to engage people in conversation. Encourage comments.

STATEMENT ON COPYING AMRIDGE UNIVERSITY CLASS SESSIONS

Copying or other use of Amridge University Distance Learning courses or course materials is strictly prohibited. Federal law provides severe civil and criminal penalty for the unauthorized reproduction, distribution, or exhibition of copyrighted motion pictures, video tapes, or laser video discs. All rights are reserved by Amridge University. Copyright pending.

Section 8: Southern Christian University Library (Learning Resource Center) of Amridge University

This section includes important information about the library resources, holdings, services, research material accessibility, multimedia provided, and user privileges offered by the Southern Christian University Library (Learning Resource Center) of Amridge University.

OVERVIEW

Southern Christian University Library is the name of the library services (Learning Resource Center) provided by Amridge University. As Amridge University was formerly named Southern Christian University, identifying the Learning Resource Center as the Southern Christian University Library helps sustain the University's unique heritage while simultaneously continuing its commitment of service and access for students, faculty, and community.

Through ownership of a monograph collection in excess of 72,000 volumes and over 1,238 journal titles in the print collection, combined with formal student and faculty access agreements with the University of Alabama at Huntsville, Vanderbilt University, and Brigham Young University, Amridge University meets the educational, research, and public service needs of all programs offered at the University.

MISISON STATEMENT OF THE SOUTHERN CHRISTIAN LIBRARY

The Southern Christian University Library of Amridge University is dedicated to the Christian Heritage and Mission of the University. In fulfilling this role, the University Library provides services, resources, facilities, and technology to support academic excellence in teaching, learning, and research in the University's academic programs. Through support services, the library staff empowers students, faculty, and other patrons to develop skills to effectively use traditional and electronic library services for research, information, study, and general intellectual discourse in academia as well as for lifelong learning. Also, the library staff strives to organize materials and facilitate research in matters related to the religious heritage of the University. Finally, while emphasis is placed on the library as a resource for the University community, it is open to the local community and is also open to other colleges and universities through interlibrary lending and cooperative efforts. The University Library endeavors to accomplish this mission by:

- Involving faculty in identifying library materials and resources supportive of the curriculum and secure said materials and resources as appropriate.
- Processing, organizing, and maintaining library materials, making them quickly and easily accessible to patrons.
- Educating students, faculty, and other patrons on the relative integrity of source materials and the effective use of learning and information resources.
- Incorporating technological advances into library operations to improve services to campus and extended learning students and faculty.

- Selecting and training qualified library staff as needed to meet library goals and ensure facilitation of daily operating procedures.
- Promoting and expecting professional development for full-time library staff.
- Developing and implementing policies, procedures, and planning consistent with the library and University mission and goals through the use of University focus groups.
- Promoting and supporting scholarly academic writing resources and publishing outlets among faculty.

TEACHING AND LEARNING SUPPORT SERVICES AVAILABLE TO AMRIDGE UNIVERSITY STUDENTS AND FACULTY

Contractual Arrangements

The Learning Resource Center has protocol agreements with a number of institutions, allowing its students and faculty full use of their facilities. These agreements allow students and faculty to expand their research process through access to other collections.

Brigham Young University: approx. 2.5 million volumes (2001/2002) over 18,000 serials/periodicals titles (OPAC search)

Primary Academic Disciplines: history; education; law; liberal arts;

University of Alabama at Huntsville: over 300,000 hard copy books, 600,000 microforms, 500,000 government documents, 350 premium databases, 50,000 online full-text journals. Amridge University also has contractual arrangements for full-service Library/research support with the University of Alabama in Huntsville's Library. UAH contractually offers a professional staff of some 7 accredited MLSes and one PhD accessible to Amridge University. Also, 5 full-time Systems/IT staff is available including a website designer, a software engineer, a hardware specialist, a SIRS specialist, and an electronic services coordinator. UAH also supports E Reference, Circulation, Reserves, and Technical Services, at a minimum.

Primary Academic Disciplines: Engineering, Sciences, Liberal Arts, Business, Nursing

Vanderbilt University: nearly 2 million volumes; nearly 25,000 serials/periodicals (OPAC search)

Primary Academic Disciplines: business/management; education; divinity; law; science & engineering; medicine.

Interlibrary Load Services

The Southern Christian University Library at Amridge University houses over 70,000 volumes, as well as journals, and through special agreements with University of Alabama in Huntsville, has access to millions of volumes at institutions such as Brigham-Young University and Vanderbilt University. In addition, Amridge University is a member of the American Theological Users Group (ATUG), which allows access to the collections of 130 theological schools through an online data base. This service, along with local holdings and those available through protocol agreements, virtually ensures that Amridge University students and faculty will have access to any materials needed for theological research. The student's knowledge of these resources comes from formal courses on both the undergraduate and the graduate levels, and may be taught by the Learning Resource Center Head Librarian. In addition, Amridge University provides personal reference service and telephone reference service.

Distance Learning students can request resources from the library by telephone or Internet.

General interlibrary loan supplements these agreements and provide an invaluable tool for student research. While interlibrary loan services are available through UAH, faculty and students should be aware that there is a limit of ten sources per term for interlibrary loan. Those wishing to request more than specified amount through interlibrary loan should consult the library at Amridge University. Approval will be granted for special requests on a case-by-case basis. In such cases, charges may be assessed to offset any fees imposed by lending institutions.

Online Access

Atrium - Atrium, the Learning Resource Center library catalog, is available online. Students may view Amridge University's holdings and request resources via the Internet. Also, Amridge University has access to several licensed databases from major vendors such as EBSCO, Gale, and Proquest. These databases include abstracts and full texts of many sources, including thousands of journal titles.

Learning Resource Center Website - The Amridge University library website is the portal to all Learning Center resources and tools as well as informative instructional manuals such as the Academic Catalog, Dissertation/Thesis Manuals, and Institutional Review Board (IRB) Manuals.

Electronic Books

E-Books: The library at Amridge University provides access to over 80,000 items in e-book format through the Ebrary Academic Complete collection. This online collection of academic book titles covers 16 subject areas including: Business and Economics; Computers and IT;

Education; Engineering and Technology; History and Political Sciences; Humanities; Interdisciplinary and Area Studies; Language, Literature, and Linguistics; Law, International Relations and Public Policy; Life Sciences; Medical; Nursing and Allied Health; Physical Sciences; Psychology and Social Work; Religion, Philosophy, and Classics; and Sociology and Anthropology.

Instruction of Library Use

Amridge University is committed to providing just in time assistance to students and faculty alike. Therefore, students and faculty have access to a series of instructional tutorials to assist with some of the common concerns of students and faculty.

Student Tutorials- Library Orientation (undergraduate and graduate), Overview of Student Services, and Research Log Specifications are instructional tutorials for students.

Faculty Tutorials- Virtual Library Services, Overview of Student Orientation Program, E-portfolios, and Research Log specifications are instructional tutorials for students. In addition, all faculty members have access to a variety of Teaching and Learning resources located in the Faculty Resource Center.

Faculty may also contact the Head Librarian and schedule a personal class presentation.

Computer Services

Computers are available in the Learning Resource Center for accessing both databases and the online catalog as well as for watching classes online and completing coursework.

Photocopy Service

A copy machine is available in the Learning Resource Center for use by students. Copies may be made for \$.10 each.

Audio Visual Material

Please consult with an Amridge University librarian about the availability of items in this collection.

Online Journals and Serials

Amridge University students and faculty have access to over 40 electronic databases that include hundreds of professional and scholarly journals, serials, and magazines containing thousands of full-text articles available in an Adobe Acrobat and other mainstream file formats that can be downloaded and printed on demand. These materials arranged by Amridge University degree discipline include:

Journals and Serials:	Applicable Degree:
<p>Academic Search Premier</p> <p>This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.</p>	<p>Bible/Ministry, Biblical Studies, Liberal Studies, Human Development, Human Resource Leadership, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>
<p>AltHealthWatch</p> <p>This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. Alt HealthWatch provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine. This database features indexing and abstracts going back as far as 1984, and full text going back as far as 1990.</p>	<p>Bible/Ministry, Biblical Studies, Ministerial Leadership</p>
<p>Annals of American History Online</p> <p>Provides online access to original source documents in American History, with 2,100 entries from 1493 to the present.</p>	<p>Liberal Studies</p>
<p>ArticleFirst</p> <p>A multidisciplinary database indexing over 1,600 sources in areas such as business, science, humanities, social sciences, medicine, technology, and popular culture.</p>	<p>Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>
<p>ATLA Religion w/ Serials</p> <p>ATLA Religion Database® (ATLA RDB®) with ATLASerials® (ATLAS®) combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals. The ATLA Religion Database includes more than 620,000 article citations from more than 1,746 journals (575 currently</p>	<p>Bible/Ministry, Biblical Studies, Ministerial Leadership</p>

indexed), more than 250,000 essay citations from over 18,000 multi-author works, more than 570,000 book review citations, and a growing number of multimedia citations. In ATLASerials, full text is provided for more than 380,000 electronic articles and book reviews. This database is produced by the American Theological Library Association.	
Biblical Archaeology Society Online Archive Contains the full text of Biblical Archaeology Review and other publications by the Biblical Archaeology Society.	Bible/Ministry, Biblical Studies, Ministerial Leadership
Book Collection: Non-Fiction Book Collection: Nonfiction is a rich research database for school and public libraries. It contains informative abstracts and searchable full text for more than 4,100 popular nonfiction books. The database includes full text entries on core subject areas, as well as information on careers, health, sports, adventure, technology, life skills and more. Click here for a complete title list. Click here for more info.	Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
Britannica Online Academic Edition Includes the online version of the Encyclopaedia Britannica as well as other reference tools.	Human Development, Human Resource Leadership, Liberal Studies
Business and Company Resource Center Now called Business Insights: Essentials. Business Insights: Essentials combines all of the content formerly found in Business & Company Resource Center with a new interface designed around the research goals and workflows of your diverse business research community. Easily find information on companies, industries and more in the context of timely news, statistical data, and in-depth reports.	Human Development, Human Resource Leadership, Management
Business Index ASAP Perform in-depth research on management issues, economic indicators and business theories and practices, as well as on the activities of companies and industries worldwide. Instant access to academic and business journals with full text and images.	Human Development, Human Resource Leadership, Management
Business Source Premier Business Source Premier is the industry's most used business	Human Development, Human Resource Leadership, Management

research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. Business Source Premier is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. This database is updated daily on EBSCOhost.	
ClasePeriodica CLASE indexes documents published in Latin American journals specializing in the social sciences and humanities" and "offers access to more than 600,000 bibliographic citations from documents published in 2,600 scholarly journals published in the Spanish, Portuguese, French and English languages.	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
Contemporary Authors/Contemporary Literary Criticism/Dictionary of Literary Biography Contemporary Authors provides complete biographical and bibliographical information on more than 120,000 U.S. and international authors. Contemporary Literary Criticism--Select collects more than 11,000 critical essays on contemporary authors, with biographical, critical, principal works, and further study information. Dictionary of Literary Biography provides nearly 10,000 biographical and critical essays on the lives, works, and careers of influential literary figures from all eras and genres.	Liberal Studies, Marriage and Family Therapy, Professional Counseling
Dissertations The bibliographic entries for all dissertations, theses and published material based on theses cataloged by OCLC members, including all subjects.	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
ERIC ERIC, the Education Resource Information Center, contains more than 1.3 million records and links to more than 323,000 full-text documents dating back to 1966.	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Marriage and Family Therapy, Ministerial Leadership,

	Professional Counseling
<p>Ethnic NewsWatch</p> <p>Ethnic NewsWatch™, the current file, covers 1990 to present and includes newspapers, magazines, and journals of the ethnic and minority press, providing researchers access to essential, often overlooked perspectives. The publications offer both national and regional coverage. Ethnic NewsWatch™ is the only current database devoted to presenting multi-ethnic and multi-cultural publications in one resource. Coverage begins in 1990 and is updated daily with new content. Many of the titles are not found in any other aggregated resource.</p>	Bible/Ministry, Biblical Studies, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
<p>Funk and Wagnalls New World Encyclopedia</p> <p>This database provides over 25,000 encyclopedic entries covering a variety of subject areas.</p>	Liberal Studies
<p>Gale Virtual Reference Library</p> <p>Gale Virtual Reference Library is a database of encyclopedias and specialized reference sources for multidisciplinary research.</p>	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
<p>General Reference Center Gold</p> <p>A general interest database that integrates a variety of sources - newspapers, reference books, magazines, and trade publications. Find articles on current events, popular culture, business and industry trends, the arts and sciences, sports, hobbies, and more.</p>	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
<p>GPO</p> <p>Covers all types of U.S. government documents, including Congressional reports, hearings, debates, and records; judiciary materials; and documents issued by executive departments (Defense, State, Labor, Office of the President, etc.).</p>	Management
<p>HealthSource Academic Edition</p> <p>This database provides nearly 550 scholarly full text journals focusing on many medical disciplines. Health Source: Nursing/Academic Edition also features the AHFS Consumer</p>	Marriage and Family Therapy, Professional Counseling

Medication Information, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names.	
HealthSource Consumer Edition This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. Health Source: Consumer Edition provides access to nearly 80 full text, consumer health magazines.	
History Reference Center History Reference Center offers full text from more than 1,620 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 150 leading history periodicals, nearly 57,000 historical documents, more than 78,000 biographies of historical figures, more than 113,000 historical photos and maps, and more than 80 hours of historical video.	Liberal Studies
Literature Resource Center Find up-to-date biographical information, overviews, full-text literary criticism and reviews on more than 130,000 writers in all disciplines, from all time periods and from around the world. The optional MLA International Bibliography module adds citations for hundreds of thousands of books, articles and dissertations from 1926 to the present, linked to full text where available.	Liberal Studies
Literature Resources From Gale "Research authors and their works, literary movements and genres. Search across several major Literature databases to find full text of literary works, journal articles, literature criticism, reviews, biographical information and overviews.	Liberal Studies
MEDLINE Corresponds to the print indexes Index Medicus, Index to Dental Literature, and International Nursing Index. Includes thousands of records with substantial abstracts.	Marriage and Family Therapy, Professional Counseling
MEDLINE Plus MedlinePlus is the National Institutes of Health's Website for	Marriage and Family Therapy, Professional Counseling

patients and their families and friends. Produced by the National Library of Medicine, it brings "information about diseases, conditions, and wellness issues" to the general public.	
Newspaper Source Newspaper Source provides cover-to-cover full text for more than 40 (U.S.) & international newspapers. The database also contains selective full text for 389 regional (U.S.) newspapers. In addition, full text television & radio news transcripts are also provided.	Human Development, Human Resource Leadership, Liberal Studies, Management
Opposing Viewpoints in Context "Opposing Viewpoints in Context is an engaging online experience for those seeking contextual information and opinions on hundreds of today's hottest social issues. Drawing on the acclaimed Greenhaven Press series, the new solution features continuously updated viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to vetted websites organized into a user-friendly portal experience.	Human Development, Human Resource Leadership, Liberal Studies
Oxford English Dictionary The Oxford English Dictionary (OED) is widely regarded as the accepted authority on the English language. It is an unsurpassed guide to the meaning, history, and pronunciation of 600,000 words—past and present—from across the English-speaking world.	Human Development, Human Resource Leadership, Liberal Studies, Management
Oxford Reference Online Premium Gateway to Oxford's online reference services.	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
PapersFirst/Proceedings Covers every published congress, symposium, conference, exposition, workshop and meeting received by The British Library Document Supply Centre.	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and

	Family Therapy, Ministerial Leadership, Professional Counseling
<p>Professional Development Collection</p> <p>Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200 educational reports. Professional Development Collection is the most comprehensive collection of full text education journals in the world.</p>	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Ministerial Leadership
<p>ProQuest Psychology</p> <p>ProQuest Psychology Journals™ provides abstracts and indexing for more than 650 titles, with over 540 titles available in full text. Users get access to charts, diagrams, graphs, tables, photos, and other graphical elements essential to psychological research.</p> <p>Additionally, ProQuest Psychology Journals includes 4,000 full text dissertations representing a range of psychology disciplines including behavioral, clinical, cognitive, developmental, experimental, industrial, personality, physiological, psychobiology, psychometrics and social psychology.</p> <p>ProQuest Psychology Journals encompasses a wide range of topics from leading psychology and psychosomatic publications. In addition to clinical and social psychology, it also provides coverage of related disciplines including genetics, psychology of business and economics, communication, criminology, addiction, neurology, social welfare, and more. A number of the titles are heavily cited and have a strong set of ISI impact factors.</p>	Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling
<p>ProQuest Religion</p> <p>ProQuest Religion is an indispensable resource for religious studies programs and for anyone researching religious issues and perspectives. This resource presently has more than 150 journals, with most of them available with full-text. The content is full-text, scholarly, and designed to meet the needs of both</p>	Biblical Studies, Ministerial Leadership

<p>religious studies programs and general library collections.</p> <p>ProQuest Religion covers formal theological studies and commentary on topics of general interest from the perspectives of many, worldwide religions. In addition, there are many titles from religious publishing bodies and nondenominational organizations.</p> <p>ProQuest Religion provides an excellent source of religious news and information, informative details on doctrines and philosophies, and scholarly reports on religious history. More full-text journals have been added in related religious studies, such as philosophy, ethics, and international perspectives. Many essential full-text titles cannot be found in any other online database.</p>	
<p>PsycARTICLES</p> <p>PsycARTICLES®, from the American Psychological Association (APA), is a definitive source of full text, peer-reviewed scholarly and scientific articles in psychology. It contains more than 153,000 articles from nearly 80 journals published by the American Psychological Association (APA), its imprint the Educational Publishing Foundation (EPF), and from allied organizations including the Canadian Psychological Association and the Hogrefe Publishing Group. It includes all journal articles, book reviews, letters to the editor, and errata from each journal. Coverage spans 1894 to the present and nearly all APA journals go back to Volume 1, Issue 1.</p>	<p>Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>
<p>PsycINFO</p> <p>The PsycINFO®, database, American Psychological Association's (APA) renowned resource for abstracts of scholarly journal articles, book chapters, books, and dissertations, is the largest resource devoted to peer-reviewed literature in behavioral science and mental health. It contains over 3 million records and summaries dating as far back as the 1600s with one of the highest DOI matching rates in the publishing industry. Journal coverage, which spans from the 1800s to the present, includes international material selected from around 2,500 periodicals in dozens of languages.</p>	<p>Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>

<p>PubMed</p> <p>PubMed comprises more than 23 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher websites.</p>	<p>Marriage and Family Therapy, Professional Counseling</p>
<p>Regional Business News</p> <p>This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States.</p>	<p>Human Development, Human Resource Leadership, Management,</p>
<p>SocINDEX with Fulltext</p> <p>SocINDEX with Full Text is the world's most comprehensive and highest quality sociology research database. The database features more than 2.1 million records with subject headings from a 20,000+ term sociological thesaurus designed by subject experts and expert lexicographers. SocINDEX with Full Text contains full text for more than 860 journals dating back to 1908. This database also includes full text for more than 830 books and monographs, and full text for over 16,800 conference papers.</p>	<p>Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>
<p>Vocational & Career Collection</p> <p>Vocational & Career Collection is designed for vocational and technical libraries servicing high schools, community colleges, trade institutions and the general public. This collection provides full text coverage for nearly 340 trade and industry-related periodicals.</p>	
<p>WorldCat</p> <p>Patron access to OCLC's online union catalog.</p>	<p>Bible/Ministry, Biblical Studies, Human Development, Human Resource Leadership, Liberal Studies, Management, Marriage and Family Therapy, Ministerial Leadership, Professional Counseling</p>

HOURS OF OPERATION

The Amridge University Learning Resource Center on campus is open Tuesday, and Thursday from 8:00 a.m. to 6:30 p.m. and on Friday from at least 8:00 a.m. to 12 noon. Monday and Wednesday's hours are from 8:00 a.m. to 5:00 p.m. Online services are available to students, faculty, and staff 24-hours a day, seven days a week. There is always at least one librarian available in the Learning Resource Center during normal operating hours.

GUEST POLICY

Members of the community may use the materials in-house at any time the Learning Resource Center is open. Those who wish to check out materials must pay an annual fee of \$30. If the material requested for circulation is needed in Amridge University courses, the Head Librarian may not allow these items to be checked out, or may limit the number of items allowed. If a guest has an item needed by the University students or faculty, the Head Librarian will notify the guest to return the item as soon as possible. Guests will be subject to all policies of the Learning Resource Center including overdue fines and charges for lost materials.

CHECK OUT PROCEDURE

Persons checking out items on campus must present an Amridge University student or faculty number to the Head Librarian. Those not registered as a student or faculty member will be required to furnish information such as address and phone number the first time material is checked out of the Learning Resource Center. Patron privacy is maintained through the use of a secure online circulation system.

LOAN PERIOD

The loan stipulations are specified in the following table:

CATEGORY	MAX NUMBER OF ITEMS CHECKED OUT AT ONE TIME	DAYS LENT	RENEWALS (SEE RENEWAL POLICY)
Students	50	90	1
Faculty and Staff	50	90	1
Guests	5	28	1

RENEWAL POLICY

Books may be renewed if they have not been requested by another person. The renewal may be either by phone or at the circulation desk. It is beneficial to bring the items into the Learning Resource Center for renewal so that the due date may be changed.

OVERDUE BOOKS

Fines for regular loan items will be \$.25 per day per item. If the fine is not paid when the book is returned, the Learning Resource Center will send a reminder notice of the fine. If the fine is not paid within two weeks, it will be added to the borrower's account in the Business Office. Loan privileges for patrons may be suspended or terminated for abuse of circulation privileges.

LOST OR EXTREMELY LATE MATERIAL

Any lost material should be reported promptly. The cost of the item will be billed \$65.

If an item has not been reported lost, but has not been returned after 28 days of being overdue, no further notices will be sent. Instead, the item will be declared lost and the appropriate charges will be turned in to the Business Office.

DAMAGED MATERIALS

If a book is returned in a badly damaged condition, it will be treated as a lost item.

PERIODICALS NOT ONLINE

These are kept in open stacks and are to be used in the Center. Students are encouraged to make copies of articles needed for outside use.

LEARNING RESOURCE CENTER COURTESY

The Learning Resource Center is a quiet zone, and students or anyone entering the area including the hall are expected to be considerate of those studying there. Eating, drinking and smoking are not allowed in the Learning Resource Center.

BUILDING SAFETY AND SECURITY

The Morgan W. Brown building at Amridge University is well-equipped with alarm systems for fire and unauthorized entry. If a fire alarm is heard, all people must vacate the building until the cause for the alarm is determined. The fire exit doors are located in both corners of the Learning Resource Center for use in emergency. Exiting through these doors at any time will activate the

alarm. Sirens are also located nearby which sound in the event of a tornado warning. If these are heard, all people in the building are expected to go immediately to a safe area until the warning is lifted.

Questions regarding these types of services can be sent to LIBRARY@AMRIDGEUNIVERSITY.EDU. To speak with a Learning Resource Center staff member, call 334.387.7541; 334.387.7546; 334.387.7542 or 1.800.351.4040, extension 7541.

Section 9: The College of Business and Leadership

This section includes important information on the programs, courses, and degrees offered through the Amridge University College of Business and Leadership. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based).

MESSAGE FROM THE DEAN OF THE COLLEGE OF BUSINESS AND LEADERSHIP



On behalf of the Undergraduate and Graduate Programs in the College of Business and Leadership, I welcome you to Amridge University! Our mission is to prepare students with the managerial and leadership skills needed to succeed in the new business of the 21st century both domestically and globally.

The Amridge University College of Business and Leadership offers eight undergraduate programs of study that prepare our graduates

with the business and business-related technology skills to successfully compete in today's business environment using leading-edge technologies in the most innovative ways. Likewise, the College offers two graduate-level leadership programs that provide our graduates with a broad range of leadership and business skills that are critical to effectively guide today's businesses through the rapidly changing marketplace – in an innovative manner.

By the time you graduate, I am confident that you will have a thorough understanding of today's business and how that knowledge applies.

Again, welcome to Amridge University. I am looking forward with great expectation to your future.

Best regards,

Kenyetta McCurty, PhD

Dean, Amridge University College of Business and Leadership

PURPOSE OF THE COLLEGE OF BUSINESS AND LEADERSHIP

Graduates of the College of Business and Leadership will be prepared for careers and professions that provide support and services for the well-being of individuals, family, or society and qualified to seek admission for advanced levels of study.

With a commitment to enhance student learning by providing educational opportunities at the undergraduate and graduate levels through a carefully planned and implemented program of study, the College of Business and Leadership provides associate-level degree programs that include the Associate of Arts in Business Administration, the Associate of Arts in Human Resource Leadership, the Associate of Arts in Information Systems Management, and the Associate of Arts in Web Development, bachelor-level degree programs that include the Bachelor of Science in Business Administration, the Bachelor of Science in Human Resource Leadership, the Bachelor of Science in Information Systems Management, and the Bachelor of Science in Management as well as the graduate-level degree program, the Master of Science in Leadership and Management. All of these programs support the mission of the University by preparing men and women, through a commitment to academic excellence, implementation of innovative teaching and learning strategies, emphasis in research, public service, distance education, and spiritual vitality, so that they can serve in their chosen profession in the church, community, or society.

Additionally, the University has a commitment to public service. Customized, on-demand needs may be met through continuing education efforts offered by the Amridge University School of Continuing Education. These training sessions are typically designed for life-long learners not pursuing academic degrees.

UNDERGRADUATE EDUCATIONAL GOALS OF THE COLLEGE OF BUSINESS AND LEADERSHIP

1. To enhance student learning by providing educational opportunities at the undergraduate level through a carefully planned and implemented program of study.
2. To provide scheduled and effectively utilized distance learning technologies to foster the ability for students to learn anytime and anywhere.
3. To provide foundation programs of study to undergraduate students that complement the University's graduate programs and encourage students to further their studies for careers and professions to serve in the church, community, and/or society.

4. To recruit, retain, and promote professional development of qualified faculty, staff, and administrators.
5. To develop and maintain periodic internal evaluation to ensure that all programs operating within a manner consistent with the mission of Amridge University.
6. To provide students with instruction on the use of the latest technologies used in the fields associated with their respective program of study.
7. To provide and maintain learning resources and an environment conducive for student learning, scholarly research, and quality teaching in the 21st century.

GRADUATE EDUCATIONAL GOALS OF THE COLLEGE OF BUSINESS AND LEADERSHIP

1. Each student will acquire a basic core of knowledge of leadership, related disciplines, and practical methods as a foundation for a productive professional life.
2. Each student will develop intellectual capacities for critical thinking and problem solving, for analyzing and utilizing information, and for reasoning ethically and morally in decision-making.
3. Each student will develop skills for research, human relations, leadership, and oral and written communication appropriate to that student's profession.
4. Each student will gain essential knowledge, develop proper attitudes, and acquire important skills to prepare for more advanced studies, for employment in a chosen profession, and/or for life-long learning.
5. Each student will learn to use the latest technologies used in the fields associated with the program of study.
6. Each student will, through acquisition of skills in communication and human relations, prepare to function responsibly and effectively in the familial, social, and civic arenas of life.

ADMISSION POLICY FOR UNDERGRADUATE AND GRADUATE STUDENTS

See the Information provided in [SECTION 3: ADMISSIONS POLICY](#)

GENERAL EDUCATION REQUIREMENTS

Citizens in today's world need a well-rounded education and a wide array of competencies. Consequently, undergraduate degree programs must contain a basic core of general education courses with a minimum number of semester hours completed in specified areas of general studies.

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

The associate degree consists of 64 semester hours. At least 20 hours must be taken with Amridge University to qualify for graduation.

Associate degree programs must contain a basic core of general education courses with a minimum of 20 semester hours completed in specified areas of general studies. Every student who graduates with an associate degree from Amridge University must have at least 30% of his total undergraduate course work in general education (20 of 64 total semester hours).

Students enrolled in Amridge University's associate degree programs are required to take a total of (5) Core General Education courses for a total of (20) credit hours.

Note: Students must pass EH 1401 – English Composition I with a grade of C- (2.0) or higher.

Required General Education Competencies

While general education competencies may be gained throughout the curriculum, a set of general education core requirements were identified to represent a common body of knowledge, skills, and values expected of all Amridge graduates. Graduates are expected to demonstrate the following Core General Education Competencies:

1. **Written Communication:** Students will implement accepted conventions of research and written prose to accomplish a specific purpose through the use of industry standard software.
 - a. EH 1401 – English Composition I
2. **Ethics and Biblical Values:** Students will articulate principles of Christian ethics from a biblical perspective.
 - a. HM 2410 – Introduction to Ethics
3. **Quantitative Reasoning:** Students will perform basic calculations and mathematical operations. (Select One)
 - a. MH 1403 – College Algebra

- b. MH 1404 – Finite Math
- 4. Health and Wellness:** Students will recognize the fundamental concepts related to human biology that demonstrate the relationship between personal behaviors and lifelong health and wellness. (Select One)
 - a. HE 1401 – Health
 - b. HE 1405 – Human Nutrition
 - c. SC 1410 – Introduction to Life Sciences
 - d. BY 2401 – Biology I
- 5. Human Awareness:** Students will demonstrate knowledge of factors that influence behavioral change in individuals or cultures.
 - a. PG 2401 – General Psychology

BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS

The bachelor degree consists of 128 semester hours. At least 40 hours must be taken with Amridge University to qualify for graduation.

Bachelor degree programs must contain a basic core of general education courses with a minimum of 40 semester hours completed in specified areas of general studies. Students who graduate with a bachelor degree from Amridge University must have at least 30% of their total undergraduate course work in general education (40 of 128 total semester hours).

Students enrolled at Amridge University's bachelor degree programs are required to take a total of six (6) Core General Education courses (24 hours). In addition, students must take four (4) General Education Elective courses (16 semester hours) from the categories of Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts for a total of 40 semester hours.

Note: Students must pass EH 1401 – English Composition I with a grade of C- (2.0) or higher.

Required General Education Competencies

While general education competencies may be gained throughout the curriculum, a set of general education core requirements were identified to represent a common body of knowledge, skills, and values expected of all Amridge graduates. Graduates are expected to demonstrate the following Core General Education Competencies:

1. **Written Communication:** Students will implement accepted conventions of research and written prose to accomplish a specific purpose through the use of industry standard software.
 - a. EH 1401 – English Composition I
 - b. EH 1402 – English Composition II
2. **Ethics and Biblical Values:** Students will articulate principles of Christian ethics from a biblical perspective. (Select One)
 - a. HM 2410 – Introduction to Ethics
 - b. PH 3420 – Survey of the Bible
3. **Quantitative Reasoning:** Students will perform basic calculations and mathematical operations. (Select One)
 - a. MH 1403 – College Algebra
 - b. MH 1404 – Finite Math
4. **Health and Wellness:** Students will recognize the fundamental concepts related to human biology that demonstrate the relationship between personal behaviors and lifelong health and wellness. (Select One)
 - a. HE 1401 – Health
 - b. HE 1405 – Human Nutrition
 - c. SC 1410 – Introduction to Life Sciences
 - d. BY 2401 – Biology I
5. **Human Awareness:** Students will demonstrate knowledge of factors that influence behavioral change in individuals or cultures.
 - a. PG 2401 – General Psychology
 - b. SY 2401 – Introductory Sociology
 - c. HY 2403 – Western Civilization I
 - d. HY 2404 – Western Civilization II
 - e. GT 2405 – Your American Government
 - f. HY 1401 – United States History I

- g. HY 1402 – United States History II
- h. EC 3403 – Microeconomics
- i. EC 3405 - Macroeconomics

BACHELOR DEGREE GENERAL EDUCATION ELECTIVES

In addition to the completion of 24 credit hours (6 courses) of Core General Education courses, students will also take 16 credit hours (4 courses) of General Education Elective courses. These electives may be selected from the categories of Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, and Communication. For a complete listing of courses, see [SECTION 14: COURSE DESCRIPTIONS](#). Courses that fit into these areas will be labelled as such within the course description. An overview of each category is as follows:

Humanities and Fine Arts: These courses deal primarily with questions of values, ethics, or aesthetics as they are represented in works of art, philosophy, religion, literature, and music. These courses help students improve interpersonal skills, develop independent thought, enhance problem-solving abilities, and better understand human creativity.

Natural Science and Mathematics: Knowledge and practice in the mathematical skills area give students the ability to measure, discern, compare, and apply these skills in problem solving at the individual and societal levels. The natural sciences explore the natural world and the relationship among the disciplines which describe it. The natural sciences include all learning which has as its purpose the understanding of the universe around us and the physical and chemical laws that govern it.

Social and Behavioral Sciences: The courses are those bodies of knowledge which have as their purpose the study of human behavior, social structures, and economics. Studies of social science techniques, tools, and methods of data gathering, as well as the problems and issues faced by the social scientist, are considered work in the social sciences.

Communication Skills (English): Competence in writing and speaking English is vital to all college graduates. Writing skills are especially important in a distance-learning vein where a great deal of work involves communicating at a considerable distance with faculty and other students. Oral communication skills are important in leadership, management, and human relations.

COURSE REQUIREMENT FOR ALL UNDERGRADUATE STUDENTS

Certain undergraduate students are required to take the course FD 1412 – Management Intervention. The undergraduate students required to take FD 1412 – Management Intervention include the following:

1. All first-time freshmen
2. All undergraduate students conditionally admitted
3. All undergraduate students on probation (students having academic difficulty)
4. All students classified below junior-level (freshmen and sophomores) – students who have not finished general education courses

Additionally, even though this course is only required for the students in the above categories, the University strongly recommends that all undergraduate students enroll in this course during their first semester at Amridge University.

Finally, FD 1412 – Management Intervention cannot be substituted for a required course in a major.

SECOND DEGREE OPTION FOR BACHELOR DEGREE STUDENTS

To earn a second baccalaureate degree from Amridge University, the student must complete a minimum of 40 hours at Amridge University above any hours earned for the first degree. All of these additional hours must be completed in the degree program area of the second degree. A specific course required for both degrees will have to be taken only once. However, credit for such a course cannot be applied toward both the total hours required for the first degree and the additional hours required for the second degree. Also, students who seek a second degree must meet all admission requirements and complete all catalog requirements for the major in that degree.

A student may work toward two degrees simultaneously, but he or she must be enrolled in either one or the other of the two programs awarding the degrees. The student is expected to obtain approval of the academic plan from the Vice President of Academic Affairs at a point when no fewer than 40 hours of coursework remain for the completion of one or both degrees.

GRADUATE CREDIT FOR QUALIFIED UNDERGRADUATE SENIORS

Undergraduate students at the senior level who are within eight semester hours of program completion with a high academic average in their field may be authorized to enroll in six

graduate credits while completing undergraduate requirements. Such course work will require the written approval of the Vice President of Academic Affairs. This approval does not presume automatic admission into the respective program, or any Amridge University graduate program. Undergraduate students who wish to enroll in graduate courses must follow the steps below: (1) Have an advisor certify to the Vice President of Academic Affairs that all undergraduate graduation requirements will be met; and (2) Have the Vice President of Academic Affairs file a letter or email message with the Registrar prior to registration stating that the student will meet all requirements for a bachelor's degree and that the graduate credits (3 or 6) are over and above all undergraduate requirements.

CAPSTONE COURSES

The University has established a degree program assessment to verify student mastery of the respective program major. The verification process is facilitated through a capstone course system that every student is required to take for his or her given major. Furthermore, in order to graduate from Amridge University, students must pass the program capstone course and the Program Exit Examination that is given as part of the capstone course. The capstone course of each degree program is identified in the respective degree plan.

ASSOCIATE OF ARTS: BUSINESS ADMINISTRATION

The Associate of Arts in Business Administration program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the field of business. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. This associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. Students enrolled in the Associate of Arts in Business Administration will study the foundations of business operations while developing the knowledge and skills necessary to help their organizations compete in today's globally competitive environment. As a result of the knowledge gained from an integrated general education and business core program, graduates will be prepared in the essential areas of accounting, management, and marketing. With this preparation, graduates will be equipped with the knowledge to support the operations of their respective organization, business, or corporation, thereby making them prepared to assume entry-level positions in the areas of business operations, management, customer service, purchasing, costs estimation, finances, and marketing as well as the positions of adjusters, public relations specialists, buyers, compensation and benefits specialists, and other similar positions.

Upon completion of the **Associate of Arts in Business Administration**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in business administration and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Business Administration includes general education courses (20 semester hours), program specific courses (16 semester hours), a foundation course (4 semester hours), a capstone course (4 semester hours), and elective courses (20 semester hours).

Core General Education Courses	Sem. Hrs.
Communications	4
EH 1401 English Composition I	
Mathematics	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	4
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Total Core General Education Course Hours	20
Concentration Courses	
BS 1401 Introduction to Business	4
CO 1405 Microcomputer Applications	4

Choose two from the following courses

BS 1406 Accounting Principles I (*Prerequisite: CO 1405 - Microcomputer Applications*)

BS 2400 e-Commerce

BS 2406 Accounting Principles II (*Prerequisite: BS 1406 - Accounting Principles I*)

BS 2408 Management: Theory, Practices and Application

BS 2418 Marketing: Principles and Practices 8

Total Concentration Course Hours **16**

Foundational Course

FD 1412 Management Intervention (required at the beginning of the student's program) 4

Capstone Course

GT 2401 You and the American Government 4

Total Foundational and Capstone Course Hours **8**

Elective Course Hours (select from 1000-2000 level courses) **20**

Total Hours for Associates Degree **64**

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Business Administration.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Business Administration degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Business Administration

Before being graduated with the Associate of Arts in Business Administration, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: HUMAN RESOURCE LEADERSHIP

The Associate of Arts in Human Resource Leadership program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the fields of business and human resources. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. The associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. Students enrolled in the Associate of Arts in Human Resource Leadership will study human effort, relationships, and leadership, as well as how to secure and maintain those who make up the organization. Additionally, students will learn about the effects of human-relation policies and systems on organizational performance and how each impacts the performance of those within the organization.

Upon completion of the **Associate of Arts in Human Resource Leadership**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in human resources and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Human Resource Leadership includes general education courses (20 semester hours), program specific courses (16 semester hours), a foundation course (4 semester hours), a capstone course (4 semester hours), and elective courses (20 semester hours).

Core General Education Courses	Sem. Hrs.
Communications	4
EH 1401 English Composition I	
Mathematics	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	4
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Total Core General Education Course Hours	20
Concentration Courses	
BS 1401 Introduction to Business	4
CO 1405 Microcomputer Applications	4

Choose two from the following courses

BS 1403 Business Math	
BS 2405 Principles of Organizational Behavior	
CO 1403 Management Information Systems in Business	
MC 1410 Speech and Written Communication Skills for Career Growth	
SY 2401 Introductory Sociology	<u>8</u>

Total Concentration Course Hours	16
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Foundational Course

FD 1412 Management Intervention (required at the beginning of the student's program)	4
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Capstone Course

GT 2401 You and the American Government	<u>4</u>
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Total Foundational and Capstone Course Hours	8
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Elective Course Hours (select from 1000-2000 level courses)	<u>20</u>
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Total Hours for Associates Degree	64
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Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Human Resource Leadership.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Human Resource Leadership degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Human Resource Leadership

Before being graduated with the Associate of Arts in Human Resource Leadership, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: INFORMATION SYSTEMS MANAGEMENT

The Associate of Arts in Information Systems Management program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the field of information systems. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. The associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. Students enrolled in the Associate of Arts in Information Systems Management will study open source systems and software applications and develop the analytical skills needed to maintain and operate hardware and software systems. Graduates will be prepared to assume positions in information technology, technical support, and internal and external customer service technology operations positions.

Upon completion of the **Associate of Arts in Information Systems Management**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in information systems and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Information Systems Management includes general education courses (20 semester hours), program specific courses (16 semester hours), a foundation course (4 semester hours), a capstone course (4 semester hours), and elective courses (20 semester hours).

Core General Education Courses	Sem. Hrs.
Communications	4
EH 1401 English Composition I	
Mathematics	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	4
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Total Core General Education Course Hours	20
Concentration Courses	
BS 1401 Introduction to Business	4
CO 1403 Management Information Systems in Business	4

CO 1405 Microcomputer Applications	4
CO 2410 Database Management (Prerequisite: CO 1405 - Microcomputer Applications) - OR -	
CO 2446 Open Source Business Systems I	<u>4</u>
Total Concentration Course Hours	16
Foundational Course	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
Capstone Course	
GT 2401 You and the American Government	<u>4</u>
Total Foundational and Capstone Course Hours	8
Elective Course Hours (select from 1000-2000 level courses)	<u>20</u>
Total Hours for Associates Degree	64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Information Systems Management.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Information Systems Management degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Information Systems Management

Before being graduated with the Associate of Arts in Information Systems Management, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: WEB DEVELOPMENT

The Associate of Arts in Web Development program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the field of business. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. This associate degree requires 20 credit hours of general education and 44 credit hours of prescribed core courses. In addition to learning how to create, manage, and secure websites, students enrolled in the Associate of Arts in Web Development receive fundamental training in software applications, operating systems, networks, and database management.

Upon completion of the **Associate of Arts in Web Development**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;

2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in web development and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Web Development includes general education courses (20 semester hours), program specific courses (36 semester hours), a foundation course (4 semester hours), and a capstone course (4 semester hours).

Core General Education Courses	Sem. Hrs.
Communications	4
EH 1401 English Composition I	
Mathematics	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	<u>4</u>
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Total Core General Education Course Hours	20

Concentration Courses	
BS 1401 Introduction to Business	4
CO 1403 Management Information Systems in Business	4
CO 1405 Microcomputer Applications	4
CO 1416 Operating Systems	4
CO 2410 Database Management (<i>Prerequisite: CO 1405 - Microcomputer Applications</i>)	4
CO 2412 Creating a Business Presence on the Web	4
CO 2415 Fundamentals of Web Design	4

CO 3430 Web Design and Applications Management I	4
CO 3431 Web Design and Applications Management II	<u>4</u>
Total Concentration Course Hours	36
Foundational Course	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
Capstone Course	
MC 1405 Communicating via e-Portfolio and Resume	<u>4</u>
Total Foundational and Capstone Course Hours	8
Total Hours for Associates Degree	64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Web Development.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Web Development degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Web Development

Before being graduated with the Associate of Arts in Web Development, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;

2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: BUSINESS ADMINISTRATION

The focus of the Bachelor of Science in Business Administration will be on foundations of business operations providing students with the knowledge and skills necessary to help organizations be successful in today's globally competitive environment. With knowledge gained from an integrated general education and business core program coupled with the business concentration courses, graduates will especially be prepared in the essential areas of economics, accounting, management, organizational communications, and marketing. With this preparation, graduates will be equipped with the knowledge to analyze and synthesize company data and other data elements in support of business operations critical to the success of the respective organization, business, or corporation. Graduates will especially be prepared to assume entry-level positions in the areas of business operations, management, customer service, purchasing, costs estimation, finances, and marketing as well as the positions of adjusters, public relations specialists, buyers, compensation and benefits specialists, and other similar positions.

Upon completion of the **Bachelor of Science in Business Administration**, the graduate will be able to:

1. Implement basic knowledge of business principles required for entry-level jobs in the business and non-profit organizations such as churches;
2. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education;

3. Apply basic business principles and processes in accounting, project management, economics, marketing, and management to effectively work and contribute positively to the respective company or organization; and
4. Develop basic teaming, collaboration, and leadership skills to apply in the workplace for effective operations at the individual, workgroup, corporate, and organizational levels.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

BS 4458 – e-Portfolio in General Business Administration

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Business Administration includes general education courses (40 semester hours), program specific courses (56 semester hours), elective courses (28 semester hours), and a capstone course (4 semester hours).

General Education Courses	Sem. Hrs.
Communications	8
EH 1401 English Composition I	
EH 1402 English Composition II	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
- OR -	
PH 3420 Survey of the Bible	
Mathematics/Natural Science	8
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	
GT 2405 Your American Government	

	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- OR -	
HY 2404	Western Civilization II	
	- OR -	
PG 2401	General Psychology	
	- OR -	
SY 2401	Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts		<u>16</u>
Total General Education Course Hours		40

Required Courses

1 Foundation – 4 Hours		
FD 1412	Management Intervention (required at the beginning of the student's program)	<u>4</u>
Total Foundation		4
5 Core – 20 Hours		
BS 1401	Introduction to Business	4
BS 3400	Leadership and Organizational Dynamics	4
BS 4456	Directed Field Experience in Area of Concentration (Internship) (Prerequisite: Senior standing)	<u>4</u>
	- OR -	
BS 4450	Organizational Communication	
BS 4465	Ethical Character of Business Leadership	4
CO 1405	Microcomputer Applications	<u>4</u>
Total Core		20
8 Concentration – General Business (GB) – 32 Hours		
BS 1406	Accounting Principles I (Prerequisite: CO 1405)	4
BS 2400	e-Commerce	4
BS 2406	Accounting Principles II (Prerequisite: BS 1406)	4
BS 2408	Management: Theory, Practices, and Applications	4
BS 2418	Marketing: Principles and Practices	4
EC 3403	Microeconomics	4
EC 3405	Macroeconomics	4
HD 4420	Human Resources Management: Analysis and Procedures	<u>4</u>
Total Concentration		32
Total Required Course Hours		56
*Elective Course Hours (select from 1000-4000 level courses)		28

Capstone Course

BS 4458 e-Portfolio in Business Administration
(Prerequisite: Within 12 hours of graduation) 4

Capstone Course Hours **4**

Total Hours for Bachelor's Degree **128**

***Recommended Electives**

BS 1405 Computers in Business 4
BS 2412 Financial Management 4
BS 3405 Business Statistics 4
BS 3406 Financial Accounting (Prerequisite: BS 2406) 4
BS 3430 Business Law 4
BS 4406 Managerial Accounting (Prerequisite: BS 3406) 4
BS 4450 Organizational Communication 4

Open Electives (select from 1000-4000 level courses)

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Business Administration.

Graduation Requirements for the Bachelor of Science in Business Administration

Before being graduated with the Bachelor of Science in Business Administration, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs,

and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: HUMAN RESOURCE LEADERSHIP

The emphasis of the Bachelor of Science in Human Resource Leadership is enhancing human effort, human relationships, and human leadership. The focus is on maintaining, securing, and effectively working with those who make up the organization. The leadership requirements involve screening employees, meeting training and human-relation needs, making human resource forecasts, and developing compensation systems. Successful leadership includes evaluating the effects of human-relation policies and systems on organizational performance and applying analysis and research methods to the leadership process. The leader will need to know how to govern, measure, integrate, and reward those within the organization. It also provides preparatory training for law school, graduate school, public relations, sales, management, church management, government work, and many other management and human interaction areas. This program also serves as a foundation for graduate-level degrees in Organizational Leadership and Management, Ministerial Leadership, Professional Counseling, and Marriage and Family Therapy degrees offered by the University.

Upon completion of the **Bachelor of Science in Human Resource Leadership**, the graduate will be able to:

1. Implement skills and knowledge necessary to effectively function in human resource management in church organizational settings and other leadership positions.
2. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education.
3. Describe prominent management principles related to Human Resource Leadership
4. Develop a basic understanding of organizational leadership.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

HD 4424 – Human Labor Relations

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Human Resource Leadership includes general education courses (40 semester

hours), program specific courses (48 semester hours), elective courses (36 semester hours), and a capstone course (4 semester hours).

General Education Courses

	Sem. Hrs.
Communications	8
EH 1401 English Composition I	
EH 1402 English Composition II	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
- OR -	
PH 3420 Survey of the Bible	
Mathematics/Natural Science	8
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	
GT 2405 Your American Government	
- OR -	
HY 1401 United States History I	
- OR -	
HY 1402 United States History II	
- OR -	
HY 2403 Western Civilization I	
- OR -	
HY 2404 Western Civilization II	
- OR -	
PG 2401 General Psychology	
- OR -	
SY 2401 Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts	16
Total General Education Course Hours	40

Required Courses

BS 3430 Business Law	4
FD 1412 Management Intervention (required at the beginning of the student's program)	4
HD 4407 Motivation and Performance	4
HD 4420 Human Resources Management: Analysis and Procedures	4
HD 4422 Employment Law for Organizations	4
HD 4426 Fundamentals of Effective Leadership	4
MC 4401 Leadership Principles and Ethics	4
MC 4403 Organizational Theory and Behavior	4
MC 4405 Contemporary Supervision	4
MC 4406 Professional Public Relations	4
MC 4407 Management Principles	4
MC 4408 Money Management and Personal Finance	4
Total Required Course Hours	48

Elective Course Hours (select from 1000-4000 level courses) **36**

Capstone Course

HD 4424 Human Labor Relations	4
Capstone Course Hours	<u>4</u>

Total Hours for Bachelor's Degree **128**

Recommended Electives

NT 3403 Introduction and Survey of the New Testament	4
OT 3401 Introduction and Survey of the Old Testament	4
PH 4401 World Views: Islam, Humanism, Marxism, Christianity	4
TH 4405 Systematic Theology	4

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Human Resource Leadership.

Graduation Requirements for the Bachelor of Science in Human Resource Leadership

Before being graduated with the Bachelor of Science in Human Resource Leadership, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;

3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: INFORMATION SYSTEMS MANAGEMENT

The focus of the Bachelor of Science in Information Systems Management ranges from working with computer workstations, networks, intranets, the Internet, and training employees how to use these systems for the establishment of web servers and maintenance and security of Internet and Intranet systems. With knowledge gained from an integrated general education and business core program coupled with the business information services concentration courses, graduates will especially be prepared in the essential areas of information systems security, network systems, data communications systems, wireless technologies, voice-over-IP systems, training and development in information services, web design, applications management, and collaboration technologies in areas where business information services is critical to the success of the respective organization, business, or corporation. Graduates will especially be prepared to assume positions in information technology, technical support and training, data communications specialists or analysts, management of information technology systems and services, database specialists, and internal and external customer service technology operations positions.

Upon completion of the **Bachelor of Science in Information Systems Management**, the graduate will be able to:

1. Implement basic knowledge of business principles required for entry-level jobs in the business and non-profit organizations such as churches;

2. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education;
3. Utilize current information systems, technologies, and operations to effectively work and contribute positively to the respective company or organization; and
4. Apply basic teaming, collaboration, and leadership skills in the workplace for effective operations at the individual, workgroup, corporate, and organizational levels.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

BS 4458 – e-Portfolio in General Business Administration

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Information Systems Management includes general education courses (40 semester hours), program specific courses (56 semester hours), elective courses (28 semester hours), and a capstone course (4 semester hours).

General Education Courses

**Sem.
Hrs.**

Communications

8

EH 1401 English Composition I

EH 1402 English Composition II

Humanities/Fine Arts

4

HM 2410 Introduction to Ethics

- OR -

PH 3420 Survey of the Bible

Mathematics/Natural Science

8

MH 1403 College Algebra

- OR -

MH 1404 Finite Math

BY 2401 Principles of Biology I

- OR -

HE 1401 Health

- OR -

HE 1405 Human Nutrition

- OR -

SC 1410 Introduction to Life Sciences

Social Science/Behavioral Science

4

EC 3403 Microeconomics

- OR -

EC 3405 Macroeconomics

	- OR -	
GT 2405	Your American Government	
	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- OR -	
HY 2404	Western Civilization II	
	- OR -	
PG 2401	General Psychology	
	- OR -	
SY 2401	Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts		16
Total General Education Course Hours		40

Required Courses

1 Foundation – 4 Hours		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundation		4
5 Core – 20 Hours		
BS 1401	Introduction to Business	4
BS 3400	Leadership and Organizational Dynamics	4
BS 4456	Directed Field Experience in Area of Concentration (<i>Internship</i>) (<i>Prerequisite: Senior standing</i>)	4
	- OR -	
BS 4450	Organizational Communication	
BS 4465	Ethical Character of Business Leadership	4
CO 1405	Microcomputer Applications	4
Total Core		20
8 Concentration – Information Systems Management (ISM) – 32 Hours		
CO 1403	Management Information Systems (MIS) in Business	4
CO 2410	Database Management (<i>Prerequisite: CO 1405</i>)	4
CO 2446	Open Source Business Systems I	4
CO 3420	Managing Business Projects via Technology	4
CO 3421	Principles of Training and Development in IT	4
CO 3424	Networking Systems and Data Communications I	4
CO 3426	Security Measures in Business (<i>Prerequisite: CO 3424</i>)	4
CO 3430	Web Design and Applications Management I	4
Total Concentration		32
Total Required Course Hours		56

***Elective Course Hours** (select from 1000-4000 level courses) **28**

Capstone Course

BS 4458 e-Portfolio in Business Administration
(Prerequisite: Within 12 hours of graduation) 4

Capstone Course Hours **4**

Total Hours for Bachelor's Degree **128**

***Recommended Electives**

BS 1405 Computers in Business 4
BS 2400 e-Commerce 4
BS 3405 Business Statistics 4
BS 3430 Business Law 4
BS 4450 Organizational Communication 4
CO 2447 Open Source Business Systems II (Prerequisite:
CO 2446) 4
CO 3425 Networking Systems and Data Communications II
(Prerequisite: CO 3424) 4

Open Electives (select from 1000-4000 level courses)

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Information Systems Management.

Graduation Requirements for the Bachelor of Science in Information Systems Management

Before being graduated with the Bachelor of Science in Information Systems Management, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must

be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: MANAGEMENT

This program combines the strengths of traditional management principles and practices with the art and science of traditional and emerging communication strategies to provide the essentials and enhancements required for a successful career in business and the Christian community. Graduates will especially be prepared in such essential areas as management, leadership, team building, decision-making, critical thinking, and the knowledge of the relationship between communications strategies and the successful manager in today's fast-paced workplace. Students will be exposed to related theories, operations, practices, and technologies in both for-profit and non-profit arenas. It also provides preparatory training for law school, graduate school, public relations, sales, management, church management, ministerial communication, government work, and many other management and human interaction areas. This program also serves as a foundation for graduate-level degrees in Leadership and Management, Ministerial Leadership, Professional Counseling, and Marriage and Family Therapy degrees offered by the University.

Upon completion of the **Bachelor of Science in Management**, the graduate will be able to:

1. Implement basic knowledge of management principles required by ministers and for other leadership functions.
2. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education.
3. Apply basic knowledge of organizational leadership principles.
4. Implement effective public and private communications in the church setting and with other organizations.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

MC 4409 – Conflict Management and Negotiation

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Management includes general education courses (40 semester hours), program specific courses (36 semester hours), elective courses (48 semester hours), and a capstone course (4 semester hours).

General Education Courses

	Sem. Hrs.
Communications	8
EH 1401 English Composition I	
EH 1402 English Composition II	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
- OR -	
PH 3420 Survey of the Bible	
Mathematics/Natural Science	8
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	
GT 2405 Your American Government	
- OR -	
HY 1401 United States History I	
- OR -	
HY 1402 United States History II	
- OR -	
HY 2403 Western Civilization I	
- OR -	
HY 2404 Western Civilization II	
- OR -	
PG 2401 General Psychology	
- OR -	
SY 2401 Introductory Sociology	

Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts	<u>16</u>
Total General Education Course Hours	40

Required Courses

FD 1412 Management Intervention (required at the beginning of the student's program)	4
MC 4401 Leadership Principles and Ethics	4
MC 4402 Communication in Professional Settings	4
MC 4403 Organizational Theory and Behavior	4
MC 4404 Human Relations and Problem Solving	4
MC 4405 Contemporary Supervision	4
MC 4406 Professional Public Relations	4
MC 4407 Management Principles	4
MC 4408 Money Management and Personal Finance	4
Total Required Course Hours	36

Elective Course Hours (select from 1000-4000 level courses)	48
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Capstone Course

MC 4409 Conflict Management and Negotiation	<u>4</u>
Capstone Course Hours	<u>4</u>

Total Hours for Bachelor's Degree	128
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Recommended Electives

NT 3403 Introduction and Survey of the New Testament	4
OT 3401 Introduction and Survey of the Old Testament	4
PH 4401 World Views: Islam, Humanism, Marxism, Christianity	4
TH 4405 Systematic Theology	4

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Management.

Graduation Requirements for the Bachelor of Science in Management

Before being graduated with the Bachelor of Science in Management, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;

3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN LEADERSHIP AND MANAGEMENT

Through the down-sizing, re-engineering, and global competitive forces of recent years, today's organizations have fewer professionals who carry a heavier workload than in previous decades. Likewise, the extremely tight labor market in today's organizations must provide a work environment and benefits designed to keep its most productive employees or lose them to other organizations, or worse, competitors. As a result of this changing workplace, today's management professionals must be well versed in a wide variety of management skills that include team building, leadership development, conflict resolution, negotiations, diversity issues, productivity improvement strategies, planning, organizational development and change, and creative and efficient use of emerging technologies. Equally important, in keeping with Amridge University's Christian heritage, these skills are provided in a context of ethical and moral approaches that are so badly needed in today's society and business world. The Master of Science in Leadership and Management is specially designed to provide our graduates with these critical skills and knowledge that will help them in an organization in today's competitive workplace.

Upon completion of the **Master of Science in Leadership and Management**, the graduate will be able to:

1. Apply a wide variety of management skills which are effective in church settings or in other groups and organizations.

2. Implement ethical and moral regulations needed to operate in social, religious, and business communities.
3. Describe methods of team building.
4. Identify conflict resolutions, diversity issues, and productive improvement strategies.
5. Plan for and develop change.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

LD 6555 – Strategies for Organizational Change

Applications for admission to the Master of Science in Leadership and Management program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Science in Leadership and Management may be completed in 4 semesters. A student may take his or her courses on a part-time (one course per semester) or full-time basis (two courses per semester).

Required Courses for the Master of Science in Leadership and Management

The Course Requirements of 40 semester credit hours for the degree program Master of Science in Leadership and Management includes program specific courses (30 semester hours) and non-specific courses (10 semester hours).

Required Courses for the Master of Science in Leadership and Management	Sem. Hrs.
Specific Courses	
LD 6551 Leadership Foundations	5
LD 6552 Building Effective Organizations	5
LD 6553 Leadership Vision and Values	5
LD 6555 Strategies for Organizational Change (Capstone Course)	5
LD 6557 Organizational Communication	5

RS 6539 Research and Evaluation	<u>5</u>
Total Specific Course Hours	30
Non-Specific Courses	
The student may choose two courses from the following:	<u>10</u>
LD 6520 Managerial Finance	
LD 6554 Systems for Today's Leaders	
LD 6556 Organizational Group Leadership	
LD 6558 Theories of Motivational Leadership	
LD 6559 Military Leadership Models	
LD 6560 Negotiation and Conflict Resolution	
LD 6561 Organizational Development	
LD 6562 Spiritual Leadership within the Organization	
LD 6570 Organizational Behavior	
LD 6572 Management of Teams	
LD 6573 Project Management	
LD 6574 Leadership through Coaching and Mentoring	
LD 6575 Team Leadership for Church Development	
LD 6580 Human Resource Leadership	
RS 6545 Qualitative and Quantitative Methodology	
Total Non-Specific Course Hours	<u>10</u>
Total Hours for Masters Degree	40

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Master of Science in Leadership and Management.

Graduation Requirements for the Master of Science in Leadership and Management

Before being graduated with the Master of Science in Leadership and Management, a student must satisfy the following requirements:

1. A total of 40 graduate semester hours of the required course work;
2. At least 25 of the graduate semester hours must be from Amridge University.
3. Complete all required coursework for the degree;
4. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
5. Have a cumulative GPA of 2.0;

6. Students who expect to pursue further graduate study beyond this degree should maintain a 3.0 GPA; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Section 10: The College of General Studies

This section includes important information on the programs, courses, and degrees offered through the Amridge University College of General Studies. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based).

MESSAGE FROM THE DEAN OF THE COLLEGE OF GENERAL STUDIES



I welcome you to the College of General Studies and to an exciting learning experience that will provide many physical and spiritual blessings throughout your life. The College of General Studies has three fundamental goals for undergraduate students. The College provides high-quality instruction in a Christian atmosphere that (1) prepares students for a meaningful, purposeful and fulfilling life; (2) enables the student to develop the knowledge and skills required to enter and progress in one's chosen career field; and (3) provides an academically strong experience with the scope and depth necessary to motivate one to do successful graduate studies and continuing education in schools of higher learning.

The College functions on the belief that all students have value, unique abilities, and the responsibility to seek opportunities designed to help them reach their full potential in life. As a student at Amridge University, you will find instructors in the College of General Studies who will support you on your academic journey. Graduates will emerge from the undergraduate experience with enhanced knowledge and a deeper understanding of the world as well as of themselves. Students can expect classes designed on sound teaching and learning practices and instructors who treat them with dignity and respect for a solid foundation of life-long learning and success. Through this process, you will achieve a fuller realization of who you are, where you want to go, and how you reach your goals.

The high level of academic preparation coupled with extensive in-field work experience of all instructors enables them to provide both the theoretical foundations and the practical application of the knowledge and skills required for the student to launch forth and promote a career that is both challenging and rewarding. The graduate possesses not only the knowledge and skills to do the job but also the understanding of how the job relates to the personal, spiritual, and career goals of the individual.

Remember, you can complete your undergraduate program while you study from the comfort, convenience, and security of your own home. If you are not sure about your chosen field of study, I invite you to examine the wide variety of program choices offered within our College. You will surely find a field of study that can give wings to your dreams. You will have a rich experience in reaching your full potential in life within a Christian environment.

Blessings,
Roger E. Shepherd, DMiss
Dean, Amridge University College of General Studies

PURPOSE OF THE COLLEGE OF GENERAL STUDIES

The purpose of the College of General Studies is to provide instruction and training on the undergraduate level for Christian ministers and religious workers as well as prepare students for careers and professions that provide support and services for the well-being of individuals, family, and society. Within this purpose, the College of General Studies provides associate-level degree programs including the Associate of Arts in Criminal Justice, the Associate of Arts in Human Development, the Associate of Arts in Liberal Studies, and the Associate of Arts in Ministry/Bible as well as bachelor-level degree programs including the Bachelor of Arts in Biblical Studies, the Bachelor of Science in Criminal Justice, the Bachelor of Science in Human Development, and the Bachelor of Science in Ministry/Bible. All of these programs are designed within the mission of the University for preparing men and women, through a commitment to academic excellence, distance education and spiritual vitality at the undergraduate level, so that they can serve in their chosen vocations in the church, community, or society. Also, the programs in the College of General Studies provide a foundation that prepares students for graduate or advanced study. Many of the Amridge University graduates of the College of General Studies choose to continue their studies at the Amridge University School of Human Services or the Amridge University Turner School of Theology.

Additionally, the University has a commitment to public service. Customized, on-demand needs may be met through continuing education efforts offered by the Amridge University School of Continuing Education. These training sessions are typically designed for life-long learners not pursuing academic degrees.

EDUCATIONAL GOALS OF THE COLLEGE OF GENERAL STUDIES

1. To enhance student learning by providing educational opportunities at the undergraduate level through a carefully planned and implemented program of study.
2. To provide scheduled and effectively utilized distance learning technologies to foster the ability for students to learn anytime and anywhere.
3. To provide foundation programs of study to undergraduate students that complement the University's graduate programs and encourage students to further their studies for careers and professions to serve in the church, community, and/or society.
4. To recruit, retain, and promote professional development of qualified faculty, staff, and administrators.

5. To develop and maintain periodic internal evaluation to ensure that all programs operating within a manner consistent with the mission of Amridge University.
6. To provide students with instruction on the use of the latest technologies used in the fields associated with their respective program of study.
7. To provide and maintain learning resources and an environment conducive for student learning, scholarly research, and quality teaching in the 21st century.

UNDERGRADUATE ADMISSION REQUIREMENTS

See [SECTION 3: ADMISSIONS](#)

GENERAL EDUCATION REQUIREMENTS

Citizens in today's world need a well-rounded education and a wide array of competencies. Consequently, undergraduate degree programs must contain a basic core of general education courses with a minimum number of semester hours completed in specified areas of general studies.

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

The associate degree consists of 64 semester hours. At least 20 hours must be taken with Amridge University to qualify for graduation.

Associate degree programs must contain a basic core of general education courses with a minimum of 20 semester hours completed in specified areas of general studies. Every student who graduates with an associate degree from Amridge University must have at least 30% of his total undergraduate course work in general education (20 of 64 total semester hours).

Students enrolled in Amridge University's associate degree programs are required to take a total of (5) Core General Education courses for a total of (20) credit hours.

Note: Students must pass EH 1401 – English Composition I with a grade of C- (2.0) or higher.

Required General Education Competencies

While general education competencies may be gained throughout the curriculum, a set of general education core requirements were identified to represent a common body of knowledge, skills, and values expected of all Amridge graduates. Graduates are expected to demonstrate the following Core General Education Competencies:

1. **Written Communication:** Students will implement accepted conventions of research and written prose to accomplish a specific purpose through the use of industry standard software.
 - a. EH 1401 – English Composition I
2. **Ethics and Biblical Values:** Students will articulate principles of Christian ethics from a biblical perspective.
 - a. HM 2410 – Introduction to Ethics
3. **Quantitative Reasoning:** Students will perform basic calculations and mathematical operations. (Select One)
 - a. MH 1403 – College Algebra
 - b. MH 1404 – Finite Math
4. **Health and Wellness:** Students will recognize the fundamental concepts related to human biology that demonstrate the relationship between personal behaviors and lifelong health and wellness. (Select One)
 - a. HE 1401 – Health
 - b. HE 1405 – Human Nutrition
 - c. SC 1410 – Introduction to Life Sciences
 - d. BY 2401 – Biology I
5. **Human Awareness:** Students will demonstrate knowledge of factors that influence behavioral change in individuals or cultures.
 - a. PG 2401 – General Psychology

BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS

The bachelor degree consists of 128 semester hours. At least 40 hours must be taken with Amridge University to qualify for graduation.

Bachelor degree programs must contain a basic core of general education courses with a minimum of 40 semester hours completed in specified areas of general studies. Students who graduate with a bachelor degree from Amridge University must have at least 30% of their total undergraduate course work in general education (40 of 128 total semester hours).

Students enrolled at Amridge University's bachelor degree programs are required to take a total of six (6) Core General Education courses (24 hours). In addition, students must take four (4) General Education Elective courses (16 semester hours) from the categories of Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts for a total of 40 semester hours.

Note: Students must pass EH 1401 – English Composition I with a grade of C- (2.0) or higher.

Required General Education Competencies

While general education competencies may be gained throughout the curriculum, a set of general education core requirements were identified to represent a common body of knowledge, skills, and values expected of all Amridge graduates. Graduates are expected to demonstrate the following Core General Education Competencies:

- 1. Written Communication:** Students will implement accepted conventions of research and written prose to accomplish a specific purpose through the use of industry standard software.
 - a. EH 1401 – English Composition I
 - b. EH 1402 – English Composition II
- 2. Ethics and Biblical Values:** Students will articulate principles of Christian ethics from a biblical perspective. (Select One)
 - a. HM 2410 – Introduction to Ethics
 - b. PH 3420 – Survey of the Bible
- 3. Quantitative Reasoning:** Students will perform basic calculations and mathematical operations. (Select One)
 - a. MH 1403 – College Algebra
 - b. MH 1404 – Finite Math
- 4. Health and Wellness:** Students will recognize the fundamental concepts related to human biology that demonstrate the relationship between personal behaviors and lifelong health and wellness. (Select One)
 - a. HE 1401 – Health
 - b. HE 1405 – Human Nutrition

- c. SC 1410 – Introduction to Life Sciences
 - d. BY 2401 – Biology I
- 5. Human Awareness:** Students will demonstrate knowledge of factors that influence behavioral change in individuals or cultures.
- a. PG 2401 – General Psychology
 - b. SY 2401 – Introductory Sociology
 - c. HY 2403 – Western Civilization I
 - d. HY 2404 – Western Civilization II
 - e. GT 2405 – Your American Government
 - f. HY 1401 – United States History I
 - g. HY 1402 – United States History II
 - h. EC 3403 – Microeconomics
 - i. EC 3405 - Macroeconomics

BACHELOR DEGREE GENERAL EDUCATION ELECTIVES

In addition to the completion of 24 credit hours (6 courses) of Core General Education courses, students will also take 16 credit hours (4 courses) of General Education Elective courses. These electives may be selected from the categories of Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, and Communication. For a complete listing of courses, see [SECTION 14: COURSE DESCRIPTIONS](#). Courses that fit into these areas will be labelled as such within the course description. An overview of each category is as follows:

Humanities and Fine Arts: These courses deal primarily with questions of values, ethics, or aesthetics as they are represented in works of art, philosophy, religion, literature, and music. These courses help students improve interpersonal skills, develop independent thought, enhance problem-solving abilities, and better understand human creativity.

Natural Science and Mathematics: Knowledge and practice in the mathematical skills area give students the ability to measure, discern, compare, and apply these skills in problem solving at the individual and societal levels. The natural sciences explore the natural world and the relationship among the disciplines which describe it. The natural sciences include all learning

which has as its purpose the understanding of the universe around us and the physical and chemical laws that govern it.

Social and Behavioral Sciences: The courses are those bodies of knowledge which have as their purpose the study of human behavior, social structures, and economics. Studies of social science techniques, tools, and methods of data gathering, as well as the problems and issues faced by the social scientist, are considered work in the social sciences.

Communication Skills (English): Competence in writing and speaking English is vital to all college graduates. Writing skills are especially important in a distance-learning vein where a great deal of work involves communicating at a considerable distance with faculty and other students. Oral communication skills are important in leadership, management, and human relations.

COURSE REQUIREMENT FOR ALL UNDERGRADUATE STUDENTS

Certain undergraduate students are required to take the course FD 1412 – Management Intervention. The undergraduate students required to take FD 1412 – Management Intervention include the following:

1. All first-time freshmen
2. All undergraduate students conditionally admitted
3. All undergraduate students on probation (students having academic difficulty)
4. All students classified below junior-level (freshmen and sophomores) – students who have not finished general education courses

Additionally, even though this course is only required for the students in the above categories, the University strongly recommends that all undergraduate students enroll in this course during their first semester at Amridge University.

Finally, FD 1412 – Management Intervention cannot be substituted for a required course in a major.

VALIDATION OF COURSES

A student enrolled in the baccalaureate program can validate a particular required course if he or she has had previous undergraduate credit for a similar course. Validation of a course does not reduce the student's course total, but it does allow the student to take an elective instead of a required course.

SECOND DEGREE OPTION FOR BACHELOR DEGREE STUDENTS

To earn a second baccalaureate degree, the student must complete a minimum of 40 hours at Amridge University above any hours earned for the first degree. All of these additional hours must be completed in the degree program area of the second degree. A specific course required for both degrees will have to be taken only once. However, credit for such a course cannot be applied toward both the total hours required for the first degree and the additional hours required for the second degree. Also, students who seek a second degree must meet all admission requirements and complete all catalog requirements for the major in that degree.

A student may work toward two degrees simultaneously, but he or she must be enrolled in either one or the other of the two programs awarding the degrees. The student is expected to obtain approval of the academic plan from the Vice President of Academic Affairs at a point when no fewer than 40 hours of coursework remain for the completion of one or both degrees.

GRADUATE CREDIT FOR QUALIFIED UNDERGRADUATE SENIORS

Undergraduate students at the senior level who are within eight semester hours of program completion with a high academic average in their field may be authorized to enroll in six graduate credits while completing undergraduate requirements. Such course work will require the written approval of the Vice President of Academic Affairs. This approval does not presume automatic admission into the respective program, or any Amridge University graduate program. Undergraduate students who wish to enroll in graduate courses must follow the steps below: (1) Have an advisor certify to the Vice President of Academic Affairs that all undergraduate graduation requirements will be met, and (2) Have the Vice President of Academic Affairs file a letter or email message with the Registrar prior to registration stating that the student will meet all requirements for a bachelor's degree and that the graduate credits (3 or 6) are over and above all undergraduate requirements.

CAPSTONE COURSES

The University has established a degree program assessment to verify student mastery of the respective program major. The verification process is facilitated through a capstone course system that every student is required to take for his or her given major. Furthermore, in order to graduate from Amridge University, students must pass the program capstone course and the Program Exit Examination that is given as part of the capstone course. The capstone course of each degree program is identified in the respective degree map.

ASSOCIATE OF ARTS: CRIMINAL JUSTICE

The Associate of Arts in Criminal Justice program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the field of criminal justice. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. This associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses, and 20 credit hours of elective courses. The Associate of Arts in Criminal Justice program is designed to provide students with the knowledge and skills needed to successfully work in a wide variety of organizations that provide public safety and law enforcement services. In addition to examining criminal behavior, students will study the investigative process and legal aspects of the criminal justice system in order to achieve the knowledge necessary to be upwardly mobile within the organizational structures of public safety agencies, community non-profit organizations, and church organizations.

Upon completion of the **Associate of Arts in Criminal Justice**, the graduate will be able to:

1. Recall basic component agencies, key terms, procedures, and prominent theories that influence the formal criminal justice system of the United States;
2. Understand the legal role of evidence within the judicial processing of criminal offenders;
3. Overview the corrections and penal system in the United States;
4. Students will analyze the foundations and institutions of American government, American political behavior, and their own political behavior in preparation of engagement in the American government process.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Criminal Justice includes general education courses (20 semester hours), program specific courses (24 semester hours), and elective courses (20 semester hours).

Core General Education Courses		Sem. Hrs.
Communications		
EH 1401 English Composition I		4
Mathematics		4

MH 1403	College Algebra	
	- OR -	
MH 1404	Finite Math	
Social Science/Behavioral Science		4
PG 2401	General Psychology	
Humanities/Fine Arts		4
HM 2410	Introduction to Ethics	
Natural Science		<u>4</u>
BY 2401	Principles of Biology I	
	- OR -	
HE 1401	Health	
	- OR -	
HE 1405	Human Nutrition	
	- OR -	
SC 1410	Introduction to Life Sciences	
Total Core General Education Course Hours		20
Concentration Courses		
HS 2403	Introduction to Public Safety and Security	
	- OR -	
HS 2420	Domestic Terrorism and Hate Crimes	4
LJ 2401	Corrections and Penal Systems in the U.S.	4
LJ 2409	Criminal Investigation	4
LJ 2445	Criminology	<u>4</u>
Total Concentration Course Hours		16
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Capstone Course		
GT 2401	You and the American Government	<u>4</u>
Total Foundational and Capstone Course Hours		8
Elective Course Hours (select from 1000-2000 level courses)		<u>20</u>
Total Hours for Associates Degree		64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Criminal Justice.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Criminal Justice degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Criminal Justice

Before being graduated with the Associate of Arts in Criminal Justice, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: HUMAN DEVELOPMENT

The Associate of Arts in Human Development program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the field of business. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. This associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. Graduates of the Associate of Arts in Human Development will especially be prepared in the dynamics of human relations and interactions that are critical in all positions relying on close working relationships with others in the church or business world. Students will be introduced to human development, motivation, sociology, and the nature of relationships.

Upon completion of the **Associate of Arts in Human Development**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in human development and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Human Development includes general education courses (20 semester hours), program specific courses (16 semester hours), a foundation course (4 semester hours), a capstone course (4 semester hours), and elective courses (20 semester hours).

Core General Education Courses

Communications

EH 1401 English Composition I

Mathematics

MH 1403 College Algebra

- OR -

**Sem.
Hrs.**

4

4

MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	<u>4</u>
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Total Core General Education Course Hours	20
Concentration Courses	
OM 2405 Adult Learning and Development	4
OM 2409 Leadership and Organizational Dynamics	4
PG 2405 Developmental Psychology (<i>Prerequisite: PG 2401 – General Psychology</i>)	4
SY 2401 Introductory Sociology	<u>4</u>
Total Concentration Course Hours	16
Foundational Course	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
Capstone Course	
GT 2401 You and the American Government	<u>4</u>
Total Foundational and Capstone Course Hours	8
Elective Course Hours (select from 1000-2000 level courses)	<u>20</u>
Total Hours for Associates Degree	64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Human Development.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Human Development degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application

fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Human Development

Before being graduated with the Associate of Arts in Human Development, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: LIBERAL STUDIES

The Associate of Arts in Liberal Studies program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor

degree. Upon completion of this associate degree, a student may have completed one-half of the requirements for a bachelor's degree. The associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. In completing the requirements for the associate degree, a student can also complete the general education requirements of a bachelor's degree. The concentration course requirements for the associate degree include four specified courses and two course requirements in which the student is given an option to choose from specified courses.

Upon completion of the **Associate of Arts in Liberal Studies**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in a chosen area.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Liberal Studies includes general education courses (20 semester hours), program specific courses (20 semester hours), elective courses (20 semester hours), and a capstone course (4 semester hours).

Core General Education Courses	Sem. Hrs.
Communications	4
EH 1401 English Composition I	
Mathematics	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	4
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	

- OR -		
HE 1405	Human Nutrition	
- OR -		
SC 1410	Introduction to Life Sciences	
Total Core General Education Course Hours		20
Concentration Courses		
AR 1409	Art Appreciation	
- OR -		
HM 1420	Introduction to Music	4
EH 1402	English Composition II	4
HY 1401	United States History I	
- OR -		
HY 1402	United States History II	
- OR -		
HY 2403	Western Civilization I	
- OR -		
HY 2404	Western Civilization II	4
SP 2401	Fundamentals of Public Speaking	4
Total Concentration Course Hours		16
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Capstone Course		
GT 2401	You and the American Government	4
Total Foundational and Capstone Course Hours		8
Elective Course Hours (select from 1000-2000 level courses)		20
Total Hours for Associates Degree		64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Liberal Studies.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Liberal Studies degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application

fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associates of Arts in Liberal Studies

Before being graduated with the Associate of Arts in Liberal Studies, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ASSOCIATE OF ARTS: MINISTRY/BIBLE

Associate of Arts in Ministry/Bible program provides students with opportunities to complete an initial college degree while establishing a solid academic foundation for a bachelor degree in the

field of ministry. Upon completing of the associate degree, a student may have completed one-half of the requirements for a bachelor's degree. The associate degree requires 20 credit hours of general education, 24 credit hours of prescribed core courses and 20 credit hours of elective courses. The overarching goal of the Associate of Arts in Ministry/Bible is to prepare students for service in the church as pulpit ministers, elders, deacons, missionaries, and Bible teachers. Additionally, this program helps prepare students for allied Christian leadership positions in youth services or as ministers of education at large congregations or chaplains in hospitals, the armed forces, universities, and correctional institutions. Graduates of this program will have the foundation to further their education in ministry, biblical studies, and religious studies.

Upon completion of the **Associate of Arts in Ministry/Bible**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundations to life skills and further education;
2. Impart knowledge of government and philosophical foundations;
3. Develop a solid foundation for further study in ministry and related areas.

These outcomes are assessed in the program exit exam and the General Competency Test. The program exit exam is administered in the following capstone course:

GT 2401 – You and the American Government

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Ministry/Bible includes general education courses (20 semester hours), program specific courses (16 semester hours), a foundation course (4 semester hours), a capstone course (4 semester hours), and elective courses (20 semester hours).

Core General Education Courses

	Sem. Hrs.
Communications	
EH 1401 English Composition I	4
Mathematics	
MH 1403 College Algebra	4
- OR -	
MH 1404 Finite Math	
Social Science/Behavioral Science	4
PG 2401 General Psychology	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
Natural Science	4
BY 2401 Principles of Biology I	

	- OR -	
HE 1401	Health	
	- OR -	
HE 1405	Human Nutrition	
	- OR -	
SC 1410	Introduction to Life Sciences	
Total Core General Education Course Hours		20
Concentration Courses (select four from the following :)		
FD 2415	Biblical Interpretation	4
FD 2416	Spiritual Growth for Christian Women	4
NT 2440	The Passion of Christ and the Establishment of the Church	4
NT 2445	Miracles and Parables of Christ	4
PS 1415	How to Study the Bible	4
TH 2430	The Scheme of Redemption	4
TH 2435	Survey of Ecclesiastical History	4
Total Concentration Course Hours		16
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Capstone Course		
GT 2401	You and the American Government	4
Total Foundational and Capstone Course Hours		8
Elective Course Hours (select from 1000-2000 level courses)		20
Total Hours for Associates Degree		64

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 44 semester hours of coursework into the Associate of Arts in Ministry/Bible.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Ministry/Bible degree program should make application for admission online. Continuous participation in the program until all requirements of the AA are met is mandatory for graduation. If a student decides to discontinue work on the AA he or she may do so by submitting a change of degree application. Application fees and change of degree fees are itemized on the [AMRIDGE UNIVERSITY TUITION AND FEES SCHEDULE](#).

A degree completion fee is charged to all students who petition the University for graduation. Application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. A credit of this fee will be applied to the student's account if he or she goes into the bachelors program after completing the Associate of Arts degree.

Only one degree will be awarded in a given semester. An associate degree and a bachelor degree will not be awarded simultaneously.

Graduation Requirements for the Associate of Arts in Ministry/Bible

Before being graduated with the Associate of Arts in Ministry/Bible, a student must satisfy the following requirements:

1. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT); and
5. Have a cumulative grade point average of 2.0 or higher.
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF ARTS: BIBLICAL STUDIES

Like the Bachelor of Science in Ministry, the Bachelor of Arts in Biblical Studies is a comprehensive professional program to prepare students for service in the church as pulpit ministers, elders, deacons, missionaries, and Bible teachers. Also, this program helps prepare students for allied Christian leadership positions in youth services or as ministers of education at large congregations or chaplains in hospitals, the armed forces, universities, and correctional institutions. Additionally, the Bachelor of Arts in Biblical Studies has a focus on a scholarly approach to prepare students to pursue advanced degrees such as Amridge University's Master

of Arts in Biblical Studies, which includes a concentration in biblical studies, including exegesis of Scripture in at least one of the original languages in which it was written.

Upon completion of the **Bachelor of Arts in Biblical Studies**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education;
2. Impart knowledge of the Old Testament and the New Testament;
3. Develop a basic explanation of Christianity; and
4. Translate basic Greek or Hebrew into English.

A student may demonstrate achievement of these outcomes by passing the Program Exit Examination administered in the following capstone course:

FD 3401 – Hermeneutics

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Arts in Biblical Studies includes general education courses (40 semester hours), program specific courses (36 semester hours), elective courses (48 semester hours), and a capstone course (4 semester hours).

General Education Courses

**Sem.
Hrs.**

Communications

8

EH 1401 English Composition I

EH 1402 English Composition II

Humanities/Fine Arts

4

HM 2410 Introduction to Ethics

- OR -

PH 3420 Survey of the Bible

Mathematics/Natural Science

8

MH 1403 College Algebra

- OR -

MH 1404 Finite Math

BY 2401 Principles of Biology I

- OR -

HE 1401 Health

- OR -

HE 1405 Human Nutrition

- OR -

SC 1410 Introduction to Life Sciences

Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	
GT 2405 Your American Government	
- OR -	
HY 1401 United States History I	
- OR -	
HY 1402 United States History II	
- OR -	
HY 2403 Western Civilization I	
- OR -	
HY 2404 Western Civilization II	
- OR -	
PG 2401 General Psychology	
- OR -	
SY 2401 Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts	16
Total General Education Course Hours	40
Required Courses	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
NT 3403 Introduction and Survey of the New Testament	4
NT 3406 Life and Teachings of Christ	4
OT 3401 Introduction and Survey of the Old Testament	4
PS 4401 Homiletics	4
TH 3401 Survey of Christian History and Thought	4
TH 4405 Systematic Theology	4
Language Requirement	8
FD 3402 Elementary Greek I and	
FD 3403 Elementary Greek II	
- OR -	
FD 3406 Elementary Hebrew I and	
FD 3407 Elementary Hebrew II	
Total Required Courses	36
Elective Courses (select from 1000-4000 level courses)	48
Capstone Course	
FD 3401 Hermeneutics	4
Capstone Course Hours	4
Total Hours for Bachelor's Degree	128

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Arts in Biblical Studies.

Graduation Requirements for the Bachelor of Arts in Biblical Studies

Before being graduated with the Bachelor of Arts in Biblical Studies, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: CRIMINAL JUSTICE

The Bachelor of Science in Criminal Justice program is designed to complement the existing skills of an individual to include general knowledge, human relations, and development skills, communication skills, principles of justice, and the application of organizational and leadership principles required to successfully work in today's organizations providing public safety and law enforcement services. This program integrates courses in human relations, criminal justice, organization, communication, and leadership to provide the student with the background necessary to be upwardly mobile within the organizational structures of public safety agencies, community non-profit organizations, and church organizations. This includes skills required to

work with police officers and police chaplains working in the community as well as in juvenile or adult detention centers, and in private organizations providing related public safety and law enforcement services. This program also serves as a foundation for graduate-level degrees in Leadership and Management, Ministerial Leadership, Professional Counseling, and Marriage and Family Therapy degrees offered by Amridge University.

Upon completion of the **Bachelor of Science in Criminal Justice**, the graduate will be able to:

1. Recall basic component agencies, key terms, procedures, and prominent theories that influence the formal criminal justice system of the United States;
2. Explain the fundamental elements of criminal and constitutional law;
3. Resolve criminal procedures scenarios with ethical decision making systems;
4. Understand the legal role of evidence within the judicial processing of criminal offenders; and
5. Demonstrate an understanding of strategies used to gather information for an investigation.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

LJ 4450 – Criminal Justice Overview

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Criminal Justice includes general education courses (40 semester hours), program specific courses (36 semester hours), elective courses (48 semester hours), and a capstone course (4 semester hours).

General Education Courses	Sem. Hrs.
Communications	8
EH 1401 English Composition I	
EH 1402 English Composition II	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
- OR -	
PH 3420 Survey of the Bible	
Mathematics/Natural Science	8
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	

BY 2401	Principles of Biology I	
	- OR -	
HE 1401	Health	
	- OR -	
HE 1405	Human Nutrition	
	- OR -	
SC 1410	Introduction to Life Sciences	
Social Science/Behavioral Science		4
EC 3403	Microeconomics	
	- OR -	
EC 3405	Macroeconomics	
	- OR -	
GT 2405	Your American Government	
	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- OR -	
HY 2404	Western Civilization II	
	- OR -	
PG 2401	General Psychology	
	- OR -	
SY 2401	Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts		<u>16</u>
Total General Education Course Hours		40

Required Courses

FD 1412	Management Intervention (required at the beginning of the student's program)	4
HS 2403	Introduction to Public Safety and Security	4
LJ 2409	Criminal Investigation	4
LJ 3401	Criminal Justice	4
LJ 3405	Criminal Law	4
LJ 3406	Criminal Evidence	4
LJ 3411	Criminal Procedures	4
LJ 4401	Constitutional Law	4
MC 4426	Interview and Interrogation	4
Total Required Course Hours		36

***Elective Course Hours** (select from 1000-4000 level courses) **48**

Capstone Course

LJ 4450 Criminal Justice Overview	4
Capstone Course Hours	<u>4</u>
Total Hours for Bachelor's Degree	128

***Recommended Electives**

CO 3428 Introduction to Information Security (Cyber Security)	4
HD 4430 Psychological Profiling	4
HS 2420 Domestic Terrorism and Hate Crimes	4
HS 3415 Investigating Terrorism	4
HS 3421 Terrorism Risk Assessment	4
HS 4415 World Conflict	4
HS 4440 Psychology and Sociology of Terrorism	4
LJ 2401 Corrections and Penal Systems in the U.S.	4
LJ 2445 Criminology	4
LJ 3407 Comparative Criminal Justice Systems	4
LJ 3415 Terrorism Today	4
LJ 3417 White Collar Crime	4
LJ 3421 Organized Crime	4
LJ 3440 Public Information Officer	4
LJ 4421 Supervisory Practices in Criminal Justice	4
LJ 4430 Incident Command System	4
LJ 4435 Managing Criminal Justice Organizations	4
LJ 4440 Criminal Justice Internship	4
MC 4402 Communication in Professional Settings	4
MC 4406 Professional Public Relations	4
MC 4407 Management Principles	4
NT 3403 Introduction and Survey of the New Testament	4
OS 3415 Risk Analysis and Security Survey	4
OS 3440 Emergency Preparedness Planning for Corporations	4
OT 3401 Introduction and Survey of the Old Testament	4
PH 4401 World Views: Islam, Humanism, Marxism, Christianity	4
TH 4405 Systematic Theology	4
Open Electives (select from 1000-4000 level courses)	

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Criminal Justice.

Graduation Requirements for the Bachelor of Science in Criminal Justice

Before being graduated with the Bachelor of Science in Criminal Justice, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;

2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: HUMAN DEVELOPMENT

This program is designed as a gateway program to the Amridge University Master of Science Degree program with concentrations in Family Therapy or in Counseling. Also, graduates of the Bachelor of Science Degree program in Human Development will especially be prepared in the dynamics of human relations and interactions that are critical in all positions relying on close working relationships with others in the church or business world. Students will be introduced to human development, motivation, introductory counseling theories and practices, aging, and diversity. Graduates of this program will be eligible to apply for admission to the Amridge University Master of Arts Degree Program with concentrations in Marriage and Family Therapy, Professional Counseling, or Pastoral Therapy with preparation for licensure in Marriage and Family Therapy and/or Professional Counseling. This program of study is a precursor for the graduate programs in the Amridge University School of Human Services focusing on counseling and marriage and family therapy.

Upon completion of the **Bachelor of Science in Human Development**, the graduate will be able to:

1. Effectively function in church settings and other organizations;
2. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education;

3. Recall prominent counseling theories in the field of Human Development;
4. Analyze the foundational tenets of psychology and sociology;
5. Relate a basic explanation of human development;
6. Utilize a broad foundation in Human Development for advanced studies.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

HD 4409 – Family and Society

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Human Development includes general education courses (40 semester hours), program specific courses (36 semester hours), elective courses (48 semester hours), and a capstone course (4 semester hours).

General Education Courses

**Sem.
Hrs.**

Communications

8

EH 1401 English Composition I

EH 1402 English Composition II

Humanities/Fine Arts

4

HM 2410 Introduction to Ethics

- OR -

PH 3420 Survey of the Bible

Mathematics/Natural Science

8

MH 1403 College Algebra

- OR -

MH 1404 Finite Math

BY 2401 Principles of Biology I

- OR -

HE 1401 Health

- OR -

HE 1405 Human Nutrition

- OR -

SC 1410 Introduction to Life Sciences

Social Science/Behavioral Science

4

EC 3403 Microeconomics

- OR -

EC 3405 Macroeconomics

- OR -

GT 2405 Your American Government

	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- OR -	
HY 2404	Western Civilization II	
	- OR -	
PG 2401	General Psychology	
	- OR -	
SY 2401	Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts		<u>16</u>
Total General Education Course Hours		40

Required Courses

FD 1412 Management Intervention (required at the beginning of the student's program)	4
HD 4401 Introduction to Child Development	4
HD 4402 Seasons of Life	4
HD 4403 Psychology in Life	4
HD 4404 Counseling Theories and Practice	4
HD 4405 Abnormal Psychology	4
HD 4406 Theories of Personality and Motivation	4
HD 4407 Motivation and Performance	4
HD 4408 Thinking About Race, Class and Gender	4
Total Required Course Hours	36

Elective Course Hours (select from 1000-4000 level courses) **48**

Capstone Course

HD 4409 Family and Society	4
Capstone Course Hours	4

Total Hours for Bachelor's Degree **128**

Recommended Electives

NT 3403 Introduction and Survey of the New Testament	4
OT 3401 Introduction and Survey of the Old Testament	4
PH 4401 World Views: Islam, Humanism, Marxism, Christianity	4
TH 4405 Systematic Theology	4

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may

be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Human Development.

Graduation Requirements for the Bachelor of Science in Human Development

Before being graduated with the Bachelor of Science in Human Development, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

BACHELOR OF SCIENCE: MINISTRY/BIBLE

The Bachelor of Science in Ministry/Bible is a comprehensive professional program with a practitioner's focus to prepare students for service in the church as pulpit ministers, elders, deacons, missionaries, and Bible teachers. Also, this program helps prepare students for allied Christian leadership positions in youth services or as ministers of education at large congregations or chaplains in hospitals, the armed forces, universities, and correctional institutions. This program also provides a solid foundation for students who wish to pursue advanced degrees in religious studies such as the Master of Science degrees in Ministry, Marriage and Family Therapy, and Ministerial Leadership, all of which are offered by Amridge University.

Upon completion of the **Bachelor of Science in Ministry/Bible**, the graduate will be able to:

1. Demonstrate skills and knowledge in general education areas that are foundation to life skills and further education;
2. Impart knowledge of the Old Testament and the New Testament;
3. Implement basic skills required for the ministry; and
4. Utilize leadership skills

A student may demonstrate achievement of these outcomes by passing the Program Exit Examination administered in the following capstone course:

FD 3401 – Hermeneutics

The Course Requirements of 128 semester credit hours for the degree program Bachelor of Science in Ministry/Bible includes general education courses (40 semester hours), program specific courses (36 semester hours), elective courses (48 semester hours), and a capstone course (4 semester hours).

General Education Courses	Sem. Hrs.
Communications	8
EH 1401 English Composition I	
EH 1402 English Composition II	
Humanities/Fine Arts	4
HM 2410 Introduction to Ethics	
- OR -	
PH 3420 Survey of the Bible	
Mathematics/Natural Science	8
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
BY 2401 Principles of Biology I	
- OR -	
HE 1401 Health	
- OR -	
HE 1405 Human Nutrition	
- OR -	
SC 1410 Introduction to Life Sciences	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	

GT 2405	Your American Government	
	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- OR -	
HY 2404	Western Civilization II	
	- OR -	
PG 2401	General Psychology	
	- OR -	
SY 2401	Introductory Sociology	
Mathematics/Natural Science, Social Science/Behavioral Science, Humanities/Fine Arts		16
Total General Education Course Hours		40

Required Courses (For students who lack 36 or fewer of the 128 total hours required for a BS degree)

FD 1412	Management Intervention (required at the beginning of the student's program)	4
NT 3403	Introduction and Survey of the New Testament	4
NT 3406	Life and Teachings of Christ	4
OT 3401	Introduction and Survey of the Old Testament	4
PH 4401	World Views: Islam, Humanism, Marxism, Christianity	4
PS 3401	Life and Work of a Minister	4
PS 4401	Homiletics	4
PS 4414	Leadership for Christian Service	4
	- OR -	
HD 4426	Fundamentals of Effective Leadership	
TH 4405	Systematic Theology	4
Total Required Course Hours		36
Elective Course Hours (select from 1000-4000 level courses)		48
Capstone Course		
FD 3401	Hermeneutics	4
Capstone Course Hours		4
Total Hours for Bachelor's Degree		128

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may

be eligible to transfer up to 88 semester hours of coursework into the Bachelor of Science in Ministry/Bible.

Graduation Requirements for the Bachelor of Science in Ministry/Bible

Before being graduated with the Bachelor of Science in Ministry/Bible, a student must satisfy the following requirements:

1. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
2. Complete all required coursework for the respective degree;
3. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
4. Pass the General Competency Test (GCT);
5. Have a cumulative grade point average of 2.0 or higher; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Section 11: School of Human Services

This section includes important information on the programs, courses, and degrees offered through the Amridge University School of Human Services. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based). Also, as each degree may have its own unique admission, graduation, and related requirements, these requirements are listed with each degree. Even though the individual listing of these degree requirements may appear to be, and in some cases may be, repetitious of other degrees, the University has chosen to list all of the admissions, graduation, and other requirements under each degree for accuracy purposes.

MESSAGE FROM THE DEAN OF THE SCHOOL OF HUMAN SERVICES



It is a delight to represent Amridge University and the School of Human Services in extending to you a warm and sincere welcome. Those of you seeking a Human Services degree are, by nature, caring, compassionate individuals whose academic goals are motivated by your desire to be competent people helpers. It is a pleasure to be associated with you and to travel with you on your educational journey.

Graduate degrees from the School of Human Services provide you with not only academic understanding of subject matter, but also theoretical grounding, clinical competence, and research experience. Masters' degrees are offered in Marriage and Family Therapy, Human Services and Professional Counseling. Doctoral degrees are available in Family Therapy, Marriage and Family, and Professional Counseling.

Amridge University is committed to providing the best academic opportunities possible to aid you in reaching your educational and professional goals. Every course offered has foundational outcome-learning objectives designed to provide opportunities for students to demonstrate academic achievement and professional competence. Because we embrace your goals, your graduation from Amridge will be a shared celebration!

Additionally, and I believe most importantly, at Amridge University you can experience educational excellence in a Christian environment. Our goal will be to provide the opportunities and resources for you to grow academically, emotionally, and spiritually.

I look forward to meeting you and personally welcoming you into the Amridge University family.

Sincerely,

Jerry L. Martin, PhD, LPC

Dean of the School of Human Services

PURPOSE OF THE SCHOOL OF HUMAN SERVICES

In keeping with the Christian heritage of Amridge University, the purpose of the School of Human Services is to prepare students for careers and professions that are dedicated to

providing support and services for the well-being of individuals, family, the church, and society in the spirit of Christian services. This purpose will be accomplished by providing students with an interdisciplinary learning and serving experience with core courses and focused knowledge and skills in a major which may include, but will not be limited to family therapy and human communications.

Additionally, the University has a commitment to public service. Customized, on-demand needs may be met through continuing education efforts offered by the Amridge University School of Continuing Education. These training sessions are typically designed for life-long learners not pursuing academic degrees.

EDUCATIONAL GOALS OF THE SCHOOL OF HUMAN SERVICES

1. Each student will acquire a basic core of knowledge of psychology, family therapy, counseling, related disciplines, and practical methods as a foundation for a productive professional life.
2. Each student will develop intellectual capacities for critical thinking and problem solving, for analyzing and utilizing information, and for reasoning ethically and morally in decision making.
3. Each student will develop skills for scientific research, human relations, leadership, and oral and written communication appropriate to that student's profession.
4. Through gaining essential knowledge, developing proper attitudes, and acquiring important skills, each student will be prepared for more advanced studies, for employment in a chosen profession, and/or for life-long learning.
5. Through developing proper attitudes and values and through acquiring skills in communication and human relations, each student will be prepared to function responsibly and effectively in the familial, social, and civic arenas of life.

ADMISSION REQUIREMENTS

See [SECTION 3: ADMISSIONS](#)

CAPSTONE EXAMINATION

Each student must pass a Comprehensive Examination to receive a graduate degree. In some programs the Comprehensive Examination is external to an individual course. In other programs the Comprehensive Examination is administered within a capstone course.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN HUMAN SERVICES

The Master of Science in Human Services is a non-licensure program designed to introduce students to the dynamics of human development and interaction. Students will develop an in-depth understanding of the primary models, theories, and techniques used in individual, group, and family counseling. This program does not qualify for, and will not enable one to obtain, licensure in any discipline or field from any governmental or regulatory agency. However, students graduating with a MS in Human Services will be prepared to work as private life coaches, in a church setting, governmental agency, or community agency. (Those interested in licensure in Marriage and Family Therapy or Professional Counseling should consult with the Dean of the School of Human Services.)

A comprehensive understanding of individual and family theories will be established through the core courses of the degree program, and students may utilize elective coursework to concentrate on a specific area of interest, e.g., family studies or ministry.

Upon completion of the **Master of Science in Human Services**, the graduate will be able to:

1. Demonstrate knowledge and skills in counseling individuals and groups, which can be applied in private settings, church settings, and/or other human service settings.
2. Present evidence of possession of knowledge and skills appropriate for employment in the human services field.
3. Demonstrate effective communication and leadership skills.
4. Conduct himself or herself according to expected moral and ethical standards.
5. Demonstrate sensitivity to the cultural diversity needs of clients.
6. Evaluate and interpret research data and reports.

These outcomes are assessed in the successful completion of course work and personal educational goals. A student may demonstrate achievement of these outcomes by receiving a passing grade in the following capstone course:

FT 7381 – Human Services Occupational Competency

Applications for admission to the Master of Science in Human Services program will not be considered complete until the following items are completed and submitted;

1. Application with fee.
2. Official transcript showing an earned 4 year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Science in Human Services may be completed in 4 semesters. A student may take courses on a part-time or full-time basis.

Required Courses for the Master of Science in Human Services

The Course Requirements of 30 semester credit hours for the degree program Master of Science in Human Services includes program specific courses (15 semester hours), elective courses (12 semester hours), and a capstone course (3 semester hours).

Required Courses for the Master of Science in Human Services	Sem. Hrs.
FT 7302 Professional Ethics and the Law	3
FT 7320 Human Development	3
FT 7336 Basic Counseling Techniques/Helping Relationships	3
LD 6360 Negotiation and Conflict Resolution	3
RS 6339 Research and Evaluation	<u>3</u>
Total Required Course Hours	15

Elective Courses

The student must choose four courses from the following: 12

- FT 7300 Ethics and Professional Identity
- FT 7301 Introduction to Pastoral Counseling
- FT 7304 Premarital/Remarital Counseling
- FT 7306 Community and Social Systems
- FT 7310 Theories of Counseling and Psychotherapy
- FT 7311 Theories of Marriage and Family Therapy
- FT 7317 Ministerial Counseling with Children and Adolescents
- FT 7322 Theories of Personality Development
- FT 7323 Marriage and Family Development
- FT 7326 Social and Multicultural Diversity
- FT 7330 Interpersonal and Family Dynamics
- FT 7331 Marital and Family Systems
- FT 7333 Systemic Treatment of Substance Related Disorders
- FT 7334 Psychology of Grief, Death, and Dying

FT 7337 Group Counseling
 FT 7340 Assessment of Individuals and Families
 FT 7355 Psychopathology and Psychopharmacology
 PS 6306 Christian Marriage and Family Life
 PS 6308 Crisis Counseling
 PS 6309 Introduction to Christian Counseling
 PT 7350 Lifestyle and Career Development

Total Elective Course Hours	12
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Capstone Course

FT 7381 Human Services Occupational Competency	<u>3</u>
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Capstone Course Hours	<u>3</u>
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Total Hours for Masters Degree	30
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Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 12 semester hours of coursework into the Master of Science in Human Services.

Graduation Requirements for the Master of Science in Human Services

Before being graduated with the Master of Science in Human Services, a student must satisfy the following requirements:

1. A total of 30 graduate semester hours of the required course work;
2. At least 18 of the graduate semester hours must be from Amridge University.
3. Complete all required coursework.
4. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
5. Have a cumulative GPA of 2.0; Students who expect to pursue further graduate study beyond this degree should maintain a 3.0 GPA; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

The Master of Arts (MA) in Marriage and Family Therapy is a professional-level degree program. Experiences provide the foundation for marriage and family therapy theory, scientific research, and clinical practice. In this context, students learn the different approaches and clinical techniques required for today's practitioners offering therapeutic services to individuals, couples, and families. Also, a major goal of this program is to help prepare students for licensure in Marriage and Family Therapy in their resident state. Students graduating from the MA in Marriage and Family Therapy Degree program will be prepared to do therapy in a church setting, private practice, governmental agency, and community agency. This program also prepares students for advanced studies in related fields.

Students may also consider taking additional courses for a dual licensure in Marriage and Family Therapy and Professional Counseling. Students interested in a dual licensure should consult with the Dean of the School of Human Services.

Upon completion of the **Master of Arts in Marriage and Family Therapy**, the graduate will be able to:

1. Apply knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Prepare for licensure in Marriage and Family Therapy;
3. Practice Marriage and Family Therapy through comprehensive Clinical Training;
4. Conduct himself or herself according to the Code of Ethics of the American Association of Marriage and Family Therapy (AAMFT);
5. Demonstrate sensitivity to cultural diversity needs of clients; and
6. Possess academic credentials necessary to advance to the PhD program in Family Therapy if they so choose.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

FT 7372 – MFT Clinical Training II

Applications for admission to the Master of Arts in Marriage and Family Therapy program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4 year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Arts in Marriage and Family Therapy may be completed in seven semesters. A student may take courses on a part-time or full-time basis.

Practicums and Clinicals

Students, not Amridge University, are responsible for locating and making arrangements for their practicum and clinical experiences and courses. As such, students should begin making the required arrangements several semesters before the semester of the respective student's first practicum or clinical experiences courses.

All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. The student must apply to the Dean of the School of Human Services, at least one semester prior to beginning a Practicum or a Clinical course. Students should contact the dean via email to receive the ***Practicum and Clinical Course Form***.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU

Also, during clinical training, each student will accumulate a minimum of 500 hours of client contact, supervised by an additional 100 hours with an approved supervisor. Normally, clinical training requires one full year (3 semesters) to complete. Students who do not satisfy the minimum requirements in three semesters may take one additional semester of clinical training.

Licensure Examination Test Bank

When registered for courses in this program all students are enrolled in the Licensure Examination Test Bank designed to help students prepare for the respective licensure examination.

Required Courses for the Master of Arts in Marriage and Family Therapy

The Course Requirements of 60 semester credit hours for the degree program Master of Arts in Marriage and Family Therapy consists of program specific courses (60 semester hours).

Required Courses for the Master of Arts in Marriage and Family Therapy	Sem. Hrs.
FT 7300 Ethics and Professional Identity	3
FT 7306 Community and Social Systems	3
FT 7310 Theories of Counseling and Psychotherapy	3
FT 7311 Theories of Marriage and Family Therapy	3
FT 7320 Human Development	3
FT 7321 Human Sexual Development	3
FT 7322 Theories of Personality Development	3
FT 7323 Marriage and Family Development	3
FT 7326 Social and Multicultural Diversity	3
FT 7330 Interpersonal and Family Dynamics	3
FT 7331 Marital and Family Systems	3
FT 7332 Counseling for Abusive Relationships	3
- OR -	
FT 7333 Systemic Treatment of Substance Related Disorders	
FT 7335 Advanced Therapy	3
FT 7336 Basic Counseling Techniques/Helping Relationships	3
FT 7340 Assessment of Individuals and Families	3
FT 7355 Psychopathology and Psychopharmacology	3
FT 7370 MFT Practicum	3
FT 7371 MFT Clinical Training I	3
FT 7372 MFT Clinical Training II (Capstone Course)	3
RS 6339 Research and Evaluation	3
Total Hours for Masters Degree	60
A student needing extra courses for Licensure or Certification may select from the following:	
FT 7302 Professional Ethics and the Law	3
FT 7334 Psychology of Grief, Death and Dying	3
PT 7350 Lifestyle and Career Development	3
FT 7373 MFT Clinical Training III (if needed)	3

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 27 semester hours of coursework into the Master of Arts in Marriage and Family Therapy.

Graduation Requirements for the Master of Arts in Marriage and Family Therapy

Before being graduated with the Master of Arts in Marriage and Family Therapy, a student must satisfy the following requirements:

1. A total of 60 graduate semester hours of the required course work;
2. At least 33 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework including the specified practicum and clinical courses. This requirement includes the accumulation and documentation of at least 600 hours of face-to-face clinical experience. Of these 600 hours, a minimum of 500 must be client contact, and a minimum of 100 must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for each 5 hours of client contact;
4. Students in the Master of Arts in the Marriage and Family Therapy program are required to earn at least a grade of B- (3.0) in each course. A course with a grade below a B- must be repeated;
5. Pass the program capstone course and the Program Exit Exam that is given as part of the capstone course; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure Information Related to Marriage and Family Therapist

Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LMFT board in their home state

or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Outside of the State of Alabama: To become a Licensed Marriage and Family Therapist (LMFT) in most states, a candidate must present credentials to the appropriate state board of examiners who will schedule an examination.

Many LMFT boards, as does Amridge University, follow the academic courses prescribed by the American Association for Marriage and Family Therapy (AAMFT). As such, the information provided in the following subsection provides a specification of the AAMFT categories and related Amridge University courses.

Amridge University Marriage and Family Therapy Courses by AAMFT Category

AAMFT requires the number of courses indicated in the parentheses for each category for clinical membership. Check with your state license board, but in general the requirements should be very similar. Courses shown in Italics are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.

1. Marriage and Family Studies (3 courses)

FT 7323 – Marriage and Family Development

FT 7326 – Social and Multicultural Diversity

FT 7331 – Marital and Family Systems

2. Marriage and Family Therapy (3 courses – Amridge University requires 5)

FT 7310 – Theories of Counseling and Psychotherapy

FT 7311 – Theories of Marriage and Family Therapy

FT 7332 – Counseling for Abusive Relationships

FT 7335 – Advanced Therapy

FT 7336 – Basic Counseling Techniques/Helping Relationships

3. Human Development (3 courses – Amridge University requires 5)

FT 7320 – Human Development

FT 7321 – Human Sexual Development

FT 7322 – Theories of Personality Development

FT 7340 – Assessment of Individuals and Families

FT 7355 – Psychopharmacology and Psychopathology

4. Ethics (1 course)

FT 7300 – Ethics and Professional Identity

FT 7302 – Professional Ethics and the Law

5. Research (1 course)

RS 6339 – Research and Evaluation

6. Practicum/Clinical (500 hours of client contact, 100 hours of supervision)

FT 7370 – MFT Practicum

FT 7371 – MFT Clinical Training I

FT 7372 – MFT Clinical Training II

FT 7373 – MFT Clinical Training III – required only if necessary to meet the contact hour requirements.

7. Optional Courses Not Fitting Any License Category

FT 7306 – Community and Social Systems

FT 7330 – Interpersonal and Family Dynamics

FT 7334 – Psychology of Grief, Death and Dying

PT 7350 – Lifestyle and Career Development

Below is a link to the American Association for Marriage and Family Therapy (AAMFT). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

[HTTP://WWW.AAMFT.ORG](http://www.aamft.org)

In the State of Alabama

Alabama Board of Examiners

in Marriage and Family Therapy (LMFT)

Telephone number: 334.395.7455

[WWW.MFT.ALABAMA.GOV](http://www.mft.alabama.gov)

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Dual Licensure

There is a growing trend among professionals in counseling and therapy fields to become dual-certified or licensed. Dual licensed means being a Licensed Professional Counselor (LPC) and a Licensed Marriage and Family Therapist (LMFT) in one or more states. Being eligible for dual licensure would mean that additional courses would have to be taken. Dual licensure does not mean dual degree which is not available at Amridge University for this degree-level. Students interested in dual licensure should contact the Dean of the School of Human Services, for additional information.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN PROFESSIONAL COUNSELING

The Master of Arts (MA) in Professional Counseling is a degree program for professionals. Experiences provide the foundation in psychology theory, scientific research, and clinical practice. In this context, students learn the different approaches and clinical techniques required for today's practitioners offering therapeutic services to individuals and groups. Also, a major goal of this program is to help prepare students for licensure in Professional Counseling in their resident state. Students who graduate from the MA in Professional Counseling Degree program will be prepared to do therapy in a church setting, private practice, governmental agency, and community agency. This program also prepares students for advanced studies in related fields.

Students may also consider taking additional courses for a dual licensure in Professional Counseling and Marriage and Family Therapy. Students interested in a dual licensure should consult with the Dean of the School of Human Services.

Upon completion of the **Master of Arts in Professional Counseling**, the graduate will be able to:

1. Apply knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Prepare for licensure as a Professional Counselor;

3. Practice counseling through comprehensive Clinical Training;
4. Conduct himself or herself according to the Code of Ethics of the American Counseling Association (ACA);
5. Synthesize and utilize the major theories recognized by Professional Counselors
6. Demonstrate sensitivity to cultural diversity needs of clients; and
7. Possess academic credentials necessary to advance to the PhD program in Professional Counseling if they so choose.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

PT 7372 – PC Clinical Training II

Applications for admission to the Master of Arts in Professional Counseling program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Arts in Marriage and Family Therapy may be completed in seven semesters. A student may take courses on a part-time or full-time basis.

Practicums and Clinicals

Students, not Amridge University, are responsible for locating and making arrangements for their practicum and clinical experiences and courses. As such, students should begin making the required arrangements several semesters before the semester of the respective student's first practicum or clinical experiences courses.

All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will

seek licensure. The student must apply to the Dean of the School of Human Services, at least one semester prior to beginning a Practicum or a Clinical course. Students should contact the dean via email to receive the ***Practicum and Clinical Course Form***.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU

Also, during clinical training, each student will accumulate a minimum of 500 hours of client contact, supervised by an additional 100 hours with an approved supervisor. Normally, clinical training requires one full year (3 semesters) to complete. Students who do not satisfy the minimum requirements in three semesters may take one additional semester of clinical training.

Licensure Examination Test Bank

When registered for courses in this program all students are enrolled in the Licensure Examination Test Bank designed to help students prepare for the respective licensure examination.

Required Courses for the Master of Arts in Professional Counseling

The Course Requirements of 60 semester credit hours for the degree program Master of Arts in Professional Counseling consists of program specific courses (60 semester hours).

Required Courses for the Master of Arts in Professional Counseling	Sem. Hrs.
FT 7306 Community and Social Systems	3
FT 7310 Theories of Counseling and Psychotherapy	3
FT 7320 Human Development	3
FT 7321 Human Sexual Development	3
FT 7322 Theories of Personality Development	3
FT 7323 Marriage and Family Development	3
FT 7326 Social and Multicultural Diversity	3
FT 7331 Marital and Family Systems	3
FT 7332 Counseling for Abusive Relationships	3
- OR -	
FT 7333 Systemic Treatment of Substance Related Disorders	
FT 7335 Advanced Therapy	3
FT 7336 Basic Counseling Techniques/Helping Relationships	3
FT 7337 Group Counseling	3
FT 7340 Assessment of Individuals and Families	3
FT 7355 Psychopathology and Psychopharmacology	3
PT 7300 PC Ethics and Professional Identity	3
PT 7350 Lifestyle and Career Development	3
PT 7370 PC Practicum	3

PT 7371 PC Clinical Training I	3
PT 7372 PC Clinical Training II (Capstone Course)	3
RS 6339 Research and Evaluation	<u>3</u>
Total Hours for Masters Degree	60

A student needing extra courses for Licensure or Certification may select from the following:

FT 7302 Professional Ethics and the Law	3
FT 7334 Psychology of Grief, Death and Dying	3
PT 7373 PC Clinical Training III (if needed)	3

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 27 semester hours of coursework into the Master of Arts in Professional Counseling.

Graduation Requirements for the Master of Arts in Professional Counseling

Before being graduated with the Master of Arts in Professional Counseling, a student must satisfy the following requirements:

1. A total of 60 graduate semester hours of the required course work;
2. At least 33 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework including the specified practicum and clinical courses. This requirement includes the accumulation and documentation of at least 600 hours of face-to-face clinical experience. Of these 600 hours, a minimum of 500 must be client contact, and a minimum of 100 must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for each 5 hours of client contact;
4. Students in the Master of Arts in the Professional Counseling program are required to earn at least a grade of B- (3.0) in each course. A course with a grade below a B- must be repeated;
5. Pass the program capstone course and the Program Exit Exam that is given as part of the capstone course; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct

a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure as a Professional Counselor Outside of the State of Alabama as related to the Master of Arts in Professional Counseling

Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, it is the student's responsibility, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LMFT board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Many LPC boards, as does Amridge University, follow the academic courses prescribed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in **Section II of the CACREP 2001 Standards**. As such, the information provided in the following subsection provides a specification of the CACREP categories and related Amridge University courses.

Amridge University Professional Counseling Courses by CACREP Category

*These categories correspond to **Section II of the CACREP 2001 Standards**. Check with the respective state license board to ensure the state's standards are the same as the **CACREP 2001 Standards**. Courses shown in Italics are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.*

1. Professional Identity

FT 7300 – Ethics and Professional Identity

2. Social and Cultural Diversity

FT 7306 – Community and Social Systems

FT 7326 – Social and Multicultural Diversity

3. Human Growth and Development

FT 7320 – Human Development

FT 7321 – Human Sexual Development

FT 7322 – Theories of Personality Development

FT 7355 – Psychopathology and Psychopharmacology

4. Career Development

PT 7350 – Lifestyle and Career Development

5. Helping Relationships

FT 7310 – Theories of Counseling and Psychotherapy

FT 7336 – Basic Counseling Techniques/Helping Relationships

FT 7332 – Counseling for Abusive Relationships

FT 7335 – Advanced Therapy

6. Group Work

FT 7337 - Group Counseling

FT 7331 – Marital and Family Systems

7. Assessment

FT 7340 – Assessment of Families and Individuals

8. Research and Program Evaluation

RS 6339 – Research and Evaluation

*See Section III of the **CACREP 2001 Standards** for the clinical program standards:*

Practicum (100 clock hours; of these, at least 40 must be client contact)

PT 7370 – PC Practicum

Internship (600 clock hours; the balance of the 500 client contact hours and the balance of the 100 hours of supervision necessary for graduation must come during these courses)

PT 7371 – PC Clinical Training I

PT 7372 – PC Clinical Training II

PT 7373 – PC Clinical Training III – required only if necessary to meet the contact hour requirements.

Additional Courses which may be taken which do not fit any CACREP category:

FT 7302 – Professional Ethics and the Law

FT 7323 – Marriage and Family Development

FT 7334 – Psychology of Grief, Death, and Dying

Below is a link to the National Board for Certified Counselors and Affiliates (NBCCA). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on

licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the National Board for Certified Counselors and Affiliates listing of state licensure boards is as follows:

[HTTP://WWW.NBCC.ORG](http://www.nbcc.org).

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Professional Counselor in the State of Alabama as related to the Master of Arts in Professional Counseling

In order to be licensed by the State of Alabama as a Licensed Professional Counselor (LPC), the candidate must:

1. Complete a master's degree in counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the substantial equivalent institution;
2. Pass a requisite standardized examination such as the National Counselor Examination; and
3. Complete 3 years (i.e., 3,000 hours) of supervised, full-time experience in professional counseling in accordance with pertinent state regulations and in accordance with the following:
 - a. Three thousand (3,000) hours minimum of professional counseling of which:
 - i. Two thousand, two hundred and fifty (2,250) hours will be face-to-face counseling with individuals, couples, families, or groups.
 - ii. Seven hundred and fifty (750) hours will be related to counseling services in the clinical supervisory setting.

- b. One hundred and fifty (150) hours of one-to-one, face-to-face, personal individual supervision by an Approved Supervisor.

Important Note: Upon completion of the degree and passing the standardized test, the candidate for the Licensure will receive the designation of Certified Counselor Associate (CCA) until all of the full-time supervised experience is completed.

Academic Requirement by the Alabama Board of Examiners in Counseling

Coupled with the preceding information, the following courses must be taken and passed with at least a grade of B- (3.0) in each course in order to qualify to sit for the licensure examination in Alabama:

Academic Grid of Required Courses

COURSE CATEGORY	AMRIDGE UNIVERSITY COURSE NUMBER AND NAME
Counseling Theory	FT 7310 – Theories of Counseling and Psychotherapy
Human Growth and Development	FT 7320 – Human Development
Social Multicultural	FT 7326 – Social and Multicultural Diversity
Helping Relationship	FT 7336 – Basic Counseling Techniques/Helping Relationships
Group Counseling	FT 7337 Group Counseling
Lifestyle/Career Development	PT 7350 – Lifestyle and Career Development
Testing Appraisal	FT 7340 – Assessment of Individual and Families
Research and Evaluation	RS 6339 – Research and Evaluation
Professional Orientation	FT 7300 – Ethics and Professional Identity
Practicum	PT 7370 – PC Practicum
Internship	PT 7371 – PC Clinical Training I
	PT 7372 – PC Clinical Training II

The contact address of the Alabama Board of Examiners in Counseling is as follows:

Alabama Board of Examiners in Counseling
950 22nd Street North,
Suite 765
Birmingham, AL 35203

Telephone number: 334.251.7233

Important Note: It is the ***student's responsibility***, not the University's, to make certain that he or she meets all of the respective requirements to become a Licensed Professional Counselor (LPC) in Alabama. As such, students interested in being licensed as a LPC in Alabama should contact the Alabama Board of Examiners as soon as possible to obtain all the pertinent information and examination dates. Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process in Alabama.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Dual Licensure

There is a growing trend among professionals in counseling and therapy fields to become dual-certified or licensed. Dual licensed means being a Licensed Professional Counselor (LPC) and a Licensed Marriage and Family Therapist (LMFT) in one or more states. Being eligible for dual licensure would mean that additional courses would have to be taken. Dual licensure does not mean dual degree which is not available at Amridge University for this degree-level. Students interested in dual licensure should contact the Dean of the School of Human Services, for additional information.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN MARRIAGE AND FAMILY THERAPY

The Master of Divinity (MDiv) in Marriage and Family Therapy is a professional-level degree program for individuals planning to enter or continue careers in full-time ministry. A major element of this program provides students with extensive studies in the biblical text and thorough preparation in theology and various areas of practical ministry. Another major element provides students with a foundation for marriage and family therapy theory, scientific research, and clinical practice. Finally, this program also helps prepare students for licensure in Marriage and Family Therapy (LMFT) in their resident state. LMFTs will be able to do therapy with families, couples, and individuals in their ministry.

Students may also consider taking additional courses for a dual licensure in Professional Counseling. Students interested in a dual licensure in Professional Counseling should consult with the Dean of the School of Human Services. This program meets the course prerequisite for admission into our doctoral degree programs in the therapy and counseling area.

Upon completion of the **Master of Divinity in Marriage and Family Therapy**, the graduate will be able to:

1. Apply knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Demonstrate an advanced level application of Marriage and Family Therapy.
3. Prepare to work within the Christian community setting as a Family Minister.
4. Take additional courses necessary to qualify for licensure in Marriage and Family; and
5. Seek advancement to the Doctor of Ministry in Family Therapy or the PhD in Family Therapy if one so chooses.

These outcomes are assessed through a comprehensive examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e., "Qualifying" or "Qualifying with Distinction") for the comprehensive examination given for this degree.

Applications for admission to the Master of Divinity in Marriage and Family Therapy program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Divinity in Marriage and Family Therapy may be completed in about three years.

A student may take the courses on a part-time or full-time basis.

Practicums and Clinicals

Students, not Amridge University, are responsible for locating and making arrangements for their practicum and clinical experiences and courses. As such, students are strongly encouraged to begin making the required arrangements several semesters before the semester of the respective student's first practicum or clinical experiences courses.

Special Note Related to Practicum, Internship, and Clinical Courses for the State of Maryland Residents

Due to Amridge University's decision regarding licensing issues with the State of Maryland, Amridge University students may not participate in practicum, clinical, or internship experiences within the boundaries of that state. Maryland residents are, of course, fully able to participate in all other study and course areas within the State of Maryland.

Licensure Examination Test Bank

When registered for courses in this program all students are enrolled in the Licensure Examination Test Bank designed to help students prepare for the respective licensure examination in their home state.

Required Courses for the Master of Divinity in Marriage and Family Therapy

The Course Requirements of 96 semester credit hours for the degree program Master of Divinity in Marriage and Family Therapy consists of Non-Marriage and Family Therapy courses (15 semester hours), Marriage and Family Therapy courses (60 semester hours), elective Non-Marriage and Family Therapy courses (18 semester hours), and a Comprehensive Examination (3 semester hours).

Required Non-Marriage and Family Therapy (MFT) Courses for the Master of Divinity in Marriage and Family Therapy	Sem. Hrs.
FD 6312 Hermeneutics	3
LD 6362 Spiritual Leadership	3
NT 6301 Critical Introduction to the New Testament	3
OT 6301 Critical Introduction to the Old Testament	3
PS 6302 Homiletics	3
Total Required Non-MFT Hours for Masters Degree	15

Required Marriage and Family Therapy (MFT) Courses for the Master of Divinity in Marriage and Family Therapy

FT 7300 Ethics and Professional Identity	3
FT 7306 Community and Social Systems	3
FT 7310 Theories of Counseling and Psychotherapy	3
FT 7311 Theories of Marriage and Family Therapy	3
FT 7320 Human Development	3

FT 7321 Human Sexual Development	3
FT 7322 Theories of Personality Development	3
FT 7323 Marriage and Family Development	3
FT 7326 Social and Multicultural Diversity	3
FT 7330 Interpersonal and Family Dynamics	3
FT 7331 Marital and Family Systems	3
FT 7332 Counseling for Abusive Relationships	3
- OR -	
FT 7333 Systemic Treatment of Substance Related Disorders	
FT 7335 Advanced Therapy	3
FT 7336 Basic Counseling Techniques/Helping Relationships	3
FT 7340 Assessment of Individuals and Families	3
FT 7355 Psychopathology and Psychopharmacology	3
FT 7370 MFT Practicum	3
FT 7371 MFT Clinical Training I	3
FT 7372 MFT Clinical Training II	3
RS 6339 Research and Evaluation	<u>3</u>
Total Required MFT Hours for Masters Degree	60
Elective Non-Marriage and Family Therapy (MFT) Courses for the Master of Divinity in Marriage and Family Therapy	
Textual Courses	12
Foundation Studies	3
Theological Studies	<u>3</u>
Total Elective Non-MFT Hours for Masters Degree	<u>18</u>
Comprehensive Examination for the Master of Divinity in Marriage and Family Therapy	
FD 7323 Synthesis of Theological Curriculum II (Comprehensive Examination)	3
Total Comprehensive Examination Hours for Masters Degree	<u>3</u>
Total Hours for Masters Degree	96

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 45 semester hours of coursework into the Master of Divinity in Marriage and Family Therapy.

Special Note Related to Practicum and Clinical Courses

All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved

licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. The student must apply the Dean of the School of Human Services, at least one semester prior to beginning a Practicum or a Clinical course. Students should contact the dean via email to receive the ***Practicum and Clinical Course Form***.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU

Also, during clinical training, each student will accumulate a minimum of 500 hours of client contact, supervised by an additional 100 hours with an approved supervisor. Normally, clinical training requires one full year (3 semesters) to complete. Students who do not satisfy the minimum requirements in three semesters may take one additional semester of clinical training.

Comprehensive Examination Requirement

All Master of Divinity in Marriage and Family Therapy students anticipating graduation must pass the Comprehensive Examination. In order to take the exam one must register for the course "Synthesis of Theological Curriculum II." (FD 7323).

Please see the *Semester Class Schedule* for the test dates. All Master of Divinity students must pass the Comprehensive Examination before graduating. The specific content of the Comprehensive Examination is determined for each student in consultation with the faculty.

Qualifications for the Comprehensive Examination

In order for students to qualify for the Comprehensive Examination they must be within nine credit hours of completing all course work in the Master of Divinity in Marriage and Family Therapy program. Additionally, students must then register for the course "Synthesis of Theological Curriculum II." (FD 7323). Students who do not register for the course will not be allowed to take the examination. Students who register are required to take the examination on the appointed day. Students are encouraged to take the Comprehensive Examination during their next to last semester.

Comprehensive Examination Testing Procedure

Students will demonstrate mastery of the Master of Divinity in Marriage and Family Therapy programmatic outcomes by synthesizing pertinent information from relevant courses and appropriately addressing these concepts in written format during a one day (seven hour) testing session.

Examination dates (testing sessions) are scheduled according to the school calendar and offered on that day on the Amridge University campus in Montgomery, Alabama at a minimum. Specific instructions for the comprehensive examination are as follows: (1) The time allowed for

taking the examination is seven hours, which includes one hour for lunch. Students are encouraged to bring lunch since they are not allowed to leave the facilities during testing hours. (2) Students may bring to the examination unmarked (personal notes) bible(s) in any language, lexicons for the biblical language, and concordance of biblical texts. Students who are anticipating translation of either a Hebrew or Greek text should bring the appropriate Hebrew or Greek text. (3) Amridge University computers may be allowed in writing the examination. (4) Amridge University provides the paper on which the student's answers are to be written if necessary.

Grading of the Comprehensive Exam

The Comprehensive Examination is graded in accordance with the following:

1. Grading is on a "qualifying" (Q) "not qualifying" (NQ) basis. At least two professors out of three must grade an examination as "qualifying" (Q). Examinations may receive a "qualifying with distinction" (QD), if the readers determine that the examination warrants special recognition.
2. The Dean of the School of Human Services assigns three professors to read the different Comprehensive Examinations on a blind basis. This blind reading ensures that no professor knows the identity of the author of the examination being read nor the identity of the other professors who read the examination.
3. When two readers assign the examination a "qualifying" (Q) or "not qualifying" (NQ) grade, the grading process has been completed.
4. Should a student not qualify, that student may be allowed to sit for a retake examination at a date assigned by the Dean of the School of Human Services in consultation with the faculty. Students who do not qualify in this retake examination must petition for a second retake. Such students, if their petition is accepted, may be required to take an oral examination in accordance with number five below.
5. In certain precisely defined circumstances (such as failure of a retake examination) a student may be required to take an oral examination in lieu of the written format, if such an examination is necessary to ensure fairness to the student.

Graduation Requirements for the Master of Divinity in Marriage and Family Therapy

Before being graduated with the Master of Divinity in Marriage and Family Therapy, a student must satisfy the following requirements:

1. A total of 96 graduate semester hours of which at least 51 semester hours must be taken at Amridge University;
2. Complete all required coursework including the specified practicum and clinical training courses. This requirement includes the accumulation and documentation of at least 600 hours of face-to-face clinical experience. Of these 600 hours, a minimum of 500 must be client contact, and a minimum of 100 must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for each 5 hours of client contact. The coursework must include a minimum of 36 semester credit hours in bible or divinity courses;
3. Students in the Master of Divinity in the Marriage and Family Therapy program are required to earn at least a grade of B- (3.0) in each course. A course with a grade below B- must be repeated;
4. Pass the respective Comprehensive Examination as specified within this publication. The Comprehensive Examination serves as the Program Exit Examination; and
5. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure as a Marriage and Family Therapist Outside of the State of Alabama as Related to the Master of Divinity in Marriage and Family Therapy

To become a Licensed Marriage and Family Therapist (LMFT) in most states, a candidate must present credentials to the appropriate state board of examiners who will schedule an examination. Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states within which he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LMFT board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Many LMFT boards, as does Amridge University, follow the academic courses prescribed by the American Association for Marriage and Family Therapy (AAMFT). As such, the information

provided in the following subsection provides a specification of the AAMFT categories and related Amridge University courses.

Amridge University Marriage and Family Therapy Courses by AAMFT Category

AAMFT requires the number of courses indicated in the parentheses for each category for clinical membership. Check with your state license board, but in general the requirements should be very similar. Courses shown in Italics are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.

1. Marriage and Family Studies (3 courses)

FT 7323 – Marriage and Family Development

FT 7326 – Social and Multicultural Diversity

FT 7331 – Marital and Family Systems

2. Marriage and Family Therapy (3 courses – Amridge University requires 5)

FT 7310 – Theories of Counseling and Psychotherapy

FT 7311 – Theories of Marriage and Family Therapy

FT 7336 – Basic Counseling Techniques/Helping Relationships

FT 7332 – Counseling for Abusive Relationships

FT 7335 – Advanced Therapy

3. Human Development (3 courses – Amridge University requires 5)

FT 7320 – Human Development

FT 7321 – Human Sexual Development

FT 7322 – Theories of Personality Development

FT 7340 – Assessment of Individuals and Families

FT 7355 – Psychopharmacology and Psychopathology

4. Ethics (1 course)

FT 7300 – Ethics and Professional Identity

FT 7302 – Professional Ethics and the Law

5. Research (1 course)

RS 6339 – Research and Evaluation

6. Practicum (500 hours of client contact, 100 hours of supervision)

FT 7370 – MFT Practicum

FT 7371 – MFT Clinical Training I

FT 7372 – MFT Clinical Training II

FT 7373 – MFT Clinical Training III – required only if necessary to meet the contact hour requirements.

7. Optional Courses Not Fitting Any License Category

FT 7306 – Community and Social Systems

FT 7330 – Interpersonal and Family Dynamics

FT 7334 – Psychology of Grief, Death and Dying

PT 7350 – Lifestyle and Career Development

Below is a link to the American Association for Marriage and Family Therapy (AAMFT). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

[HTTP://WWW.AAMFT.ORG](http://www.aamft.org)

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Marriage and Family Therapist in the State of Alabama as Related to the Master of Divinity in Marriage and Family Therapy

In order to be licensed by the State of Alabama as a Licensed Marriage and Family Therapist, the candidate must:

1. Submit a completed application on the forms prescribed by the Board;
2. Provide documented evidence that the applicant is of good moral character and has not or is not engaged in any practice or conduct that would make the applicant ineligible to receive a license pursuant to the Marriage and Family Therapy Licensure Act;

3. Have completed the education and internships requirements for an MFT Associate. In the case of Amridge University students, completion of the requirements and receive an Amridge University Master of Divinity in Marriage and Family Therapy;
4. Pass the marriage and family therapy examination approved by the Board;
5. Have completed a minimum of two (2) years post-degree full-time (30 or more clock hours per week) MFT work experience or the equivalent part-time MFT work experience under the supervision of a Board Approved Supervisor;
6. Have completed two hundred (200) hours of post degree supervision, at least one hundred (100) of which must be individual. Graduates of COAMFTE accredited programs may count up to one hundred (100) supervision hours earned during the program toward this requirement, when based on a ratio of one (1) supervision hour to every five (5) client contact hours;
7. Have completed a minimum of one thousand (1,000) post-degree direct client hours completed concurrently with the required supervision; two hundred fifty (250) of these direct contact hours must be with couples or families physically present in the therapy room; and
8. Examination Application Requirements: The following are necessary requirements in order to take the Board approved marriage and family therapy examination:
 - a. Submission of a completed application on the forms prescribed by the Board;
 - b. Be an MFT Associate or has met all requirements for becoming an MFT Associate.

The contact address of the Alabama Board of Examiners in Marriage and Family Therapy is as follows:

Alabama Board of Examiners
in Marriage and Family Therapy (LMFT)
7550 Halcyon Summit Drive, Suite 125
Montgomery, AL 36117
Telephone number: 334.251.7233

Important Note: It is the ***student's responsibility***, not the University's, to make certain that he or she meets all of the respective requirements to become a Licensed Marriage and Family Therapist in Alabama (LMFT). As such, students interested in being licensed as a LMFT in

Alabama should contact the Alabama Board of Examiners in Marriage and Family Therapy as soon as possible to obtain all the pertinent information and examination dates. Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process in Alabama.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Dual Licensure

There is a growing trend among professionals in counseling and therapy fields to become dual-certified or licensed. Dual licensed means being a Licensed Professional Counselor (LPC) and a Licensed Marriage and Family Therapist (LMFT) in one or more states. Being eligible for dual licensure would mean that additional courses would have to be taken. Dual licensure does not mean dual degree which is not available at Amridge University for this degree-level. Students interested in dual licensure should contact the Dean of the School of Human Services, for additional information.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN PROFESSIONAL COUNSELING

The Master of Divinity (MDiv) in Professional Counseling is a professional-level degree program for individuals planning to enter or continue careers in full-time ministry. A major element of this program provides students with extensive studies in the biblical text and thorough preparation in theology and various areas of practical ministry. Another major element provides students with a foundation for psychology theory, scientific research, and clinical practice. In this context, students learn the different approaches and clinical techniques required for today's practitioners offering therapeutic services to individuals and groups. Also, a major goal of this program is to help prepare students for licensure in Professional Counseling in their resident state. Licensed Professional Counselors (LPCs) will be able to provide counseling to individuals and groups through their ministry.

Upon completion of the **Master of Divinity in Professional Counseling**, the graduate will be able to:

1. Apply knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Prepare for licensure as a Professional Counselor;
3. Practice counseling through comprehensive Clinical Training;
4. Conduct himself or herself according to the Code of Ethics of the American Counseling Association (ACA);
5. Synthesize and utilize the major theories recognized by Professional Counselors
6. Demonstrate sensitivity to cultural diversity needs of clients; and
7. Possess academic credentials necessary to advance to the PhD program in Professional Counseling if they so choose.

These outcomes are assessed through a comprehensive examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e., "Qualifying" or "Qualifying with Distinction") for the comprehensive examination given for this degree.

Applications for admission to the Master of Divinity in Professional Counseling program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Divinity in Professional Counseling may be completed in about three years. A student may take the courses on a part-time or full-time basis.

Practicums and Clinicals

Students, not Amridge University, are responsible for locating and making arrangements for their practicum and clinical experiences and courses. As such, students are strongly encouraged to begin making the required arrangements several semesters before the semester of the respective student's first practicum or clinical experiences courses.

Special Note Related to Practicum, Internship, and Clinical Courses for the State of Maryland Residents

Due to Amridge University's decision regarding licensing issues with the State of Maryland, Amridge University students may not participate in practicum, clinical, or internship experiences within the boundaries of that state. Maryland residents are, of course, fully able to participate in all other study and course areas within the State of Maryland.

Licensure Examination Test Bank

When registered for courses in this program all students are enrolled in the Licensure Examination Test Bank designed to help students prepare for the respective licensure examination in their home state.

Required Courses for the Master of Divinity in Professional Counseling

The Course Requirements of 96 semester credit hours for the degree program Master of Divinity in Professional Counseling consists of Non-Counseling courses (15 semester hours), Professional Counseling courses (60 semester hours), elective Non-Counseling courses (18 semester hours), and a Comprehensive Examination (3 semester hours).

Required Non-Counseling Courses for the Master of Divinity in Professional Counseling	Sem. Hrs.
FD 6312 Hermeneutics	3
LD 6362 Spiritual Leadership	3
NT 6301 Critical Introduction to the New Testament	3
OT 6301 Critical Introduction to the Old Testament	3
PS 6302 Homiletics	3
Total Required Non-Counseling Hours for Masters Degree	15

Required Professional Counseling (PC) Courses for the Master of Divinity in Professional Counseling

FT 7306 Community and Social Systems	3
FT 7310 Theories of Counseling and Psychotherapy	3
FT 7320 Human Development	3
FT 7321 Human Sexual Development	3
FT 7322 Theories of Personality Development	3
FT 7323 Marriage and Family Development	3
FT 7326 Social and Multicultural Diversity	3
FT 7331 Marital and Family Systems	3
FT 7332 Counseling for Abusive Relationships	3
- OR -	
FT 7333 Systemic Treatment of Substance Related Disorders	

FT 7335 Advanced Therapy	3
FT 7336 Basic Counseling Techniques/Helping Relationships	3
FT 7337 Group Counseling	3
FT 7340 Assessment of Individuals and Families	3
FT 7355 Psychopathology and Psychopharmacology	3
PT 7300 PC Ethics and Professional Identity	3
PT 7350 Lifestyle and Career Development	3
PT 7370 PC Practicum	3
PT 7371 PC Clinical Training I	3
PT 7372 PC Clinical Training II	3
RS 6339 Research and Evaluation	3
Total Required PC Hours for Masters Degree	60

Elective Non-Counseling Courses for the Master of Divinity in Professional Counseling

Textual Courses	12
Foundation Studies	3
Theological Studies	3
Total Elective Non-Counseling Hours for Masters Degree	18

Comprehensive Examination for the Master of Divinity in Professional Counseling

FD 7323 Synthesis of Theological Curriculum II (Comprehensive Examination)	3
Total Comprehensive Examination Hours for Masters Degree	3

Total Hours for Masters Degree	96
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Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 45 semester hours of coursework into the Master of Divinity in Professional Counseling.

Special Note Related to Practicum and Clinical Courses

All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. The student must apply to the Dean of the School of Human Services, at least one semester prior to beginning a Practicum or a Clinical course. Students should contact the dean via email to receive the ***Practicum and Clinical Course Form***.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU.

Also, LPC students will need to complete 100 clock hours during their practicum portion of clinical training, and 600 clock hours during their internship (Clinical Training I and Clinical Training II) portions of their training. These requirements are normally easily met while fulfilling the base Amridge University requirement of 500 client contact hours, and must be appropriately documented on the student's training logs.

Comprehensive Examination Requirement

All Master of Divinity in Professional Counseling students anticipating graduation must pass the Comprehensive Examination. In order to take the exam one must register for the course "Synthesis of Theological Curriculum II." (FD 7323).

Please see the *Semester Class Schedule* for the test dates. All Master of Divinity in Professional Counseling students must pass the Comprehensive Examination before graduating. The specific content of the Comprehensive Examination is determined for each student in consultation with the faculty.

Qualifications for the Comprehensive Examination

In order for students to qualify for the Comprehensive Examination they must be within nine credit hours of completing all course work in the Master of Divinity in Professional Counseling program. Additionally, students must then register for the course "Synthesis of Theological Curriculum II." (FD 7323). Students who do not register for the course will not be allowed to take the examination. Students who register are required to take the examination on the appointed day. Students are encouraged to take the Comprehensive Examination during their next to last semester.

Comprehensive Examination Testing Procedure

Students will demonstrate mastery of the Master of Divinity in Professional Counseling programmatic outcomes by synthesizing pertinent information from relevant courses and appropriately addressing these concepts in written format during a one day (seven hour) testing session.

Examination dates (testing sessions) are scheduled according to the school calendar and offered on that day on the Amridge University campus in Montgomery, Alabama at a minimum. Specific instructions for the comprehensive examination are as follows: (1) The time allowed for taking the examination is seven hours, which includes one hour for lunch. Students are encouraged to bring lunch since they are not allowed to leave the facilities during testing hours. (2) Students may bring to the examination unmarked (personal notes) bible(s) in any language, lexicons for the biblical language, and concordance of biblical texts. Students who are

anticipating translation of either a Hebrew or Greek text should bring the appropriate Hebrew or Greek text. (3) Amridge University computers may be allowed in writing the examination. (4) Amridge University provides the paper on which the student's answers are to be written if necessary.

Grading of the Comprehensive Exam

The Comprehensive Examination is graded in accordance with the following:

1. Grading is on a "qualifying" (Q) "not qualifying" (NQ) basis. At least two professors out of three must grade an examination as "qualifying" (Q). Examinations may receive a "qualifying with distinction" (QD), if the readers determine that the examination warrants special recognition.
2. The Dean of the School of Human Services assigns three professors to read the different Comprehensive Examinations on a blind basis. This blind reading ensures that no professor knows the identity of the author of the examination being read nor the identity of the other professors who read the examination.
3. When two readers assign the examination a "qualifying" (Q) or "not qualifying" (NQ) grade, the grading process has been completed.
4. Should a student not qualify, that student may be allowed to sit for a retake examination at a date assigned by the Dean of the School of Human Services in consultation with the faculty. Students who do not qualify in this retake examination must petition for a second retake. Such students, if their petition is accepted, may be required to take an oral examination in accordance with number five below.
5. In certain precisely defined circumstances (such as failure of a retake examination) a student may be required to take an oral examination in lieu of the written format, if such an examination is necessary to ensure fairness to the student.

Graduation Requirements for the Master of Divinity in Professional Counseling

Before being graduated with the Master of Divinity in Professional Counseling, a student must satisfy the following requirements:

1. A total of 96 graduate semester hours of which at least 51 semester hours must be taken at Amridge University;
2. Complete all required coursework including the specified practicum and clinical training courses. This requirement includes the accumulation and documentation of at least 600

hours of face-to-face clinical experience. Of these 600 hours, a minimum of 500 must be client contact, and a minimum of 100 must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for each 5 hours of client contact. The coursework must include a minimum of 36 semester credit hours in bible or divinity courses.

3. Students in the Master of Divinity in the Professional Counseling program are required to earn at least a grade of a B- (3.0) in each course. A course with a grade below a B- must be repeated.
4. Pass the respective Comprehensive Examination as specified within this publication. The Comprehensive Examination serves as the Program Exit Examination.
5. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure as a Professional Counselor Outside of the State of Alabama as Related to the Master of Divinity in Professional Counseling

To become a Licensed Professional Counselor (LPC) in most states, a candidate must present credentials to the appropriate state board of examiners who will schedule an examination. Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LPC board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Many LPC boards, as does Amridge University, follow the academic courses prescribed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in ***Section II of the CACREP 2001 Standards***. As such, the information provided in the following subsection provides a specification of the CACREP categories and related Amridge University courses.

Amridge University Professional Counseling Courses by CACREP Category

*These categories correspond to **Section II of the CACREP 2001 Standards**. Check with the respective state license board to ensure the state's standards are the same as the **CACREP 2001 Standards**. Courses shown in *Italics* are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.*

1. Professional Identity

FT 7300 – Ethics and Professional Identity

2. Social and Cultural Diversity

FT 7306 – Community and Social Systems

FT 7326 – Social and Multicultural Diversity

3. Human Growth and Development

FT 7320 – Human Development

FT 7321 – Human Sexual Development

FT 7322 – Theories of Personality Development

FT 7355 – Psychopathology and Psychopharmacology

4. Career Development

PT 7350 – Lifestyle and Career Development

5. Helping Relationships

FT 7310 – Theories of Counseling and Psychotherapy

FT 7336 – Basic Counseling Techniques/Helping Relationships

FT 7332 – Counseling for Abusive Relationships

FT 7335 – Advanced Therapy

6. Group Work

FT 7337 Group Counseling

FT 7331 – Marital and Family Systems

7. Assessment

FT 7340 – Assessment of Individuals and Families

8. Research and Program Evaluation

RS 6339 – Research and Evaluation

*See Section III of the **CACREP 2001 Standards** for the clinical program standards:*

Practicum (100 clock hours; of these, at least 40 must be client contact)

PT 7370 – PC Practicum

Internship (600 clock hours; the balance of the 500 client contact hours and the balance of the 100 hours of supervision necessary for graduation must come during these courses)

PT 7371 – PC Clinical Training I

PT 7372 – PC Clinical Training II

PT 7373 – PC Clinical Training III – required only if necessary to meet the contact hour requirements.

Additional Courses which may be taken which do not fit any CACREP category:

FT 7302 – Professional Ethics and the Law

FT 7323 – Marriage and Family Development

FT 7334 – Psychology of Grief, Death, and Dying

Below is a link to the National Board for Certified Counselors and Affiliates (NBCCA). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the National Board for Certified Counselors and Affiliates listing of state licensure boards is as follows:

[HTTP://WWW.NBCC.ORG](http://www.nbcc.org).

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Professional Counselor in the State of Alabama as Related to the Master of Divinity in Professional Counseling

In order to be licensed by the State of Alabama as a Licensed Professional Counselor (LPC), the candidate must:

1. Complete a master's degree in counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the substantial equivalent institution;
2. Pass a requisite standardized examination such as the National Counselor Examination; and
3. Complete 3 years (i.e., 3,000 hours) of supervised, full-time experience in professional counseling in accordance with pertinent state regulations and in accordance with the following:
 4. Three thousand (3,000) hours minimum of professional counseling of which:
 5. Two thousand, two hundred and fifty (2,250) hours will be face-to-face counseling with individuals, couples, families, or groups.
 6. Seven hundred and fifty (750) hours will be related to counseling services in the clinical supervisory setting.
 7. One hundred and fifty (150) hours of one-to-one, face-to-face, personal individual supervision by an Approved Supervisor.

Important Note: Upon completion of the degree and passing the standardized test, the candidate for the Licensure will receive the designation of Certified Counselor Associate (CCA) until all of the full-time supervised experience is completed.

Academic Requirement by the Alabama Board of Examiners in Counseling

Coupled with the preceding information, the following courses must be taken and passed with at least a grade of B- (3.0) in each course in order to qualify to sit for the licensure examination in Alabama:

Academic Grid of Required Courses

COURSE CATEGORY	AMRIDGE UNIVERSITY COURSE NUMBER AND NAME
Counseling Theory	FT 7310 – Theories of Counseling and Psychotherapy
Human Growth and Development	FT 7320 – Human Development
Social Multicultural	FT 7326 – Social and Multicultural Diversity
Helping Relationship	FT 7336 – Basic Counseling Techniques/Helping Relationships
Group Counseling	FT 7337 Group Counseling

COURSE CATEGORY	AMRIDGE UNIVERSITY COURSE NUMBER AND NAME
Lifestyle/Career Development	PT 7350 – Lifestyle and Career Development
Testing Appraisal	FT 7340 – Assessment of Individual and Families
Research and Evaluation	RS 6339 – Research and Evaluation
Professional Orientation	FT 7300 – Ethics and Professional Identity
Practicum	PT 7370 – PC Practicum
Internship	PT 7371 – PC Clinical Training I
	PT 7372 – PC Clinical Training II

The contact address of the Alabama Board of Examiners in Counseling is as follows:

Alabama Board of Examiners in Counseling
 950 22nd Street North,
 Suite 765
 Birmingham, AL 35203
 Telephone number: 334.251.7233

Important Note: It is the ***student's responsibility***, not the University's, to make certain that he or she meets all of the respective requirements to become a Licensed Professional Counselor (LPC) in Alabama. As such, students interested in being licensed as a LPC in Alabama should contact the Alabama Board of Examiners as soon as possible to obtain all the pertinent information and examination dates. Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process in Alabama.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
 Amridge University
 1200 Taylor Road
 Montgomery, AL 36117-3520

Dual Licensure

There is a growing trend among professionals in counseling and therapy fields to become dual-certified or licensed. Dual licensed means being a Licensed Professional Counselor (LPC) and a Licensed Marriage and Family Therapist (LMFT) in one or more states. Being eligible for dual licensure would mean that additional courses would have to be taken. Dual licensure does not mean dual degree which is not available at Amridge University for this degree-level. Students

interested in dual licensure should contact the Dean of the School of Human Services, for additional information.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY I

The Doctor of Ministry (DMin) in Family Therapy I is an advanced professional degree for community organizations and church-related vocations. This program infuses academics and practice to prepare students for family therapy and counseling ministry.

The purposes of this program include: (1) Developing advanced knowledge and professional skills in Family Therapy; (2) Understanding and interpreting ministry in relation to the context of Family Therapy; (3) Acquainting the student with literature, materials, and methodologies which develop leadership, teaching, and counseling skills to be used in helping relationships; (4) Guiding the student in personal reflection and growth; and (5) Providing courses necessary to be a Licensed Marriage and Family Therapist (LMFT) or Licensed Professional Counselor (LPC) when applicable. The Doctor of Ministry in Family Therapy I is designed for students who do not have a Master of Divinity but have earned a masters degree in a related field.

Students who are deficient in content courses, as identified through the Academic Plan, may be required to take leveling courses in addition to the required course work for this program.

Upon completion of the **Doctor of Ministry in Family Therapy I**, the graduate will be able to:

1. Apply knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Demonstrate advanced knowledge and professional skills in Family Therapy;
3. Interpret ministry in relation to the context of Family Therapy;
4. Analyze literature, materials, and methodologies which develop leadership, teaching, and counseling skills used in helping relationships;
5. Nurture personal reflection and growth;
6. Meet academic requirements to be a Licensed Marriage and Family Therapist (LMFT) or to be a Licensed Professional Counselor (LPC) if applicable;
7. Prepare to become a member of the American Association of Pastoral Counselors (AAPC).

A student may demonstrate achievement of these outcomes by receiving a passing grade in the Dissertation Module IV.

Applications for admission to the Doctor of Ministry in Family Therapy I program will not be considered complete until all of the following items are properly completed and submitted:

1. Application with fee.
2. Official transcript showing an earned Graduate degree in a related field from a regionally or selected nationally accredited institution.

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)22

Listening (high)22

Speaking (fair)18

Writing (fair)17

3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample) Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and universities. The writing sample must have been written solely by the applicant and should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.
4. Interview of the applicant.

The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

During the admissions process, the preceding admissions requirements will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

Also, all applicants are encouraged to submit a recent photograph. The picture should be a close-up of head and shoulders. This may be sent in a JPEG format to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. A student is not required to send a photograph in order to be admitted to Amridge University.

Time Normally Required to Complete the Program

The Doctor of Ministry in Family Therapy I may be completed in four years attending full-time. A student may take the courses on a part-time or full-time basis. Full-time is six credit hours per semester. With the approval of the Dean a student may take more than six credit hours in a semester.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master's Thesis Part I.

The purpose of Amridge University's Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Ministry in Family Therapy I (66 semester hours)

The Course Requirements of 66 semester credit hours for the degree program Doctor of Ministry in Family Therapy I consists of a program specific course (6 semester hours), program non-specific courses (45 semester hours), a Qualifying Examination (3 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Ministry in Family Therapy I		Sem. Hrs.
Specific Course		

FT 9300 Family Therapy in the DMin Setting (Should be taken within the student's first year in the program)	3
RS 9330 Researching the DMin Dissertation	3
Non-Specific Courses	
The student will choose 15 Family Therapy courses	<u>45</u>
Total Required Hours for Doctoral Degree	51
Qualifying Examination for the Doctor of Ministry in Family Therapy I	
FT 9354 Qualifying Examination for Doctor of Ministry in Family Therapy I and II	3
Total Qualifying Examination Hours for Doctoral Degree	3
Research Dissertation Modules for the Doctor of Ministry in Family Therapy I	
RS 9340 Research Dissertation Module I	3
RS 9341 Research Dissertation Module II	3
RS 9342 Research Dissertation Module III	3
RS 9343 Research Dissertation Module IV	<u>3</u>
Total Research Dissertation Module Hours for Doctoral Degree	12
Total Hours for Doctoral Degree	66

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Doctor of Ministry in Family Therapy I.

Dissertation Committee

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module, RS 9340 - Research Dissertation in Therapy Module I. The Dissertation Committee shall be appointed by the Dean of the School of Human Services with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a doctorate in a field related to family therapy. The Committee shall establish protocol for communication among the Committee members. Each dissertation module and the final total dissertation shall be approved by the Committee Chairperson, the Reader, the Dissertation Secretary, the Dean and the Vice President of Academic Affairs before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II, Research Dissertation Module III and, Research Dissertation Module IV. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation course is available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve “Candidacy Status” prior to enrolling in a dissertation Module. After beginning the dissertation the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee and approved by the Vice President of Academic Affairs, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.
- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Ministry in Family Therapy I

Before being graduated with the Doctor of Ministry in Family Therapy I, a student must satisfy the following requirements:

1. Complete a minimum of 66 graduate semester hours of the required course work;
2. A minimum of 51 semester hours must be from Amridge University;
3. Successfully complete all required coursework for the degree;
4. Submit and gain faculty approval of dissertation proposal appropriate to the student's area of specialization and research competency;
5. Have a cumulative GPA of 3.0;
6. Dissertation Module IV serves as the Program Exit Examination. The student must receive a passing grade in the Dissertation Module IV in order to graduate; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must

be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure as a Professional Counselor Outside of the State of Alabama as Related to the Doctor of Ministry in Family Therapy I

To become a Licensed Professional Counselor (LPC) in most states, a candidate must present credentials to the appropriate state board of examiners who will schedule an examination. Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LPC board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Below is a link to the National Board for Certified Counselors and Affiliates (NBCCA). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the National Board for Certified Counselors and Affiliates listing of state licensure boards is as follows:

[HTTP://WWW.NBCC.ORG.](http://www.nbcc.org)

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Professional Counselor in the State of Alabama as Related to the Doctor of Ministry in Family Therapy I

In order to be licensed by the State of Alabama as a Licensed Professional Counselor (LPC), the candidate must:

1. Complete a master's degree in counseling from a Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the substantial equivalent institution;
2. Pass a requisite standardized examination such as the National Counselor Examination; and
3. Complete 3 years (i.e., 3,000 hours) of supervised, full-time experience in professional counseling in accordance with pertinent state regulations and in accordance with the following:
 - a. Three thousand (3,000) hours minimum of professional counseling of which:
 - i. Two thousand, two hundred and fifty (2,250) hours will be face-to-face counseling with individuals, couples, families, or groups.
 - ii. Seven hundred and fifty (750) hours will be related to counseling services in the clinical supervisory setting
 - b. One hundred and fifty (150) hours of one-to-one, face-to-face, personal individual supervision by an Approved Supervisor.

Important Note: Upon completion of the degree and passing the standardized test, the candidate for the Licensure will receive the designation of Certified Counselor Associate (CCA) until all of the full-time supervised experience is completed.

The contact address of the Alabama Board of Examiners in Counseling is as follows:

Alabama Board of Examiners in Counseling
950 22nd Street North,
Suite 765
Birmingham, AL 35203

Telephone number: 334.251.7233

Important Note: It is the ***student's responsibility***, not the University's, to make certain that he or she meets all of the respective requirements to become a Licensed Professional Counselor (LPC) in Alabama. As such, students interested in being licensed as a LPC in Alabama should contact the Alabama Board of Examiners as soon as possible to obtain all the pertinent information and examination dates. Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process in Alabama

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Marriage and Family Therapist Outside of the State of Alabama as Related to the Doctor of Ministry in Family Therapy I

To become a Licensed Marriage and Family Therapist (LMFT) in most states, a candidate must present credentials to the appropriate state board of examiners who will schedule an examination. Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state LMFT board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Below is a link to the American Association for Marriage and Family Therapy (AAMFT). Go to this link to obtain the contact name, address, and telephone number for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

[HTTP://WWW.AAMFT.ORG](http://www.aamft.org)

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Licensure as a Marriage and Family Therapist in the State of Alabama as Related to the Doctor of Ministry in Family Therapy I

In order to be licensed by the State of Alabama as a Licensed Marriage and Family Therapist, the candidate must:

1. Submit a completed application on the forms prescribed by the Board;
2. Provide documented evidence that the applicant is of good moral character and has not or is not engaged in any practice or conduct that would make the applicant ineligible to receive a license pursuant to the Marriage and Family Therapy Licensure Act;
3. Completion of the education and internships requirements for an MFT Associate;
4. Pass the marriage and family therapy examination approved by the Board;
5. Completion of a minimum of two (2) years post-degree full-time (30 or more clock hours per week) MFT work experience or the equivalent part-time MFT work experience under the supervision of a Board Approved Supervisor;
6. Completion of two-hundred (200) hours of post degree supervision, at least one-hundred (100) of which must be individual. Graduates of COAMFTE accredited programs may count up to one-hundred (100) supervision hours earned during the program toward this requirement, when based on a ratio of one (1) supervision hour to every five (5) client contact hours;
7. Completion of a minimum of one thousand (1,000) post-degree direct client hours completed concurrently with the required supervision; two hundred fifty (250) of these direct contact hours must be with couples or families physically present in the therapy room; and
8. Examination Application Requirements: The following are necessary requirements in order to take the Board approved marriage and family therapy examination:

- a. Submission of a completed application on the forms prescribed by the Board;
- b. Is an MFT Associate or has met all requirements for becoming an MFT Associate.

The contact address of the Alabama Board of Examiners in Marriage and Family Therapy is as follows:

Alabama Board of Examiners
in Marriage and Family Therapy (LMFT)
7550 Halcyon Summit Drive, Suite 125
Montgomery, AL 36117
Telephone number: 334.251.7233

Important Note: It is the ***student's responsibility***, not the University's, to make certain that he or she meets all of the respective requirements to become a Licensed Marriage and Family Therapist in Alabama (LMFT). As such, students interested in being licensed as a LMFT in Alabama should contact the Alabama Board of Examiners in Marriage and Family Therapy as soon as possible to obtain all the pertinent information and examination dates. Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process in Alabama.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

Dual Licensure

There is a growing trend among professionals in counseling and therapy fields to become dual-certified or licensed. Dual licensed means being a Licensed Professional Counselor (LPC) and a Licensed Marriage and Family Therapist (LMFT) in one or more states. Being eligible for dual licensure would mean that additional courses would have to be taken. Dual licensure does not mean dual degree which is not available at Amridge University for this degree-level. Students interested in dual licensure should contact the Dean of the School of Human Services, for additional information.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY II

The Doctor of Ministry (DMin) in Family Therapy II is an advanced professional degree for community organizations and church-related vocations. This degree has three concentrations designed to prepare participants to counsel with couples, families, and individuals. Being a capstone program, it infuses academics and practice to prepare students for family therapy and counseling ministry.

The Doctor of Ministry in Family Therapy II is designed for students who have a Master of Divinity in a related field.

Students who are deficient in content courses, as identified through the Academic Plan, may be required to take leveling courses in addition to the required course work for this program.

Upon completion of the **Doctor of Ministry in Family Therapy II**, the graduate will be able to:

1. Apply advanced knowledge and skills in therapy which can be applied in church settings or other professional settings;
2. Demonstrate advanced knowledge and professional skills in Family Therapy;
3. Interpret ministry in relation to the context of Family Therapy;
4. Analyze literature, materials, and methodologies which develop leadership, teaching, and counseling skills used in helping relationships;
5. Nurture personal reflection and growth;
6. Meet academic requirements to be a Licensed Marriage and Family Therapist (LMFT) or to be a Licensed Professional Counselor (LPC) if applicable;
7. Prepare to become a member of the American Association of Pastoral Counselors (AAPC).

A student may demonstrate achievement of these outcomes by receiving a passing grade in Dissertation Module IV.

Applications for admission to the Doctor of Ministry in Family Therapy II program will not be considered complete until all of the following items are properly completed and submitted:

1. Application with fee.
2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution. Must have a Master of Divinity Degree or equivalent

from an accredited institution with GPA on previous graduate work of 3.0. Applicants to the Doctor of Ministry program who have not earned a Master of Divinity Degree must have course work equivalent to a Master of Divinity Degree with a 3.0 GPA. The applicant may have to take additional course requirements to be accepted into the program

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)22

Listening (high)22

Speaking (fair)18

Writing (fair)17

3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample) Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and universities. The writing sample must have been written solely by the applicant and should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.
4. Interview of the applicant.
5. The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

During the admissions process, the preceding admissions requirements will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

Also, all applicants are encouraged to submit a recent photograph. The picture should be a close-up of head and shoulders. This may be sent in a JPEG format to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. A student is not required to send a photograph in order to be admitted to Amridge University.

Time Normally Required to Complete the Program

The Doctor of Ministry in Family Therapy II may be completed in three years attending full-time. A student may take the courses on a part-time or full-time basis.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master's Thesis Part I.

The purpose of Amridge University's Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Ministry in Family Therapy II (36 semester hours)

The Course Requirements of 36 semester credit hours for the degree program Doctor of Ministry in Family Therapy II consists of a program specific course (6 semester hours), program non-specific courses (15 semester hours), a Qualifying Examination (3 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Ministry in Family Therapy II		Sem. Hrs.
Specific Course		
FT 9300 Family Therapy in the DMin Setting (Should be taken within the student's first year in the program.)		3
RS 9330 Researching the DMin Dissertation		3
Non-Specific Courses		
The student will choose 5 Family Therapy courses		<u>15</u>
Total Required Hours for Doctoral Degree		21

Qualifying Examination for the Doctor of Philosophy in Ministry

in Family Therapy II

FT 9354 Qualifying Examination for Doctor of Ministry in Family Therapy I and II	3
Total Qualifying Examination Hours for Doctoral Degree	3

Research Dissertation Modules for the Doctor of Ministry in Family Therapy II

RS 9340 Research Dissertation Module I	3
RS 9341 Research Dissertation Module II	3
RS 9342 Research Dissertation Module III	3
RS 9343 Research Dissertation Module IV	<u>3</u>
Total Research Dissertation Module Hours for Doctoral Degree	<u>12</u>

Total Required Hours for Doctoral Degree	36
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Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 9 semester hours of coursework into the Doctor of Ministry in Family Therapy II.

Dissertation Committee

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module, RS 9340 Research Dissertation Module I. The Dissertation Committee shall be appointed by the Dean of the School of Human Services with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a doctorate in a field related to family therapy. The Committee shall establish protocol for communication among the Committee members. Each dissertation module and the final total dissertation shall be approved by the Committee Chairperson, the Reader, the Dissertation Secretary, the Dean and the Vice President of Academic Affairs before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II, Research Dissertation Module III and, Research Dissertation Module IV. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation course is available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve “Candidacy Status” prior to enrolling in a dissertation Module. After beginning the dissertation the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee and approved by the Vice President of Academic Affairs, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.
- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or

- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Ministry in Family Therapy II

Before being graduated with the Doctor of Ministry in Family Therapy II, a student must satisfy the following requirements:

1. Complete a total of 36 graduate semester hours of the required course work;
2. A minimum of 27 graduate semester hours must be from Amridge University;
3. Successfully complete all required coursework for the degree;
4. Submit and gain faculty approval of dissertation proposal appropriate to the student's area of specialization and research competency;
5. Have a cumulative GPA of 3.0;
6. Dissertation Module IV serves as the Program Exit Examination. The student must receive a passing grade in the Dissertation Module IV in order to graduate; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

Licensure Related to the Doctor of Ministry in Family Therapy Program II

The Doctor of Ministry (DMin) in Family Therapy II program was designed, but not required, with the intent that students enrolling in the program would already be licensed as a Licensed Professional Counselor (LPC) and/or a Licensed Marriage and Family Therapist (LMFT). If a student enrolled in the DMin in Family Therapy II program does not hold a LPC or LMFT license and is interested in being eligible to sit for the respective state board examination, then additional course work will be required. Another option would be for the student to enroll in the DMin in Family Therapy II which includes course work required for either a LPC or a LMFT. Please note that Amridge University makes no guarantees that a student will attain licensure in a given state. Additionally, ***it is the student's responsibility***, not the University's, to ensure that he or she meets the licensure requirements for the state or states that he or she intends to be licensed. As such, students are encouraged to contact the appropriate state licensing board in their home state or the states they plan to be licensed as soon as possible to obtain all of the respective licensure information.

Below are the Internet links for the National Board for Certified Counselors and Affiliates (NBCCA) and the American Association for Marriage and Family Therapy. Go to these links to obtain the contact names, addresses, and telephone numbers for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the National Board for Certified Counselors and Affiliates listing of state licensure boards is as follows:

[HTTP://WWW.NBCC.ORG](http://www.nbcc.org).

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

[HTTP://WWW.AAMFT.ORG](http://www.aamft.org).

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services
Amridge University
1200 Taylor Road
Montgomery, AL 36117-3520

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY

Offered through the Amridge University School of Human Services, the Doctor of Philosophy (PhD) Degree program in Marriage and Family Therapy is a 60-semester hour rigorous research oriented program beyond the Master's degree. The number of hours required for the completion of this doctorate will depend on the number of graduate hours the student has already taken before entering the program.

This PhD program is not designed to prepare individuals for professional licensure. It is assumed that the applicant has already completed the course work required for professional licensure. If the applicant wishes to obtain professional licensure, additional courses may be required.

The distinctive components in this program will be the emphasis on traditional and non-traditional extended learning delivery systems. Broadly put, upon completion of the program, the student will have an advanced degree with both therapeutic expertise and scholarship.

Students will complete intensive studies in theories of marriage and family therapy, human development, problems with abuse and addiction, cultural diversity, and research. Courses offered in this program will be taught partly from traditional class settings and will be partly delivered online over the Internet.

Upon completion of the **Doctor of Philosophy in Marriage and Family Therapy**, the graduate will be able to:

1. Conduct original research, including both quantitative and qualitative methodologies,
2. Demonstrate comprehensive knowledge of the current status of research in marriage and family therapy;
3. Recognize, and accurately classify, syndromes of mental disorders and establish appropriate treatment plans.

4. Demonstrate the ability to function as a scholar/practitioner as evidenced by critical analysis of the student's own practice setting, and
5. Apply family therapy practice and research in teaching or clinical practice

These outcomes are assessed through completion of the courses work, completion of the comprehensive examination, and completion of the dissertation.

Admission to the Amridge University PhD in Marriage and Family Therapy degree program will be offered to prospective students who have demonstrated the intellectual ability, the preparation, and the motivation for a scholarly vocation. The basis of this determination will be through the admissions application process where applicants for the PhD in Marriage and Family Therapy degree program must meet the following admission requirements before being considered for admission to the program.

1. Application with fee.
2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution.
3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample): Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and universities. The writing sample must have been written solely by the applicant and should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.
4. Interview of the applicant.

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)	22
Listening (high)	22
Speaking (fair)	18
Writing (fair)	17

The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

During the admissions process, the preceding admissions requirements will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

Also, all applicants are encouraged to submit a recent photograph. The picture should be a close-up of head and shoulders. This may be sent in a JPEG format to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. A student is not required to send a photograph in order to be admitted to Amridge University.

The applicant is expected to have appropriate foundation preparation at the graduate level. This course work may be from any regionally or selected national accredited marriage and family therapy, related program. Necessary pre-requisite courses may be identified during the application process.

Time Normally Required to Complete the Program

The Doctor of Philosophy in Marriage and Family Therapy may be completed in four years attending full-time. A student may take the courses on a part-time or full-time basis. This estimate includes coursework and the writing and acceptance of the dissertation.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master’s theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master’s Thesis Part I.

The purpose of Amridge University’s Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge

University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Philosophy in Marriage and Family Therapy

The Course Requirements of 60 semester credit hours for the degree program Doctor of Philosophy in Marriage and Family Therapy consists of program specific courses (48 semester hours), a Qualifying Examination (0 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Philosophy in Marriage and Family Therapy	Sem. Hrs.
DT 9300 Marriage and Family Therapy and Professional Counseling in the PhD Setting	3
DT 9303 Integrative Models of Marriage and Family Therapy	3
DT 9309 Applied Adult Development	3
DT 9312 Relational Sexual Therapy	3
DT 9315 Strategies to Reduce Marriage and Family Dysfunction	3
DT 9318 Systemic Interventions in Abusive Relationships	3
DT 9321 Analysis of Substance Abuse Interventions	3
DT 9324 Systems of Relational and Intrapsychic Diagnosis	3
DT 9327 Consultation with Larger Systems	3
DT 9330 Medical Family Therapy	3
DT 9336 Quality Practice and Fiscal Systems (For students who plan to practice.)	3
- OR -	
DT 9337 Teaching Practicum (For students who plan to teach.)	
FT 8300 Supervisor Training	3
RS 9361 Advanced Research Methods	3
RS 9362 Theory and Methodology of Qualitative Research	3
RS 9363 Design and Quantitative Analysis in Research I	3
RS 9364 Design and Quantitative Analysis in Research II	3
Total Required Hours for Doctoral Degree	48

Qualifying Examination for the Doctor of Philosophy in Marriage and Family Therapy

DT 9053 Qualifying Examination for Doctor of Philosophy in	0
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Marriage and Family Therapy	
Total Qualifying Examination Hours for Doctoral Degree	0
Research Dissertation Modules for the Doctor of Philosophy in Marriage and Family Therapy	
RT 9391 Research Dissertation in Marriage and Family Therapy Module I	3
RT 9392 Research Dissertation in Marriage and Family Therapy Module II	3
RT 9393 Research Dissertation in Marriage and Family Therapy Module III	3
RT 9394 Research Dissertation in Marriage and Family Therapy Module IV	<u>3</u>
Total Research Dissertation Module Hours for Doctoral Degree	<u>12</u>
Total Hours for Doctoral Degree	60

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Doctor of Philosophy in Marriage and Family Therapy.

Residency Requirements

The format of the **Doctor of Philosophy in Marriage and Family Therapy** makes use of both traditional classroom lecture and distance learning technology. Students must come to campus for one seminar: (1) DT 9300 Family Therapy and Professional Counseling in the PhD Setting. In addition, the student may come to the Montgomery Campus for the qualifying examination, which must be passed before continuation to the dissertation module.

Please see the respective semester course schedule for specific course delivery options and completion requirements.

Research Expectations

The Doctor of Philosophy degree program differs substantially in several respects from other degrees offered at Amridge University. In addition to the heightened level of knowledge and performance required, students must understand that the PhD is a *research* degree. While demonstrated excellence in-field is a primary determinant for attainment of applications-based credentials, the student's ability to organize, conduct, and complete quantitative and qualitative research in the discipline is a critical requirement for the PhD. Such research must make a meaningful contribution to the body of knowledge in the field. Acceptable research must be publication quality and be positively affirmed through peer review within and/or outside of the Amridge University scholarly community.

Qualifying Examination Preparation Course

The Qualifying Examination attempts to measure the range of knowledge acquired by doctoral students by synthesizing the knowledge gained from the various courses that were taken and expressing these concepts in written format. The Qualifying Examination fee is charged the semester the student enrolls in the initial program course DT 9300 Marriage and Family and Professional Counseling Therapy in the PhD Setting. The Qualifying Exam is to be a scholarly, written research proposal for the student's dissertation. The proposal will be approximately 15 to 20 pages in length and will be written in a formal, scholarly style. The proposal will contain three sections: the Introduction (defining the need for the research and the research questions); a brief, analytical review of the literature sufficient to establish that there is indeed a gap in the literature which is researchable and worth researching; and a methods section which states with some specificity the methods that the student plans to employ to answer the research questions. The proposal, when complete, should become an extended outline of the first three chapters of the student's dissertation. The preparation course will also include guides in the form of the rubric that will be used in evaluating the student completion of the Qualifying Examination. The Qualifying Exam fee is a one-time fee.

Qualifications and Procedures for the Qualifying Examination

1. To qualify for the Qualifying Examination, a student must have completed at least 39 semester hours of the core course requirements.
2. The student must register for the course DT 9053 Qualifying Examination for Doctor of Philosophy in Family Therapy.
3. The Qualifying Examination will be a completed research proposal.
4. The student's semester will be dedicated to writing a research proposal to demonstrate that he or she is qualified to begin the dissertation process. Student proposals fulfilling the Qualifying Examination will be evaluated based on the rubric provided to students in the Qualifying Examination Preparation Course.
5. The Qualifying Examination evaluation outcomes will be on a pass or fail basis.
6. A student who fails the exam must retake the entire exam.
7. Students may retake the exam as early as the following semester.
8. Students who fail the exam the second time may not retake the exam without approval of the program faculty.

9. An appeal for a third opportunity to take the exam must be submitted to the Dean of the School of Human Services who will chair the faculty committee to consider the appeal. An appeal will be granted only in very unusual circumstances.

Candidacy Status

Candidacy status is a milestone designation for the student. Candidacy status indicates that the student has demonstrated extensive knowledge and academic achievement in the student's major area and that the student has the knowledge base to conduct original research in the field.

The minimum requirements to attain Candidacy Status shall include: (a) Completion of all prerequisite courses for the student's chosen program; (b) Completion all program residency requirements as specified in the University's Academic Catalog; (c) Completion all required PhD core courses; (d) Passage of the written comprehensive examination within the student's chosen program; and, (e) Demonstration of competency to produce a manuscript publishable in a peer refereed journal by presenting to the Examination Team conducting the Comprehensive Examination for Candidacy Status: (1) documentation that the student has published in a peer refereed journal during the student's tenure in the PhD program at Amridge University, or (2) a manuscript which is judged by the Comprehensive Examination Team to be of publishable quality and ready to be submitted for publication in a refereed journal.

Dissertation Committee for the Doctor of Philosophy in Marriage and Family Therapy

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module, RT 9391 Research Dissertation in Marriage and Family Therapy Module I. The Dissertation Committee shall be appointed by the Dean of the School of Human Services with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a PhD in a field related to marriage and family therapy. The Committee shall establish protocol for communication among the Committee members. Each dissertation module and the final total dissertation shall be approved by the Committee Chairperson, the reader, and the Dissertation Secretary before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II,

Research Dissertation Module III and, Research Dissertation Module IV. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation course is available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve “Candidacy Status” prior to enrolling in a dissertation Module. After beginning the dissertation, the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee and approved by the Vice President of Academic Affairs, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.
- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course

to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Philosophy in Marriage and Family Therapy

To receive a PhD Degree in Marriage and Family Therapy from Amridge University, the student must:

1. Complete the degree courses as specified within and in accordance with the individualized degree evaluation provided to the Amridge University student during the admissions process. The individualized degree evaluation will be completed and given to the student as soon as copies of all pertinent college and university transcripts are received by the admissions office. A minimum of 45 semester hours for the PhD Degree must be earned at Amridge University;
2. Have a cumulative GPA of 3.0;
3. Pass the respective Qualifying Examination as specified within this publication;
4. Be awarded candidacy status in the PhD Degree Program;
5. Satisfactorily complete a dissertation that convinces the Dissertation Committee of student's superior knowledge within the student's program area. The student must achieve candidacy status prior to enrolling in a dissertation module. The dissertation must make an original contribution to knowledge and demonstrate the student's ability to

articulate material to others. The student has the responsibility to make all changes recommended by the Dissertation Committee and submit an amended and approved copy to the Registrar;

6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office;
7. Dissertation Module IV serves as a Program Exit Examination. The student must receive a passing grade in the Dissertation Module IV in order to graduate;
8. Final defense:
 - a. The student must defend, and receive a passing grade for their doctoral dissertation before their Dissertation Committee, the dean of the School of Human Services, and other faculty. This defense will take place in Montgomery at a time set by the Dissertation Committee.
 - b. The student must comply with all requirements for submission of the completed dissertation to the Amridge University Head Librarian.
9. Be current on all tuition and fees owed to the University.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN PROFESSIONAL COUNSELING

Offered through the Amridge University School of Human Services, the Doctor of Philosophy (PhD) Degree in Professional Counseling is a 60-semester hour rigorous research oriented program beyond the Master's degree. The number of hours required for the completion of this doctorate will depend on the number of graduate hours the student has already taken before entering the program.

The PhD program is not designed to prepare individuals for professional licensure. It is assumed that the applicant has already completed the course work required for professional licensure. If the applicant wishes to obtain professional licensure, additional courses may be required.

The distinctive components in this program will be the emphasis on traditional and non-traditional extended learning delivery systems. Broadly put, upon completion of either program, the student will have an advanced degree with both therapeutic expertise and scholarship.

Students will complete intensive studies in theories of counseling, human development, problems with abuse and addiction, cultural diversity, and research. Courses offered in these programs will be taught partly from traditional class settings and will be partly delivered online over the Internet.

Upon completion of the **Doctor of Philosophy in Professional Counseling**, the graduate will be able to:

1. Conduct original research, including both quantitative and qualitative methodologies,
2. Demonstrate a comprehensive knowledge of the current status of research in psychology and counseling,
3. Recognize, and accurately classify, syndromes of mental disorders and establish appropriate treatment plans.
4. Demonstrate the ability to function as a scholar/practitioner as evidenced by critical analysis of the student's own practice setting, and
5. Apply counseling skills and research in teaching or clinical practice.

These outcomes are assessed through completion of the courses work, completion of the comprehensive examination, and completion of the dissertation.

Admission to the Amridge University PhD Degree Program in Professional Counseling will be offered to prospective students who have demonstrated the intellectual ability, the preparation, and the motivation for a scholarly vocation. The basis of this determination will be through the admissions application process where applicants for the PhD Degree Program in Professional Counseling must meet the following admission requirements before being considered for admission to the program.

1. Application with fee.
2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution.
3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample) Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and

universities. The writing sample must have been written solely by the applicant and should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.

4. Interview of the applicant.

The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)22

Listening (high)22

Speaking (fair)18

Writing (fair)17

During the admissions process, the preceding admissions requirements will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

Also, all applicants are encouraged to submit a recent photograph. The picture should be a close-up of head and shoulders. This may be sent in a JPEG format to ADMISSIONS@AMRIDGEUNIVERSITY.EDU. A student is not required to send a photograph in order to be admitted to Amridge University.

The applicant is expected to have appropriate foundation preparation at the graduate level. This course work may be from any regionally or selected national accredited marriage and family therapy, related program. Necessary pre-requisite courses may be identified during the application process.

Time Normally Required to Complete the Program

The Doctor of Philosophy in Professional Counseling may be completed in four years attending full-time. A student may take the courses on a part-time or full-time basis. This estimate includes coursework and the writing and acceptance of the dissertation.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master's Thesis Part I.

The purpose of Amridge University's Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Philosophy in Professional Counseling

The Course Requirements of 60 semester credit hours for the degree program Doctor of Philosophy in Professional Counseling consists of program specific courses (48 semester hours), a Qualifying Examination (0 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Philosophy in Professional Counseling	Sem. Hrs.
DT 9300 Marriage and Family Therapy and Professional Counseling in the PhD Setting	3
DT 9306 Synthesis of Counseling and Psychotherapy Theories	3
DT 9309 Applied Adult Development	3
DT 9312 Relational Sexual Therapy	3
DT 9315 Strategies to Reduce Marriage and Family Dysfunction	3
DT 9318 Systemic Interventions in Abusive Relationships	3
DT 9321 Analysis of Substance Abuse Interventions	3
DT 9324 Systems of Relational and Intrapsychic Diagnosis	3
DT 9327 Consultation with Larger Systems	3
DT 9330 Medical Family Therapy	3
DT 9332 Counseling for Change	3
DT 9336 Quality Practice and Fiscal Systems (For students who	3

plan to practice.)

- OR -

DT 9337 Teaching Practicum (For students who plan to teach.)

RS 9361 Advanced Research Methods 3

RS 9362 Theory and Methodology of Qualitative Research 3

RS 9363 Design and Quantitative Analysis in Research I 3

RS 9364 Design and Quantitative Analysis in Research II 3

Total Required Hours for Doctoral Degree 48

Qualifying Examination for the Doctor of Philosophy in Professional Counseling

DT 9053 Qualifying Examination for Doctor of Philosophy in Marriage and Family Therapy 0

Total Qualifying Examination Hours for Doctoral Degree 0

Research Dissertation Modules for the Doctor of Philosophy in Professional Counseling

RC 9391 Research Dissertation in Counseling Module I 3

RC 9392 Research Dissertation in Counseling Module II 3

RC 9393 Research Dissertation in Counseling Module III 3

RC 9394 Research Dissertation in Counseling Module IV 3

Total Research Dissertation Module Hours for Doctoral Degree 12

Total Hours for Doctoral Degree 60

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Doctor of Philosophy in Professional Counseling.

Residency Requirements

The format of the **Doctor of Philosophy in Professional Counseling** makes use of both traditional classroom lecture and distance learning technology. Students must come to campus for one, 5-day seminar: (1) DT 9300 Family Therapy and Professional Counseling in the PhD Setting. In addition, the student may come to the Montgomery Campus for the qualifying examination, which must be passed before continuation to the dissertation module.

Please see the respective semester course schedule for specific course delivery options and completion requirements.

Research Expectations

The Doctor of Philosophy degree program differs substantially in several respects from other degrees offered at Amridge University. In addition to the heightened level of knowledge and performance required, students must understand that the PhD is a *research* degree. While demonstrated excellence in-field is a primary determinant for attainment of applications-based credentials, the student's ability to organize, conduct, and complete quantitative and qualitative research in the discipline is a critical requirement for the PhD. Such research must make a meaningful contribution to the body of knowledge in the field. Acceptable research must be publication quality and be positively affirmed through peer review within and/or outside of the Amridge University scholar community.

Qualifying Examination Preparation Course

The Qualifying Examination attempts to measure the range of knowledge acquired by doctoral students by synthesizing the knowledge gained from the various courses that were taken and expressing these concepts in written format. The Qualifying Examination Preparation course is automatically uploaded and charged the semester the student enrolls in the initial program course DT 9300 Marriage and Family and Professional Counseling Therapy in the PhD Setting. The Qualifying Exam is to be a scholarly, written research proposal for the student's dissertation. The proposal will be approximately 15 to 20 pages in length and will be written in a formal, scholarly style. The proposal will contain three sections: the Introduction (defining the need for the research and the research questions); a brief, analytical review of the literature sufficient to establish that there is indeed a gap in the literature which is researchable and worth researching; and a methods section which states with some specificity the methods that the student plans to employ to answer the research questions. The proposal, when complete, should become an extended outline of the first three chapters of the student's dissertation. The preparation course will also include guides in the form of the rubric that will be used in evaluating the student completion of the Qualifying Examination. The Qualifying Exam fee is a one-time fee.

Qualifications and Procedures for the Qualifying Examination

1. To qualify for the Qualifying Examination, a student must have completed at least 39 semester hours of the core course requirements.
2. The student must register for the course DT 9053 Qualifying Examination for Doctor of Philosophy in Professional Counseling
3. The Qualifying Examination will be a completed research proposal.

4. The student's semester will be given to writing a research proposal to demonstrate they are qualified to begin the dissertation process. Student proposals fulfilling the Qualifying Examination will be evaluated based on the rubric provided to students in the Qualifying Examination Preparation Course.
5. The Qualifying Examination evaluation outcomes will be on a pass or fail basis.
6. A student who fails the exam must retake the entire exam.
7. Students may retake the exam as early as the following semester.
8. Students who fail the exam the second time may not retake the exam without approval of the program faculty.
9. An appeal for a third opportunity to take the exam must be submitted to the Dean of the School of Human Services who will chair the faculty committee to consider the appeal. An appeal will be granted only in very unusual circumstances.

Candidacy Status

Candidacy status is a milestone designation for the student. Candidacy status indicates that the student has demonstrated extensive knowledge and academic achievement in the student's major area and that the student has the knowledge base to conduct original research in the field.

The minimum requirements to attain Candidacy Status shall include: (a) Completion of all prerequisite courses for the student's chosen program; (b) Completion all program residency requirements as specified in the University's Academic Catalog; (c) Completion all required PhD core courses; (d) Passage of the written comprehensive examination within the student's chosen program; and, (e) Demonstration of competency to produce a manuscript publishable in a peer refereed journal by presenting to the Examination Team conducting the Comprehensive Examination for Candidacy Status: (1) documentation that the student has published in a peer refereed journal during the student's tenure in the PhD program at Amridge University, or (2) a manuscript which is judged by the Comprehensive Examination Team to be of publishable quality and ready to be submitted for publication in a refereed journal.

Dissertation Committee for the Doctor of Philosophy in Professional Counseling

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module, RC 9391 Research Dissertation in Counseling Module I. The Dissertation Committee shall be appointed by the Dean of the School of Human Services with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be

appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a doctorate in a field related to family therapy. The Committee shall establish protocol for communication among the Committee members. Each dissertation module and the final total dissertation shall be approved by the Committee Chairperson, the Reader, the Dissertation Secretary, the Dean and the Vice President of Academic Affairs before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II, Research Dissertation Module III and, Research Dissertation Module IV. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation course is available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve "Candidacy Status" prior to enrolling in a dissertation Module. After beginning the dissertation, the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee and approved by the Vice President of Academic Affairs, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.
- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for

the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Philosophy in Professional Counseling

To receive a PhD Degree in Professional Counseling from Amridge University, the student must:

1. Complete the degree courses as specified within and in accordance with the individualized degree evaluation provided to the Amridge University student during the admissions process. The individualized degree evaluation will be completed and given to

the student as soon as copies of all pertinent college and university transcripts are received by the admissions office. A minimum of 45 semester hours for the PhD Degree must be earned at Amridge University;

2. Have a cumulative GPA of 3.0;
3. Pass the respective Qualifying Examination as specified within this publication;
4. Be awarded candidacy status in the PhD Degree Program;
5. Satisfactorily complete a dissertation that convinces the Dissertation Committee of student's superior knowledge within the student's program area. The student must achieve candidacy Status prior to enrolling in a dissertation module. The dissertation must make an original contribution to knowledge and demonstrate the student's ability to articulate material to others. The student has the responsibility to make all changes recommended by the Dissertation Committee and submit an amended and approved copy to the Registrar;
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records at make sure that all courses, programs, and respective graduation requirements have been met;
7. Dissertation Module IV serves as a Program Exit Examination. The student must receive a passing grade in the Dissertation Module IV in order to graduate;
8. Final defense:
 - a. The student must defend, and receive a passing grade for their doctoral dissertation before their Dissertation Committee, the dean of the School of Human services, and other faculty. This defense will take place in Montgomery at a time set by the Dissertation Committee.
 - b. The student must comply with all requirements for submission of the completed dissertation to the Amridge University Head Librarian.
9. Be current on all tuition and fees owed to the University

LICENSURE RELATED TO THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY AND THE PROFESSIONAL COUNSELING PROGRAMS

The Doctor of Philosophy (PhD) in Marriage and Family Therapy and the Doctor of Philosophy (PhD) in Professional Counseling programs were designed with the intent, yet not as a requirement, that students enrolling in the program would already be licensed as a Licensed Professional Counselor (LPC) and/or a Licensed Marriage and Family Therapist (LMFT). If a student enrolled in the PhD in Marriage and Family Therapy program or in the PhD in Professional Counseling program does not hold a LPC or LMFT license and is interested in being eligible to sit for the respective state board examination, then additional course work may be required. Students interested in additional licensure information are encouraged to contact the appropriate state licensing board in their home state or the states where they plan to be licensed as soon as possible to obtain all of the respective licensure information. Below are the Internet links for the National Board for Certified Counselors and Affiliates (NBCCA) and the American Association for Marriage and Family Therapy. Go to these links to obtain the contact names, addresses, and telephone numbers for the state licensure boards. Even though some of these state boards include website addresses, students are encouraged to make person-to-person contact with the respective board to obtain the latest information on licensure information – ***do not assume that all of the information posted on these websites is up-to-date or complete.***

The web link for the National Board for Certified Counselors and Affiliates listing of state licensure boards is as follows:

[HTTP://WWW.NBCC.ORG](http://www.nbcc.org).

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

[HTTP://WWW.AAMFT.ORG](http://www.aamft.org).

Additionally, students are encouraged to contact the Dean of the School of Human Services, as soon as possible if they have any questions related to the licensure process.

By email: CLINICALS@AMRIDGEUNIVERSITY.EDU

By U.S. Postal Service Mail:

Dean of the School of Human Services

Amridge University

1200 Taylor Road

Montgomery, AL 36117-3520

Section 12: Turner School of Theology

This section includes important information on the programs, courses, and degrees offered through the Amridge University Turner School of Theology. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based). Also, as each degree may have its own unique admission, graduation, and related requirements, these requirements are listed with each degree. Even though the individual listing of these degree requirements may appear to be, and in some cases may be, repetitious of other degrees, the University has chosen to list all of the admissions, graduation, and other requirements under each degree for accuracy purposes.

MESSAGE FROM THE DEAN OF THE TURNER SCHOOL OF THEOLOGY



The Turner School of Theology was established to provide a high degree of training in the fields of Biblical Studies, Theology, and Ministry. In this complex world in which we live, it is imperative to equip our students with the ability to exegete the Bible accurately. Our graduates must be able to teach those with whom they come into contact the importance and the value of the Holy Scriptures, and to impart to them how to apply the many truths

found therein to their daily lives. Not only must those we train be prepared to expound the pages of the Bible clearly and carefully, they must be able to defend God's Word in an age of widespread disbelief.

It is our goal at the Turner School of Theology, as it was the person's in whose honor the school is named (Dr. Rex Turner, Sr.), that our graduates become the leaders of tomorrow in the communities which they serve. The immensely important task of our capable faculty is to provide our students with the knowledge and skills that will result in the attainment of such a lofty goal.

We invite you to analyze your own personal objectives and needs, then thoughtfully investigate our programs (Master of Science in Christian Ministry, Master of Science in Ministerial Leadership, Master of Arts in Biblical Studies, Master of Arts in New Testament Studies, Master of Arts in Old Testament Studies, Master of Divinity in Ministerial Leadership, Master of Divinity, Doctor of Ministry, and Doctor of Philosophy in Biblical Studies). We believe you will find what you need to fulfil your dreams, as well as be a credit to humanity and to your Creator.

Rodney Cloud, PhD

Dean, Amridge University Turner School of Theology

PURPOSE OF THE TURNER SCHOOL OF THEOLOGY

The Amridge University Board of Regents chartered the Turner School of Theology in 1999 in profound appreciation of Rex and Opal Turner, founders of the University. The board deemed it appropriate to establish a school of theology in their name to honor and recognize the personal labors and sacrifices made by Rex and Opal Turner for the cause of Christ. Dr. Rex Turner, Sr., was an avid student of Scripture who was well loved for his biblical scholarship. He was known for his insight and vision, his administrative acumen, tireless efforts, and commitment to training church leaders, ministers, and Bible teachers for a world that needs Christ.

The purpose of the Turner School of Theology is to provide for the educational development of qualified persons to be effective Christian ministers, church leaders, teachers, and scholars who will use their gifts and knowledge in proclaiming the gospel, strengthening the church, and serving humanity. To accomplish this purpose, the School seeks to prepare students for the ministerial and teaching professions and for effective voluntary Christian service through both academic and practical studies on the graduate level. The programs of instruction are biblical in orientation, scholarly in intellectual preparation, and relevant to contemporary life in application. These programs include a strong emphasis in biblical studies, supported by studies in such fields as biblical languages, church history, systematic theology, homiletics and communication, religious education, professional ministerial studies, and missiology.

Degrees offered include the Master of Science in Christian Ministry, Master of Science in Ministerial Leadership, Master of Arts in Biblical Studies, Master of Arts in New Testament Studies, Master of Arts in Old Testament Studies, Master of Divinity in Ministerial Leadership, Master of Divinity, Doctor of Ministry, and Doctor of Philosophy in Biblical Studies. There are several degrees which allow concentration in the Old Testament or the New Testament.

Additionally, the University has a commitment to public service. Customized, on-demand needs may be met through continuing education efforts offered by the Amridge University School of Continuing Education. These training sessions are typically designed for life-long learners not pursuing academic degrees.

EDUCATIONAL GOALS OF THE TURNER SCHOOL OF THEOLOGY

1. Acquire a broad, if not comprehensive knowledge, of the Bible, related disciplines, and practical methods of ministry as a foundation for a life of Christian service.

2. Develop intellectual capacities for critical thinking and problem solving to enable one to analyze, evaluate, organize, and synthesize information and use it constructively and creatively.
3. Develop attitudes and values appropriate to a life of Christian faith and practice
4. Develop skills for religious research, human relations, and oral and written communication appropriate for Christian ministry
5. Gain essential knowledge, develop proper attitudes, and acquire important skills, be prepared for more advanced employment in the area of Christian ministries, and/or for life-long learning.
6. Develop Christian attitudes and values through acquiring skills in communication and human relations, be prepared to function responsibly, and effectively in the familial, social, and civic arenas of life.

ADMISSION REQUIREMENTS

See [SECTION 3: ADMISSIONS](#)

THE TURNER SCHOOL OF THEOLOGY RESIDENCY REQUIREMENTS

Amridge University has residency requirements for selected Turner School of Theology programs of study. Refer to individual degree program sections for specific details relating to residency requirements.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHRISTIAN MINISTRY

The Master of Science (MS) in Christian Ministry is designed to prepare students to serve more effectively in their respective ministry environments. Students will receive advanced ministerial training via the core course requirements and may select from a variety of elective courses to enhance their training in a specific area of interest. This program provides a proper foundation for students to pursue more advanced studies and degree programs and is open to applicants who hold a four-year bachelor's degree in any field of study.

Upon completion of the **Master of Science in Christian Ministry**, the graduate will be able to:

1. Demonstrate the skills necessary to work in a Christian ministry setting.

2. Recognize and articulate the major doctrines of Christianity.
3. Demonstrate the competence to serve in a leadership role within a church.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

MS 7310 – Contemporary Issues in Christian Ministry

Applications for admission to the Master of Science in Christian Ministry program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Science in Christian Ministry may be completed in 4 semesters. A student may take courses on a part-time or full-time basis.

Required Courses for the Master of Science in Christian Ministry

The Course Requirements of 36 semester credit hours for the degree program Master of Science in Christian Ministry consists of program specific courses (21 semester hours), elective courses (12 semester hours), and a capstone course (3 semester hours).

Required Courses for the Master of Science in Christian Ministry	Sem. Hrs.
FD 6312 Hermeneutics	3
FT 7301 Introduction to Pastoral Counseling	3
LD 6362 Spiritual Leadership	3
PS 6302 Homiletics	3
RS 6339 Research and Evaluation	3
TH 6310 Systematic Theology	3
TH 6311 Christology	3
Total Christian Ministry Hours for Masters Degree	21
Elective Course Hours for Masters Degree	12
Capstone Course	

MS 7310 Contemporary Issues in Christian Ministry	<u>3</u>
Capstone Course Hours	<u>3</u>
Total Hours for Masters Degree	36

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Master of Science in Christian Ministry.

Graduation Requirements for the Master of Science in Christian Ministry

Before being graduated with the Master of Science in Christian Ministry, a student must satisfy the following requirements:

1. Complete a total of 36 graduate semester hours of the required coursework;
2. At least 21 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework for the degree;
4. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
5. Have a cumulative GPA of 2.0;
6. Students who expect to pursue further graduate study beyond this degree should maintain a 3.0 GPA; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN MINISTERIAL LEADERSHIP

The Master of Science in Ministerial Leadership is a professional-level degree designed to prepare students for work in Christian ministry with a practitioner's approach to Biblical studies.

Likewise, this program provides a foundation for students to pursue more advanced studies and degree programs such as the Master of Divinity in Ministerial Leadership followed by the Doctor of Ministry.

Upon completion of the **Master of Science in Ministerial Leadership**, the graduate will be able to:

1. Demonstrate the skills necessary to work in Christian ministry.
2. Demonstrate the biblical principles necessary to practice ministry.
3. Seek admissions to the Master of Divinity (MDiv) in Ministerial Leadership that could lead to the Doctor of Ministry (DMin) if one so chooses.
4. Seek employment to teach undergraduate courses on the college level in Ministerial Leadership if one so chooses.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

LD 6385 – Ministerial Leadership

Applications for admission to the Master of Science in Ministerial Leadership program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Science in Ministerial Leadership may be completed in 5 semesters. A student may take courses on a part-time or full-time basis.

Required Courses for the Master of Science in Ministerial Leadership

The Course Requirements of 39 semester credit hours for the degree program Master of Science in Ministerial Leadership consists of program specific courses (36 semester hours) and a capstone course (3 semester hours).

Required Courses for the Master of Science in Ministerial Leadership		Sem. Hrs.
FD 6312	Hermeneutics	3
FT 7301	Introduction to Pastoral Counseling	3
LD 6353	Leadership Vision and Values	3
LD 6357	Organizational Communication	3
LD 6358	Theories of Motivational Leadership	3
LD 6360	Negotiation and Conflict Resolution	3
LD 6362	Spiritual Leadership	3
NT 6320	The Book of Acts	3
	- OR -	
NT 6312	The Life and Teachings of Christ	
PS 6302	Homiletics	3
PS 6310	Personal Evangelism	3
RS 6339	Research and Evaluation	3
TH 6310	Systematic Theology	3
Total Required Course Hours		36
Capstone Course		
LD 6385	Ministerial Leadership	3
Capstone Course Hours		3
Total Hours for Masters Degree		39

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 18 semester hours of coursework into the Master of Science in Ministerial Leadership.

Graduation Requirements for the Master of Science in Ministerial Leadership

Before being graduated with the Master of Science in Ministerial Leadership, a student must satisfy the following requirements:

1. Complete a total of 39 graduate semester hours of the required course work;
2. At least 21 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework for the degree;
4. Pass the program capstone course and the Program Exit Examination that is given as part of the capstone course;
5. Have cumulative GPA of 2.0;

6. Students who expect to pursue further graduate study beyond this degree should maintain a 3.0 GPA; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN BIBLICAL STUDIES

The Master of Arts (MA) in Biblical Studies is a degree that offers a specialization in the Bible, its world, and its interpretation. Crucial to this program is the student's ability to become sufficiently acquainted with the Hebrew and Greek languages to use them as basic linguistic tools in this undertaking. The student may also choose Aramaic and Akkadian (for Old Testament concentration) to aid further investigation into the interpretation of Scripture. There is heavy emphasis on scholarly biblical research in this degree track to provide for the educational development of qualified persons to be effective Christian ministers and church leaders, especially as teachers and scholars who will use their gifts and knowledge in proclaiming the gospel, strengthening the church, and serving humanity. One very important goal is for the student to develop a professional, scholarly approach to interpreting the Bible. If this goal is attained, this program provides a proper foundation for students to pursue the Doctor of Philosophy in Biblical Studies offered by Amridge University, as well as be equipped to teach on the college or university level. The MA program is open to applicants who hold the BA or BS degree.

A student may specify an area of concentration by earning 15 semester hours of courses in either Old Testament Studies or New Testament Studies. In that case, one Testament would be the student's major, while the other would be classified as the student's minor.

Upon completion of the **Master of Arts in Biblical Studies**, the graduate will be able to:

1. Apply the knowledge and skills necessary to function effectively as a teacher in a college or university setting.

2. Exegete passages from the Hebrew Bible and the Greek New Testament. (The study of biblical languages is integral to this degree program).
3. Demonstrate mastery of the principles of textual criticism in order to deal with difficult problems in the establishing of the best text.
4. Implement an objective approach to interpreting the Bible, with special attention to scholarly research and writing.
5. Demonstrate survey knowledge of various disciplines, which are related to the student's focused discipline.

These outcomes are assessed through a comprehensive examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e. "Qualifying" or "Qualifying with Distinction") for the comprehensive examination given for this degree.

Applications for admission to the Master of Arts in Biblical Studies program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received

3. One year of Greek and one year of Hebrew on the undergraduate level with a grade of B or above is required, or the student may take FD 6302 and FD 6303 Elementary Greek I and II and FD 6306 and FD 6307 Elementary Hebrew I and II on the graduate level. These courses will satisfy the biblical language prerequisites for the Master of Arts program, but they will not reduce the hours required to complete it.

Time Normally Required to Complete the Program

The Master of Arts in Biblical Studies may be normally completed in seven semesters. Students may take courses on a part-time or full-time basis.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of Master's Thesis Part I or dissertation Module II.

The purpose of Amridge University's Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Master of Arts in Biblical Studies

The Course Requirements of 60 semester credit hours for the degree program Master of Arts in Biblical Studies consists of program specific courses (27 semester hours), elective courses (33 semester hours), and one Comprehensive Examination.

Required Courses for the Master of Arts in Biblical Studies	Sem. Hrs.
FD 6304 Greek Reading I	3
FD 6305 Greek Reading II	3
FD 6308 Hebrew Reading I	3
FD 6309 Hebrew Reading II	3
FD 6312 Hermeneutics	3
NT 6301 Critical Introduction to the New Testament	3
OT 6301 Critical Introduction to the Old Testament	3
RS 6310 Introduction to Biblical Related Research	3
TH 6310 Systematic Theology	3
Total Required Hours for Masters Degree	27

Elective Courses for the Master of Arts in Biblical Studies

New Testament Thesis Option

Five New Testament Textual Courses	15
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Three Old Testament Textual Courses	9
RS 7302 Thesis Part I	3
RS 7303 Thesis Part II	3
Elective Course (choose one course from the following:)	<u>3</u>
BI 6320 History of the Bible	
FD 6330 Biblical Aramaic	
TH 6311 Christology	
TH 6325 Eschatology: Study of Last Things	
TH 6327 The Biblical Doctrine of God	
Total New Testament Thesis Option Elective Hours for Masters Degree	33

**Elective Courses for the Master of Arts in Biblical Studies
New Testament Non-Thesis Option**

Five New Testament Textual Courses	15
Three Old Testament Textual Courses	9
Elective Courses (choose three courses from the following:)	<u>9</u>
BI 6320 History of the Bible	
BI 6325 Archaeology and the Bible	
FD 6330 Biblical Aramaic	
FD 6341 Akkadian Grammar I	
FD 6342 Akkadian Grammar II	
FD 6344 Akkadian Reading	
FD 7320 Guided Research in Foundation Studies	
NT 7320 Guided Research in the New Testament	
TH 6318 New Testament Theology	
Total New Testament Non-Thesis Option Elective Hours for Masters Degree	33

**Elective Courses for the Master of Arts in Biblical Studies
Old Testament Thesis Option**

Five Old Testament Textual Courses	15
Three New Testament Textual Courses	9
RS 7302 Thesis Part I	3
RS 7303 Thesis Part II	3
Elective Course (choose one course from the following:)	<u>3</u>
BI 6320 History of the Bible	
FD 6330 Biblical Aramaic	
TH 6311 Christology	
TH 6325 Eschatology: Study of Last Things	
TH 6327 The Biblical Doctrine of God	
Total Old Testament Thesis Option Elective Hours for Masters Degree	33

**Elective Courses for the Master of Arts in Biblical Studies
Old Testament Non-Thesis Option**

Five Old Testament Textual Courses	15
Three New Testament Textual Courses	9
Elective Courses (choose three courses from the following:)	<u>9</u>
BI 6320 History of the Bible	
BI 6325 Archaeology and the Bible	
FD 6330 Biblical Aramaic	
FD 6341 Akkadian Grammar I	
FD 6342 Akkadian Grammar II	
FD 6344 Akkadian Reading	
FD 7320 Guided Research in Foundation Studies	
OT 7320 Guided Research in the Old Testament	
TH 6318 New Testament Theology	
Total Old Testament Non-Thesis Option Elective Hours for Masters Degree	33
Total Elective Hours for Masters Degree	33
Comprehensive Examination for the Master of Arts in Biblical Studies	
BI 7011 Comprehensive Examination for Master of Arts in Biblical Studies	0
Total Comprehensive Examination Hours for Masters Degree	<u>0</u>
**Total Hours for Masters Degree	60

***Options on Certain Courses:**

Students who have taken a course in undergraduate studies which is deemed to be similar in content to a course that is marked with an asterisk may substitute another course within the same discipline with permission of the Dean of the Turner School of Theology.

****Advanced Bible Placement**

Students who have a major in Bible or religious studies on the undergraduate level may receive, with the approval of the Dean of Turner School of Theology, up to 15 hours toward this degree – possibly reducing required hours total from 60 to 45 semester hours

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 27 semester hours of coursework into the Master of Arts in Biblical Studies. For those with Advanced Bible Placement applied, up to 18 semester hours may be eligible to transfer.

Comprehensive Examination Requirement

Students in the Master of Arts in Biblical Studies anticipating graduation must pass the Comprehensive Examination. To take the Comprehensive Examination the student must register for BI 7011 Comprehensive Examination for Master of Arts in Biblical Studies.

Please see the *Semester Class Schedule* for the test dates. Students must pass the Comprehensive Examination before graduating. The specific content of the Comprehensive Examination is determined for each student in consultation with the faculty.

Qualifications for the Comprehensive Examination

In order for students to qualify for the Comprehensive Examination they must be within nine credit hours of completing all the courses in the Master of Arts in Biblical Studies program. Students who do not register for the course will not be allowed to take the examination. Students who register are required to take the examination on the appointed day. Students are encouraged to take the Comprehensive Examination during their next to last semester.

Comprehensive Examination Testing Procedure

Students will demonstrate mastery of the Master of Arts in Biblical Studies programmatic outcomes by synthesising pertinent information from relevant courses and appropriately addressing these concepts in written format during a one day (seven hour) testing session.

Examination dates (testing sessions) are scheduled according to the school calendar and offered on that day on the Amridge University campus in Montgomery, Alabama at a minimum. Specific instructions for the comprehensive examination are as follows: The time allowed for taking the examination is seven hours, which includes one hour for lunch. Students are encouraged to bring lunch since they are not allowed to leave the facilities during testing hours.

1. Students may bring to the examination unmarked (personal notes) Bible in any language, lexicons for the biblical language, and concordances of biblical texts. Students who are anticipating translation of either a Hebrew or Greek text should bring the appropriate Hebrew or Greek text.
2. Amridge University computers may be allowed in writing the examination.
3. Amridge University provides the paper on which the student's answers are to be written if necessary.

Grading of the Comprehensive Exam

The Comprehensive Examination is graded in accordance with the following:

1. Grading is on a "qualifying" (Q) "not qualifying" (NQ) basis. At least two professors out of three must grade an examination as "qualifying" (Q). Examinations may receive a "qualifying with distinction" (QD), if the readers determine that the examination warrants special recognition.
2. The Dean of the Turner School of Theology assigns three professors to read the different Comprehensive Examinations on a blind basis. This blind reading ensures that no professor knows the identity of the author of the examination being read nor the identity of the other professors who read the examination.
3. When two readers assign the examination a "qualifying" (Q) or "not qualifying" (NQ) grade, the grading process has been completed.
4. Should a student not qualify, that student may be allowed to sit for a retake examination at a date assigned by the Dean of the Turner School of Theology in consultation with the faculty. Students who do not qualify in this retake examination must petition for a second retake. Such students, if their petition is accepted, may be required to take an oral examination in accordance with number five below.
5. In certain precisely defined circumstances (such as failure of a retake examination) a student may be required to take an oral examination in lieu of the written format, if such an examination is necessary to ensure fairness to the student.

Graduation Requirements for the Master of Arts in Biblical Studies

Before being graduated with the Master of Arts in Biblical Studies, a student must satisfy the following requirements:

1. Earn a total of 60 graduate semester hours in the program of which at least 33 semester hours must be taken at Amridge University, if there is no **Advanced Bible Placement** applied. If 15 hours of **Advanced Bible Placement** are applied, 24 hours must be taken at Amridge University.
2. Complete all required coursework for the degree;
3. Have a cumulative GPA of 3.0;
4. Pass the written Comprehensive Exam. Students must register for BI 7011 Comprehensive Exam for Master of Arts in Biblical Studies to prepare for the exam. The Comprehensive Examination serves as the Program Exit Examination;

5. Complete and have accepted by the department faculty a Thesis (RS 7302 and RS 7303) – Only for those students who have selected the “Thesis Option” under the guidance of their advisor; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN NEW TESTAMENT STUDIES

The Master of Arts (MA) in New Testament Studies is a graduate degree that offers a specialization in the New Testament of the Bible. Courses include study of texts in the Greek New Testament, New Testament backgrounds, and on proper contextual interpretation. Students enrolled in this program become proficient with the Greek language. There is also a heavy emphasis on scholarly biblical research and writing. An important outcome for the student is to develop a professional, scholarly approach to interpreting the New Testament. This program provides a proper foundation for students to pursue the Doctor of Philosophy in Biblical Studies in New Testament offered by Amridge University and is open to applicants who hold a four-year bachelor's degree in any field of study.

Upon completion of the **Master of Arts in New Testament Studies**, the graduate will be able to:

1. Demonstrate reasonable exegetical skills in interpreting passages from the Greek New Testament.
2. Demonstrate mastery of the principles of textual criticism in order to deal with difficult problems in the establishing of the best text.
3. Implement an objective approach to interpreting the New Testament, with special attention to scholarly research and writing.

A student may demonstrate achievement of these outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

BI 7310 – Synthesis of Biblical Studies (Capstone Course)

Applications for admission to the Master of Arts in New Testament Studies program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Arts in New Testament Studies may be completed in 4 semesters. A student may take courses on a part-time or full-time basis.

The Course Requirements of 36 semester credit hours for the degree program Master of Arts in New Testament Studies consists of program specific courses (24 semester hours), elective courses (9 semester hours), and a capstone course (3 semester hours).

Required Courses for the Master of Arts in New Testament Studies	Sem. Hrs.
BI 6320 History of the Bible	3
FD 6312 Hermeneutics	3
FD 6302 Elementary Greek I*	3
FD 6303 Elementary Greek II	3
FD 6304 Greek Reading I	3
FD 6305 Greek Reading II	3
NT 6301 Critical Introduction to the New Testament	3
RS 6310 Introduction to Biblical Related Research	3
Total New Testament Studies Hours for Masters Degree	24
Elective Courses for the Master of Arts in New Testament Studies	
Three courses from Foundation Studies (FD), New Testament (NT), Old Testament (OT), OR Theology (TH) prefixed courses.	<u>9</u>
Total Elective Course Hours for Masters Degree	9
Capstone Course	
BI 7310 Synthesis of Biblical Studies	<u>3</u>

***Advanced Bible Placement**

Students who have a major in Bible or religious studies on the undergraduate level and have already taken *first-year Greek courses* may receive, with the approval of the Dean of the Turner School of Theology, up to 6 hours toward this degree – possible reducing the required hours total from 36 to 30 semester hours.

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Master of Arts in New Testament Studies.

Graduation Requirements for the Master of Arts in New Testament Studies

Before being graduated with the Master of Arts in New Testament Studies, a student must satisfy the following requirements:

1. Earn a total of 36 graduate semester hours in the program of which at least 21 semester hours must be taken at Amridge University, if there is no Advanced Bible Placement applied. If 6 hours of Advanced Bible Placement are applied, 18 hours must be taken at Amridge University;
2. Complete all required coursework for the degree;
3. Pass the program capstone course and the Program Exit Exam that is given as part of the capstone course;
4. Have a cumulative GPA of 3.0; and,
5. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN OLD TESTAMENT STUDIES

The Master of Arts (MA) in Old Testament Studies is a graduate degree that offers a specialization in the Old Testament of the Bible. Courses include study of texts in the Hebrew Old Testament, Old Testament backgrounds, and on proper contextual interpretation. Students enrolled in this program become proficient with the Hebrew language. There is also heavy emphasis on scholarly biblical research and writing. An important outcome for the student is to develop a professional, scholarly approach to interpreting the Old Testament. This program provides a proper foundation for students to pursue the Doctor of Philosophy in Biblical Studies in Old Testament offered by Amridge University and is open to applicants who hold a four-year bachelor's degree in any field of study.

Upon completion of the **Master of Arts in Old Testament Studies**, the graduate will be able to:

1. Demonstrate reasonable exegetical skills in interpreting passages from the Hebrew Bible.
2. Demonstrate mastery of the principles of textual criticism in order to deal with difficult problems in the establishing of the best text.
3. Implement an objective approach to interpreting the Old Testament, with special attention to scholarly research and writing.

A student may demonstrate achievement of the outcomes by receiving a passing grade in the course and on the Program Exit Exam administered in the following capstone course:

BI 7310 – Synthesis of Biblical Studies (Capstone Course)

Applications for admission to the Master of Arts in Old Testament Studies program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

Time Normally Required to Complete the Program

The Master of Arts in Old Testament Studies may be completed in 4 semesters. A student may take courses on a part-time or full-time basis.

The Course Requirements of 36 semester credit hours for the degree program Master of Arts in Old Testament Studies consists of program specific courses (24 semester hours), elective courses (9 semester hours), and a capstone course (3 semester hours).

Required Courses for the Master of Arts in Old Testament Studies	Sem. Hrs.
BI 6320 History of the Bible	3
FD 6306 Elementary Hebrew I*	3
FD 6307 Elementary Hebrew II	3
FD 6308 Hebrew Reading I	3
FD 6309 Hebrew Reading II	3
FD 6312 Hermeneutics	3
OT 6301 Critical Introduction to the Old Testament	3
RS 6310 Intro to Biblical Related Research	3
Total Old Testament Studies Hours for Masters Degree	24
Elective Courses for the Master of Arts in Old Testament Studies	
Three courses from Foundation Studies (FD), New Testament (NT), Old Testament (OT), OR Theology (TH) prefixed courses.	<u>9</u>
Total Elective Course Hours for Masters Degree	9
Capstone Course	
BI 7310 Synthesis of Biblical Studies	<u>3</u>
Capstone Course Hours	3
Total Hours for Masters Degree	36

*Advanced Bible Placement

Students who have a major in Bible or religious studies on the undergraduate level and have already taken *first-year Hebrew courses* may receive, with the approval of the Dean of the Turner School of Theology, up to 6 hours toward this degree – possibly reducing the required hours total from 36 to 30 semester hours.

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 15 semester hours of coursework into the Master of Arts in Old Testament Studies.

Graduation Requirements for the Master of Arts in Old Testament Studies

Before being graduated with the Master of Arts in Old Testament Studies, a student must satisfy the following requirements:

1. Earn a total of 36 graduate semester hours in the program of which at least 21 semester hours must be taken at Amridge University, if there is no Advanced Bible Placement applied. If 6 hours of Advanced Bible Placement are applied, 18 hours must be taken at Amridge University;
2. Complete all required coursework for the degree;
3. Pass the program capstone course and the Program Exit Exam that is given as part of the capstone course;
4. Have a cumulative GPA of 3.0; and
5. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN MINISTERIAL LEADERSHIP

The Master of Divinity (MDiv) in Ministerial Leadership is a professional-level degree program for individuals planning to enter or continue careers in full-time ministry and further opportunities by preparation for admission to more advanced studies such as the Doctor of Ministry degree program. A major element of this program provides students with extensive studies in the biblical text and thorough preparation in theology and various areas of practical ministry. Through completion of this program, graduates will be able to conduct their ministry at the highest level of professional competence and communicate in a manner that is intellectually articulate. Also, graduates will be committed to, and effective in, evangelism. Finally, graduates of the MDiv in Ministerial Leadership will be able to conduct themselves and relate to others in a way that is spiritually mature and morally sensitive. The program seeks to prepare students for

professions in ministry and further opportunities by preparation for admission to more advanced studies such as the Doctor of Ministry degree program.

Advanced Bible Placement of 15 Hours – Students who have a major in religious studies on the undergraduate level will receive 15 semester hours Advanced Bible Placement – reducing required degree total from 90 to 75 semester hours. **Note: Hebrew and/or Greek languages are recommended in the MDiv program, but not required.**

Upon completion of the **Master of Divinity in Ministerial Leadership**, the graduate will be able to:

1. Pursue or continue a career in full-time ministry at the highest level;
2. Relate principles from the text of the Bible in practical ways to lead Christian ministry;
3. Implement principles of evangelism, edification, and benevolence;
4. Communicate in an effective manner; and
5. Practice spiritual maturity and moral sensitivity to people in need.

These outcomes are assessed through a comprehensive examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e., "Qualifying" or "Qualifying with Distinction") for the comprehensive examination given for this degree.

Applications for admission to the Master of Divinity in Ministerial Leadership program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

3. **Advanced Bible Placement** of 15 semester hours can be obtained if the student has completed an undergraduate major in religious studies. A student receiving **Advanced Bible Placement** would be required to take 75 semester hours to complete the degree option (assuming that no transferable graduate credits can be considered beyond the undergraduate degree). Then all 75 semester hours must be taken at Amridge University to qualify for graduation for those receiving 15 semester hours of Advanced Bible

Placement. **Note:** If another accredited institution has given you Advanced Bible Placement applied toward a completed Master's degree (e.g. MAR- non-thesis), then Amridge University will not re-apply these to our MDiv degree.

Time Normally Required to Complete the Program

The Master of Divinity in Ministerial Leadership may be completed in about three years. A student may take the courses on a part-time or full-time basis.

Required Courses for the Master of Divinity in Ministerial Leadership

The Course Requirements of 90 semester credit hours for the degree program Master of Divinity in Ministerial Leadership consists of program specific courses (54 semester hours) and elective courses (36 semester hours).

Required Courses for the Master of Divinity in Ministerial Leadership	Sem. Hrs.
FD 6312 Hermeneutics	3
FD 7323 Synthesis of Theological Curriculum II	3
FT 7301 Introduction to Pastoral Counseling	3
LD 6351 Leadership Foundations	3
LD 6353 Leadership Vision and Values	3
LD 6357 Organizational Communication	3
LD 6358 Theories of Motivational Leadership	3
LD 6360 Negotiation and Conflict Resolution	3
LD 6362 Spiritual Leadership	3
NT 6301 Critical Introduction to the New Testament	3
NT 6312 The Life and Teachings of Christ	3
NT 6320 The Book of Acts	3
OT 6301 Critical Introduction to the Old Testament	3
PS 6302 Homiletics	3
PS 6310 Personal Evangelism	3
RS 6339 Research and Evaluation	3
TH 6310 Systematic Theology	3
TH 6320 Christian Evidences	3
Total Required Hours for Masters Degree	54
Elective Courses for the Master of Divinity in Ministerial Leadership	
General Electives: Can include courses in Leadership, Languages, and Textual courses	18
Professional Studies, Missions, and Counseling courses	9
Foundation Studies	6
Theological Studies	3
Total Elective Hours for Masters Degree	36

****Advanced Bible Placement**

Students who have a major in religious studies on the undergraduate level will receive Advanced Bible Placement – reducing required degree total from 90 to 75 semester hours.

Note: Hebrew and/or Greek languages are recommended in the MDiv program, but not required. These can be taken as foundation studies or general electives.

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 42 semester hours of coursework into the Master of Divinity in Ministerial Leadership. For those with Advanced Bible Placement applied, up to 36 semester hours may be eligible to transfer.

Comprehensive Examination Requirement

All Master of Divinity in Ministerial Leadership students anticipating graduation must pass the Comprehensive Examination. In order to take the exam one must register for the course "Synthesis of Theological Curriculum II." (FD 7323).

Please see the *Semester Class Schedule* for the test dates. All Master of Divinity students must pass the Comprehensive Examination before graduating. The specific content of the Comprehensive Examination is determined for each student in consultation with the faculty.

Qualifications for the Comprehensive Examination

In order for students to qualify for the Comprehensive Examination they must be within nine credit hours of completing all course work in the Master of Divinity in Ministerial Leadership program. Additionally, students must then register for the course "Synthesis of Theological Curriculum II." Students who do not register for the course will not be allowed to take the examination. Students who register are required to take the examination on the appointed day. Students are encouraged to take the Comprehensive Examination during their next to last semester.

Comprehensive Examination Testing Procedure

Students will demonstrate mastery of the Master of Divinity in Ministerial Leadership programmatic outcomes by synthesizing pertinent information from relevant courses and appropriately addressing these concepts in written format during a one day (seven hour) testing session.

Examination dates (testing sessions) are scheduled according to the school calendar and offered on that day on the Amridge University campus in Montgomery, Alabama at a minimum. Specific instructions for the comprehensive examination are as follows: (1) The time allowed for taking the examination is seven hours, which includes one hour for lunch. Students are encouraged to bring lunch since they are not allowed to leave the facilities during testing hours. (2) Students may bring to the examination unmarked (personal notes) bible(s) in any language, lexicons for the biblical language, and concordances of biblical texts. Students who are anticipating translation of either a Hebrew or Greek text should bring the appropriate Hebrew or Greek text. (3) Amridge University computers may be allowed in writing the examination. (4) Amridge University provides the paper on which the student's answers are to be written if necessary.

Grading of the Comprehensive Exam

The Comprehensive Examination is graded in accordance with the following:

1. Grading is on a "qualifying" (Q) "not qualifying" (NQ) basis. At least two professors out of three must grade an examination as "qualifying" (Q). Examinations may receive a "qualifying with distinction" (QD), if the readers determine that the examination warrants special recognition.
2. The Dean of the Turner School of Theology assigns three professors to read the different Comprehensive Examinations on a blind basis. This blind reading ensures that no professor knows the identity of the author of the examination being read nor the identity of the other professors who read the examination.
3. When two readers assign the examination a "qualifying" (Q) or "not qualifying" (NQ) grade, the grading process has been completed.
4. Should a student not qualify, that student may be allowed to sit for a retake examination at a date assigned by the Dean of the Turner School of Theology in consultation with the faculty. Students who do not qualify in this retake examination must petition for a second retake. Such students, if their petition is accepted, may be required to take an oral examination in accordance with number five below.
5. In certain precisely defined circumstances (such as failure of a retake examination) a student may be required to take an oral examination in lieu of the written format, if such an examination is necessary to ensure fairness to the student.

Graduation Requirements for the Master of Divinity in Ministerial Leadership

Before being graduated with the Master of Divinity in Ministerial Leadership, a student must satisfy the following requirements:

1. A total of 90 graduate semester hours of which at least 48 semester hours must be taken at Amridge University, if there is no **Advanced Bible Placement** applied. If 15 hours of **Advanced Bible Placement** are applied, 33 semester hours must be taken at Amridge University;
2. Complete all required coursework for the degree;
3. Have a cumulative GPA of 2.0;
4. Students who expect to pursue further graduate study beyond this degree should maintain a 3.0 GPA;
5. Pass the respective Comprehensive Examination as specified within this publication. Students must register for FD 7323 - Synthesis of Theological Curriculum II to prepare for the exam. The Comprehensive Examination serves as the Program Exit Examination; and
6. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY

The Master of Divinity (MDiv) degree prepares qualified persons to be effective Christian ministers and church leaders who will use their gifts and knowledge in proclaiming the gospel, strengthening the church, and serving humanity. The program seeks to prepare students for professions in ministry and further opportunities by preparation for admission to more advanced studies such as the Doctor of Ministry degree program. The Master of Divinity is biblical in orientation with exposure to theological and historical studies. The program seeks after effective Christian service that is scholarly; yet, practical and relevant to contemporary life for the

communities in which graduates will serve. Finally, graduates of the MDiv degree will be mentored in ways to conduct themselves and to relate to others that is spiritually mature and morally sensitive.

Upon completion of the **Master of Divinity**, the graduate will be able to:

1. Demonstrate effective preparation for Christian ministry and leadership responsibilities in congregations and other settings
2. Use the biblical text and theological and historical studies to enrich the spiritual life of others
3. Implement the skills to minister in an effective manner in the culture in which the graduate must live
4. Support the means by which one may grow morally and spiritually, and by which one may lead others in positive spiritual formation in the likeness of Jesus Christ
5. Support the scholarly, theological and reflective foundation that will provide the basis for admission into more advanced studies such as the DMin degree.

These outcomes are assessed through a comprehensive examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e., "Qualifying" or "Qualifying with Distinction") for the comprehensive examination given for this degree.

Applications for admission to the Master of Divinity program will not be considered complete until the following items are completed and submitted:

1. Application with fee.
2. Official transcript showing an earned 4-year Bachelor of Arts or Bachelor of Science degree from a regionally or selected nationally accredited institution.

If the applicant has not completed the last course(s) at another school for which he or she is registered at the time of filing his or her application with Amridge University, a partial transcript should be sent for evaluation. No academic credit will be recorded on a student's permanent record until all necessary credentials are received.

3. **An earned Bachelor of Arts or Bachelor of Science degree from a regionally accredited institution. *Advanced Bible Placement*** of 6 semester hours can be obtained if the student has completed an undergraduate major in religious studies. A student receiving ***Advanced Bible Placement*** would be required to take 72 semester hours to complete the degree option (assuming that no transferable graduate credits can be considered beyond the undergraduate degree). Then all 72 semester hours must be

taken at Amridge University to qualify for graduation for those receiving 6 semester hours of **Advanced Bible Placement**. **Note:** If another accredited institution has given you Advanced Bible Placement applied toward a completed Master's degree (e.g. MAR-non-thesis), then Amridge University will not re-apply these to our MDiv degree.

Time Normally Required to Complete the Program

The Master of Divinity may be completed in three years. A student may take courses on a part-time or full-time basis.

The Course Requirements of 78 semester credit hours for the degree program Master of Divinity consists of program specific courses (36 semester hours), Theological, Historical, Missions, Foundations and Professional Studies elective courses (21 semester hours), Textual, Leadership, Counseling, Marriage and Family Therapy elective courses (18 semester hours), and one Comprehensive Examination (3 semester hours).

Required Courses for the Master of Divinity		Sem. Hrs.
BI 6320	History of the Bible	3
FD 6312	Hermeneutics	3
FT 7301	Introduction to Pastoral Counseling	3
LD 6353	Leadership Vision and Values	3
LD 6362	Spiritual Leadership	3
NT 6312	The Life and Teachings of Christ	3
PS 6302	Homiletics	3
PS 6310	Personal Evangelism	3
		3
RS 6339	Research and Evaluation	3
	- OR -	
RS 6310	Introduction to Biblical Related Research	
TH 6300	Early Church History	3
TH 6310	Systematic Theology	3
TH 6320	Christian Evidences	3
Total Required Course Hours		36
Theological/Historical/Missions/Foundations/Professional Studies Elective Courses		
Seven courses from Biblical Instruction (BI), Foundation Studies (FD), Missions Studies (MS), Professional Studies (PS), OR Theology (TH) prefixed courses.		<u>21</u>
Total Theological/Historical/Missions/Foundations/Professional Studies Elective Hours for Masters Degree		21
Textual/Leadership/Counseling/MFT Elective Courses		
Six courses from Family Therapy (FT), Leadership (LD), New		<u>18</u>

Testament (NT), Old Testament (OT), OR Professional Counseling (PT) prefixed courses.

Total Textual/Leadership/Counseling/MFT Elective Hours for Masters Degree	18
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Comprehensive Examination for the Master of Divinity

FD 7323 Synthesis of Theological Curriculum II (MDiv)	3
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Total Comprehensive Examination Hours for Masters Degree	<u>3</u>
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**Total Hours for Masters Degree	78
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***Options on Certain Courses:** Students who have taken a course in undergraduate studies which is deemed to be similar in content to a course that is marked with an asterisk may substitute another course within the same discipline with permission of the Dean of Turner School of Theology.

****Advanced Bible Placement**

Students who have a major in religious studies on the undergraduate level may receive, with the approval of the Dean of the Turner School of Theology, Advanced Bible Placement – possibly reducing required degree total from 78 to 72 semester hours.

Note: Hebrew and/or Greek languages are recommended in the MDiv program, but not required. These can be taken as foundation studies or general electives.

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 36 semester hours of coursework into the Master of Divinity. For those with Advanced Bible Placement applied, up to 30 semester hours may be eligible to transfer.

Comprehensive Examination Requirement

All Master of Divinity students anticipating graduation must pass the Comprehensive Examination. In order to take the exam one must register for the course BI 7051 Comprehensive Examination for Master of Divinity.

Please see the Semester Course Schedule for the test dates. All Master of Divinity students must pass the Comprehensive Examination before graduating. The specific content of the Comprehensive Examination is determined for each student in consultation with the faculty.

Qualifications for the Comprehensive Examination

In order for students to qualify for the Comprehensive Examination they must be within nine credit hours of completing all course work in the Master of Divinity program. Additionally, students must then register for the course BI 7051 Comprehensive Examination for Master of

Divinity. Students who do not register for the course will not be allowed to take the examination. Students who register are required to take the examination on the appointed day. Students are encouraged to take the Comprehensive Examination during their next to last semester.

Comprehensive Examination Testing Procedure

Students will demonstrate mastery of the Master of Divinity programmatic outcomes by synthesizing pertinent information from relevant courses and appropriately addressing these concepts in written format during a one day (seven hour) testing session.

Examination dates (testing sessions) are scheduled according to the school calendar and offered on that day on the Amridge University campus in Montgomery, Alabama. Specific instructions for the comprehensive examination are as follows: (1) The time allowed for taking the examination is seven hours, which includes one hour for lunch. Students are encouraged to bring lunch since they are not allowed to leave the facilities during testing hours. (2) Students may bring to the examination unmarked (personal notes) bible(s) in any language, lexicons for the biblical language, and concordances of biblical texts. Students who are anticipating translation of either a Hebrew or Greek text should bring the appropriate Hebrew or Greek text. (3) Amridge University computers may be allowed in writing the examination. (4) Amridge University provides the paper on which the student's answers are to be written if necessary.

Grading of the Comprehensive Exam

The Comprehensive Examination is graded in accordance with the following:

1. Grading is on a "qualifying" (Q) "not qualifying" (NQ) basis. At least two professors out of three must grade an examination as "qualifying" (Q). Examinations may receive a "qualifying with distinction" (QD), if the readers determine that the examination warrants special recognition.
2. The Dean of the Turner School of Theology assigns three professors to read the different Comprehensive Examinations on a blind basis. This blind reading ensures that no professor knows the identity of the author of the examination being read nor the identity of the other professors who read the examination.
3. When two readers assign the examination a "qualifying" (Q) or "not qualifying" (NQ) grade, the grading process has been completed.
4. Should a student not qualify, that student may be allowed to sit for a retake examination at a date assigned by the Dean of the Turner School of Theology in consultation with the faculty. Students who do not qualify in this retake examination must petition for a second

retake. Such students, if their petition is accepted, may be required to take an oral examination in accordance with number five below.

5. In certain precisely defined circumstances (such as failure of a retake examination) a student may be required to take an oral examination in lieu of the written format, if such an examination is necessary to ensure fairness to the student.

Graduation Requirements for the Master of Divinity

Before being graduated with the Master of Divinity, a student must satisfy the following requirements:

1. A total of 78 graduate semester hours of which at least 42 semester hours must be taken at Amridge University, if there is no **Advanced Bible Placement** applied. If 6 hours of **Advanced Bible Placement** are applied, 30 semester hours must be taken at Amridge University;
2. Complete all required coursework for the degree;
3. Have a cumulative GPA of 3.0;
4. Pass the written Comprehensive Exam. Students must register for BI 7015 - Comprehensive Examination for Master of Divinity to prepare for the exam. The Comprehensive Examination serves as the Program Exit Examination; and
5. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY

Amridge University offers the Doctor of Ministry (DMin) degree program to qualified persons who are currently engaged in ministry. The goal of the DMin program is to develop effective Christian ministers by combining theological reflection with continued spiritual growth which leads to greater competence in ministerial skills. Students can use this degree to increase their general effectiveness in ministry or to tailor their abilities toward a particular specialty. The

Amridge University program utilizes the candidate's own work setting as a primary learning resource. Much of the course work involves in-service projects of direct benefit to the candidate's ministry. The intent is to integrate these dimensions into a working totality for each minister. Integration at many levels is one of the important features of the program: of religion and contemporary life, of professional work and personal life, and of Scripture and theology all into the practice of ministry.

Class time provides occasions for disciplined study, critical reflection, and evaluation on ministry issues. Group interaction among peers aids this important process. The faculty will cultivate and encourage interaction that will promote openness, caring, and growth in the Christian ministry.

The DMin is distinguished from the MDiv in that it demands a higher level of competence, more extensive analytical skills, and greater ability to do practical and thorough research related to ministry. The DMin is distinguished from a Doctor of Philosophy (PhD) and a Doctor of Theology (ThD) in that it focuses specifically on excellence in practical ministry rather than academic research and languages.

Upon completion of the **Doctor of Ministry**, the graduate will be able to:

1. Enhance ministry skills to more effectively lead in various roles in a church setting;
2. Demonstrate the ability to integrate theology and Scripture into an effective ministry;
3. Research issues in congregational ministry and provide scholarly analysis of those issues and innovative solutions of them;
4. Demonstrate the ability to understand the needs of the contemporary church and develop a vision and a plan to meet those needs;
5. Show personal spiritual growth as a Christian minister and leader, developing attitudes and values appropriate to a life of Christian faith and practice.

These outcomes are assessed in Research Dissertation Module III. A student may demonstrate achievement of these outcomes by receiving a passing grade for Research Dissertation Module III.

Applications for admission to the Doctor of Ministry program will not be considered complete until all of the following four items are properly completed and submitted:

1. Application with fee.
2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution. Must have a Master of Divinity Degree or equivalent

from an accredited institution with GPA on previous graduate work of 3.0. Applicants who have not earned a Master of Divinity Degree but have completed a seminary or closely related degree (e.g. in ministry, bible, religious studies, etc.) may qualify for the Doctor of Ministry - Alternative Track. Students accepted to the Doctor of Ministry - Alternative Track will be required to complete levelling coursework in addition to the 30 semester hours required for the Doctor of Ministry degree.

3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample) Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and universities. The writing sample must have been written solely by the applicant and should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.

4. Interview of the applicant.

The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)22

Listening (high)22

Speaking (fair)18

Writing (fair)17

During the admissions process, the preceding admissions requirements will be reviewed by an Amridge University Chairperson and Doctoral Acceptance Committee.

Time Normally Required to Complete the Program

The Doctor of Ministry may be completed in approximately 3 to 4 years. A student may take courses on a part-time or full-time basis.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master's Thesis Part I.

The purpose of Amridge University's Institutional Review Board (IRB) is to ensure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Ministry

The Course Requirements of 30 semester credit hours for the degree program Doctor of Ministry consists of program specific courses (6 semester hours), elective courses (12 semester hours), a Qualifying Examination (3 semester hours), and Dissertation courses (9 semester hours).

Required Courses for the Doctor of Ministry	Sem. Hrs.
DM 9301 Ministry in the DMin Setting	3
RS 9330 Researching the DMin Dissertation	<u>3</u>
Total Required Hours for Doctoral Degree	6

Elective Courses for the Doctor of Ministry

The student must choose four courses from the following: 12

- DM 9302 Ministry and Theology
- DM 9303 Ministry and the Contemporary World
- DM 9304 Ministry to Individuals and Families
- DM 9305 The Ministry and Worship
- DM 9306 The Minister and Preaching Christian Doctrine
- DM 9307 The Ministry of Administration
- DM 9308 Ministry and Controversial Issues
- DM 9309 The Minister's Message of Salvation

DM 9310 The Prophets and Prophetic Ministry of the Church
 DM 9311 The Minister and Missiology
 DM 9312 Church Growth and Membership Development
 DM 9313 The Minister and Leadership
 DM 9314 The Minister and Homiletics
 DM 9323 Ministry in the World of Science, Philosophy, and Religion

DM 9325 Psychology of Grief, Death, and Dying

- OR -

FT 7334 Psychology of Grief, Death, and Dying

DM 9327 Psychology of Religion

- OR -

FT 7327 Psychology of Religion

Total Elective Course Hours 12

Qualifying Examination for the Doctor of Ministry

DM 9351 Qualifying Examination for Doctor of Ministry 3

Total Qualifying Examination Hours for Doctoral Degree 3

Research Dissertation Modules for the Doctor of Ministry

RS 9331 Research Dissertation Module I 3

RS 9332 Research Dissertation Module II 3

RS 9333 Research Dissertation Module III 3

Total Research Dissertation Module Hours for Doctoral Degree 9

Total Hours for Doctoral Degree 30

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 6 semester hours of coursework into the Doctor of Ministry.

Required Courses for the Doctor of Ministry – Alternative Track

The Doctor of Ministry – Alternative Track is available for students who would like to pursue a Doctor of Ministry but do not have an earned Master of Divinity degree. In these cases, students may have earned a seminary or closely related masters degree (e.g. in ministry, bible, religious studies, etc.) that does not include a minimum of 72 semester hours. Therefore, the course requirements for the Doctor of Ministry - Alternative Track consist of 51 semester hours, which includes 21 semester hours of levelling courses, 18 semester hours of electives, a Qualifying Exam (3 semester hours), and Dissertation courses (9 semester hours).

Required Courses for the Doctor of Ministry – Alternate Track	Sem. Hrs.
DM 9301 Ministry in the DMin Setting	3

FD 6312 Hermeneutics	3
NT 6312 The Life and Teachings of Christ	3
PS 6302 Homiletics	3
PS 6310 Personal Evangelism	3
TH 6310 Systematic Theology	3
RS 9330 Researching the DMin Dissertation	3
Total Required Course Hours	21

Elective Courses for the Doctor of Ministry – Alternate Track

The student must choose six courses from the following: 18

- DM 9302 Ministry and Theology
- DM 9303 Ministry and the Contemporary World
- DM 9304 Ministry to Individuals and Families
- DM 9305 The Ministry and Worship
- DM 9306 The Minister and Preaching Christian Doctrine
- DM 9307 The Ministry of Administration
- DM 9308 Ministry and Controversial Issues
- DM 9309 The Minister's Message of Salvation
- DM 9310 The Prophets and Prophetic Ministry of the Church
- DM 9311 The Minister and Missiology
- DM 9312 Church Growth and Membership Development
- DM 9313 The Minister and Leadership
- DM 9314 The Minister and Homiletics
- DM 9323 Ministry in the World of Science, Philosophy and Religion

DM 9325 Psychology of Grief, Death, and Dying

- OR -

FT 7334 Psychology of Grief, Death, and Dying

DM 9327 Psychology of Religion

- OR -

FT 7327 Psychology of Religion

Total Elective Course Hours **18**

Qualifying Examination for the Doctor of Ministry

DM 9351 Qualifying Examination for Doctor of Ministry 3

Total Qualifying Examination Hours for Doctoral Degree **3**

Research Dissertation Modules for the Doctor of Ministry

RS 9331 DMin Research Dissertation Module I 3

RS 9332 DMin Research Dissertation Module II 3

RS 9333 DMin Research Dissertation Module III 3

Total Research Dissertation Module Hours for Doctoral Degree **9**

Total Hours for Doctoral Degree **51**

All course substitutions in the Doctor of Ministry - Alternative Track must be approved by the Vice President of Academic Affairs.

Residency Requirement

The faculty and administration of the Amridge University Turner School of Theology strongly adhere to the tenet that an advanced program of study of this nature must have opportunities for students to prove knowledge of discipline literature and actively engage with students, research, and professional training. In keeping with this tenet, the Turner School of Theology has established a residency requirement for the Doctor of Ministry. Students may fulfill the residency requirement by enrolling full-time (i.e. 2 courses, 6 semester hours) for a minimum of two consecutive semester or the equivalent prior to being eligible to register for the qualifying examination. **Note:** Residency Equivalent – Students who cannot register full-time for two consecutive semesters must take at least four courses in the Live Remote format in order to be eligible to register for the qualifying examination. In order to have the greatest impact on the academic study process, Amridge University offers Live Remote courses throughout the 30 semester hour Doctor of Ministry track.

Candidacy Status

Candidacy status is a milestone designation for the student. Candidacy status indicates that the student has demonstrated extensive knowledge and academic achievement in the student's major area and that the student has the knowledge base to conduct original research in the field.

The minimum requirements to attain Candidacy Status shall include: (a) Completion of all program residency requirements as specified in the University's Academic Catalog; (b) Completion of all required DMin courses; and (c) Passage of the written qualifying examination within the student's chosen program.

Dissertation Committee

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module, RS 9340 Research Dissertation Module I. The Dissertation Committee shall be appointed by the Dean of the Turner School of Theology with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a doctorate in a field related to ministry. The Committee shall establish protocol for communication among the Committee members. Each dissertation module and the

final total dissertation shall be approved by the Committee Chairperson, the Reader, the Dissertation Secretary, the Dean and the Vice President of Academic Affairs before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II, and Research Dissertation Module III. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation course are available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve “Candidacy Status” prior to enrolling in a Dissertation Module. After beginning the dissertation, the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee and approved by the VP of Academic Affairs, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.
- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Ministry

Before being graduated with the Doctor of Ministry, a student must satisfy the following requirements:

1. A minimum of 24 graduate semester hours must be from Amridge University. (**Note:** Students enrolled in the Alternative Track must complete a minimum of 51 graduate semester hours from Amridge University);
2. Complete all required coursework for the degree;
3. Complete all program residency requirements;
4. Submit and gain faculty approval of dissertation proposal appropriate to the student's area of specialization and research competency;

5. Research Dissertation Module III serves as the Program Exit Examination. The student must receive a passing grade in the Research Dissertation Module III in order to graduate;
6. Have a cumulative GPA of 3.0; and
7. Complete an Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. Following this schedule permits the University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been met. Students having any questions regarding the [DEGREE COMPLETION APPLICATION](#) should contact the Registrar's Office.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES

Special Note: The Doctor of Philosophy in Biblical Studies is not available to students in the state of Tennessee at this time.

The purpose of the Doctor of Philosophy (PhD) degree in Biblical Studies with degree concentrations in the Old Testament or the New Testament is to equip students for academic teaching, research, and for producing scholarly, creative writing in the fields of Old Testament and New Testament. Students select one of these two fields as a concentration, while conducting significant study in the other testament is obviously the minor. They will take a comprehensive examination and write a dissertation, both of which will reflect the area of concentration. The program is specifically oriented toward preparing students to teach Bible and biblical languages in universities, seminaries, theological schools, and colleges; to teach in related academic fields at the college level; to become a specialist in scholarly biblical teaching in one's ministerial practice; and to produce scholarly writing. This Biblical Studies program should equip students with the aptitude necessary to bring critical skills to the biblical text; to analyze, interpret, and explain the text; and to express insights and conclusions in scholarly writing.

The core courses in the PhD in Biblical Studies address areas such as biblical archaeology, the world of the Bible, theology, doctrine, critical interpretation of the Bible, ethics, linguistics, etymology, the authority of the Bible, exegesis, and the origin and history of the Scriptures. These core courses provide students with essential research tools and assess the methods of

critical scholarship. The textual courses in this program will use the latest Hebrew or Greek editions of the Old and New Testaments. The other four courses deal directly with the writing of the dissertation.

Other requirements within these concentrations are as follows:

1. **Old Testament Concentration**

A student may elect the concentration in Old Testament studies. The primary goal of this concentration is the development of a comprehensive knowledge of the Old Testament and related subjects. This Old Testament emphasis encompasses a study of ancient Near Eastern Archaeology, History and Religion (with an emphasis on Israel and its neighbors), Old Testament Theology, and textual courses with *Biblia Hebraica Stuttgartensia* as the primary source. A total of 27 required semester hours would be in the field of Old Testament study (this includes 6 semester hours in the core courses, 9 hours in textual courses and 12 hours in the dissertation); additionally, there will be 9 hours of elective coursework, 3 hours in New Testament study; and 12 more hours in studies related to both Testaments.

2. **New Testament Concentration**

A student may elect the concentration in New Testament studies. The primary goal of this concentration is a development of a comprehensive knowledge of the New Testament and related studies. The New Testament concentration encompasses a study of Archaeology, History and Religion of the Hellenistic Age (with an emphasis on Palestine), New Testament Theology, and textual courses which make use of the best editions of the Greek New Testament. A total of 27 required semester hours would be in the field of New Testament study (this includes 6 hours in the core courses, 9 hours in textual courses and 12 hours in the dissertation); additionally, there will be 9 hours of elective coursework, 3 semester hours in Old Testament study; and 12 semester hours in studies related to both Testaments.

Upon completion of the **Doctor of Philosophy in Biblical Studies**, the graduate will be able to:

1. Demonstrate a comprehensive knowledge of the field of biblical studies and a working knowledge of related academic disciplines, such as theology and history;
2. Apply the biblical text in the original languages and to exegete it in a scholarly manner;

3. Engage competently in original research and writing that advances the understanding of the biblical text for the sake of academy, church, and society in order to enrich the spiritual life of others.
4. Support a sense of and a commitment to the vocation of biblical scholarship in its dimensions of learning, research, and teaching.

A student will demonstrate achievement of the program outcomes by receiving a passing grade in dissertation Module IV.

The PhD in Biblical Studies is a rigorous research-oriented study of 51 semester hours beyond Amridge University's Master of Arts in Biblical Studies. The doctoral acceptance committee, which is chaired by the dean of the Turner School of Theology, will examine the student's transcripts to identify any necessary prerequisite courses.

Minimum Prerequisite Courses Required for Old Testament Concentration:

FD 6308 Hebrew Readings I (2nd year)

FD 6309 Hebrew Readings II (2nd year)

Minimum Prerequisite Courses Required for New Testament Concentration:

FD 6304 Greek Readings I (2nd year)

FD 6305 Greek Readings II (2nd Year)

Upon completion of the PhD in Biblical Studies, the student will be prepared to teach academic courses in biblical studies, biblical languages, and related subjects and will be skilled to engage in productive, original research. The student will also be equipped for higher-level service to the church universal. Also, furthermore, the graduate will be able to teach in related programs at the university-level.

Applications for admission to the Doctor of Philosophy in Biblical Studies program will not be considered complete until all of the following items are properly completed and submitted:

1. Application with fee.
2. Official transcript showing an earned Graduate degree from a regionally or selected nationally accredited institution in a related field with a 3.0 GPA.
3. Writing Sample (e.g. Career Monograph, Published Journal Article, Term paper from master's degree or doctoral dissertation or other applicable writing sample) Applicant must submit a paper or thesis from the master's degree level or doctoral dissertation that is written in accordance with a style manual generally accepted by colleges and universities. The writing sample must have been written solely by the applicant and

should reflect the applicant's research and academic writing skills. Ideally, the term paper shall contain grade marks by the course instructor.

4. Interview of the applicant.

The assigned Amridge University faculty interviewer will arrange an interview with the applicant – this may be done by telephone.

Applicants for whom English is a second language must provide documented evidence of English proficiency in one of two ways:

1. A bachelor's degree from a regionally accredited institution in the United States or
2. A score on the Test of English as a Foreign Language (TOEFL) per the following:

Graduate – minimum total score of 79, with minimum scores for reading and listening increased to “high” levels.

Reading (high)22

Listening (high)22

Speaking (fair)18

Writing (fair)17

Language Requirement

Amridge University's Turner School of Theology PhD degree programs require that *"students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material."*

Applicants for the PhD in Biblical Studies should have coursework at the master's or undergraduate degree level in Hebrew and/or Greek. The Old Testament and New Testament textual courses incorporate an exegesis of the ancient Hebrew and Greek texts with the assistance of a useful secondary language.

Students who are deficient in these language skills will be required to take additional leveling courses to improve their language skills. Students must be proficient in the Hebrew language prior to registering for Old Testament textual courses. Students must be proficient in the Greek language prior to registering for New Testament textual courses.

Time Normally Required to Complete the Program

It is possible to complete the program in four years; however, the completion time will depend on factors such as the number of leveling courses needed, the pace at which courses are taken, the student's working knowledge in the required languages, and the time necessary to research and write the dissertation.

A student may take courses on a part-time or full-time basis. The total time from admission to graduation should not exceed seven years.

Approval by Institutional Review Board

Faculty members or students conducting research in association with Amridge University, including research for dissertations, master's theses or other studies must have prior approval of the Institution Review Board (IRB). Students must receive approval from the IRB prior to completion of dissertation Module II or Master's Thesis Part I.

The purpose of Amridge University's Institutional Review Board (IRB) is to insure that the use and treatment of human subjects participating in research associated with this University is ethical and in compliance with established standards. Although researchers are ultimately responsible for the ethical treatment of their human subjects, it is the policy of Amridge University that all faculty members conducting research associated with this University involving human subjects must receive approval from the (IRB) before commencing their projects or beginning data collection. This requirement also applies to student researchers who are collecting data under the supervision of a faculty member. Students engaged in projects for theses, dissertations, independent research courses, or faculty-student collaborations which involve human subjects must seek IRB approval through their thesis or dissertation committee chairperson. The IRB may require a background check of the investigator before approving a research plan involving research subjects who are minors.

Required Courses for the Doctor of Philosophy in Biblical Studies with Old Testament Concentration

The Course Requirements of 51 semester credit hours for the degree program Doctor of Philosophy in Biblical Studies – Old Testament consists of program specific courses (21 semester hours), Old Testament textual courses (9 semester hours), PhD level elective courses (9 semester hours), a Qualifying Examination (0 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Philosophy in Biblical Studies - Old Testament

FD 9300 Research in Biblical Doctrine

**Sem.
Hrs.**
3

FD 9305 Research Analysis of the Origin and History of the Bible	3
FD 9312 Research Methods of Old Testament Criticism	3
FD 9350 Historical and Archaeological Research of the Old Testament	3
FD 9353 Biblical Etymology and Exegesis	3
TH 9315 Biblical Ethics	3
TH 9318 Research in Old Testament Theology	3
Total Required Hours for Doctoral Degree	21
Old Testament Textual Courses	
Select three courses from the following:	<u>9</u>
OT 9302 Old Testament Text – The Pentateuch	
OT 9312 Old Testament Text – Joshua and Judges	
OT 9316 Old Testament Text – I & II Samuel	
OT 9318 Old Testament Text – I & II Kings	
OT 9320 Guided Research in the Old Testament (by permission only)	
OT 9322 Old Testament Text – Ezra and Nehemiah	
OT 9330 Old Testament Text – The Book of Psalms	
OT 9332 Old Testament Text – Wisdom Literature	
OT 9340 Old Testament Text – Isaiah	
OT 9342 Old Testament Text – Jeremiah	
OT 9344 Old Testament Text – Ezekiel	
OT 9346 Old Testament Text – Daniel	
OT 9350 Old Testament Text – Hosea and Amos	
OT 9360 Old Testament Text – Haggai, Zechariah, and Malachi	
Total Old Testament Textual Hours for Doctoral Degree	9
PhD Level Elective Courses	
Select three courses from 9000 level courses	<u>9</u>
Total PhD Level Elective Hours for Doctoral Degree	9
Qualifying Examination for the Doctor of Philosophy in Biblical Studies - Old Testament	
FD 9051 Qualifying Examination for Doctor of Philosophy in Biblical Studies	0
Total Qualifying Examination Hours for Doctoral Degree	0
Research Dissertation Modules for the Doctor of Philosophy in Biblical Studies - Old Testament	
RB 9391 Research Dissertation in Biblical Studies Module I	3
RB 9392 Research Dissertation in Biblical Studies Module II	3
RB 9393 Research Dissertation in Biblical Studies Module III	3
RB 9394 Research Dissertation in Biblical Studies Module IV	<u>3</u>
Total Research Dissertation Module Hours for Doctoral Degree	12
Total Hours for Doctoral Degree	51

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 12 semester hours of coursework into the Doctor of Philosophy in Biblical Studies.

Required Courses for the Doctor of Philosophy in Biblical Studies with New Testament Concentration

The Course Requirements of 51 semester credit hours for the degree program Doctor of Philosophy in Biblical Studies – New Testament consists of program specific courses (21 semester hours), New Testament textual courses (9 semester hours), PhD level elective courses (9 semester hours), a Qualifying Examination (0 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Philosophy in Biblical Studies - New Testament	Sem. Hrs.
FD 9300 Research in Biblical Doctrine	3
FD 9305 Research Analysis of the Origin and History of the Bible	3
FD 9310 Historical and Archaeological Research of the New Testament	3
FD 9318 Research Methods of New Testament Criticism	3
FD 9353 Biblical Etymology and Exegesis	3
TH 9309 Research in New Testament Theology	3
TH 9315 Biblical Ethics	3
Total Required Hours for Doctoral Degree	21

New Testament Textual Courses

Select three courses from the following:	<u>9</u>
NT 9311 New Testament Text – The Synoptic Gospels	
NT 9314 New Testament Text – The Gospel of Luke	
NT 9315 New Testament Text – The Gospel of John	
NT 9320 New Testament Text – Acts of the Apostles	
NT 9321 New Testament Text – Romans and Galatians	
NT 9322 New Testament Text – I Corinthians	
NT 9325 New Testament Text – Ephesians and Colossians, Philippians and Philemon	
NT 9328 New Testament Text – I & II Timothy and Titus	
NT 9331 New Testament Text – Hebrews	
NT 9332 New Testament Text – General Epistles	
NT 9341 New Testament Text – Revelation	
NT 9351 New Testament Text – Guided Research in the New Testament (by permission only)	
Total New Testament Textual Hours for Doctoral Degree	9

PhD Level Elective Courses

Select three courses from 900 level courses	<u>9</u>
Total PhD Level Elective Hours for Doctoral Degree	9
Qualifying Examination for the Doctor of Philosophy in Biblical Studies - New Testament	
FD 9051 Qualifying Examination for Doctor of Philosophy in Biblical Studies	0
Total Qualifying Examination Hours for Doctoral Degree	0
Research Dissertation Modules for the Doctor of Philosophy in Biblical Studies - New Testament	
RB 9391 Research Dissertation in Biblical Studies Module I	3
RB 9392 Research Dissertation in Biblical Studies Module II	3
RB 9393 Research Dissertation in Biblical Studies Module III	3
RB 9394 Research Dissertation in Biblical Studies Module IV	<u>3</u>
Total Research Dissertation Module Hours for Doctoral Degree	12
Total Hours for Doctoral Degree	51

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. Students may be eligible to transfer up to 12 semester hours of coursework into the Doctor of Philosophy in Biblical Studies.

Residency Requirement

1. The faculty and administration of the Amridge University Turner School of Theology strongly adhere to the tenet that an advanced program of study of this nature must have opportunities for students to prove knowledge of discipline literature and actively engage with students, research, and professional training. In keeping with this tenet, the Turner School of Theology has established a residency requirement for the Doctor of Philosophy in Biblical Studies. Students may fulfil the residency by enrolling full-time (i.e. 2 courses, 6 semester hours) for a minimum of two consecutive semesters or the equivalent prior to being eligible to register for the qualifying examination. **Note:** Residency Equivalent – Students who cannot register full-time for two consecutive semesters must take at least four courses in the Live Remote format in order to be eligible to register for the qualifying examination. In order to have the greatest impact on the academic study process, Amridge University offer Live Remote courses throughout the 51 semester hour Doctor of Philosophy in Biblical Studies track.
2. The University will require students enrolled in the PhD program to participate in live voice-to-voice conferencing and live web collaboration. A faculty member and students, regardless of the state in which they reside, may simultaneously participate in live voice-

to-voice class discussions and live web collaboration as scheduled. All course work including the Live Web recordings of the class sessions are made available in the online course. *The Live Web classes are identified in the semester schedule as LR and LC.*

Online Internet and Computer Requirements for Live Web Participation

Please see the section titled Computer Requirements Checklist for Online Learning specified in [SECTION 6: STUDENT AFFAIRS AND SUPPORT SERVICES](#) of the *Amridge University Academic Catalog*.

Research Expectations

The Doctor of Philosophy degree program differs substantially in several respects from other degrees offered at Amridge University. In addition to the heightened level of knowledge and performance required, students must understand that the PhD is a *research* degree. While demonstrated excellence in-field is a primary determinant for attainment of applications-based credentials, the student's ability to organize, conduct, and complete quantitative and qualitative research in the discipline is a critical requirement for the PhD. Such research must make a meaningful contribution to the body of knowledge in the field. Acceptable research must be publication quality and be positively affirmed through peer review within and/or outside of the Amridge University scholarly community.

Qualifying Examination Preparation Course

The Qualifying Examination attempts to measure the range of knowledge acquired by doctoral students by synthesizing the knowledge gained from the various courses that were taken and expressing these concepts in written format. The Qualifying Examination Preparation course is automatically uploaded and charged the semester the student unrolls in the initial program course FD 9300 Research in Biblical Studies Doctrine. The Qualifying Examination Preparation course will include a pool of questions similar to the questions that will be included on the Qualifying Examination. A student may draw random questions from the pool as guides for preparing for the Qualifying Examination. The preparation course will also include guides in the form of the rubric that will be used in evaluating student responses to the Qualifying Examination. The Qualifying Examination fee is a one-time fee.

Qualifications and Procedures for the Qualifying Examination

1. To qualify for the Qualifying Examination, a student must have completed at least 39 semester hours of the core course requirements.
2. The student must register for the course FD 9050 Qualifying Examination for Doctor of Philosophy in Biblical Studies.

3. The Qualifying Examination may be administered in person or via Live Remote.
4. The Qualifying Examination will be administered over a two-day period, the times of which will be included in the semester schedule.
5. The Qualifying Examination will be drawn from the pool of questions in the Comprehensive Examination Preparation Course.
6. Student responses to the Qualifying Examination will be evaluated based on the rubric provided to students in the Qualifying Examination Preparation Course.
7. The Qualifying Examination evaluation outcomes will be on a pass or fail basis.
8. A student who fails the exam must retake the entire exam.
9. Students may retake the exam as early as the following semester.
10. Students who fail the exam the second time may not retake the exam without approval of the program faculty.
11. A request for a third opportunity to take the exam must be submitted to the PhD Program Director who will chair the faculty committee to consider the request. A request will be granted only in very unusual circumstances.

Candidacy Status

Candidacy status is a milestone designation for the student. Candidacy status indicates that the student has demonstrated extensive knowledge and academic achievement in the student's major area and that the student has the knowledge base to conduct original research in the field.

The minimum requirements to attain Candidacy Status shall include: (a) Completion of all prerequisite courses for the student's chosen program; (b) Completion of all program residency requirements as specified in the University's Academic Catalog; (c) Completion of all required PhD core courses; (d) Passage of the written qualifying examination within the student's chosen program; and, (e) Demonstration of competency to produce a manuscript publishable in a peer refereed journal by presenting to the Examination Team conducting the Qualifying Examination for Candidacy Status: (1) documentation that the student has published in a peer refereed journal during the student's tenure in the PhD program at Amridge University, or (2) a manuscript which is judged by the Qualifying Examination Team to be of publishable quality and ready to be submitted for publication in a peer refereed journal.

Dissertation Committee

A Dissertation Committee shall be appointed upon, or prior to, the student enrolling in the first dissertation module, RB 9391 Research Dissertation in Biblical Studies Module I. The Dissertation Committee shall be appointed by the PhD Program Director with the approval of the Vice President of Academic Affairs. The student may request specific individuals to be appointed to the Dissertation Committee. A minimum of two signatory members of the Dissertation Committee shall have a PhD in a field related to biblical studies. The Committee shall establish procedures for communication among the Committee members. Each dissertation module and the final total dissertation shall be approved by the Committee Chairperson, the reader, and the Dissertation Secretary before a grade is assigned for the module. The Committee Chairperson shall be the instructor of record for the dissertation modules.

Dissertation Modules

The dissertation is to be completed through a sequence of dissertation module courses. The minimum sequence involves Research Dissertation Module I, Research Dissertation Module II, Research Dissertation Module III, and Research Dissertation Module IV. The sequence may also involve module continuation courses. A Research Dissertation Module First Continuation and a Research Dissertation Module Second Continuation is available for each module level if the student does not complete all requirements for a given module in one semester.

A student must achieve "Candidacy Status" prior to enrolling in a dissertation Module. After beginning the dissertation, the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation, unless prior written approval is obtained from the Dissertation Committee. The dissertation modules must be completed in sequence. The student must be enrolled in a dissertation module to receive significant assistance from members of the dissertation committee.

A student who fails to enroll in a dissertation course in a succeeding semester, unless prior written approval is obtained from the Dissertation Committee, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met, IP for in-progress if satisfactory progress has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

- The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for in-progress if satisfactory progress has been made but not all module requirements have been met, or F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program.

The Appeals Committee shall consult with the student's Dissertation Committee in considering the appeal.

Requirements for Dissertation Module Courses

See the section titled *Requirements for Dissertation Module Courses for the Doctor of Ministry and Doctor Philosophy Programs* under [SECTION 14: COURSE DESCRIPTIONS](#) of this version of the *Amridge University Academic Catalog*.

Graduation Requirements for the Doctor of Philosophy in Biblical Studies

Before being graduated with the Doctor of Philosophy in Biblical Studies, a student must satisfy the following requirements:

1. Satisfactorily complete 51 semester hours of courses specified in the Doctor of Philosophy Degree in Biblical Studies program, a minimum of 39 semester hours (75%) must be taken from Amridge University;
2. Complete all prerequisite and required coursework for the degree;
3. Complete all program residency requirements;
4. Pass the Comprehensive Examination and gain Candidacy Status;
5. Submit and gain faculty approval of dissertation proposal appropriate to the student's area of specialization and research competency;
6. Pass all four dissertation modules;
7. Final defense:
 - a. As part of the dissertation defense, the student must present, defend and pass a Biblical Doctrines Position Paper. This paper is to be a revision and expansion of the original paper presented in the course FD 9300 Research in Biblical Doctrine. This paper must show evidence of research and study to substantiate, validate, or abjure the student's belief in and understanding of three or more of the following biblical doctrines: God, Christ, the Holy Spirit, the inspiration and authority of the Bible, humanity and sin, redemption and salvation, the church, and the last things. Special emphasis should be given to the various sub-doctrines of the selected doctrines in the paper thereby giving a full treatment of the chosen topics.
 - b. Doctoral dissertation defense approval: the student must defend, and receive a passing grade for their doctoral dissertation before their Dissertation Committee, the dean of the Turner School of Theology, and other faculty. This defense will take place in Montgomery, Alabama at a time set by the Dissertation Committee.
 - c. The student must comply with all requirements for submission of the completed dissertation to the Amridge University Head Librarian.
8. Have a cumulative GPA of 3.0;
9. Complete and submit the Amridge University [DEGREE COMPLETION APPLICATION](#) available from the University's [MYAMRIDGE PORTAL](#). The properly completed and signed application must be submitted no later than the first day of classes of the semester prior to the semester the student plans to graduate. This submission schedule permits the

University to conduct a full audit of the respective student's records to make sure that all courses, programs, and respective graduation requirements have been attained.

Section 13: School of Continuing Education

This section includes important information on the programs and courses offered through the Amridge University School of Continuing Education. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based).

PURPOSE OF THE SCHOOL OF CONTINUING EDUCATION

The purpose of the School of Continuing Education is to provide participating students with quality and timely continuing education experiences for professional development and life enrichment purposes. These programs will be developed and presented by faculty and specialists related to programs and offerings provided by Amridge University as well as by professionals and other individuals in areas of interest to the Amridge University community and communities served.

EDUCATIONAL GOALS OF THE SCHOOL OF CONTINUING EDUCATION

The Amridge University School of Continuing Education provides programs and services through three educational goals. These goals are as follows:

1. Each student will have the opportunity to acquire the knowledge and skills in accordance with the learning objectives specified in the syllabus of the respective continuing education course;
2. The University will strive to provide continuing education programs and services related to Amridge University program offerings and designed to meet the education and training needs of participants in terms of professional development and/or certification, licensure, and licensure renewal; and
3. The University will strive to provide continuing education programs and services in accordance with the interests of the Amridge University community and communities served by Amridge University.

OVERVIEW

Amridge University is committed not only to providing quality degree and professional degree programs to students but is also committed to providing quality professional development courses and programs. In most instances these professional development programs will be offered through the Amridge University School of Continuing Education and cover a full spectrum of disciplines from professional development programs and activities designed for ministers and church leaders to marriage and family therapists to professional counselors, just to name a few.

CONTINUING EDUCATION COURSES AND PUBLIC SERVICE PROGRAMS

Amridge University provides non-credit continuing education and public service courses, seminars, workshops, and a variety of other activities and services designed for individuals interested in expanding their intellectual horizons, abilities, personal interests or credentials. Customized- on demand needs may be met through continuing education efforts offered by Amridge University's School of Continuing Education in collaboration with the College of Business and Leadership, The College of General Studies, the School of Human Services, or the Turner School of Theology. These training sessions are typically designed for life-long learners not pursuing academic degrees.

TEACHING AND FACILITATING VIA DISTANCE EDUCATION

A variety of professional development experiences, workshops, seminars, and/or courses are offered in the areas of instructional strategies, instructional technology, measurement, and evaluation to assist instructors with teaching and facilitating via distance education.

AUDIT COURSES

An audit course yields no academic credit. Enrollment as an audit student is encouraged for those who wish to learn more about a subject but do not wish to earn a degree.

Application for admission and an application fee are required for students who take audit courses. A fee is assessed for each audit course. The course fee is waived for students who are taking only audit courses. Students over the age of 65 are not required to pay an audit fee.

SOUTHERN CHRISTIAN UNIVERSITY LIBRARY SERVICES

Access to the Southern Christian University Library, the Learning Resources Center, is available to the community. This service aids individuals interested in study in various areas for learning enhancement.

CONTINUING EDUCATION UNIT (CEU)

For special, non-academic activities and courses offered by Amridge University, Continuing Education Units (CEU) may be earned. As defined by the Southern Association of Colleges and Schools, the Continuing Education Unit is given for 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education courses are offered for purposes of personal enrichment, public service, professional development, and creative pursuits. Courses are

developed and selected according to the needs and interests of area citizens and students and may vary from term to term.

Classes offered require a minimum number of participants. Interested persons should register at least two days prior to the starting date of the class to ensure enrollment. If a class does not have sufficient enrollment and is not offered, students will receive a 100% refund. If a pre-registered student withdraws from the course prior to the first class meeting, that student will receive a 50% refund.

CONTACT INFORMATION

Also, individuals wanting more information, desiring to make suggestions for continuing education courses, or interested in teaching continuing education courses may contact the Amridge University School of Continuing Education at the address below:

Amridge University School of Continuing Education
1200 Taylor Road
Montgomery, AL 36117-3520
Toll free telephone number: 1.800.351.4040, extension 7824
Email address: CONTINUINGED@AMRIDGEUNIVERSITY.EDU

Section 14: Course Descriptions

This section includes a specification of course descriptions for all courses offered on a for credit basis at Amridge University. Exceptions may be noted in the respective sections for specific programs and services specified elsewhere in this publication, noted in later editions of this publication, and/or published addenda (paper- and web-based).

UNDERGRADUATE LEVEL COURSE DESCRIPTIONS

AR – ART

AR 1405 – Photography (4 Semester Hours)

An introductory course in photography which approaches the medium as an art form and unique means of human communication, as well as a technical skill. The student is introduced to basic mechanical principles of the camera, is shown how photography influences human perception and communication, and is taught guidelines and techniques for selecting the content and structure of photographs. Students are given specific photographic assignments throughout the course.

AR 1409 – Art Appreciation (4 Semester Hours)

An introduction to great works of art from all over the world, as well as an observer's introduction to the artistic process of critical thinking and problem solving. Perceptual skills will be enhanced to encourage insight and understanding of the visual experience. (General Education/Fine Arts)

AR 1415 – Art History (4 Semester Hours)

A survey of visual arts of the west. (General Education/Fine Arts)

BS – BUSINESS

BS 1401 – Introduction to Business (4 Semester Hours)

A comprehensive view of the contemporary business environment that delves into the complex functions of a business, exposing students to the detailed internal and external operations affecting both large and small businesses. The course encompasses five general areas: foundation and forms of American business; organization and management of a business; the internal workings of a business; the environment of a business; and the challenges of business. Many of the principles and methods included can be applied to the administration of the local church. A research paper is required.

BS 1403 – Business Math (4 Semester Hours)

An innovative business mathematics course that focuses on the math that students encounter in their professional and personal lives. The content begins with mathematical foundations and basic business concepts, then moves on to mathematics of retailing, mathematics of finance, business accounting concepts, and communication with numbers. (General Education/Mathematics)

BS 1405 – Computers in Business (4 Semester Hours)

This foundations course provides skills training and assessment for a broad range of computing concepts and techniques, including competency in computer hardware and software, operating systems, word processing and spreadsheet functions, networks and the Internet, electronic mail, and an understanding of the impact of computing and the Internet in society.

BS 1406 – Accounting Principles I (4 Semester Hours)

An introduction to analysis and recording of business transactions; accounting for sales, purchases, cash disbursements, and receivables; includes end-of-fiscal period work, adjustments, financial statements, and closing procedures. Prerequisite: CO 1405.

BS 1410 – Contemporary Issues in American Business (4 Semester Hours)

Students in the course will study management techniques and their application to issues of the workplace. Organizations and management evolve to meet social and technical changes. Organizations and managers face various issues today and must be able to adjust continually. This course will explore the issues that affect how organizations and managers adapt. A research paper is required. Prerequisite: CO 1405. (General Education/Social Science)

BS 2400 – e-Commerce (4 Semester Hours)

This course introduces the model for conducting business-to-business and business-to-consumer electronic transactions. Major topics include the Basis of the Internet, Entrepreneurship, Creation of a Business Plan, Financing, Website Design, and e-Business management. An e-business plan is required.

BS 2405 – Principles of Organizational Behavior (4 Semester Hours)

This course emphasizes the fundamental concepts of organizational behavior. Emphasizes the human problems and behavior in organizations and methods of dealing with these problems.

Focuses on motivation, informal groups, power and politics, communication, ethics, conflict resolution, employment laws, technology and people, and managing change.

BS 2406 – Accounting Principles II (4 Semester Hours)

This course is a continuation of BS 1406 addressing accounting concepts, assumptions, and principles. This course progresses to evaluation of accounting data for merchandise inventory, deferrals and accruals, plant assets, intangibles, payables, and payroll. Introduces accounting for corporations as related to stocks, bonds, and corporate earnings. Introduces partnership accounting and, in addition, introduces the statement of cash flows. Prerequisite: BS 1406.

BS 2408 – Management: Theory, Practices and Application (4 Semester Hours)

This course explores the field of management in theory and practice and as both a science and an art. The course also addresses the role of managers in the current world of rapid change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on ways and means of achieving desired goals. The student will leave this course with a solid background in the nature and work of management and managers.

BS 2410 – Business Policy (4 Semester Hours)

Provides opportunities for students to integrate management principles, techniques, and theories by applying previously acquired knowledge of accounting, law, personnel, economics, and statistics. Utilizes cases from the federal government and private industry with emphasis on problem identification, analysis, business, and decision-making within the organization.

BS 2412 – Financial Management (4 Semester Hours)

This course teaches the concepts and skills of financial planning within a business. The student will be learning how to use financial statements and how to plan appropriate action. The student will prepare budgets, analyze investment options, and determine the best means of financial business endeavors. The student will also discover ways of assessing both the return and the risk involved in business finance decisions. A research paper is required.

BS 2418 – Marketing: Principles and Practices (4 Semester Hours)

This course involves the role of marketing within the total organization. The major areas of study include: the consumer and industrial markets, research techniques, product decisions, and customer motivation. A research paper is required.

BS 2420 – Principles of Marketing (4 Semester Hours)

An introduction to the fundamentals of marketing that cover product development, distribution, promotion, and pricing, with emphasis on developing a managerial point of view in planning and evaluating marketing decisions. Addresses key marketing concepts such as consumer decision making, market segmentation, and development strategies and their significance in domestic and international activities.

BS 2430 – Principles of Finance (4 Semester Hours)

Study of the finance function of the firm. Topics include financial statement analysis, ratios, cash budgeting, cost of capital and capital budgeting, debt and equity, capital structures, types and evaluation of securities, and overview of securities markets. Also addresses the effects of multinational operations, multiple currencies, international tax laws, money and capital markets, and political risk environments.

BS 3400 – Leadership and Organizational Dynamics (4 Semester Hours)

Human beings are social by nature and, as a result, spend much of their time in groups. On a large scale, group theory can be applied to the scope of organizations, where individuals join together to form a complex organizational structure. This course blends current and traditional management topics and organizes them around the functional or process approach to the study of management. The course addresses the fundamentals of management by focusing on the manager, international management, information technology, ethics and social responsibility, planning and decision making, organizing, leading, and controlling. A research paper is required.

BS 3401 – Principles of Management (4 Semester Hours)

A survey of the functions of modern management, planning, leading, organizing, and controlling. Contemporary management highlights the functions, inter-relations, and context of what managers do every day.

BS 3405 – Business Statistics (4 Semester Hours)

This course introduces the concepts of statistics and their applications to business decisions. Topics include hypothesis testing, elements of probability, descriptive statistics, random samples, and point and interval estimation. Emphasis is on collection and analysis of data

needed to evaluate reported results of statistical studies and to make sound business decisions in accounting, finance, marketing, management, and economics.

BS 3406 – Financial Accounting (4 Semester Hours)

This course covers the fundamentals of financial accounting. Topics include measurement, identification, and the reporting of financial events on a business. Financial information is examined from the perspective of effective management decision-making with emphasis on planning and controlling. Prerequisite: BS 2406.

BS 3415 – Basic Accounting Principles (4 Semester Hours)

This course focuses on accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

BS 3420 – Accounting for the Non-Accountant (4 Semester Hours)

A review of accounting principles from a manager's position with an emphasis on the effect of transactions on a financial statement, how to interpret the financial statement, how to make objective accounting decisions that will assist a manager in making satisfactory business and economic decisions.

BS 3425 – Introduction to Accounting (4 Semester Hours)

An introductory course for persons interested in learning accounting principles.

BS 3427 – Introduction to Managerial Accounting (4 Semester Hours)

This course is a continuation of BS 3415. This course prepares students to understand the internal accounting procedures of how costs flow through the system. Although emphasis is on a manufacturing environment, the information learned can be applied to all types of businesses including governmental and non-profit organizations. Prerequisites: BS 3415 and BS 3420.

BS 3430 – Business Law (4 Semester Hours)

An overview of business law and the world of business as it relates to contracts and the legal system. Topics treated include the law of sales, commercial paper, agency, property, legal government regulations and environmental topics, employment practices, reorganization and liquidation under the bankruptcy laws, and consumer and environment protection.

BS 3434 – Current Issues in International Business (4 Semester Hours)

This course is designed for non-business majors. This course will examine current trends in the for-profit and non-profit global business environment and issues facing international companies of various regions around the world. While providing an excellent foundational awareness for business majors this course presents a broad overview of international business issues and trends, is non-technical in nature, and therefore especially beneficial for the non-business major. A research paper is required.

BS 3440 – Economic Environment of Organizations (4 Semester Hours)

Economics is not only an academic discipline with its own body of theoretical insights and empirical data, but it is also a way of thinking. Introduces economic approaches to thinking and managerial decision-making, specifically focusing on the challenges of aggressive international competition and fast paced technological innovation. In addition, students are challenged to reflect on how economic thinking illuminates specific social problems facing the United States and the world. (General Education/Social Science)

BS 3442 – Effective Decision-Making Strategies (4 Semester Hours)

This course equips students with concrete skills in critical thinking and decision making that will allow them to identify and solve organizational problems, as well as provide strategic direction. Emphasis is placed on preparing students to deal clearly, rationally, and creatively with a diverse workforce and dynamic workplace. A research paper is required. (General Education/Behavioral Science)

BS 3450 – Business Policy and Strategy (4 Semester Hours)

This course focuses on the formal decision making process called “strategic management.” The primary course objective is to acquaint student with the process of developing a business strategy and how to implement that strategy. Case studies are an integral part of the course. A research paper is required.

BS 4144 – Special Topics in Business (1 Semester Hour)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within a Business Administration concentration. This course will have a business emphasis chosen by a Business Administration faculty member on the basis of student/program demand, compatibility with the general nature

of the Business concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

BS 4244 – Special Topics in Business (2 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within a Business Administration concentration. This course will have a business emphasis chosen by a Business Administration faculty member on the basis of student/program demand, compatibility with the general nature of the Business concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

BS 4344 – Special Topics in Business (3 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within a Business Administration concentration. This course will have a business emphasis chosen by a Business Administration faculty member on the basis of student/program demand, compatibility with the general nature of the Business concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

BS 4406 – Managerial Accounting (4 Semester Hours)

This course looks at how users of financial information interpret accounting reports when making business decisions. Emphasis is on profitability concepts and performance evaluation. A research paper is required. Prerequisite: BS 3406

BS 4420 – Wireless Technologies in Business Applications (4 Semester Hours)

An in-depth course in the technology of wireless communications and their respective business applications. Specific content includes treatment of fundamentals to advanced concepts, hands-on projects of various levels of difficulty, and the design of business operations utilizing wireless technologies. This course will require a minimum of one design project. Prerequisite: CO 3424.

BS 4435 – International Business Environment (4 Semester Hours)

This course is designed for business majors. The course will examine the political, economic, and cultural environment including the topics of international trade and global financial markets, investments, and exchange rates. This course will also cover global corporate strategy and organizational structure and how firms carry out their production, supply chain, human resource, marketing and financial management activities. The impact of regionally diverse cultural and ethical issues on these management activities will be covered as well. A research paper is required.

BS 4444 – Special Topics in General Business (4 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within a Business Administration concentration. This course will have a business emphasis chosen by a Business Administration faculty member on the basis of student/program demand, compatibility with the general nature of the Business concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

BS 4445 – Project Management (4 Semester Hours)

This course is a study of total project management. The student will prepare to plan, design, staff, allocate resources, develop project time line and lead personnel in project development and implementation.

BS 4446 – Technology Enhanced Business Marketing (4 Semester Hours)

This course is a study of the use of technology that can be utilized to help business marketing. Through this course, the student will learn about technology-related advertising and marketing, online and offline market research, data collection, domain names, advertising options, email marketing, search engines, website monitoring, and incentives. A research paper is required.

BS 4448 – Human Resource Management Effectiveness (4 Semester Hours)

Human resource management is the study of managing a workforce to perform at optimum capacity. The Human Resource Management Effectiveness course focuses on the positive effects that an effective human resource management strategy may have on organizational culture, job satisfaction, recruitment and retention, and organizational performance. Students will select an organization and complete a Human Resource Management Audit of existing HR management practices and extrapolate the effects of alternate HR management practices on the organization and its performance in the marketplace.

BS 4450 – Organizational Communication (4 Semester Hours)

This course demonstrates how essential communication is in conjunction with the practices that each organization, both for profit and not-for-profit, can employ to become more efficient and effective in everyday activities. While strengthening reading, writing, and presentation skills, topics presented include basic communication principles, interpersonal communication with in the organizational structure, literacy and employee communication, current and controversial issues including ethical issues, crisis communication management, and the effects of emerging communication technologies. A research paper is required. (General Education/Communication)

BS 4456 – Directed Field Experience in Area of Concentration (4 Semester Hours)

Supervised occupational work experience (minimum of 300 hours, paid or un-paid) in an approved concentration-related occupation, accompanied by ongoing discussions via distance learning. Portfolio reflecting internship experiences required. A research paper is required. Prerequisite: Senior class standing and departmental approval.

BS 4458 – e-Portfolio in Business Administration (4 Semester Hours)

This course will assist the student in the development of a professional e-Portfolio that is reflective of the student's professional goals, objectives, and personal experiences and that is designed as a valuable tool for career progression. This course will include weekly discussions about professional and ethical issues/topics related to the student's discipline as well as techniques for e-Portfolio development.

Note: This is a capstone course that should be taken at the end of the Business program. The program exit exam in the area of the student's concentration (Business Administration or Information Systems Management) will be administered as part of this course.

Prerequisite: Must be within 12 hours of graduation.

BS 4460 – Marketing Environment of Organizations (4 Semester Hours)

As an art and a science, marketing is undergoing dramatic and exciting changes while it remains one of the most critical functions in today's national and international business climate. Covers basic marketing theory and terminology as applied to domestic and international marketing opportunities and problems. Identify and evaluate marketing data and based on that data develop workable programs to solve problems and capitalize on opportunities.

BS 4462 – Starting a Non-Profit Business (4 Semester Hours)

Topics include the legal definition of a non-profit entity, how to organize a non-profit business, frequently-asked questions, IRS 990 issues, how a well-functioning board operates within a non-profit organization, CEO role, fund raising, capital campaigns, and grant writing. A research paper is required.

BS 4463 – Family Business Management (4 Semester Hours)

This course explores the challenges and opportunities facing individual and families involved in business relationships. Topics addressed include family-business culture, entrepreneurial influences, key issues and conflicts, career planning, succession and strategic planning, counseling and consulting, professional support relationships and survival skills in the family business.

BS 4465 – Ethical Character of Business Leadership (4 Semester Hours)

This course is intended to provide students with an essential understanding of the ethical issues facing those in the business world. Students will be expected to develop and strengthen their ability to understand and critically analyze ethical issues, dilemmas, and problems confronted by employees, managers, and business owners, so that they might better provide ethical leadership in the business setting. Concepts addressed include research of current trends in business as it relates to ethical actions on the part of consumers, employees, and leaders; damages caused by unethical conduct; company values versus personal values; competition for customers and employees; politics and bureaucracy; the role of professional organizations in providing codes of ethical behavior; workplace monitoring, jurisdiction, and systems of trust as they apply to general business and information technology. (General Education/Humanities)

BS 4466 – Directed Field Experience (Internship) (4 Semester Hours)

Supervised occupational work experience (minimum of 150 hours, paid or un-paid) in an approved concentration-related occupation, accompanied by ongoing discussions via distance learning. Portfolio and/or journals reflecting internship experiences required. A research paper required. Prerequisite: BS 4456.

BY – BIOLOGY

BY 2401 – Principles of Biology I (4 Semester Hours)

Fundamental concepts of biology, cell structure, chemical background and introduction to genetics. (General Education/Natural Science)

BY 2402 – Principles of Biology II (4 Semester Hours)

A continuation of BY 2401 further exploring the fundamental concepts of Biology. Cell structure, chemical background, and introduction to genetics. (General Education/Natural Science)

CO – COMPUTER SCIENCE

CO 1401 – Introduction to Computers (4 Semester Hours)

A survey of electronic data processing, computer hardware and software systems, and developments that will provide the basis for further advancements in information processing.

The course provides a comprehensive overview of the computer: what it is, what it can and cannot do, how it operates, and how it may be instructed to solve problems. It introduces learners to the terminology of data processing, examines the application of the computer to a broad range of organizational settings and social environments, and prepares students to understand and utilize computers in both their personal and their professional lives.

CO 1402 – Computers in Business (4 Semester Hours)

A survey and analysis of the use of management information systems in the business environment. Modules cover such topics as computer basics, word processing, electronic publishing, graphics, spreadsheets, database management, accounting, project management, telecommunications, and artificial intelligence. A Lab Pack is used in this course and describes and compares the features of a range of software packages and allows students the opportunity to use and evaluate them in action.

CO 1403 – Management Information Systems in Business (4 Semester Hours)

A survey and analysis of the use of management information systems in the business environment. Modules cover the basic concepts and terminology of business data processing including computer systems and components, spreadsheets, database management, accounting, Internet applications, and project management.

CO 1405 – Microcomputer Applications (4 Semester Hours)

This course is designed to provide the student with basic word processing skills. Emphasis is on using software features to create, edit, and print common office communications. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.

CO 1406 – Introduction to Windows XP (4 Semester Hours)

An introduction to the basics of Microsoft Windows and graphical environments. The course addresses normal business uses of microcomputers and windows applications. Students should have basic microcomputer skills prior to enrolling in this course.

CO 1407 – Introduction to Windows Vista (4 Semester Hours)

An introduction to the basics of Microsoft Windows and Vista's graphical environments. The course addresses normal business uses of microcomputers and windows applications. Students should have basic microcomputer skills prior to enrolling in this course.

CO 1408 – Introduction to Windows 7 (4 Semester Hours)

An introduction to the basics of Microsoft Windows 7. The course addresses normal business uses of microcomputers and windows applications. Students should have basic microcomputer skills prior to enrolling in this course.

CO 1416 – Operating Systems (4 Semester Hours)

This comprehensive survey course covers leading operating systems. Covering 10 different desktop and server operating systems from both an end-user and administrative standpoint, allowing for a comprehensive full-course solution, this course also introduces the student to operating systems used for hand-held devices, pocket PCs, and mobile phones. Upon completion, the student should be able to converse intelligently on topics such as configuring an operating system on the network, managing users and groups, and securing a network against unauthorized use. Application labs will utilize the command prompt (DOS), Microsoft Windows XP, and Linux.

CO 1421 – Advanced Word Processing (4 Semester Hours)

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

CO 1423 – Business Correspondence (4 Semester Hours)

Communications is a vital tool of the business leader. Therefore, this course will prepare business leaders to create various types of technical and other correspondence for use in business decisions and applications specific to Business Administration Information Systems Management. Included in this course is a series of case-studies and simulated situations which develop and enhance the correspondence skills and leadership thought processes of future for profit and not-for-profit business leaders. Writing projects are required. Prerequisites: EH 1402 and CO 1405.

CO 1427 – Legal Terminology (4 Semester Hours)

This course is designed to familiarize the student with common legal terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terms easy to use. Upon completion, the student should be able to understand and use legal terminology.

CO 1475 – Desktop Publishing (4 Semester Hours)

This course introduces students to page design, layout and typography. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts.

CO 1477 – Office Graphics and Presentations (4 Semester Hours)

This course focuses on producing business slides and presentations. Emphasis is on software tools, presentation options, design and presentation considerations. Upon completion, the student should be able to design and produce a business presentation.

CO 2405 – Database Programming (Microsoft Access) (4 Semester Hours)

This course provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: design and development of business data-systems, structured programming techniques, data editing, and output design. This course is a core component for becoming a Database Developer.

CO 2410 – Database Management (4 Semester Hours)

Database Management will involve the understanding, application, and design of database management projects to fulfill business applications. This course will include interactive database team projects and management design of database requirements. The final project will be the analysis, design, and creation of a real-world database project which will require the business leader to use leadership skills to accomplish the project. A research paper is required. Prerequisite: CO 1405.

CO 2411 – Internet Applications (4 Semester Hours)

Introduces the student to the Internet and provides the student with an excellent opportunity to understand, investigate, and explore the Internet as it is interconnected to Wide Area Networks (The Internet “cloud”). The student will learn how to connect a PC to the Internet and how to use communications software to access the many resources available on the network. Subjects include: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information services.

CO 2412 – Creating a Business Presence on the Web (4 Semester Hours)

This course uses the application languages of HTML, CSS, and DHTML. In this course, students will program multimedia Web pages with hypertext links, tables, frames, forms, cascading style sheets utilizing HTML and XHTML. JavaScript is introduced. HTML, CSS, DHTML, and JavaScript are used to design and control dynamic content and layout, control mouse and keyboard events, utilize sound, and manipulate graphics. All work is uploaded and accessible via the Internet. A research paper [or project] is required.

CO 2413 – HTML Programming (4 Semester Hours)

HTML Programming is a course that uses the application language of HTML and DHTML. In this course, students will create multimedia Web pages with hypertext links, tables, frames, forms, cascading style sheets, program in Java Script, work with dynamic content and layout, control mouse and keyboard events, and create new frames and windows.

CO 2415 – Fundamentals of Web Design (4 Semester Hours)

In this course students learn to design and create Web pages. The course includes coverage of web editing software i.e., FrontPage, GoLive, etc. Students will demonstrate a mastery of design principles in creating web pages.

CO 2416 – Technology Enhanced Communications I (4 Semester Hours)

This course is designed to provide the student with basic word processing skills. Emphasis is on using software features to create, edit, and print common office communications. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.

CO 2417 – Database-Driven Websites (4 Semester Hours)

Database-Driven Websites is intended for the individual who wants to create dynamic Web pages that interact with a database. A review of Visual Basic programming concepts is provided, but users should have previously taken an introductory Visual Basic programming course. Background chapters are provided on using the Access Database environment, creating SQL queries, and using HTML at the code level.

CO 2418 – Technology Enhanced Communications II (4 Semester Hours)

This is a continuation of the skills and concepts learned in Technology Enhanced Communication I. This course is designed to increase and strengthen student proficiency in using advanced word processing functions as a form of communication in business and society. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex document such as forms, newsletters, and multi-page items including sections, tables, indexes, and tables of contents. Prerequisite: CO 2416.

CO 2419 – Active Server Pages (4 Semester Hours)

This course is intended for the student who wants to learn to create active server pages that solve everyday business problems. While an introduction to Web applications and Web servers is reviewed, it is assumed that the student has a solid understanding of these elements. In addition, the student is assumed to have a working knowledge of variables, constants, arrays, collections, database management systems, HTML, and query languages, even though these items are discussed and addressed in this course. The student should be able to manipulate the Windows operating system, use the Internet Explorer to view Web pages, and understand how to create simple web pages.

CO 2420 – Business Presentations and Publishing (4 Semester Hours)

This course introduces students both to publishing and presentation concepts. Using current commercial desktop publishing software, graphic tools, and electronic input/output devices students learn to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Using industry standard presentation software, the students will explore presentation creation options, design, and presentation considerations. Upon completion, the student should be able to utilize proper layout and design concepts used in publishing and be able to design and produce a business presentation.

CO 2421 – Internet Programming with VBScript/JavaScript I (4 Semester Hours)

Internet Programming with VBScript and JavaScript is intended for the individual who wants to create dynamic Web applications. You should be familiar with the Windows operating system and know how to use Internet Explorer to view the Web pages. Additionally, this course uses the JavaScript programming language to develop actual Web applications. Syntax, object-oriented procedures, and documentation are emphasized.

CO 2422 – Communicating via the Internet (4 Semester Hours)

Introduces the student to the Internet and provides the student with an excellent opportunity to understand, investigate, and explore the Internet as it is interconnected to Wide Area Networks. The student will learn how to use communications software to access the many resources available on the network. Subjects include: network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, firewalls, security issues, and information services. Research papers and an Internet accessible blog are required.

CO 2423 – Enterprise Network Design (4 Semester Hours)

This course is the MCSE course for Exam # 70-217: Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. The focus of this course is the Active Directory and how the A.D. is installed, configured, and used to support a network of small to large numbers of hosts/users.

CO 2425 – Java Programming (4 Semester Hours)

This course is an exciting study of the JAVA 2 Programming Language with its object-oriented base system. Students will learn to design, test, modify, troubleshoot, compile, debug, etc. JAVA 2 is a Sponsored Curriculum course in the Cisco Academy and is the Sun Java Software. Projects and extensive hands-on activities make this course an invaluable programming tool for building true-to-life business, web-based solutions.

CO 2427 – Visual Basic (4 Semester Hours)

This course is an introduction to the programming language Visual BASIC. Emphasis is on object-oriented languages and the basic fundamentals of programming in a graphical environment. This course requires outside laboratory time, and students are required to demonstrate a mastery of concepts presented.

CO 2431 – CISCO I: Networking Essentials (4 Semester Hours)

This course is the required Networking Fundamental course for networking students. This course covers the basic concepts and lab exercises to prepare students for acquiring networking skills required for all other networking and DPT courses. Included in this course are networking hardware, OSI Model, topologies, IP Addressing, subnet applications, and design. (Ref: CCNA Exam 640-607)

CO 2432 – CISCO II: Router Theory (4 Semester Hours)

This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the beginning router configurations; router and routing protocols; and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the CISCO Certified Networking Associate (CCNA) Exam, 640-607.

CO 2433 – CISCO III: Advanced Router Theory (4 Semester Hours)

This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations; LAN switching; network management; and advanced network design. This is the third of a four-part series designed to prepare students for the CISCO Certified Networking Associate (CCNA) Exam, 640-607.

CO 2434 – CISCO IV: Project-Based Learning (4 Semester Hours)

This course is designed to prepare a student to apply and understand the advanced principles, application, and implementation of networking hardware. The course covers the advanced network design projects and advanced network management projects. This is the fourth of a four-part series designed to prepare students for CISCO Certified Networking Associate (CCNA) Exam, 640-607.

CO 2441 – Designing Microsoft Windows 2000 Directory Services (4 Semester Hours)

This course is the preparatory course for MCSE Exam # 70-219: Designing a Microsoft Windows 2000 Directory Services Infrastructure. This course will delve deeply down through the Analysis and Design of Directory Services to build a functionally, efficient network of various complexities. Team building is a must in this course and ample time is given to outside work.

CO 2443 – Designing Microsoft Windows 2000 Network Infrastructure (4 Semester Hours)

This course is the prep course for MCSE Exam # 70-221: Designing a Microsoft Windows 2000 Network Infrastructure. This course will delve deeply down through the Analysis and Design of Network Infrastructure to build a functionally, efficient network of various complexities. Team building is a must in this course and ample time is given to outside work.

CO 2446 – Open Source Business Systems I (4 Semester Hours)

This course is a review of the open source applications and systems available to support organizational systems in business, education, and SOHO (Small-Office, Home-Office). Several system functions will be discussed and demonstrated using "capture technology" (e.g. Camtasia Studio). An "entry-level" technical research paper is required in this course.

CO 2447 – Open Source Business Systems II (4 Semester Hours)

This course is an in-depth study of the types of open-source systems in actual use in business, education, and other areas. Students will be required to design an original survey instrument, submit an IRB application for their study, and conduct the investigation by surveying a relative sample of businesses to obtain data on the number/types of open source systems in actual use at respective organizations. Your instructor will provide substantial logistical support for this technical research project. Prerequisite: CO 2446.

CO 3412 – Business Communication through Data (4 Semester Hours)

This course expands the student's ability to communicate in business using database and spreadsheet concepts. Using a case-based approach and current commercial software, the course combines business data-gathering strategies with hands-on creation of spreadsheets and databases. Upon completion, the student should be able to create, design, manipulate, format, and graph effective spreadsheet and database files.

CO 3419 – Accessing Information from Libraries and the Internet (4 Semester Hours)

An introduction to methods and skills appropriate to accessing information from library collections and from Internet sources. (General Education/Communication)

CO 3420 – Managing Business Projects via Technology (4 Semester Hours)

This course introduces the student to the concepts of project management. Using industry standard project management software, students will plan a project, create a project schedule,

manage critical tasks and milestones, communicate project information, assign resources, and manage costs, track progress, and share information with others. Students will be introduced to collaborative projects and project management certification information. A research paper is required.

CO 3421 – Principles of Training and Development in IT (4 Semester Hours)

This course will enable a prospective business leader who manages Information Systems personnel to become the change-agent in the enhancement of skills-building. The course will teach the business leader how to manage the training and development of IT staff so that these skills may increase the business advantage within the organization. A research paper is required.

CO 3424 – Networking Systems and Data Communications I (4 Semester Hours)

This course provides a complete introduction to data communications geared towards the business-oriented perspective of the technology that lies at the heart of the booming telecommunications revolution. Providing a solid background of fundamentals to tomorrow's business and information systems professionals, this survey of data communications provides a solid understanding not only of how things work, but how they can be applied to create business solutions. New technologies covered include wireless technology, security, and the Ethernet. Topics include Fundamentals of Data and Signals, Conducted and Wireless Media, Multiplexing, Error Detection and Control, Telecommunications Systems, Network Security, and Network Design/Management. Projects are included in this course.

CO 3425 – Networking Systems and Data Communications II (4 Semester Hours)

This course is a continuation of CO 3424 and includes the advanced topics begun in Networking Systems and Data Communications I. Advanced projects are included in this course. Prerequisite: CO 3424.

CO 3426 – Security Measures in Business (4 Semester Hours)

This is an in-depth course intended to introduce the business leader to the challenges of security in organizations. Included in this course are the technologies used in security procedures and methods to protect the business data and environment. Also, this course will deal with some specific technologies as a way to prepare leaders to manage others who are responsible for the technical aspects of delivering security within organizations.

CO 3428 – Introduction to Information Security (Cyber Security) (4 Semester Hours)

This course will present an overview of the threats to your information structure and intellectual property with an emphasis on the detection and prevention of intrusions or theft. The protection of services such as the World Wide Web, file sharing and email will be analyzed. The vulnerabilities and hardening of major operating systems such as Linux and Microsoft's Windows 2000 will be discussed. The course takes a holistic approach – discussing the technical but focusing on the need for proper training and procedures in the maintenance of an effective yet secure information technology infrastructure. While the material of the course is technical in nature, no systems administration or software development experience is assumed. A good familiarity with the use of the Internet and computers is required and some knowledge of TCP/IP would be helpful.

CO 3430 – Web Design and Applications Management I (4 Semester Hours)

This course expands on HTML, XHTML, and XML concepts. Students design and create websites with multiple non-linear pages using industry standard web design applications. Website management strategies and security issues are also covered. Prerequisites: CO 2412 and CO 3424 preferred but not required.

CO 3431 – Web Design and Applications Management II (4 Semester Hours)

Students will develop advanced skills that build upon those acquired in CO 3430. Additional skills include the technologies and applications found in Adobe Creative Suite development software (e.g., CS4 DreamWeaver). Prerequisite: CO 3430.

CO 4144 – Special Topics in Information Systems Management (1 Semester Hour)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Business Administration Communications or Information Systems Management areas. This course will have an information systems management emphasis chosen by the Information Systems Management faculty member on the basis of student/program demand, compatibility with the general nature of the Information Systems Management concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no

more than 4 credits may be accumulated in special topics. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

CO 4244 – Special Topics in Information Systems Management (2 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Business Administration Information Systems Management areas. This course will have an information systems management emphasis chosen by the Information Systems Management faculty member on the basis of student/program demand, compatibility with the general nature of the Information Systems Management concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated in special topics. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

CO 4344 – Special Topics in Information Systems Management (3 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Business Administration Information Systems Management areas. This course will have an information systems management emphasis chosen by the Information Systems Management faculty member on the basis of student/program demand, compatibility with the general nature of the Information Systems Management concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated in special topics. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

CO 4410 – CIW Preparation (4 Semester Hours)

During the senior year students may prepare to take the Certified Internet Webmaster (CIW) Foundations certification exam and/or the CIW e-Commerce Designer job role certification exam. Prerequisites: CO 4430 and CO 3430.

CO 4430 – Entrepreneurship and Creating a Winning e-Business (4 Semester Hours)

This course assists students with how to conduct business online and how to manage the technological issues associated with constructing an electronic commerce Website. Combining skills and concepts presented in this and earlier courses, students will implement a genuine transaction-enabled business-to-consumer Website, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. A research paper is required. Prerequisites: BS 2400 and CO 3430.

CO 4444 – Special Topics in Information Systems Management (4 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Business Administration Information Systems Management areas. This course will have an information systems management emphasis chosen by the Information Management faculty member on the basis of student/program demand, compatibility with the general nature of the Information Systems Management concentration and related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated in special topics. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

EC – ECONOMICS

EC 3401 – Economic Principles (4 Semester Hours)

A comprehensive course in macro and microeconomics designed to examine economic principles and show their relationship to concrete human experience. The course includes an analysis of major historic and contemporary events that have shaped twentieth century American economics. (General Education/Social Science)

EC 3403 – Microeconomics (4 Semester Hours)

An introduction to basic principles of economics and microeconomics. Course includes microeconomic analysis of market forces, supply and demand, price determination, market structure, and economic efficiency. (General Education/Social Science)

EC 3405 – Macroeconomics (4 Semester Hours)

An introduction to macroeconomics. Course includes macroeconomic instability, business cycles, inflation, unemployment, government stabilization policies, international trade balance, and long-run economic growth. (General Education/Social Science)

EH – ENGLISH**EH 1400 – English Fundamentals (4 Semester Hours)**

This course is a review of English fundamentals and their application to collegiate level written communication. The student will demonstrate the development, organization and use of a variety of sentence structures. The student will demonstrate an understanding of the components of paragraphs in the development of multi-sentence paragraphs. This course will not count as the required general education course in Math/Natural Science.

EH 1401 – English Composition I (4 Semester Hours)

A freshman-level English composition course covering basic skills for academic and business writing. The course teaches composition and rhetoric from a “process” point of view and presents deliberate strategies for prewriting and revision. Emphasis is placed on audience awareness and purpose for writing. (General Education/Communication)

EH 1402 – English Composition II (4 Semester Hours)

A second-term freshman-level English composition course that introduces students to the skills they need for essay writing, writing a research paper, writing across the curriculum, writing for business, and writing about literature. (General Education/Communication)

EH 1410 – Essentials of College Writing (4 Semester Hours)

Essential writing strategies and skills required for college coursework are covered in this course. Students will be taught how to develop research papers, position papers, and case studies. The

differences between interpretive and analytical writing are explored. Students will learn how to approach the research process from both the conceptual and applied perspectives. Students will learn the mechanics, style, citation, and documentation of college writing. (General Education/Communication)

EH 1411 – Technical Writing (4 Semester Hours)

The study and practice of preparing written material for technical communications to professional and practitioners. Types of documents addressed include business proposals, business reports, technical manuals, operating manuals, and technical documentation. Emphasis is on accurate, effective and efficient communication. Prerequisite: EH 1410. (General Education/Communication)

EH 2410 – Advanced Composition (4 Semester Hours)

This course is designed for students preparing for professional careers. This advanced course addresses expository and argumentative writing. Emphasis will be placed on critical thinking, thesis formation, research, bibliographic techniques, and stylistic skills necessary to produce articles and essays which would be appropriate for professional journals and the media. (General Education/Communication)

EH 3401 – Creative Writing (4 Semester Hours)

This course will help the student develop and refine methods, style, and form for various types of creative writing. Students will write long or short poetry and fiction using a variety of creative forms. Emphasis will be placed upon revision and experimental techniques. Students will submit a final creative Portfolio of 10-20 pages of their craftsmanship. (General Education/Humanities)

EH 3415 – Introduction to Poetry (4 Semester Hours)

This course explores poetry in art and practice through critical, historical, and technical analysis. Students will review various types of poetry while studying poetic movements from different periods and nations. The course exposes students to major poets, literary devices, and interpretive techniques so that they gain an understanding of the purpose and meaning of poetry in general and in individual poems. (General Education/Humanities)

EH 4414 – English Literature (4 Semester Hours)

This course is a basic introduction to the history of the English language and survey of some of the major literary works from Beowulf to Milton. (General Education/Fine Arts)

EH 4416 – Literature of the Americas (4 Semester Hours)

Examine literary traditions of the Americas. Develop critical methodologies to analyze different works. (General Education/Fine Arts)

FD – FOUNDATION STUDIES

FD 1400 – Life Experiences (4 Semester Hours)

This course provides academic credit for documented life experiences that significantly contribute to the general education or professional development of the individual.

FD 1410 – Skills for Lifelong Learning I (4 Semester Hours)

This course examines learning theory and the application of adult learning principles to the following: communication skills, group processes, and personal management. The adult learner will develop strategies for achieving goals in school, work, and personal settings.

FD 1412 – Management Intervention (4 Semester Hours)

In this course the student develops knowledge and skills for personal and academic success. The student develops skills in setting goals, setting priorities, and assigning resources. The student will study and apply techniques related to learning styles, time management, developing successful study habits, note-taking, managing test anxiety, accessing information sources, critical thinking, and power writing. Asterisk grades will not be allowed for this course.

FD 1415 – Becoming the Master Student (4 Semester Hours)

This college success course is to expose students to academic and personal tools that will help them to enhance their strengths, to acknowledge and develop their weaknesses, and to adopt tools that can be modified for lifelong learning. Topics will include learning styles, time management, developing successful study habits, note taking, test anxiety, accessing information sources, critical thinking, and power writing.

FD 1417 – The Successful College Student (4 Semester Hours)

This college success course is to help students develop academic and personal tools that will enable them to succeed in college. Topics will include learning styles, time management,

developing successful study habits, note taking, test anxiety, accessing information sources, critical thinking, and power writing.

FD 2410 – World Geography (4 Semester Hours)

Nations and continents of the world are discussed. Such things as natural resources, climatic factors, occupations, and historical backgrounds of nations and continents are studied. (General Education/Social Science)

FD 2415 – Biblical Interpretation (4 Semester Hours)

A study of the basic principles of Biblical interpretation. The student will be introduced to the order, organization and divisions of the Bible. Fundamental procedures for considering contextual setting, author or speaker, audience, and language in understanding and interpreting Biblical passages will be studied. Consideration will also be given to the constructs of figures of speech, poetry and prophecy.

FD 2416 – Spiritual Growth for Christian Women (4 Semester Hours)

This course is designed to assist women in addressing their opportunities and challenges in achieving spiritual maturity and personal faith development in today's world. It is a study of the biblical principles of spiritual growth used by biblical models in the Old and New Testaments. This course enables Christian women to examine their own faith journey (past, present, and future) and explore strategies to mentor others in personal faith development in the contexts of family, communities of faith and society.

FD 3401 – Hermeneutics (4 Semester Hours)

An introduction to the principles, history, and methods of biblical interpretation. The course deals with fundamental considerations of grammar, vocabulary, logic, and contextual setting and also with such special problems as figures of speech, poetry, typology, and the literalism of dispensationalism.

Note: This is the Capstone Course for the Bachelor of Arts in Biblical Studies and the Bachelor of Science in Ministry/Bible and should be taken only by students nearing completion of the Bachelor of Arts in Biblical Studies or the Bachelor of Science in Ministry/Bible. For those interested in FD 3401 and are not in the Bachelor of Arts in Biblical Studies or the Bachelor of Science in Ministry/Bible, please refer to FD 3412. A student cannot receive credit for FD 3401 and FD 3412.

FD 3402 – Elementary Greek I (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of the Greek of the New Testament on the elementary level. (General Education/Humanities)

FD 3403 – Elementary Greek II (4 Semester Hours)

A continuation of FD 3402, which includes a study of the grammar, syntax, and vocabulary of the Greek of the New Testament on the elementary level. Prerequisite: FD 3402. (General Education/Humanities)

FD 3404 – Elementary German I (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of the German language on the elementary level. (General Education/Humanities)

FD 3405 – Elementary German II (4 Semester Hours)

A continuation of FD 3404, which includes a study of the grammar, syntax, and vocabulary of the German on the elementary level. Prerequisite: FD 3404. (General Education/Humanities)

FD 3406 – Elementary Hebrew I (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of the Hebrew of the Old Testament on the elementary level. (General Education/Humanities)

FD 3407 – Elementary Hebrew II (4 Semester Hours)

A continuation of FD 3406, which includes a study of the grammar, syntax, and vocabulary of the Hebrew of the Old Testament on the elementary level. Prerequisite: FD 3406. (General Education/Humanities)

FD 3409 – Ministry for Christian Women (4 Semester Hours)

This course is designed to enable the Christian woman to define and pursue ministry in the biblical context. It will emphasize the role of women in ministry through an in-depth study of scriptures concerning women in the New Testament. There will also be an emphasis on a theological, practical, and philosophical exploration of the role of women in ministry, missions, and evangelism within the context of the church and community.

FD 3412 – Bible Interpretation (4 Semester Hours)

This course is an introduction to the principles, history, and methods of biblical interpretation. The course deals with fundamental considerations of grammar, vocabulary, logic, and contextual setting and also with such special problems as figures of speech, poetry, typology, and the literalism of dispensationalism.

Note: This course will not substitute for FD 3401, which is the capstone course for the Bachelor of Arts in Biblical Studies and the Bachelor of Science in Ministry/Bible. A student cannot receive credit for FD 3401 and FD 3412.

FD 3413 – Christian Women in the Home (4 Semester Hours)

This course is designed to help the Christian woman understand and function in her role in the Christian home. A special emphasis is the biblical basis for women in marriage, parenting and managing the home, and how the church can contribute to meaningful family life from the perspective of women.

FD 3418 – Library Methods and Research Skills (4 Semester Hours)

A survey of library methods, skills, and resources. An introduction to the basic procedures and resources common to research in libraries. (General Education/Communication)

FD 3421 – General Introduction to the Bible I (4 Semester Hours)

A study of the revelation, canonicity, textual transmission, and English translation of the Bible.

FD 3422 – General Introduction to the Bible II (4 Semester Hours)

A survey of the text of the Bible.

FD 3431 – Elementary Akkadian I (4 Semester Hours)

A study of the grammar, syntax, and basic vocabulary of the Akkadian language. (General Education/Humanities)

FD 3432 – Elementary Akkadian II (4 Semester Hours)

A continuation of FD 3431, which includes a study of the grammar, syntax, and basic vocabulary of the Akkadian language. Prerequisite: FD 3431. (General Education/Humanities)

FD 3440 – Message Design and Delivery for Women (4 Semester Hours)

The course is designed to communicate to women the fundamental principles of biblical lesson design and delivery for women and children within the context of biblical authority.

FD 3444 – Elementary Akkadian Reading (4 Semester Hours)

A beginning course to develop skills in reading Akkadian. The course builds vocabulary, expands knowledge of grammar and syntax, and develops comprehension of the language. Prerequisites: FD 3432 and Permission of Instructor (POI).

FD 3460 – Elementary Hebrew and Greek for Christian Ministry (4 Semester Hours)

A basic course in the use of biblical Hebrew and Greek and biblical language study tools in Christian ministry. This class is designed for the student who does not plan to concentrate in biblical language study, but who needs a practical working knowledge of some elementary skills in order to enhance ministry and service.

FD 4404 – Greek Reading I (4 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary and includes a thorough review of basic vocabulary and morphology. The course introduces intermediate syntax and exegesis. Textual portions will be selected by the instructor to address texts not previously addressed by the student Prerequisites: FD 3403 and Permission of Instructor (POI).

FD 4405 – Greek Reading II (4 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to further knowledge of the principles of advanced New Testament textual criticism and exegesis. Textual portions will be selected by the instructor to address texts not previously addressed by the student Prerequisites: FD 3403 and Permission of Instructor (POI).

FD 4406 – Greek Reading III (4 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to study the advanced principles of New Testament grammar and exegesis reading New Testament authors employing more advanced Greek. Textual portions will be selected by the instructor to address texts not previously addressed by the student Prerequisites: FD 3403 and Permission of Instructor (POI).

FD 4407 – Greek Reading IV (4 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to study the advanced principles of New Testament grammar and exegesis reading New Testament authors employing more advanced Greek. Textual portions will be selected by the instructor to address texts not previously addressed by the student. Prerequisites: FD 3403 and Permission of Instructor (POI).

FD 4410 – Resume and Portfolio Completion (4 Semester Hours)

The student will develop a current full resume appropriate to the student's field of study. The student will develop a current prospectus for employment in the form of an e-portfolio. The e-portfolio will document the student's work related knowledge and skills. This documentation can be in the form of research, projects, reports or other materials to be identified by instructor and student. (General Education/Communication)

FD 4411 – Hebrew Reading I (4 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and introduce principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 3407 and Permission of Instructor (POI).

FD 4412 – Hebrew Reading II (4 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and introduce principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 3407 and Permission of Instructor (POI).

FD 4413 – Hebrew Reading III (4 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and introduce principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 3407 and Permission of Instructor (POI).

FD 4414 – Biblical Aramaic (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of biblical Aramaic. Prerequisite: FD 3407. (General Education/Humanities)

FD 4415 – Hebrew Reading IV (4 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and introduce principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 3407 and Permission of Instructor (POI).

FD 4416 – Elementary Classical Syriac (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of classical Syriac, a branch of the Aramaic language family. The course involves reading Syriac portions of the Old Testament and New Testament. Prerequisite: FD 4414. (General Education/Humanities)

FD 4417 – Biblical Archaeology (4 Semester Hours)

A study of archaeological research and findings and their relationship to biblical facts and teachings. Emphasis will be given to assessing the validity and reliability of the research efforts and discoveries. More specifically, this is a study of excavated materials such as monuments, pottery, inscriptions, art, architecture, literature, and other artifacts, objects and items related to customs, language, or peoples. This course is designed to help the student to better understand the historical context of the Bible. (General Education/Social Science)

FD 4420 – Geography of Bible Lands (4 Semester Hours)

A study of the geographical and historical settings of biblical literature, including Palestine, Egypt, Mesopotamia, Asia Minor, Greece and Rome. Attention is given to the effects of geological, climatological, and topographical features upon the lives of the people as well as to particular places that are connected with biblical events. (General Education/Social Science)

FD 4425 – Intertestamental History (4 Semester Hours)

A survey of the history of the Jewish people from Malachi to Matthew. It includes a study of the Old Testament apocrypha and pseudepigrapha. (General Education/Social Science)

FD 4430 – The Holy Spirit (4 Semester Hours)

A study of the biblical teachings on the Holy Spirit.

FD 4435 – Elementary Latin I (4 Semester Hours)

A study of the grammar, syntax, and vocabulary of the Latin language on the elementary level. (General Education/Humanities)

FD 4436 – Elementary Latin II (4 Semester Hours)

A continuation of FD 4435, which includes a study of the grammar, syntax, and vocabulary of the Latin language on the elementary level. Prerequisite: FD 4435. (General Education/Humanities)

FD 4437 – Latin Reading I (4 Semester Hours)

This course is designed to advance the students grammar and vocabulary in Latin. Students will read Latin prose and poetry. Prerequisites: FD 4436 and Permission of Instructor (POI).

FD 4438 – Latin Reading II (4 Semester Hours)

This course is designed to further advance the students' grammar and vocabulary in Latin. Students will read Latin prose and poetry. This is a continuation of FD 4437. Prerequisites: FD 4437 and Permission of Instructor (POI).

GS – GENERAL STUDIES**GS 3420 – Lifetime Health and Fitness (4 Semester Hours)**

A survey of the components of good lifetime health practices including types of exercise, cardiovascular fitness, nutrition and diet, stress and mental health, and avoiding injury. (General Education/Natural Science)

GS 4401 – Readings in Classics (4 Semester Hours)

A course requiring the reading of selected classical literature. Written reactions to the readings are required. (General Education/Humanities)

GS 4402 – Readings in History (4 Semester Hours)

A course requiring the reading of selected historical literature. Written reactions to the readings are required. (General Education/Social Science)

***Instructor's Note:** We will explore the history of four world regions: China, Africa, Latin America and the United States, using books by a variety of historians, each of whom examines a civilization using different historical perspectives and techniques. Each author addresses history in a unique way, and as part of the course we will examine the variety of ways that historians go about researching and writing, and the political ramifications of each approach.*

GS 4403 – Readings in Natural Sciences (4 Semester Hours)

A course requiring readings in the field of natural science. Written reactions to the readings are required. (General Education/Natural Science)

GS 4404 – Readings in Philosophy and Theology (4 Semester Hours)

A course requiring readings in the field of philosophy. Written reactions to the readings are required. (General Education/Fine Arts)

GT – GOVERNMENT

GT 2401 – You and the American Government (4 Semester Hours)

This course is a study of the U.S. Federal government and its impact on individuals. The structure and function of the three branches are studied. The Constitution and its relationship to Federal, State, and local governments is reviewed.

Note: This is the Capstone Course for the Associate of Arts in Liberal Studies and should be taken only by students nearing completion of the Associate of Arts in Liberal Studies. For those interested in GT 2401 and are not in the Associate of Arts in Liberal Studies, please refer to GT 2405. A student cannot receive credit for GT 2401 and GT 2405. (General Education/Social Science)

GT 2405 – Your American Government (4 Semester Hours)

This course is a study of the U.S. Federal government and its impact on individuals. The structure and function of the three branches are studied. The Constitution and its relationship to Federal, State, and local governments is reviewed.

Note: This course will not substitute for GT 2401, which is the capstone course for the Associate of Arts in Liberal Studies. A student cannot receive credit for GT 2401 and GT 2405. (General Education/Social Science)

GT 3401 – Survey of American Government (4 Semester Hours)

A survey course that focuses on teaching students how to access their government and involve themselves in it. Topics include the Constitution; the functions of the executive, the legislative, and the judicial branches of the Federal government; the relation of the Federal government to state and local governments; the election process; and individual rights. (General Education/Social Science)

HD – HUMAN and SOCIAL DEVELOPMENT

HD 4401 – Introduction to Child Development (4 Semester Hours)

A study of psychosocial growth and development in childhood and adolescence, including recent theoretical and applied perspectives for caring for and working with children. (General Education/Behavioral Science)

HD 4402 – Seasons of Life (4 Semester Hours)

Think about the life cycle as a whole. Understand that it has a history, both collective and individual. Learn useful theoretical perspectives for understanding that life cycle. (General Education/Behavioral Science)

HD 4403 – Psychology in Life (4 Semester Hours)

To teach the scientific basis of psychological reasoning. A theoretical unbiased, eclectic overview of all the major fields of psychology is reviewed to make the field of psychology relevant to students' everyday lives. (General Education/Behavioral Science)

HD 4404 – Counseling Theories and Practice (4 Semester Hours)

Explore the major theories of counseling and counseling models and methodologies. Various models are studied intensively to provide students an opportunity to learn how to approach and attempt to facilitate their own growth as human service workers. (General Education/Behavioral Science)

HD 4405 – Abnormal Psychology (4 Semester Hours)

Examine typical behavior from several theoretical perspectives. Consider normality and abnormality in historical perspective. Review a number of leading theoretical schemes for understanding and explaining behavior and various modes of assessment, treatment, and prevention. (General Education/Behavioral Science)

HD 4406 – Theories of Personality and Motivation (4 Semester Hours)

Study the psychology of personality. Gain a broad grasp of the field of contemporary personality psychology. Learn about three distinct but interrelated areas in the study of personality: theory, assessment, and research. (General Education/Behavioral Science)

HD 4407 – Motivation and Performance (4 Semester Hours)

This course examines leadership in relation to major issues and the means of organizing principles that delineate the topic of motivation. (General Education/Behavioral Science)

HD 4408 – Thinking About Race, Class and Gender (4 Semester Hours)

Explore race, class, and gender, with an emphasis on conceptual tools developed since the 1970s in both empirical studies and critical thought about these categories. The student will develop analytic methods for understanding distinctions and controversies, e.g., the differences between sex and gender; the difference between race and ethnicity; arguments for and against affirmative action; and the ways in which race, gender, and class overlap. (General Education/Social Science)

HD 4409 – Family and Society (4 Semester Hours)

This course studies the institutions of the family in contemporary America, its definitions and functions in our society. Includes the social psychology of male-female and intergenerational relationships and the “politics” of family relationships. (General Education/Behavioral Science)

Note: This is the Capstone Course for the Bachelor of Science in Human Development and should be taken only by students nearing completion of the Bachelor of Science in Human Development. For those interested in HD 4409 and are not in the Bachelor of Science in Human Development, please refer to HD 4411. A student cannot receive credit for HD 4409 and HD 4411.

HD 4411 – Families in Society (4 Semester Hours)

This course studies the institutions of the family in contemporary America, its definitions and functions in our society. Includes the social psychology of male-female and intergenerational relationships and the “politics” of family relationships. (General Education/Behavioral Science)

Note: This course will not substitute for HD 4409, which is the capstone course for the Bachelor of Science in Human Development. A student cannot receive credit for HD 4409 and HD 4411.

HD 4420 – Human Resources Management: Analysis and Procedures (4 Semester Hours)

An introduction to practical situations, problem solving and the role and function of the human resource department in the area of employee counseling, discipline, equitable compensation, benefit programs and termination. A review is made of the process, organization, legal equal opportunity issues, evolution of human resource management and the importance placed on it in the corporate and non-profit sector. (General Education/Behavioral Science)

HD 4422 – Employment Law for Organizations (4 Semester Hours)

The human and legal context of industrial and business relations with special emphasis on employment discrimination, wrongful termination, sex discrimination, sexual harassment, age discrimination, disability, etc. Law principles are exposed and identified in the employment process.

HD 4424 – Human Labor Relations (4 Semester Hours)

A study of human negotiation techniques, contract preparation, mediation, arbitration, conciliation, collective bargaining, strikes, boycotts, lockouts, company unions, injunctions, and employee representations. (General Education/Social Science)

Note: This is the Capstone Course for the Bachelor of Science in Human Resource Leadership and should be taken only by students nearing completion of the Bachelor of Science in Human Resource Leadership. For those interested in HD 4424 and are not in the Bachelor of Science in Human Resource Leadership, please refer to HD 4425. A student cannot receive credit for HD 4424 and HD 4425.

HD 4425 – Labor Relations (4 Semester Hours)

This is a study of human negotiation techniques, contract preparation, mediation, arbitration, conciliation, collective bargaining, strikes, boycotts, lockouts, company unions, injunctions, and employee representations. (General Education/Social Science)

Note: This course will not substitute for HD 4424, which is the capstone course for the Bachelor of Science in Human Resource Leadership. A student cannot receive credit for HD 4424 and HD 4425.

HD 4426 – Fundamentals of Effective Leadership (4 Semester Hours)

This course helps students understand the characteristics of effective leaders in the workplace, home, church, community, and society. How leaders create visions, and how they motivate employees to move the organization forward in today's marketplace. (General Education/Social Science)

HD 4430 – Psychological Profiling (4 Semester Hours)

An introduction to the field of research attempting to gain insight into the criminal thought processes, motivations and behavior from a law enforcement perspective.

HD 4436 – Community and Human Services (4 Semester Hours)

This course is an introduction to the theory, history, and process of community-based human service agencies with emphasis on the function of therapy and counseling. Students will study fundamental systemic principles for consultations with larger systems such as private and governmental agencies. (General Education/Social Science)

HD 4440 – Community Relations (4 Semester Hours)

Community setting considerations as it relates to relationships, interactions, and communication. Complex factors involved in the area of human relations as it affects policing and police management in the community. (General Education/Social Science)

HD 4445 – Crisis Negotiation and Intervention (4 Semester Hours)

The class will give valuable information for law enforcement officers as well as members of the clergy assisting law enforcement in the preservation of life. Information learned here could save the life of a suicidal person or those who barricade themselves and attempt to force the police to end their lives. By knowing what police and psychologist do in these life and death situations,

one will better know how to assist during such incidents. By knowing the signs leading up to these situations, one will see possible ways of preventing them. (General Education/Behavioral Science)

HD 4446 – Crisis Negotiations Mechanics (4 Semester Hours)

The process of crisis negotiations in law enforcement and corrections has two different yet interdependent aspects. One is the mechanics of the process, how to initiate and engage in crisis negotiations. The other is the psychological segment, how to deal with internal and external stressors. This course addresses the mechanics of crisis negotiation. The course will focus on the history of crisis negotiations, case studies, team configuration, roles and responsibilities, “Group Think,” the proper and effective use of time, risk assessment, the bargaining process, indicators of surrender versus indicators of suicidal behavior, demands and deadline issues and first responder issues and answers. (General Education/Behavioral Science)

HD 4447 – Crisis Negotiations Psychological Aspects (4 Semester Hours)

The process of crisis negotiations in law enforcement and corrections has two different yet interdependent aspects. One is the mechanics of the process, how to initiate and engage in crisis negotiations. The other is the psychological segment, how to deal with internal and external stressors. This course will address the psychological aspects of crisis negotiation including victim, subject, and negotiator issues. This course focuses on the psychological make-up of hostage takers, negotiating with subjects who differ in their motivation, dealing with internal and external stressors, the “Stockholm Syndrome,” and the reality of the stress that crisis negotiation creates for the negotiator. Time proven remedies for these issues and situations will be addressed. (General Education/Behavioral Science)

HE – HEALTH

HE 1401 – Health (4 Semester Hours)

An introductory guide to healthy living that encompasses all areas of health: the physical, emotional, social, intellectual, and spiritual. Topics include fitness, exercise, and diet; the impact of relationships on health; threats to health posed by illness, injuries, and substance abuse; threats to public health such as AIDS and pollution; and health issues such as health care providers, health self-care, aging, and death and dying. (General Education/Natural Science)

HE 1405 – Human Nutrition (4 Semester Hours)

This course is a survey of all aspects of human nutrition including food choices and guidelines, how the human body works with respect to nutrition, weight management, nutrition from infancy through adulthood, food technology, and malnutrition. (General Education/Natural Science)

HM – HUMANITIES

HM 1410 – Introduction to the Humanities (4 Semester Hours)

This course is an introduction to the arts through their expressions in dominant themes of western culture. The concepts of nature and the individual in society are explored in the artistic works from the ancient world to the medieval times. The course provides a foundation for understanding and evaluating contemporary art. (General Education/Humanities)

HM 1420 – Introduction to Music (4 Semester Hours)

This is an introductory course which explores the basics of music. Perceptive listening through a historical survey is explored. (General Education/Fine Arts)

HM 1425 – Music Literature (4 Semester Hours)

This course surveys music from the middle ages through the present. (General Education/Fine Arts)

HM 2410 – Introduction to Ethics (4 Semester Hours)

An investigation of the foundations and principles of Christian ethics, with special attention to problems in moral judgment and evaluation. Current ethical issues are critiqued from a biblical perspective. (General Education/Humanities)

HM 3401 – Human Relations and Leadership (4 Semester Hours)

A consideration of relationships and communication in various personal and sociological settings. Topics include non-verbal communication, feedback, dealing with anger, and conflict resolution. Applicable to developing leadership roles in the family, church, community, and workplace. (General Education/Social Science)

HM 4406 – Writing in Style (4 Semester Hours)

A course to help the student to learn to write in a variety of styles, ranging from popular to literary to scholarly. The student will prepare articles for various purposes. (General Education/Communication)

HM 4407 – Major Themes in Literature (4 Semester Hours)

Organized around significant and profound universal themes, a variety of quality selections of poetry, prose and drama will be explored in this course. Themes may include, but are not limited to, love, death, peace, spirituality, isolation and identity. Using literary devices, students will analyze and understand selections of literature representing different universal themes from all three major genres of literature. Exposure to universal themes in literature will allow students to discern how literature captures and presents the human condition and experience. (General Education/Humanities)

HS – HOMELAND SECURITY

HS 2403 – Introduction to Public Safety and Security (4 Semester Hours)

This course provides an overview of the various agencies associated with public safety and security. The purpose, function, structure, and career areas in public safety, criminal justice, homeland security, and industrial and organizational security will be studied. The emergence, evolution, and impact on society of these services will be addressed. (General Education/Social Science)

HS 2420 – Domestic Terrorism and Hate Crimes (4 Semester Hours)

The issue of bigotry and hate crime and how it manifests itself in criminal behavior is examined. Various groups who have been labeled as supporting or engaging in domestic terrorism will be studied. Focus is placed on federal and state statutory laws and the dynamics of police, court, and corrections-based responses to the problem. (General Education/Social Science)

HS 3415 – Investigating Terrorism (4 Semester Hours)

This course covers the contemporary issues faced by the US government and criminal justice professionals in containing terrorism. Students discuss and evaluate government strategies in combating terrorism. They also explore important issues linked to terrorism, including the effects on federal laws, the use of the media by terrorist, and the impact on civil liberties.

HS 3421 – Terrorism Risk Assessment (4 Semester Hours)

The determination of our vulnerability to terrorist attack and our appropriate hardening of our defenses will greatly depend on our ability to think like the perpetrators of these heinous crimes. For the terrorist, the entire planet has become the battlefield and there are no rules of engagement. Realistic scenarios will be used to illustrate subject material covered in the course.

HS 3430 – Situation Assessment (4 Semester Hours)

This course is designed to give the learner the skills required to better understand the steps needed to cope with the initial and ongoing needs of the incident. The elements of this course can be used in a variety of emergency and non-emergency situations.

HS 4415 – World Conflict (4 Semester Hours)

Classical and contemporary theories of war and peace; just and unjust wars; principles of strategic analysis, arms control, and security policy-making; the proliferation of nuclear, chemical, and biological weapons. The international trade in arms; nationalism, ethnic conflict, and wars of secession.

HS 4440 – Psychology and Sociology of Terrorism (4 Semester Hours)

The Weapons of Mass Destruction [WMDS] are such that even a modest terrorist action will to some considerable degree lead to achievement of the perpetrators' goals, whether these weapons are in fact used as weapons of mass destructions or as weapons of terror. Realistic scenarios will be used to illustrate subject material covered in the course. (General Education/Social Science)

HS 4450 – Homeland Security Overview (4 Semester Hours)

This course comprises a series of assignments that integrate concepts from the homeland security curriculum. The assignments are designed to test application skills in working through fact-based scenarios as well as critical thinking skills through analysis of issues affecting contemporary practice.

HY – HISTORY

HY 1401 – United States History I (4 Semester Hours)

A study of America's early history from the colonial period to the Civil War and Reconstruction. The course incorporates current research in social history along with consideration of great figures and important events to tell the human story as well as the political and economic stories of America. (General Education/Social Science)

HY 1402 – United States History II (4 Semester Hours)

An introductory-level course that uses a chronological approach to American history from the Postreconstruction era to the present. The course focuses on the development of the United States since 1877, analyzing the people, events, and forces that made America what it is today. (General Education/Social Science)

HY 2403 – Western Civilization I (4 Semester Hours)

A survey of Western civilization from its pre-Western precursors through the classical periods of Greece and Rome to the Middle Ages and the Renaissance. This course weaves together history, art, literature, religion, geography, government, and economics to help students analyze and appreciate history. (General Education/Social Science)

HY 2404 – Western Civilization II (4 Semester Hours)

A survey of Western civilization beginning with the Wars of Religion and continuing through the industrial modernization to the present. This course helps students recognize the pendulum swings of history, identify parallels in the modern world, and gain a sense of their own place in the development of human institution and culture. (General Education/Social Science)

HY 3410 – Women in American History (4 Semester Hours)

This course focuses on the contributions women have made to United States history, from its colonial beginnings through the twentieth century. Along with issues of women's rights, students will examine family structures, social expectations, women in the workplace, and women and leadership, as they have developed throughout the history of the American republic. (General Education/Social Science)

HY 3415 – Disease Epidemics that Changed History (4 Semester Hours)

This course focuses on the impact that major disease epidemics have had on social, political and economic history. Major epidemics studied include the Black Death in 14th-century Europe and the Influenza Epidemic of the early twentieth century. Students will evaluate the impact of these and other, more localized, demographic catastrophes, focusing on the vulnerabilities and sustainability of families, governments, and religious organizations in time of crisis. (General Education/Social Science)

HY 4405 – Germany, Hitler and the Holocaust (4 Semester Hours)

This course focuses on the developments in Germany after World War I, the factors that led to the rise of Hitler, and the instigation of the Holocaust as World War II began. Students will examine the cultural, economic, and political factors that led to Hitler's rise and to the extermination of the majority of Europe's Jewish population. (General Education/Social Science)

LJ – LAW AND JUSTICE

LJ 2401 – Corrections and Penal Systems in the U.S. (4 Semester Hours)

This course explores the past as well as the cutting edge of the corrections field in the United States with an overview of each of the categories that make up corrections including: incarcerated terrorist offenders, legal issues in imprisoning terrorists, federal legislation to restrict post-conviction conditions, conditions of confinement appeals, historical perspectives, the court process, imprisonment alternatives, correctional systems and functions, institutional clients and their rights, reintegration systems, and the future of corrections. (General Education/Social Science)

LJ 2409 – Criminal Investigation (4 Semester Hours)

This course explains the importance and legal significance of evidence. It demonstrates how the investigative process works from crime scene preservation to case preparation and courtroom. It also examines various techniques during criminal investigations such as photography, interviewing, evidence handling and scene reconstruction, and how each applies to specific types of crimes. An analytical examination of crime detection and solution, including such topics as crime scene procedures, physical evidence, interviews, field notes and reporting, follow-up investigation, interrogation, and rules of evidence.

LJ 2445 – Criminology (4 Semester Hours)

This course explains criminal behavior in relationship to various theories and analysis through historical explanations including classic theories and current developments of crime causation. Society's response to criminal behavior is reviewed through the assessment of legal approaches and the aspects of the criminal justice system. Discussion of types of crime, terrorism, and recent laws affecting violent criminal acts are distinguished. Research affecting social policy and public crime concerns are examined including social problems and social responsibility perspectives. (General Education/Social Science)

LJ 3401 – Criminal Justice (4 Semester Hours)

An assessment of law enforcement, corrections, and the judicial system with an examination of cause, effect, and the ultimate consequences the judicial system will have on criminal justice. (General Education/Social Science)

LJ 3405 – Criminal Law (4 Semester Hours)

The concepts of law with a historical and philosophical correlation to preserving life and property, offense against persons and property, and common offense and defense against criminal acts. (General Education/Social Science)

LJ 3406 – Criminal Evidence (4 Semester Hours)

This course examines procedural requirements for judicial processing of criminal offenders. The course provides students with a thorough understanding of the US justice system from the time of prearrest investigation through the sentencing phase. Students gain an understanding of different types of evidence, including hearsay, opinion, and circumstantial. Students will study concepts such as due process, the exclusionary rule, search and seizure, confession and admissions, discovery, and civil liability. Students will also be required to brief courtroom cases.

LJ 3407 – Comparative Criminal Justice Systems (4 Semester Hours)

An overview of basic criminal justice systems in the world including common, civil, Islamic, and Socialist. The student will review the United States' criminal justice system and study the concepts of criminal law, law enforcement, courts, corrections, and punishment. The cultural and political settings of criminal justice systems will be studied. (General Education/Social Science)

LJ 3411 – Criminal Procedures (4 Semester Hours)

This course explores ethical decision-making systems in human interaction in the professional world, and how individual decision-making can have broad, ethical positive or negative consequences. Students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to their workplace environment, and legal procedures such as privacy and legal dilemmas.

LJ 3413 – Fraud Examination/Investigation (4 Semester Hours)

This course is designed to provide students with the skills to successfully investigate the most common fraud scams committed against individuals and businesses. It focuses upon the basics of fraud investigation by concentrating on specific fraudulent offenses and how to effectively identify and resolve these crimes. Students will learn how to recognize fraud, prevent fraudulent activity, and ultimately investigate acts of theft.

LJ 3415 – Terrorism Today (4 Semester Hours)

This course is to acquaint the Criminal Justice student with the concept of terrorism at both the international and domestic levels. Topics include the history of terrorism, terrorism today and terrorism in the future. Counter measures taken to respond to terrorist threats are also examined.

LJ 3417 – White Collar Crime (4 Semester Hours)

An examination of criminal activity in our communities, business and corporate enterprises. Learners will examine the various types of white-collar crime, methods of detection, investigative techniques, and social impact. They will further review specific cases and examine articles relating to this sophisticated crime contravening our privacy and social values. (General Education/Social Science)

LJ 3421 – Organized Crime (4 Semester Hours)

A discussion of the evolution of organized crime in the United States, the social and legal factors that contributed to its development, and the groups involved. Also explored is how organized crime is structured and how it can be exposed and controlled. Theoretical explanations of organized crime are also covered. (General Education/Social Science)

LJ 3440 – Public Information Officer (4 Semester Hours)

This course is an introduction to the position, responsibility and required skills to act as a Public Information Officer (PIO) in an emergency situation. Upon successful completion of this course the participants will be able to: define the role of the Public Information Officer; discuss the basic skills and specialized knowledge that an effective emergency management PIO must possess; compare proactive vs. reactive public information; create a PIO's job description and spectrum of responsibilities; explain the role of the PIO in the four phases of emergency management (preparedness, mitigation, response and recovery); list what the public needs and wants to know during an emergency; explain how to gather and disseminate information during an emergency; use common PIO communications technology; describe how to access the Emergency Broadcast System; and deliver a statement either verbal or written based on a simulated incident.

LJ 3445 – Criminology (4 Semester Hours)

This course explains criminal behavior in relationship to various theories and analysis through historical explanations including classic theories and current developments of crime causation. Society's response to criminal behavior is reviewed through the assessment of legal approaches and the aspects of the criminal justice system. Discussion of types of crime, terrorism, and recent laws affecting violent criminal acts are distinguished. Research affecting social policy and public crime concerns are examined including social problems and social responsibility perspectives. (General Education/Social Science)

LJ 3450 – Public Safety Incident Report Writing (4 Semester Hours)

Emphasizes observation and writing skills needed to record crime scenes, emergency response situations, and routine occurrences. Requires accurate, clear, concise, complete and acceptable standard written English appropriate for court presentation. Intended for criminal justice practitioners.

LJ 4144 – Special Topics in Public Safety (1 Semester Hour)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Criminal Justice, Public Safety, or Security programs. This course will have a Criminal Justice emphasis chosen by a Criminal Justice faculty member on the basis of student/program demand, compatibility with the general nature of the Criminal Justice, Public Safety, or Security programs related courses, and

instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

LJ 4244 – Special Topics in Public Safety (2 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Criminal Justice, Public Safety, or Security programs. This course will have a Criminal Justice emphasis chosen by a Criminal Justice faculty member on the basis of student/program demand, compatibility with the general nature of the Criminal Justice, Public Safety, or Security programs related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

LJ 4344 – Special Topics in Public Safety (3 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Criminal Justice, Public Safety, or Security programs. This course will have a Criminal Justice emphasis chosen by a Criminal Justice faculty member on the basis of student/program demand, compatibility with the general nature of the Criminal Justice, Public Safety, or Security programs related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

LJ 4401 – Constitutional Law (4 Semester Hours)

This course is an introduction to constitutional law. The student will develop an understanding of the history and purpose of the U.S. Constitution with emphasis on the role of the U.S. Supreme Court, the process of judicial review, and the protections of the Bill of Rights. (General Education/Social Science)

LJ 4421 – Supervisory Practices in Criminal Justice (4 Semester Hours)

This course combines state-of-the-art behavioral theory with numerous cases that allow students to identify and resolve personnel and organization problems. It prepares students for effective police management and supervision.

LJ 4430 – Incident Command System (4 Semester Hours)

Explores the dynamics of managing major emergency incidents and examines the National Incident Command System. Focuses on major incidents where large life, property, or economic losses are possible. Includes organization and staffing, incident and event planning/staffing, organizing a response to an incident, and incident resource management. Actual incidents are discussed and analyzed. Incorporates learning from the experience of others in handling major emergencies and preplanning for emergencies.

LJ 4435 – Managing Criminal Justice Organizations (4 Semester Hours)

This course deals with concepts and theory in the field of organizational behavior. The course focuses on the historical perspectives of organizational theories of motivations and leadership, and future trends and developments in modern police organizations.

LJ 4440 – Criminal Justice Internship (4 Semester Hours)

This course provides students with the opportunity to apply theory to practice. This experience is designed to help students integrate their academic experience into professional police practice. Students will spend 20 hours per week at their internship site to complete course requirement.

LJ 4444 – Special Topics in Public Safety (4 Semester Hours)

The content of this course will vary by semester and will be designed to allow for instruction in special content areas outside the courses being offered within the Criminal Justice, Public Safety, or Security programs. This course will have a Criminal Justice emphasis chosen by a

Criminal Justice faculty member on the basis of student/program demand, compatibility with the general nature of the Criminal Justice, Public Safety, or Security programs related courses, and instructor interest/competence. This course will be offered periodically to meet student special interests in the field and will be designed to cover specialized topics not usually presented in depth in regular courses already listed in the Catalog. The course may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class but no more than 4 credits may be accumulated. This course is graded on a pass/fail basis. Prerequisite: Permission of Instructor (POI).

LJ 4450 – Criminal Justice Overview (4 Semester Hours)

This course is designed as the culminating experience of the baccalaureate program in criminal justice. This course comprises a series of assignments that integrate concepts from the criminal justice curriculum. The assignments are designed to test application skills in working through fact-based scenarios as well as critical thinking skills through analysis of issues affecting contemporary practice.

Note: This is the Capstone Course for the Bachelor of Science in Criminal Justice and should be taken only by students nearing completion of the Bachelor of Science in Criminal Justice.

MC – MANAGEMENT COMMUNICATION

MC 1405 – Communicating via e-Portfolio and Resume (4 Semester Hours)

The student will learn to develop a prospectus in the form of an e-portfolio which will effectively communicate with prospective employers and other audiences. The student will learn to prepare a full resume appropriate to the student's field of study. The student will learn to select, organize, and incorporate into the e-portfolio materials which will document the student's work related knowledge and skills. (General Education/Communication)

MC 1410 – Speech and Written Communication Skills for Career Growth (4 Semester Hours)

Students will learn the necessary skills for effective formal and informal speech and written communication in the workplace and in today's society. Basic communication theories are discussed. The fundamentals of oral and written communication skills are addressed. Students will be taught how to apply these skills and theories to group processes and professional situations. (General Education/Communication)

MC 1415 – Interpersonal Communication Skills (4 Semester Hours)

Students will learn effective interpersonal skills. Topics that are explored include: self-awareness, group process, self-disclosure, effective communication, conflict resolution, and team building. (General Education/Communication)

MC 4401 – Leadership Principles and Ethics (4 Semester Hours)

A study of leadership as a process with focus on the personal qualities and skills of the leader, the nature of followers, and diverse leadership situations including the challenge of change. (General Education/Social Science)

MC 4402 – Communication in Professional Settings (4 Semester Hours)

The context of business communications, the message, the media, written reports, and oral communication principles is explored. (General Education/Communication)

MC 4403 – Organizational Theory and Behavior (4 Semester Hours)

Topics include fundamentals of organizational behavior, leadership, motivation, group behavior, managing change, and cross-cultural issues. Case studies are an integral part of the course. (General Education/Behavioral Science)

MC 4404 – Human Relations and Problem Solving (4 Semester Hours)

The role of human relations in performance, importance of communication skills, team behavior, and organizational change are explored. (General Education/Social Science)

MC 4405 – Contemporary Supervision (4 Semester Hours)

The functions of planning, organizing, staffing, leading, and controlling in supervision are discussed.

MC 4406 – Professional Public Relations (4 Semester Hours)

This course focuses on the professional practices in public relations, and the process and the nature of the public. This course also addresses the correct procedures for maintaining an appropriate relationship between a business or agency and the public. The principles and conflicts of the public's right to know and the institution's right and obligation to protect information are also examined. (General Education/Communication)

MC 4407 – Management Principles (4 Semester Hours)

Foundational considerations, contemporary issues, and developing skills in planning, staffing, and directing in management are explored. (General Education/Behavioral Science)

MC 4408 – Money Management and Personal Finance (4 Semester Hours)

This course addresses the economic principles and financial decisions a person can expect to confront. Topics include budgeting and buying, spending and credit, saving and investing, home ownership, income tax, insurance, wills, and trusts. This course will provide the student with an understanding for making informed personal financial decisions.

MC 4409 – Conflict Management and Negotiation (4 Semester Hours)

This course explores understanding the nature of conflict and its impacts on organizations. This course defines conflict, what causes it, how it develops, and how it affects organizations. Negotiation fundamentals, strategy, and remedies in various contexts are also addressed.

Note: This is the Capstone Course for the Bachelor of Science in Management and should be taken only by students nearing completion of the Bachelor of Science in Management. For those interested in MC 4409 and are not in the Bachelor of Science in Management, please refer to MC 4411. A student cannot receive credit for MC 4409 and MC 4411.

MC 4411 – Conflict Management (4 Semester Hours)

This course explores understanding the nature of conflict and its impacts on organizations. This course defines conflict, what causes it, how it develops, and how it affects organizations. Negotiation fundamentals, strategy, and remedies in various contexts are also addressed.

Note: This course will not substitute for MC 4409, which is the capstone course for the Bachelor of Science in Management. A student cannot receive credit for MC 4409 and MC 4411.

MC 4420 – Ethical Leadership and Criminal Procedures (4 Semester Hours)

This course explores ethical decision-making systems in human interaction in the professional world, and how individual decision-making can have broad, ethical positive or negative consequences. Students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to their workplace environment, and legal procedures such as privacy and legal dilemmas.

MC 4426 – Interview and Interrogation (4 Semester Hours)

This course is a study of person to person information gathering for an investigation. The differences between interviewing and interrogating will be explored. The purpose, process and product of interviewing and interrogating will be addressed.

MH – MATHEMATICS

MH 1400 – Mathematics Review (4 Semester Hours)

This course is designed to review basic math concepts for our students that have been away from mathematics for some time and to give confidence to those students who are unsure of their college math skills or just not yet up to speed in math. It will not count as the required general education course in Math/Natural Science. This course prepares students for other math classes. Topics include fundamental operations in whole numbers, fractions and decimals, percents, ratios and proportions, descriptive statistics, basic problem solving, basic properties of sets, basic equations, major concepts of geometry, mathematics of simple finance.

MH 1402 – Introductory Algebra (4 Semester Hours)

A course for students without an adequate background for College algebra. Topics include fundamental operations of real numbers, linear equations, polynomials, rational expressions, roots, and radicals. (General Education/Mathematics)

MH 1403 – College Algebra (4 Semester Hours)

Linear and quadratic equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions. (General Education/Mathematics)

MH 1404 – Finite Mathematics (4 Semester Hours)

This course is an overview of topics in finite mathematics together with their applications. Topics covered include linear equations and functions, systems of linear equations and matrices, sets and probability, counting principles, statistics, and finance. (General Education/Mathematics)

MH 1405 – Survey of Mathematics (4 Semester Hours)

This course is designed as a general College Level course but it is tailored to be most useful for students going into the social sciences, religion, and humanities. It provides an appreciation of

mathematics, highlighting mathematical history, and applications of math to the arts and sciences. It gives a general overview of mathematics and problem solving as it relates to the real world, and emphasizes applications in non-math and science areas, especially those in the liberal arts, the social sciences, business, nursing, religion and allied health fields. (General Education/Mathematics)

MS – MISSIONS STUDIES

MS 4401 – Survey of World Religions (4 Semester Hours)

A survey of the various religions of the world, including Islam, Judaism, Buddhism, Hinduism, Taoism and others. They are critiqued from a Christian perspective. Emphasis is given to Christian mission efforts among adherents of other world religions. (General Education/Humanities)

MS 4402 – Introduction to Missiology (4 Semester Hours)

An introduction to the biblical origins, history, and techniques of cross-cultural evangelism, with attention being given to contemporary issues of missiology.

MS 4403 – Cross-Cultural Evangelism (4 Semester Hours)

A study of the necessary ingredients for effectively communicating the gospel in a cross-cultural setting. Such concepts as culture, world view, identification, contextualization, syncretism, animism, cognitive processes, behavioral patterns, indigenization, and acculturation will be examined.

MS 4404 – Missionary Life and Work (4 Semester Hours)

A practical examination of the obstacles encountered by the missionary working in a culture other than one's own. Topics covered will range from the selections of a mission field to the training of converts.

MS 4420 – Field Experience in Missions (4 Semester Hours)

An experience on a chosen mission field accomplished by reading assigned material and working under an instructor from Amridge University. A mission trip is required for this course.

NT – NEW TESTAMENT STUDIES

NT 2440 – The Passion of Christ and the Establishment of the Church (4 Semester Hours)

A study of the last days of Christ on Earth emphasizing his death, burial, resurrection and ascension from Matthew 26-28, Mark 14-16, and Luke 22-24. The establishment and beginning of the church is studied from the Gospels and the book of Acts with emphases on its organization, worship, life and problems.

NT 2445 – Miracles and Parables of Christ (4 Semester Hours)

This course is a study of each of the miracles of Christ and the purposed of each miracle. The course also studies the parables of Christ. It investigates the methodology of the Master Teacher as well as the significance of each parable.

NT 3402 – The Synoptic Gospels (4 Semester Hours)

An overview of the gospels of Matthew, Mark and Luke with an exegesis of selected texts. The authorship, date, purpose, and text of the books are studied. Special attention is given to parallel and unique texts.

NT 3403 – Introduction and Survey of the New Testament (4 Semester Hours)

An introduction to the New Testament, with specific attention to its inspiration, text, canon, and authority. Each book will be considered individually in the light of its purpose and historical setting, and attention will be given to its message to its first recipients and to its readers of all time. This course is the basic course for this area. It is expected to be taken early in the program. (General Education/Humanities)

NT 3404 – NT: Matthew, Mark Luke and John (4 Semester Hours)

An overview of the gospels of Matthew, Mark, Luke and John with an exegesis of selected texts. The authorship, date, purpose, and text of the books are studied. Special attention is given to parallel and unique texts.

NT 3406 – Life and Teachings of Christ (4 Semester Hours)

A survey and study of the life and teachings of Jesus Christ according to the Gospel accounts. Special attention will be given to the mission and claims of Jesus, to the role of miracles in His ministry, and to the distinctive methods and content of His teaching.

NT 3407 – Gospel of John (4 Semester Hours)

An investigation of the historical milieu of the gospel of John and an introduction to its contents, with an exegesis of selected passages. Consideration is given to the relation of John to the Synoptic Gospels, to its special purpose and emphases, and its unique presentation of Christ.

NT 3409 – Acts of the Apostles (4 Semester Hours)

A study of the beginning and growth of the church during the apostolic age as presented in the book of Acts. This course shows the relationship between apostolic activity and the New Testament letters.

NT 3410 – Survey of the Life and Letters of Paul (4 Semester Hours)

A survey of the Apostle Paul's work, teaching, and correspondence with young Christians and church leaders as recorded in the New Testament.

NT 4409 – Early Pauline Letters: I & II Thessalonians (4 Semester Hours)

An introduction to and study of the letters that Paul wrote to the church at Thessalonica. Special attention is given to issues relating to the second coming of Jesus Christ.

NT 4410 – Letters of Paul I: Romans and Galatians (4 Semester Hours)

An introduction to and study of Romans and Galatians. Attention is given to the Judaizing problem, the relation of the Old Testament to the New Testament, and the meaning and implications of justification by faith.

NT 4411 – Letters of Paul II: I & II Corinthians (4 Semester Hours)

An introduction to and study of I & II Corinthians. The course examines the way that Paul dealt with numerous spiritual and practical problems encountered by a young gentile church in a pagan environment.

NT 4412 – Letters of Paul III: Prison Epistles (4 Semester Hours)

An introduction to and study of Ephesians, Philippians, Colossians, and Philemon. Special attention is given to the Christology and ethical teaching of these books and to the relationship between Ephesians and Colossians.

NT 4413 – Pastoral Epistles: I & II Timothy and Titus (4 Semester Hours)

An introduction to and study of the letters that Paul wrote to the evangelists Timothy and Titus. Special attention is given to issues relating to church organization.

NT 4414 – General Epistles (4 Semester Hours)

An introduction to and study of the book of Hebrews, giving special attention to the relation of the New Testament to the Old Testament and to the comparison of Christ with various Old Testament persons; and an introduction to and study of the epistles of James, Peter, Jude, and John, giving attention to the special theological issues and practical instruction of these letters.

NT 4415 – NT: Ephesians, Philippians, Colossians, Philemon, I & II Timothy and Titus (4 Semester Hours)

An introduction to and study of Ephesians, Philippians, Colossians, Philemon, Timothy and Titus. Special attention is given to the Christology and ethical teaching of these books and to the relationship between Ephesians and Colossians and to issues relating to church organization.

NT 4418 – NT: I & II Thessalonians and I & II Corinthians (4 Semester Hours)

An introduction to and study of I & II Thessalonians and I & II Corinthians. Special attention is given to issues relating to the second coming of Jesus Christ. Also, the course examines the way that Paul dealt with numerous spiritual and practical problems encountered by a young gentile church in a pagan environment.

NT 4422 – Revelation (4 Semester Hours)

An introduction to and study of the book of Revelation. Special attention is given to the nature of apocalyptic literature, methods of interpretation, and historical background of the book.

NT 4425 – Great Characters of the New Testament (4 Semester Hours)

This course is a study of the life, character, and influence of selected characters of the New Testament. Special attention is given to the encouragement to faithfulness demonstrated by the lives of righteousness exemplified in these characters.

NT 4427 – New Testament Life, Customs, and Times (4 Semester Hours)

This course is a study of the culture in which New Testament characters live. The political, social, economic and religious conditions are studied. Special attention is given to the cultural impact on the spiritual lives of various religious groups.

OM – ORGANIZATIONAL MANAGEMENT AND LEADERSHIP

OM 2405 – Adult Learning and Development (4 Semester Hours)

Adult learning theory and life cycle research is presented to promote understanding of self and group and individual behavior. Writing, reading, listening and thinking skills are sharpened as you work from an autobiographical assignment toward the experiential essay. Prepare a portfolio of personal and professional learning experiences that may be submitted for credit evaluation.

OM 2409 – Leadership and Organizational Dynamics (4 Semester Hours)

Human beings are social by nature and, as a result, spend much of their time in groups. On a large scale, group theory can be applied to the scope of organizations, where individuals join together to form a complex organizational structure. Students study both leadership theory and group behavior. The course incorporates processes and strategies leaders and followers use to gain consensus, make decisions and mobilize individuals to organizational effectiveness.

OM 3405 – Methods of Social Science Research (4 Semester Hours)

Introduction to research and its tools to tackle the research required in the program's research seminars. Presents statistics as tools in solving real-world problems, data collection and analysis, problem evaluation and decision-making. Concepts studied are all related to work situations with a variety of techniques applicable to diverse types of data. (General Education/Social Science)

OM 3407 – Research Seminar I (4 Semester Hours)

An application of the tools and methodology presented in OM 3405. The student studies a real work problem, collects data, analyzes that data and formulates conclusions and then presents the results of the research to the class. The student will define the research problem and develop the research design.

OM 3409 – Business Ethics and Worldview (4 Semester Hours)

Introduces fundamental issues involved in relating personal ethical values to the complex moral dilemmas faced by managers. Beginning with a consideration of the relationship between values and worldviews, proceed to examine two different modes of ethical analysis and to explore problems associated with ethical relativism, professional ethics, conflicts of interest and corporate social responsibility. (General Education/Humanities)

OM 4405 – Cross-cultural Studies (4 Semester Hours)

Leveraging diversity is the major theme of this course with emphasis on empowering people to reach their full potential. It is organized around the three components of multiculturalism: the broadest concepts involved with global leadership; the particulars involved in local and workplace diversity; and the deepest aspects of how culture defines who we are as individuals. Crossing cultures means encountering hundreds of differences. Acknowledging the profound impact of identification with these “co-cultures” will be a springboard for personal growth. (General Education/Social Science)

OM 4407 – Human Resource Leadership (4 Semester Hours)

Effective leadership in human resources means the effective management and development of people at work. Explore what can be done to assist people in being more satisfied and productive in their working life. Covers topics such as staffing and fair employment practices, performance evaluation, compensation, training and development, corrective action and unionization.

OM 4409 – Research Seminar II (4 Semester Hours)

A continuation of the research project begun in OM 3407. The student will finalize and test their research measures, conduct a pilot study and engage in data collection for his or her final study.

OM 4411 – Personal Leadership for Change (4 Semester Hours)

Explores the many facets of leadership. Focuses on the processes by which people (leaders and followers) effect change internally and externally in a variety of situations. Develop insights, knowledge and thought processes about yourself and others. Class leadership and the development of a class community are essential to success in this course.

OM 4413 – Financial Environment of Organizations (4 Semester Hours)

Presents basic accounting and financial concepts and topics critical to every management situation. Focuses on the managerial understanding of accounting and finance as reflected in their relationship to each other, in financial statements and in how data in financial statements are used to evaluate, plan and control an organization. Be able to communicate more effectively with accountants and financial specialists.

OS – ORGANIZATIONAL SECURITY

OS 3411 – Principles of Asset Protection (4 Semester Hours)

Examines the spectrum of protective efforts required to safeguard public and private physical, personnel and information assets. Introduces students to the concepts of risk assessment and abatement; focusing specifically on the measures needed to mitigate threats to facilities, people and information. Physical security, protective service operations and information security efforts as well as emergency response and business continuity are explored.

OS 3415 – Risk Analysis and Security Survey (4 Semester Hours)

Students examine the application of security knowledge and techniques to the protection of business assets. The security planning process is examined by the study of risk analysis, security surveys, and financial planning and decision making for development of security programs and countermeasures.

OS 3420 – Emergency Decision Making and Problem Solving (4 Semester Hours)

Enables the student to clearly identify a problem and its causes in order to determine the appropriate type of decision making style. Focuses on a suggested process of problem solving providing students with the ability to apply creative solutions to both emergency and non-emergency situations.

OS 3425 – Physical Security (4 Semester Hours)

Addresses the basic principles of physical security, with emphasis on tailoring these principles to the protection of specific operations and facilities. In addition, students will learn the significance of proper planning, design, modern techniques, and devices that enhance security while reducing costs.

OS 3440 – Emergency Preparedness Planning for Corporations (4 Semester Hours)

This course will introduce the student to the concepts of strategic planning as applied to emergency preparedness. It is intended to make the student familiar with strategic planning, budgeting, implementation, and to provide the student with tools and techniques they can use in developing and implementing emergency preparedness programs.

OS 3460 – Security Systems and Technology (4 Semester Hours)

This course covers the basics of physical security from a systems engineering perspective, including the concepts of detection, delay, response, threats and targets of intruders. Case examples based on facility security are analyzed.

OS 4420 – Industrial Espionage (4 Semester Hours)

Industrial espionage results in millions of dollars in lost revenue each year. This course provides a brief history of the subject followed by specific topics. Material covered includes the role of governments in industrial espionage, methods of industrial espionage such as lasers, video cameras, electronic bugging devices, and binary or digital audio devices, countermeasures such as non-linear junction detection (NLJD) devices, and the hazards of email.

OS 4425 – Loss Prevention (4 Semester Hours)

Provides insight into the complex problems of loss prevention in today's society including security staffing needs, fire protection and control, duties and responsibilities of security personnel, internal controls, emergency and disaster planning and internal theft.

OS 4450 – Business and Organization Security Overview (4 Semester Hours)

This course is designed as the culminating experience of the baccalaureate program in business and organization security. This course comprises a series of assignments that integrate concepts from the business and organization security curriculum. The assignments are designed to test application skills in working through fact-based scenarios as well as critical thinking skills through analysis of issues affecting contemporary practice.

Note: This is the Capstone Course for the Bachelor of Science in Public Safety and Business/Organization Security and should be taken only by students nearing completion of the Bachelor of Science in Public Safety and Business/Organization Security.

OS 4451 – Public Safety and Entity Security Overview (4 Semester Hours)

This course is designed as the culminating experience of the baccalaureate program in public safety and entity security. This course comprises a series of assignments that integrate concepts from the public safety and entity security curriculum. The assignments are designed to test application skills in working through fact-based scenarios as well as critical thinking skills through analysis of issues affecting contemporary practice.

OT – OLD TESTAMENT STUDIES

OT 3401 – Introduction and Survey of the Old Testament (4 Semester Hours)

An introduction to the Old Testament on the undergraduate level relative to its historical backgrounds, composition, canon, text, purpose, and message. Specific attention is given to the Old Testament's inspiration, text, canon, and authority. This course is the basic course for this area. It is expected to be taken early in the program. (General Education/Humanities)

OT 3402 – The Pentateuch (4 Semester Hours)

An introduction to and survey of the first five books of the Bible, namely, Genesis, Exodus, Leviticus, Numbers and Deuteronomy. This course will survey historical events from the creation through the patriarchs, the forming of the nation of Israel, the Egyptian bondage, the wilderness wanderings, and the giving of the Law of Moses. It also examines the legislation contained in these books.

OT 3403 – Joshua, Judges, Ruth (4 Semester Hours)

An introduction to and study of Joshua, Judges, and Ruth, which cover the Israelite conquest of Canaan and the period of rule by judges.

OT 3408 – I & II Samuel (4 Semester Hours)

An overview of the books of Samuel with historical and geographical contexts.

OT 3421 – Genesis and Exodus (4 Semester Hours)

A study of the first two books of the Old Testament. The course addresses the composition, contents, purpose, and background of the books. The relationships of these books to the other books of the Bible are explored.

OT 3425 – Leviticus, Numbers, and Deuteronomy (4 Semester Hours)

A study of the third, fourth and fifth books of Moses in the Old Testament. The course addresses the composition, contents, purpose, and background of the books. The relationships of these books to the other books of the Bible are explored.

OT 4410 – I & II Kings and I & II Chronicles (4 Semester Hours)

A study of the historical background, composition, and message of Kings and Chronicles with attention to the supplemental functions of the books.

OT 4412 – Harmony of Ezra, Nehemiah and Esther with Haggai, Zechariah and Malachi (4 Semester Hours)

A study of Ezra, Nehemiah, and Esther in conjunction with the post-exilic books of the prophets Haggai, Zechariah, and Malachi. This course examines events and conditions connected with the return of the Jews from Babylonian captivity, their rebuilding of Jerusalem and the temple, and their struggle for survival.

OT 4415 – The Minor Prophets (4 Semester Hours)

An introduction to and study of each of the minor prophets, with emphasis on their historical background and chronological order. Attention is given to the rise of the writing prophets, the nature of their mission and the character of their message, including principles of interpreting prophesy.

OT 4417 – Isaiah and Micah (4 Semester Hours)

An introduction to and study of Isaiah and Micah with an emphasis on their historical background and Messianic prophecies.

OT 4418 – The Book of Jeremiah (4 Semester Hours)

An introduction to and study of Jeremiah with an emphasis on historical background and prophecies.

OT 4421 – Prophecies from Babylon (4 Semester Hours)

An introduction to and study of the books of Daniel and Ezekiel. Special attention is given to the nature of apocalyptic literature, to the interpretation of visions in the book of Daniel, and to the influence of Daniel on the New Testament. Attention is also given to the prophet Ezekiel's

efforts to keep the Jews faithful to God in the Babylonian captivity and to his vision of the return to Palestine and restoration of the temple.

OT 4423 – Wisdom and Devotional Writings (4 Semester Hours)

An introduction to wisdom literature and a study of Solomon's writings: Proverbs, Ecclesiastes and the Song of Solomon. Attention is given to the interpretation of wisdom literature in general. (General Education/Humanities)

OT 4424 – Psalms (4 Semester Hours)

A study of the historical background, composition, and message of the Psalter with consideration to how these poems describe the piety of ancient Israel and how this piety corresponds to modern Christian piety.

OT 4425 – Great Characters of the Old Testament (4 Semester Hours)

This course is a study of the life, character, and influence of selected characters of the Old Testament. Special attention is given to the encouragement to faithfulness demonstrated by the lives of righteousness exemplified in these characters.

OT 4426 – Job (4 Semester Hours)

The major themes and contents of the book of Job are studied. The problem of theodicy as revealed in the book of Job is compared with the problem of theodicy today.

OT 4428 – The Book of Isaiah (4 Semester Hours)

A study of the historical background, composition, and message of Isaiah with attention to the messianic prophecies.

OT 4430 – Old Testament Types and Shadows (4 Semester Hours)

A study of the types and shadows of the Old Testament, which gives a better understanding of the New Testament.

PG – PSYCHOLOGY

PG 2401 – General Psychology (4 Semester Hours)

A survey of the study of behavior and mental processes, and how they are influenced. (General Education/Behavioral Science)

PG 2405 – Developmental Psychology (4 Semester Hours)

This course is a study of the human being beginning from conception to old age, with an emphasis on understanding of the process by which people become someone different while remaining in many aspects the same. This process called human development exposes our inherited structures to a lifetime of experiences. (General Education/Behavioral Science)

PH – PHILOSOPHY

PH 1403 – Logic (4 Semester Hours)

A study of the principles and methods of correct reasoning. Topics include the obligation to reason properly, the need to expose false reasoning, the composition, and use of arguments, the law of rationality, syllogisms, forms of propositions, rules of validity, and compound propositions. (General Education/Humanities)

PH 3420 – Survey of the Bible (4 Semester Hours)

This course is an overview of the Old Testament and New Testament. Major events and characters are studied. Special attention is given to God's relationship to man and his unfolding revelations. (General Education/Humanities)

PH 4401 – World Views: Islam, Humanism, Marxism, Christianity (4 Semester Hours)

A comparative survey of major world views such as Humanism, Marxism, and Christianity as each relates to such areas as theology, ethics, sociology, economics, and history. (General Education/Humanities)

PH 4410 – Medical Ethics (4 Semester Hours)

This study is an introduction to the ethical theory and moral issues in the field of medicine, especially when considered from the viewpoint of Christian ethical thinking. Topics under review will include health care delivery, physician-patient relations, patient rights, organ donation,

treating the handicapped, sickness and health, abortion, euthanasia, suicide, genetic engineering, other issues related to birth and reproduction, and other issues related to death and dying. (General Education/Humanities)

PS – PROFESSIONAL STUDIES

PS 1415 – How to Study the Bible (4 Semester Hours)

A practical systematic approach to studying the Bible. Topics include divisions of the Bible, presenter of the message, audience of the message, setting of the message, figurative language, prophecies and history.

PS 3401 – Life and Work of a Minister (4 Semester Hours)

An introduction to the preacher's responsibilities for the pulpit, personal work, funerals, weddings, dedications, and other special occasions, as well as personal finance and grooming. It also involves consideration of congregational relationships, especially those among elders, deacons, and members.

PS 3402 – Contemporary Communication (4 Semester Hours)

An introduction to the art of writing and public speaking. Attention is given to style, structure, and delivery of speeches. (General Education/Communication)

PS 3405 – Christian Education in the Church (4 Semester Hours)

A study of the church seen as an educational institution with a program of teaching. Its organization, administration, curriculum, methods, and principles of development are studied.

PS 3406 – Personal Evangelism (4 Semester Hours)

Principles of reaching man with the gospel of Christ through personal evangelism. Various techniques are discussed. Consideration is given to the needs of man and how the gospel of Christ meets those needs.

PS 3408 – Christian Marriage and Family (4 Semester Hours)

An examination of factors in self-understanding and interpersonal relations. Changing roles of men and women and problems of marital adjustment are studied. A special emphasis is the biblical basis for marriage and how the church can contribute to meaningful family life.

PS 4401 – Homiletics (4 Semester Hours)

A study of the principles and methods of preparing and presenting sermons and lessons. Attention is given to understanding the different types of sermons, selection of a subject, gathering and organization of materials, use of rhetorical techniques, and development of skills in delivery. (Highly recommended for those preparing to preach.) (General Education/Communication)

PS 4402 – Preaching and the Old Testament (4 Semester Hours)

A study of the principles and methods of preparing and presenting sermons and lessons using literature of the Old Testament.

PS 4403 – Preaching and the New Testament (4 Semester Hours)

A study of the principles and methods of preparing and presenting sermons and lessons using literature of the New Testament.

PS 4404 – Christian Worship (4 Semester Hours)

A study of worship described and exemplified in the Bible from Genesis through Revelation with an emphasis on New Testament worship. The course will address the question, “Has God provided a pattern of worship for those who seek to worship Him today?” (General Education/Humanities)

PS 4409 – Church Ministry and the Internet (4 Semester Hours)

A course designed to make the student cognizant of what is available on the Internet in Christian Resources, how to use them, and how to place meaningful resources representing the ministry and the church on the World Wide Web.

PS 4412 – Church Growth through Bible School Evangelism (4 Semester Hours)

An introduction to the principles, methods, and practices used among modern churches in winning and maturing new Christians through church and personal evangelism efforts.

PS 4414 – Leadership for Christian Service (4 Semester Hours)

This course explores what it means to practice servant leadership from a Christian perspective. Effective leaders are servants and model what it means to serve in the workplace, home, church, community, and society. Emphasis will be given to the leadership traits of God as

evidenced in the Old and New Testaments, and in particular, the example of Jesus Christ.
(General Education/Social Science)

PS 4420 – Guided Research in Professional Studies (4 Semester Hours)

Upper-level undergraduate students may participate in the study of a special problem or area of interest in professional studies under appropriate supervision. Under the approval and guidance of an instructor, the project shall lead to the production of a fully-documented research paper or report.

PS 4421 – Internship in Ministry (Undergraduate senior level) (4 Semester Hours)

This is a supervised working experience in a concentration of ministry for students in an undergraduate degree program. A syllabus is to be developed by the University instructor in consultation with the student and the on-site supervisor. The syllabus will specify the area of concentration for the internship and must require a report signed by the student and the on-site supervisor (electronic signature is acceptable). The internship must involve a minimum of 400 hours of supervised work experience (paid or un-paid) in the concentration. The on-site supervisor must be trained and approved by the University. This course may be repeated for credit provided the areas of concentration are different. Allowable grades: P, IP, F. (960 points or above to pass) Prerequisite: Permission of Instructor (POI).

RS – RESEARCH

RS 2411 – Introduction to Statistics (4 Semester Hours)

Introduction to and application of basic statistics to decision making. Course includes descriptive statistical measures, probability, probability distributions, and estimation.

SC – SCIENCES

SC 1410 – Introduction to Life Sciences (4 Semester Hours)

This course explores the biological hierarchy of organization, emergent properties, the cellular basis of life, the correlation between structure and function, cellular order, reproduction, growth and development, energy utilization and response to the environment. (General Education/Natural Science)

SC 1415 – Astronomy (4 Semester Hours)

This course is a study of the history and development of astronomy. Techniques of observation are explored. The solar, planetary, stellar, galactic, and cosmological aspects of astronomy are addressed. (General Education/Natural Science)

SC 1420 – Physical Science (4 Semester Hours)

This course is a study of such topics as scientific methods, matter and energy, motion, light, relativity theory, the atom, nuclear power and processes and chemical reactions. Pollution, energy resources, medicines, and consumer goods will also be discussed. (General Education/Natural Science)

SC 1425 – Introduction to the Natural Sciences (4 Semester Hours)

This course is designed to provide non-science majors with an introduction to physics, the physical sciences, chemistry and biology. The primary goal of this course is for the student to achieve a self-sustaining level of scientific literacy and learn how to discern information. Emphasis will be placed on the interactions between the sciences. Students will read, critically evaluate, discuss, explain, and apply scientific discoveries and how they impact our daily lives. (General Education/Natural Science)

SC 2410 – People, Science and the Environment (4 Semester Hours)

This is a course which explores the interrelationship of human beings and their environments - both living and non-living. How science helps define and address problems that arise from these interactions is examined. (General Education/Natural Science)

SP – SPEECH STUDIES

SP 1401 – Spanish I (4 Semester Hours)

An introduction to Basic Conversational Spanish designed to give students basic communication proficiency in Spanish: reading, writing, speaking, listening and understanding. Each class builds around a dialogue presenting a realistic situation in a Spanish-speaking locale. Students are introduced to correct pronunciation of a dialogue, learn thematically arranged vocabulary, and get acquainted with major grammatical points covered in the dialogue. Usually Spanish and Latin American customs pertaining to the topic are discussed during the class session as well.

The mastery of the class's essential vocabulary and structures is tested in weekly quizzes and midterm and final exams. The reading and speaking proficiency is tested by oral assignments in class or via voice mail (including midterm and final exam). (General Education/Humanities)

SP 1402 – Spanish II (4 Semester Hours)

This course is a continuation of SP 1401, and is designed to give students full communication proficiency in Spanish: listening, speaking, reading, and writing. Students are introduced to the basic structures, language functions, and vocabulary groups of Spanish and are exposed to the diversified cultural contexts in which the language is spoken worldwide. Prerequisite: SP 1401. (General Education/Humanities)

SP 1403 – Spanish III (4 Semester Hours)

This course is a continuation of SP 1402, and is designed to give students full communication proficiency in Spanish: listening, speaking, reading, and writing. Students are introduced to the basic structures, language functions, and vocabulary groups of Spanish and are exposed to the diversified cultural contexts in which the language is spoken worldwide. Prerequisite: SP 1402. (General Education/Humanities)

SP 2401 – Fundamentals of Public Speaking (4 Semester Hours)

This course addresses the basic principles and techniques of speech including written organization and oral delivery. The student will learn a variety of speech techniques, structures, and deliveries including impromptu, extemporaneous, informative, persuasive, and entertaining speeches. The student will also participate in oral readings, analysis of speeches and analysis of audiences. This course is not designed to prepare ministers for sermon preparation or delivery. (General Education/Communication)

SS – SOCIAL SCIENCES

SS 1405 – Latin America and the Caribbean (4 Semester Hours)

A study of the 20th Century political, economic, social, and cultural history of Latin America and the Caribbean. This course focuses on the key issues and events that are crucial to understanding the development of the modern-day Americas. Issues include the relationship of Latin America and the Caribbean to the rest of the world; the historical roots of regional tensions; national economics of the Americas; political instability, reform movements, and

revolutions; impact of migration and urbanization; changing regional ethnic identities; evolving roles of women; religious upheaval; cultural/artistic movement; difficulties in maintaining national sovereignty; and the Latin American and Caribbean presence in the United States. (General Education/Social Sciences)

SY – SOCIOLOGY

SY 2401 – Introductory Sociology (4 Semester Hours)

An introduction to the study of sociological concepts, research techniques, and theories. The course deals with areas of sociology including collective behavior, sex roles, deviance, social class, and family. (General Education/Social Science)

SY 3415 – Sociology: Society in Focus (4 Semester Hours)

A course to study the history of the discipline to include Social Framework, Social Differentiation and Equality, Social Institutions and Social Change. This focus will assist students in critical thinking about social issues, concepts and methods of the sociological enterprise. (General Education/Social Science)

TH – THEOLOGICAL AND HISTORICAL STUDIES

TH 2405 – Biblical Theology (4 Semester Hours)

A survey of Christian doctrines with an overview of such subjects as: Bibliology, Theology, Angelology, Anthropology, Hamartiology, Christology, Soteriology, Ecclesiology, Pneumatology and Eschatology. (General Education/Humanities)

TH 2430 – The Scheme of Redemption (4 Semester Hours)

This course is an overview of the entire Bible with emphasis on the progressive revelation of the scheme of man redemption for mankind. The revelations and prophecies of the Old Testament that are related to the scheme of redemption are studied. The instructions, examples and prophecies of the New Testament that are related to the scheme of redemption are studied.

TH 2435 – Survey of Ecclesiastical History (4 Semester Hours)

This course is an overview of the background, establishment and growth of Christianity. The course addresses the contributions of Babylonia, Medo-Persia, Greek, and Rome to the preparation of the world for the Christ; the personal teachings of Christ; the teachings of the Apostles; the history and apostasy of the church; the reformation; and the restoration of the Church.

TH 3401 – Survey of Christian History and Thought (4 Semester Hours)

A survey of the church from its beginning to 1500 A.D. Attention is given to the organization, doctrine, and practice of the church in the New Testament; the struggle of the church with Judaism, paganism, and various heresies in the patristic period; the development of trends leading to Roman Catholicism and Eastern Orthodoxy; and early efforts at reformation. (General Education/Social Science)

TH 3402 – Introduction to Christian Theology (4 Semester Hours)

A survey of the Christian theology including the doctrines of God, man, and Christ to the doctrines of salvation and the church. (General Education/Humanities)

TH 3404 – Reformation and Modern Church History (4 Semester Hours)

A survey of history and theological development of Christianity from 1500 A.D. up to the present. Attention is given to the causes and leaders of the Reformation and to the rise of the various Protestant denominations. (General Education/Social Science)

TH 3420 – Christian Evidences (4 Semester Hours)

A study which presents an apologetic for the Christian faith in the context of modern and contemporary apologetic methods. Drawing from multiple disciplines, the case for the truth of Christianity is developed, argued, and defended in the context of modern and post-modern thought. Attention focuses on apologetic methodology, the arguments for the existence of God, the existential predicament, miracles and history, the resurrection of Jesus, and the inspiration of the Bible. (General Education/Humanities)

TH 3426 – Spirituality and Spiritual Formation (4 Semester Hours)

The definition, meaning, and purpose of spirituality. A study of the history of spirituality throughout the Christian era and ways to develop spiritual maturity in believers. Special

emphasis will be given to spiritual disciplines and prayer from a biblical perspective. (General Education/Humanities)

TH 4405 – Systematic Theology (4 Semester Hours)

A survey of Christian doctrines with an overview of such subjects as: Bibliology, Theology, Angelology, Anthropology, Hamartiology, Christology, Soteriology, Ecclesiology, Pneumatology and Eschatology. (General Education/Humanities)

TH 4408 – Apologetics/Preaching in the Postmodern Period (4 Semester Hours)

An introduction to a Christian apologetic for confronting the unique challenges of postmodernism from the pulpit. It will balance an analysis of special, recent challenges to faith with a study of Biblical/theological norms undergirding a classical, evidentialist apologetic. Emphasis will be upon an exploration of ways in which preaching may be effective for the apologetic enterprise.

TH 4409 – Divine Authority (4 Semester Hours)

A study of specific authority or generic authority of what is essential or what is incidental as it relates to New Testament or Old Testament examples. The student should learn to discern the difference between generic and specific. (General Education/Humanities)

TH 4410 – Denominational Doctrines (4 Semester Hours)

A survey of selected denominations and some of their doctrines. (General Education/Humanities)

TH 4416 – Theism and Humanism (4 Semester Hours)

A study of modern humanism, its significance, its background, its philosophical forms and its entrenchment in our modern world. Methods by which humanism works in society are discussed, as are the consequences of humanism. Attention is given to how Christians can overcome humanism. (General Education/Humanities)

TH 4419 – Religious Teachings of the Old Testament (4 Semester Hours)

This course is an overview of the religious principles taught in the Old Testament. Primarily attention is given to the principal ideas presented in the unfolding of God's scheme of redemption in the Old Testament. Principles studied include the nature of God, the nature of man, the nature of sin, God dealing with man, and God's promise of redemption through Christ.

TH 4423 – History and Religion in the Hellenistic Age (4 Semester Hours)

A survey of Greco-Roman and Jewish history, culture, literature, and religions from the sixth century B.C. to the second century A.D. (General Education/Social Science)

TH 4425 – Design and Action of Baptism (4 Semester Hours)

A study of the biblical teachings and examples regarding Christian baptism.

TH 4430 – Justice of God and Man's Redemption (4 Semester Hours)

A study of the Justice of God and His biblical mandate for justice, and the procedures and concepts that ultimately affect our current system of American jurisprudence. (General Education/Humanities)

GRADUATE AND DOCTORAL LEVEL COURSE DESCRIPTIONS

BI – BIBLICAL INSTRUCTION

BI 6320 – History of the Bible (3 Semester Hours)

A study of the ancient manuscripts of Hebrew and Greek of the Old and New Testament and their translation into Latin, German, English, French and other languages. The study will deal with the text and canon of both Testaments, textual criticisms, the Apocryphal books, and evaluate the English Bibles of the last seven centuries.

BI 6325 – Archaeology and the Bible (3 Semester Hours)

A study of archeological research and findings and their relationship to biblical facts and teachings. Emphasis will be given to accessing the validity and reliability of the research efforts and discoveries. More specifically, this is a study of excavated materials such as monuments, pottery, inscriptions, art, architecture, literature, and other artifacts, objects and items related to customs, language, or peoples. This course is designed to help the student to better understand the historical context of the Bible.

BI 7011 – Comprehensive Examination for Master of Arts in Biblical Studies (0 Semester Hours)

This is a non-credit written examination addressing a summary, analysis, synthesis and application of the topics, concepts, issues and principals associated with the Master of Arts in Biblical Studies. This examination is prepared by and graded by the faculty in the student's program area. The examination is graded on a pass/fail basis. This is the exit examination for the program and must be passed for the student to receive the master's degree.

BI 7012 – Comprehensive Examination for Master of Arts in Practical Ministry (0 Semester Hours)

This is a non-credit written examination addressing a summary, analysis, synthesis and application of the topics, concepts, issues and principals associated with the Master of Arts in Practical Ministry. This examination is prepared by and graded by the faculty in the student's

program area. The examination is graded on a pass/fail basis. This is the exit examination for the program and must be passed for the student to receive the master's degree.

BI 7015 – Comprehensive Examination for Master of Divinity (0 Semester Hours)

This is a non-credit written examination addressing a summary, analysis, synthesis and application of the topics, concepts, issues and principals associated with the Master of Divinity. This examination is prepared by and graded by the faculty in the student's program area. The examination is graded on a pass/fail basis. This is the exit examination for the program and must be passed for the student to receive the master's degree.

BI 7310 – Synthesis of Biblical Studies (3 Semester Hours)

This course is designed to prepare Master of Arts students to take the comprehensive examination. Under the guidance of the faculty, the student is encouraged to synthesize the knowledge gained from the various courses and to express these concepts in his own words.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Arts in New Testament Studies or Master of Arts in Old Testament Studies.

CI – CURRICULUM AND INSTRUCTION

CI 6000 – Teaching and Facilitating via Distance Education at Amridge University (10 CEUs)

This course is targeted towards individuals who have expressed a desire to teach an online course and is required to become a member of the Amridge team. All current faculty and staff may participate. Designed for asynchronous delivery (approximately 100 clock hours), this course has three goals. Stressing a team-oriented atmosphere of sharing and constructive feedback, participants are exposed to adult learning theories, course planning and development, and University policies and procedures. The course is facilitated by one instructor with one or more "guest professors" voluntarily participating in discussions and feedback sessions.

CI 6200 – Teaching and Facilitating via Distance Education at Amridge University. (2 Semester Hours)

This course is targeted towards individuals who have expressed a desire to teach an online course and is required to become a member of the Amridge team. All current faculty and staff

may participate. Designed for asynchronous delivery (approximately 100 clock hours), this course has three goals. Stressing a team-oriented atmosphere of sharing and constructive feedback, participants are exposed to adult learning theories, course planning and development, and University policies and procedures. The course is facilitated by one instructor with one or more “guest professors” voluntarily participating in discussions and feedback sessions.

CI 6310 – Course Planning (3 Semester Hours)

This course in basic course planning will address identifying and stating student learning outcomes; and, procedures for determining, organizing and sequencing learning experiences.

CI 6311 – Advanced Course Planning (3 Semester Hours)

This course in advanced course planning will address procedures for designing a course based on learning theory, program purpose, learning outcomes, student characteristics and course delivery format. Prerequisite: CI 6310.

CI 6315 – Course Management (3 Semester Hours)

This course will address ascertaining learning outcomes, assessment of the position of course in the program sequence, assignment of resources, student assignments, integration of technology, time management, communications with students and assessment of student outcomes.

CI 6320 – Course Assessment (3 Semester Hours)

This course will address the congruence of student assignments and desired student outcomes, the effective allocation of time and other resources, the reliability and validity of the assessment of student outcomes and the impact of the course on the total program.

CI 6340 – Program Planning (3 Semester Hours)

This course will address procedures for ascertaining program purpose, assessing program outcomes, designing the course sequence, assigning student outcomes to courses and, assessing the total program.

DM – DOCTOR OF MINISTRY STUDIES

DM 9051 – Qualifying Examination for Doctor of Ministry (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Ministry and an assessment of the student's readiness for professional research and publishing. This examination is prepared and administered for the individual student by the student's Faculty Advisory and other faculty members. This examination must be passed for the student to gain DMin Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

DM 9301 – Ministry in the DMin Setting (3 Semester Hours)

This course is the introductory course for the Doctor of Ministry program and must be taken early in the Doctor of Ministry program. The course focuses on the practice of ministry, in context of the student's present ministry and work setting. This introductory course on the Ministry and the Church will provide (1) A reflection upon biblical emphasis of ministry; (2) A review of the world and its data as it relates to the minister and his ministry; (3) An identification and review of the various roles and functions of the minister; and (4) Academic direction to the student in making academic preparation to meet the challenges of this doctoral program.

Special Note: There is a 5-day, on-campus attendance requirement for this course that will be scheduled by the course instructor.

DM 9302 – Ministry and Theology (3 Semester Hours)

This course develops a synthesis of the principles of hermeneutics, homiletics, and theology of the Old and New Testaments as they apply to preaching and teaching in the Christian community. The major themes of the Old and New Testaments are investigated from the historical perspective and related to the practice of ministry. Topics for consideration include biblical revelation and authority, the unity of the Bible, God, humanity, the relationship between God and humanity, and other biblical terms and imagery.

DM 9303 – Ministry and the Contemporary World (3 Semester Hours)

This course examines some of the methods by which ministry must be adaptable to the culture of today in order for it to succeed as the service it was designed to be. The methods will be analyzed, not only for their effectiveness, but also according to their theological and biblical

basis. The methods to be examined will vary over time, but they may be drawn from any of the following types of ministries or others similar to them: small groups, family, music, worship, preaching, education, media, publishing, recreation, community service, outreach, inner-city, or any age-specific group such as children, teens, college, singles, and retirees.

DM 9304 – Ministry to Individuals and Families (3 Semester Hours)

This course explores avenues of service to individuals and the family unit, including counseling and support mechanisms. Topics covered include, but are not limited to, counseling (crisis, substance abuse, and marriage), home and family ministry, and ministry to individuals of various groups.

DM 9305 – The Ministry and Worship (3 Semester Hours)

The special aspects of worship are considered such as: prayer, singing, preaching, baptism, etc. Sermon planning and possibilities are explored and ample consideration is given to worship being in spirit and truth.

DM 9306 – The Minister and Preaching Christian Doctrine (3 Semester Hours)

The purpose of the course is to examine ways in which Bible-based doctrinal preaching can be used in today's church. The following areas are explored: the minister as church theologian and the preparation of sermons on biblical and doctrinal themes that are grounded in Scripture. Various approaches to biblical doctrinal preaching are considered.

DM 9307 – The Ministry of Administration (3 Semester Hours)

Biblical and theological bases of the church are explored in their implications for church administration. Attention is given to crucial areas of church administration such as planning, church member relations, and healing of congregational conflicts. Seminar presentations, response papers, and major projects are required.

DM 9308 – Ministry and Controversial Issues (3 Semester Hours)

The course focuses on the relational side of controversial issues in the church, to cover the emotional and interpersonal dimensions that often hide on one side or the other of a sharp debate. Members of the class engage in theological analysis of issues in the church. This effort will help a minister to develop an approach that will facilitate a person's emotional growth in dealing with difficult problems.

DM 9309 – The Minister’s Message of Salvation (3 Semester Hours)

This course highlights the essentials of the gospel message of Christ. Students examine Christ’s death and resurrection and his provision for salvation. A review is given of the message that the minister needs to provide to a lost generation. The salvation promise will be emphasized.

DM 9310 – The Prophets and Prophetic Ministry of the Church (3 Semester Hours)

The prophetic word and world are carefully examined to identify and clarify their prophetic relevance for the ministry of the church today. Special attention is devoted to New Testament passages which are rooted in the prophetic statements of the Old Testament. Effective ministers will learn to articulate the importance of these prophetic messages to the generations of the 21st century.

DM 9311 – The Minister and Missiology (3 Semester Hours)

This course provides advanced information and strategies for developing vibrant, productive servants in God’s ministry. This course addresses the urgent contemporary questions: What is the nature of the gospel? What is the nature of the Christian community? What is the mission of the Church in a holistic, integrative sense? What is the essence of contemporary society and how does it impact the Church and its mission? From this background the course will move to the scriptural mission of a local church and the congregation’s program in the light of the vast responsibility to carry the gospel of Christ to a lost world.

DM 9312 – Church Growth and Membership Development (3 Semester Hours)

This course is an investigation of strategies for the development of the church in numerical growth and spiritual strength through the twin avenues of evangelism and Christian maturation. It covers such topics as the analysis, theory, and strategy of various church growth trends, the role of ministry of education in the church, ways to develop servants and leaders, and various methods of evangelism such as local, friendship, cross-cultural, and foreign.

DM 9313 – The Minister and Leadership (3 Semester Hours)

Spiritual leadership is a necessity, and ministers must learn how spiritual leadership is necessary to motivate, strengthen, and revitalize the church. The student will review the leadership principles and Christian principles which should provide the student with the necessary tools and principles to be an effective spiritual leader.

DM 9314 – The Minister and Homiletics (3 Semester Hours)

Current homiletical literature is read and discussed in order to introduce the students to fresh, innovative approaches to preaching. Emphasis is placed on the following forms: story, confession, inductive, dramatic monologue, dialogue, images and pictures, and moves and structures. The writings and sermons of preachers are critically examined in terms of theory, practice, style, hermeneutics, and content.

DM 9323 – Ministry in the World of Science, Philosophy and Religion (3 Semester Hours)

The minister and the church face a complicated world of science, philosophy, and religion. The basic question of each and their inter-relationship will be covered in this course. Students will be challenged to delve deeper into all of these questions.

DM 9325 – Psychology of Grief, Death, and Dying (3 Semester Hours)

This is an advanced study of the dynamics of grief work. It includes advanced methods of caregiving for the dying and their families. The student will demonstrate a higher level of knowledge about palliative care and emotional understanding of the needs of hurting people.

DM 9327 – Psychology of Religion (3 Semester Hours)

This course is a study of how psychology is involved in the way we worship, interpret the rituals, and our religious experiences from childhood to adulthood.

DM 9351 – Qualifying Examination for Doctor of Ministry (3 Semester Hours)

This course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Ministry and an assessment of the student's readiness for professional research and publishing. This examination is prepared and administered for the individual student by the student's Faculty Advisory and other faculty members. This examination must be passed for the student to gain DMin Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

DT – DOCTORAL MARRIAGE AND FAMILY THERAPY AND PROFESSIONAL COUNSELING STUDIES

DT 9051 – Comprehensive Examination for Doctor of Philosophy in Marriage and Family Therapy (0 Semester Hours)

This non-credit course is a written examination addressing a summary, analysis, and synthesis of the Doctor of Philosophy in Marriage and Family Therapy. This examination is prepared and conducted for the individual student by the student's Graduate Committee. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work.

DT 9052 – Comprehensive Examination for Doctor of Philosophy in Professional Counseling (0 Semester Hours)

This non-credit course is a written examination addressing a summary, analysis, and synthesis of the Doctor of Philosophy in Professional Counseling. This examination is prepared and conducted for the individual student by the student's Graduate Committee. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work.

DT 9053 – Qualifying Examination for Doctor of Philosophy in Marriage and Family Therapy (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Philosophy in Marriage and Family Therapy and an assessment of the student's readiness for professional research and publishing. This examination is prepared and administered for the individual student by the student's Faculty Advisor and other faculty members. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

DT 9054 – Qualifying Examination for Doctor of Philosophy in Professional Counseling (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Philosophy in Professional Counseling and an assessment of the student's readiness for professional research and publishing. This examination is prepared and administered for the individual student by the student's Faculty Advisor and other faculty

members. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

DT 9300 – Marriage and Family Therapy and Professional Counseling in the PhD Setting (3 Semester Hours)

This course enables the student to create a four-year learning plan for the successful completion of the PhD degree. Because this learning plan is foundational, this course must be taken early in the PhD program. Five elements constitute this course:

1. Personality Profile – Using the NEO-PI-R and MBTI, students will assess their relational strengths and growth areas. Students will apply this information to estimate how they will fit together as a group during their studies.
2. Systemic Investigation – Using personal history as a basis, students will analyze family of origin, cultural, gender, and biological influences on their professional development. Then using case material from their own practice, students will estimate similar factors on clients.
3. The Scientist-Practitioner Model – An examination of the epistemology of scientific knowledge and an application of modern and postmodern epistemologies to develop a personal model of therapy at the doctoral level.
4. Student Colloquium – Students will discriminate the systemic influences involved in their doctoral study – centripetal forces moving them away from their goal and centrifugal forces moving them toward their goal. Students will construct strategies to help them make the most of their assets and reduce or work around their liabilities.
5. Personal Learning Plan – Each student will create this plan of study by reflecting on the five modules and their concentration of study and their professional goals.

Prerequisites: FT 7336 and FT 7300 OR FT 7306. Special Note: There is a 5-day, on-campus attendance requirement for this course that will be scheduled by the course instructor.

DT 9303 – Integrative Models of Marriage and Family Therapy (3 Semester Hours)

This course is an in-depth study of the major theories, theorists, principles, and techniques of marriage and family therapy and how they relate to the professional application of therapy. The

student will conduct a comprehensive investigation and evaluation of selected theories and theorists. The student will prepare, present, and defend a paper on the theoretical and practical application of the theory selected. Prerequisite: FT 7311.

DT 9306 – Synthesis of Counseling and Psychotherapy Theories (3 Semester Hours)

This course is an in-depth study of the various theories, principles, and techniques of counseling and their application to professional counseling settings. The student will conduct a comprehensive investigation and evaluation of selected theories and theorists. The student will prepare, present, and defend a paper on the theoretical and practical application of the theory selected. Prerequisite: FT 7310.

DT 9309 – Applied Adult Development (3 Semester Hours)

This course reviews theories of adult human development, death, individual and family system development, and normal and abnormal development. Consistent with their learning plan, students will examine in depth, using original resources to the extent possible, individual and family systems development. Prerequisite: FT 7320.

DT 9312 – Relational Sexual Therapy (3 Semester Hours)

This course examines models of sex therapy, with a special emphasis on intimacy-based models. Students will apply a foundational understanding of human sexual development to construct treatment plans for client cases which intervene in the systemic meanings of clients' sexuality. Prerequisite: FT 7321.

DT 9315 – Strategies to Reduce Marriage and Family Dysfunction (3 Semester Hours)

This course reviews foundational theories of Interpersonal and Family Dynamics through dating, courtship, and marriage. Students critique the various theories using material drawn from original sources to the extent possible, and, using currently available demographic data, estimate future patterns of marriage and family development. Based on these estimates, students will construct primary prevention strategies to reduce predicted levels of dysfunction. Prerequisite: FT 7321 or FT 7322.

DT 9318 – Systemic Interventions in Abusive Relationships (3 Semester Hours)

This course examines the causes of and therapeutic techniques used in abusive relationships including domestic violence, and sexual, verbal, and emotional abuse. The student will choose one kind of abuse, do an extensive research of the literature, and write a 30-page paper

reviewing the literature and suggesting intervention strategies for this type of abuse. Prerequisite: FT 7332.

DT 9321 – Analysis of Substance Abuse Interventions (3 Semester Hours)

This course guides students through an analysis of selected historical and contemporary substance abuse interventions. The course focus includes primary, secondary, and tertiary preventative interventions. Students will analyze individually focused and systemically-focused intervention in light of current research. Prerequisite: FT 7332.

DT 9324 – Systems of Relational and Intrapsychic Diagnosis (3 Semester Hours)

Building on a working knowledge of the *Diagnostic and Statistical Manual of Mental Disorders (DSM-5)*, this course examines systems of nosology of mental disorders, including systemic, biological, and behavioral. Students will analyze case material using appropriate nosological systems and provide appropriate treatment plans based on the diagnosis. Prerequisite: FT 7335.

DT 9327 – Consultation with Larger Systems (3 Semester Hours)

This course is a study of how systems go beyond the family to organizational, industrial, and military settings. A special focus of the course will be family based businesses. Students will develop methods of consulting with larger systems to assist organizational leaders to function more effectively. Prerequisite: FT 7326.

DT 9330 – Medical Family Therapy (3 Semester Hours)

This course is a study of how therapists can work with the family practice medical community to advance the wholeness of the family. Students will assess the effectiveness of the family in adapting to selected physical illnesses and interventions which can assist physical health care. In addition, students will analyze psychological issues for which families may seek physical health care and estimate how psychotherapeutic interventions may reduce the total cost of health care. Prerequisite: FT 7355.

DT 9332 – Counseling for Change (3 Semester Hours)

This course involves the student in assessing the issues involved with problem identification, problem solving, change enabling, and accountability in relationship to theoretical approaches to counseling. The student examines the systemic issues involved in interpersonal and organizational change and critically examines the existing research base in relationship to

effective change processes in counseling, and marital, couple and family counseling and therapy.

DT 9336 – Quality Practice and Fiscal Systems (3 Semester Hours)

This course is a study of the business operations and fiscal systems associated with the running of private practices, HMOs, mental health organizations, managed care, or other types of offices and practices providing treatment to family therapy patients or clients. A major emphasis will include a quality management of client, patient, and customer service operations, computer programs and systems for patient or client records and third party billing. Also, instruction will be provided on the DSM-5 elements and the relationship to client or patient medical records and third party billing and multi-third party billing cascades. Prerequisite: FT 7335.

DT 9337 – Teaching Practicum (3 Semester Hours)

This course is a study of and practice of teaching/learning theory, methodology, and design appropriate for collegiate level instruction. Through research, presentations, collegial work, and evaluations, the student will develop professional identity, be equipped for the classroom, and begin the journey toward teaching higher education. The student will be involved in an actual teaching experience.

DT 9340 – History of Chaplaincy in the Armed Forces (3 Semester Hours)

This course is a study of the history of the chaplaincy in the U.S. Armed Forces, from its beginnings within the Continental Army and Navy to its current expressions. Students will examine the influence of each service's traditions on the form of chaplaincy that service embraces and estimate future directions of chaplaincy in the U.S. Armed Forces.

DT 9343 – Chaplaincy in Contingency Operations (3 Semester Hours)

This course is a study of how chaplains must operate in many environments. Students will place a special emphasis on the unique demands chaplains face during contingency operations through an in-depth examination of post-Vietnam experience. Students will develop systemic models for chaplain operation during future contingency operations.

DT 9346 – Chaplaincy and Religious Diversity (3 Semester Hours)

This course examines how chaplains are the protectors of the religious liberty of all members of the U.S. Armed Forces. Since chaplains also function as the commander's experts on religious issues, this course prepares students through an examination of religious traditions chaplains

are likely to encounter, and a systemic evaluation of what accommodation might mean to the student's branch of the U.S. Armed Forces.

FD – FOUNDATIONS OF BIBLICAL STUDIES

FD 5001 – Language Refresher in Hebrew (0 Semester Hours)

This free, non-credit course is designed to assist individuals in reviving, refreshing or maintaining skills in and knowledge of the Hebrew language. Live presentations and recorded materials will be provided. The student will speak directly to the teacher via phone conference calls. The teacher will respond to questions and will provide guidance to the participants.

FD 5003 – Language Refresher in Greek (0 Semester Hours)

This free, non-credit course is designed to assist individuals in reviving, refreshing or maintaining skills in and knowledge of the Greek language. Live presentations and recorded materials will be provided. The student will speak directly to the teacher via phone conference calls. The teacher will respond to questions and will provide guidance to the participants.

FD 5005 – Language Refresher in Latin (0 Semester Hours)

This free, non-credit course is designed to assist individuals in reviving, refreshing or maintaining skills in and knowledge of the Latin language. Live presentations and recorded materials will be provided. The student will speak directly to the teacher via phone conference calls. The teacher will respond to questions and will provide guidance to the participants.

FD 5007 – Language Refresher in German (0 Semester Hours)

This free, non-credit course is designed to assist individuals in reviving, refreshing or maintaining skills in and knowledge of the German language. Live presentations and recorded materials will be provided. The student will speak directly to the teacher via phone conference calls. The teacher will respond to questions and will provide guidance to the participants.

FD 6301 – Classical Syriac I (3 Semester Hours)

A study of the grammar, syntax, and vocabulary of classical Syriac, a branch of the Aramaic language family. The course involves reading Syriac portions of the Old Testament and New Testament. Prerequisite: FD 6330.

FD 6302 – Elementary Greek I (3 Semester Hours)

A study of the grammar, syntax, and basic vocabulary of the Greek of the New Testament.

FD 6303 – Elementary Greek II (3 Semester Hours)

A continuation of FD 6302. A study of the grammar, syntax, and basic vocabulary of the Greek of the New Testament. Prerequisite: FD 6302.

FD 6304 – Greek Reading I (3 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary and includes a thorough review of basic vocabulary and morphology. The course introduces intermediate syntax and exegesis. Textual portions will be selected by the instructor to address texts not previously addressed by the student. Prerequisites: FD 6303 and Permission of Instructor (POI).

FD 6305 – Greek Reading II (3 Semester Hours)

A continuation of FD 6304. This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to further knowledge of the principles of advanced New Testament textual criticism and exegesis. Textual portions will be selected by the instructor to address texts not previously addressed by the student. Prerequisites: FD 6303 and Permission of Instructor (POI).

FD 6306 – Elementary Hebrew I (3 Semester Hours)

A study of the grammar, syntax, and basic vocabulary of the Hebrew of the Old Testament.

FD 6307 – Elementary Hebrew II (3 Semester Hours)

A continuation of FD 6306. A study of the grammar, syntax, and basic vocabulary of the Hebrew of the Old Testament. Prerequisite: FD 6306.

FD 6308 – Hebrew Reading I (3 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and introduce principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 6307 and Permission of Instructor (POI).

FD 6309 – Hebrew Reading II (3 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and give attention to principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address text not previously addressed by the student. Prerequisites: FD 6307 and Permission of Instructor (POI).

FD 6310 – Ancient Near Eastern History and Culture (3 Semester Hours)

A survey of the history, literature, and religions of the ancient Near East from the fourth millennium B.C. to the fourth century B.C. This course involves the comprehensive reading of extra-biblical material in order to understand the political, literary, and cultural background of the Old Testament.

FD 6311 – History and Religion of the Hellenistic Age (3 Semester Hours)

A survey of Greco-Roman and Jewish history, culture, literature, and religion from the fourth century B.C. to the second century A.D. This course serves as a background for understanding the political, literary, and cultural setting of the New Testament.

FD 6312 – Hermeneutics (3 Semester Hours)

An advanced course in the principles, methods, and history of biblical interpretation.

FD 6313 – Advanced Greek I (3 Semester Hours)

An advanced course in the grammar and syntax of the Greek language. Prerequisite: FD 6303.

FD 6314 – Advanced Greek II (3 Semester Hours)

A continuation of FD 6313. An advanced course in the grammar and syntax of the Greek language. Prerequisite: FD 6313.

FD 6315 – General Biblical Introduction (3 Semester Hours)

A study of the revelation, canonization, transmission, and translation of the Bible.

FD 6317 – Greek Reading III (3 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to study the advanced principles of New Testament grammar and exegesis reading New

Testament authors employing more advanced Greek. Textual portions will be selected by the instructor to address texts not previously addressed by the student. Prerequisites: FD 6303 and Permission of Instructor (POI).

FD 6318 – Greek Reading IV (3 Semester Hours)

This course is designed to improve the students' knowledge of Greek grammar and vocabulary, and to study the advanced principles of New Testament grammar and exegesis reading New Testament authors employing more advanced Greek. Textual portions will be selected by the instructor to address texts not previously addressed by the student. Prerequisites: FD 6303 and Permission of Instructor (POI).

FD 6320 – German Grammar I (3 Semester Hours)

A study of German grammar, syntax, and vocabulary to prepare students to read scholarly literature in biblical studies and theology.

FD 6321 – German Grammar II (3 Semester Hours)

A continuation of FD 6320. A study of German grammar, syntax, and vocabulary to prepare students to read scholarly literature in biblical studies and theology. Prerequisite: FD 6320.

FD 6324 – Spanish Grammar I (3 Semester Hours)

An introduction to Basic Conversational Spanish designed to give students basic communication proficiency in Spanish: reading, writing, speaking, listening and understanding. Each class builds around a dialogue presenting a realistic situation in a Spanish-speaking locale. Students are introduced to correct pronunciation of a dialogue, learn thematically arranged vocabulary, and get acquainted with major grammatical points covered in the dialogue.

FD 6325 – Spanish Grammar II (3 Semester Hours)

A continuation of FD 6324 designed to give students full communication proficiency in Spanish: listening, speaking, reading, and writing. Students are introduced to the basic structures, language functions, and vocabulary groups of the Spanish language. Prerequisite: FD 6324.

FD 6326 – French Grammar I (3 Semester Hours)

An introduction to Basic Conversational French designed to give students basic communication proficiency in French reading, writing, speaking, listening and understanding. Each class builds

around a dialogue presenting a realistic situation in a French-speaking locale. Students are introduced to correct pronunciation of a dialogue, learn thematically arranged vocabulary, and get acquainted with major grammatical points covered in the dialogue.

FD 6327 – French Grammar II (3 Semester Hours)

A continuation of FD 6326 designed to give students full communication proficiency in French: listening, speaking, reading, and writing. Students are introduced to the basic structures, language functions, and vocabulary groups of the French language. Prerequisite: FD 6326.

FD 6328 – French Reading (3 Semester Hours)

A survey course developing skills in reading the French language. The course builds vocabulary, expands knowledge of grammar and syntax, and develops comprehension of the language. Prerequisites: FD 6327 and Permission of Instructor (POI).

FD 6329 – Spanish Reading (3 Semester Hours)

A survey course developing skills in reading Spanish language. The course builds vocabulary, expands knowledge of grammar and syntax, and develops comprehension of the language. Prerequisites: FD 6325 and Permission of Instructor (POI).

FD 6330 – Biblical Aramaic (3 Semester Hours)

A study of the grammar, syntax, and vocabulary of Biblical Aramaic. The course involves reading Aramaic portions of the Old Testament. Prerequisite: FD 6309.

FD 6331 – German Reading (3 Semester Hours)

A survey course developing skills in reading German. The course builds vocabulary, expands knowledge of grammar and syntax, and develops comprehension of the language. Prerequisites: FD 6321 and Permission of Instructor (POI).

FD 6336 – Classical Syriac II (3 Semester Hours)

A study of the grammar, syntax, and vocabulary of classical Syriac, a branch of the Aramaic language family. The course involves reading Syriac portions of the Old Testament and New Testament. Prerequisite: FD 6301.

FD 6340 – Logic (3 Semester Hours)

A study of the principles of logic and an examination of techniques for determining the validity of arguments. It includes discussion of informal fallacies, Aristotelian logic, and symbolic logic.

FD 6341 – Akkadian Grammar I (3 Semester Hours)

A study of the grammar, syntax, and basic vocabulary of the Akkadian language.

FD 6342 – Akkadian Grammar II (3 Semester Hours)

A continuation of FD 6341. A study of the grammar, syntax, and basic vocabulary of the Akkadian language. Prerequisite: FD 6341.

FD 6344 – Akkadian Reading (3 Semester Hours)

A survey course developing skills in reading Akkadian. The course builds vocabulary, expands knowledge of grammar and syntax, and develops comprehension of the language. Prerequisites: FD 6342 and Permission of Instructor (POI).

FD 6345 – Hieroglyphs (3 Semester Hours)

A study of the grammar, syntax, and vocabulary of the picture script writing of ancient Egypt. The course involves reading hieroglyphic texts and inscriptions.

FD 6350 – Hebrew Reading III (3 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and give attention to principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address texts not previously address by the student. Prerequisites: FD 6307 and Permission of Instructor (POI).

FD 6353 – Hebrew Reading IV (3 Semester Hours)

A course developing skills in reading selected portions of the Hebrew Old Testament. It is designed to build vocabulary, develop knowledge of grammar and syntax, and give attention to principles of textual criticism and exegesis. Textual portions will be selected by the instructor to address texts not previously address by the student. Prerequisites: FD 6307 and Permission of Instructor (POI).

FD 6355 – Latin Grammar I (3 Semester Hours)

A study of Latin grammar, syntax, and vocabulary to prepare students to read scholarly literature in biblical studies and theology.

FD 6356 – Latin Grammar II (3 Semester Hours)

A continuation of FD 6355. A study of Latin grammar, syntax, and vocabulary to prepare students to read scholarly literature in biblical studies and theology. Prerequisite: FD 6355.

FD 6357 – Latin Reading I (3 Semester Hours)

Survey reading in traditional Latin prose and poetry authors, including historians Tacitus and Suetonius, and poets Ovid, Virgil, and Catullus. Designed to enable students to research original texts which might serve as background resources for the history, literature and culture of the period of Early Christianity. Prerequisites: FD 6356 and Permission of Instructor (POI).

FD 6358 – Latin Reading II (3 Semester Hours)

Survey reading in traditional Latin prose and poetry authors, including historians Tacitus and Suetonius, and poets Ovid, Virgil, and Catullus. Designed to enable students to research original texts which might serve as background resources for the history, literature and culture of the period of Early Christianity. This is a continuation of FD 6357. Prerequisites: FD 6357 and Permission of Instructor (POI).

FD 6360 – Elementary Hebrew and Greek for Christian Ministry (3 Semester Hours)

This is a basic course in the use of biblical Hebrew and Greek and biblical language study tools in Christian ministry. This class is designed for the student who does not plan to concentrate in biblical language study, but who needs a practical working knowledge of some elementary skills in order to enhance ministry and service.

FD 6361 – Hebrew Word Study (3 Semester Hours)

An individualized study of the etymology, meaning, and translation of the most important words in the Hebrew Bible. Under the supervision of the course instructor the student will examine all the key vocabulary of the Old Testament in the original Hebrew language and will compare and evaluate how these terms have been translated by the major versions (Greek, Latin, and English) of the Bible.

FD 6362 – Greek Word Study (3 Semester Hours)

An individualized study of the etymology, meaning, and translation of the most important words in the Greek New Testament. Under the supervision of the course instructor the student will examine all the key vocabulary of the New Testament in the original Greek language and will compare and evaluate how these terms have been translated by the major versions of the Bible (Syriac, Latin, and English) of the Bible. Prerequisite: FD 6361.

FD 7320 – Guided Research in Foundation Studies (3 Semester Hours)

An independent study of a special area in which the student is interested. This course is restricted to students with advanced preparation in Biblical Foundations and requires the writing of a fully-documented research paper under the guidance of an instructor.

FD 7322 – Synthesis of Theological Curriculum I (3 Semester Hours)

A course designed to prepare Master of Arts students to take the comprehensive examination. Under the guidance of the faculty, the student is encouraged to synthesize the knowledge gained from the various courses and to express these concepts in his own words.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Arts in Biblical Studies.

FD 7323 – Synthesis of Theological Curriculum II (3 Semester Hours)

A course designed to prepare Master of Divinity students to take the comprehensive examination. Under the guidance of the faculty, the student is encouraged to synthesize the knowledge gained from the various courses and to express these concepts in his own words.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Divinity or Master of Divinity in Ministerial Leadership or Master of Divinity in Marriage and Family Therapy or Master of Divinity in Professional Counseling.

FD 9001 – Proficiency Examination of the Biblical Hebrew Language (0 Semester Hours)

This non-credit course is a written and oral examination of the Hebrew language to document that the individual has sufficient language skills to read and conduct exegesis of documents in the original biblical Hebrew language.

FD 9002 – Proficiency Examination of the Biblical Greek Language (0 Semester Hours)

This non-credit course is a written and oral examination of the Greek language to document that the individual has sufficient language skills to read and conduct exegesis of documents in the original biblical Greek language.

FD 9003 – Proficiency Examination of the Latin Language (0 Semester Hours)

This non-credit course is a written and oral examination of the Latin language to document that the individual has sufficient language skills to read documents in the Latin language.

FD 9006 – Proficiency Examination of the German Language (0 Semester Hours)

This non-credit course is a written and oral examination of the German language to document that the individual has sufficient language skills to read documents in the German language.

FD 9007 – Proficiency Examination of the French Language (0 Semester Hours)

This non-credit course is a written and oral examination of the French language to document that the individual has sufficient language skills to read documents in the French language.

FD 9008 – Proficiency Examination of the Aramaic Language (0 Semester Hours)

This non-credit course is a written and oral examination of the Aramaic language to document that the individual has sufficient language skills to read and conduct exegesis of documents in the original Aramaic language.

FD 9009 – Proficiency Examination of the Akkadian Language (0 Semester Hours)

This non-credit course is a written and oral examination of the Akkadian language to document that the individual has sufficient language skills to read and conduct exegesis of documents in the original Akkadian language.

FD 9050 – Comprehensive Examination for Doctor of Philosophy in Biblical Studies (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis and synthesis of the Doctor of Philosophy in Biblical Studies program. This examination is prepared and conducted for the individual student by the student's Graduate Committee. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work.

FD 9051 – Qualifying Examination for Doctor of Philosophy in Biblical Studies (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Philosophy in Biblical Studies with emphasis in the chosen area of concentration and an assessment of the student's readiness for professional research and publishing. This examination is prepared and conducted for the individual student by the student's Graduate Committee. This examination must be passed for the student to gain PhD Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation and examination. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

FD 9300 – Research in Biblical Doctrine (3 Semester Hours)

This course provides an overview of the PhD in Biblical Studies program. In this course the student will initiate a self-study and personal analysis of the great doctrines from God using the terminology of the original language. The student will research, authenticate, and endorse or reject a belief in three or more of the following biblical doctrines: God, Christ, the Holy Spirit, the inspiration and authority of the Bible, humanity and sin, redemption and salvation, the church, and last things. Special emphasis should be given to the various sub-doctrines of the selected doctrines in the paper thereby giving a full treatment of the chosen topics. Notice: This Biblical Doctrines Position Paper must be expanded and developed throughout the student's study in the PhD Degree Program in Biblical Studies. The final version of the student's Biblical Doctrines Position Paper must be presented, defended and passed at the occasion of the Student's Doctoral Dissertation defense as part of RB Research Dissertation in Biblical Studies Module IV.

FD 9305 – Research Analysis of the Origin and History of the Bible (Core) (3 Semester Hours)

This course is a critical analysis of the origin, development, canonization, transmission, and preservation of the Bible. It is research oriented in order to prepare the student to understand the difficulties and problems associated with the field. The course is composed of seven units: (1) the development of writing and writing materials; (2) a brief overview of the characteristics of Hebrew, Aramaic, and Greek; (3) an analysis of "autographs," manuscripts, and ancient versions, as well as the overall process of text transmission; (4) an evaluation of the more important views of inspiration and canonization; (5) a study of the science of textual criticism; (6)

an introduction to the science of translating; and (7) the history and evaluation of translations of the English Bible from earliest times until the present.

FD 9310 – Historical and Archaeological Research of the New Testament (3 Semester Hours)

This course is a detailed analysis of the Judaistic and Hellenistic backgrounds of the New Testament period. Part of the course will be allotted to a survey of the Jewish apocryphal and pseudepigraphical writings which are relevant for the understanding of the New Testament and its cultural and religious background. A major part of the course will be devoted to an intensive study of the history and geography of Palestine with primary emphasis upon their relationship to the lives of Jesus and the apostles. A significant portion of the course will be devoted to an investigation of the most important historical and archaeological sites mentioned in the Gospels and Acts. Other key topics which will be covered include the Dead Sea Scrolls, Jewish writers (Philo, Josephus, and leading rabbis), and the rise of the Roman Empire. (New Testament emphasis)

FD 9312 – Research Methods of Old Testament Criticism (3 Semester Hours)

This course is a study of the history of Old Testament criticism, with an emphasis on the more recent developments in contemporary and traditional biblical scholarship. The course is research oriented in order to prepare the student to understand the difficulties and problems associated with both the traditional approach and modern critical approaches. The study will give careful attention to the early tradition regarding Mosaic authorship of the Pentateuch, and then study other claims (source criticism-also known as the Documentary Hypothesis; form criticism; redaction criticism; oral tradition – also known as tradition criticism; canonical criticism; and literary criticism). The course will include the study of selected topics beyond the Pentateuch. Several of the topics are listed here: (1) chronology; (2) the conquest of Canaan; (3) Deuteronomistic History; (4) the historicity of Samuel and Kings; (5) textual problems; and (6) alleged contradictions. The course is also designed to aid the student in confronting significant interpretive problems. The student will be introduced to a wide variety of Near Eastern literature and will be trained to make critical comparisons with the Old Testament. (Old Testament emphasis)

FD 9318 – Research Methods of New Testament Criticism (3 Semester Hours)

This course is a study of New Testament criticism, with an emphasis on more recent developments in contemporary biblical scholarship. The course is research oriented in order to

prepare the student to understand the strengths and weaknesses of modern critical approaches to the New Testament. The study will give careful attention to the following topics: (1) New Testament canon formation; (2) textual transmission and manuscript traditions; (3) critical methodologies like sociological criticism, narrative criticism, rhetorical criticism, textual criticism, use of extrabiblical literature, and others; and (4) introductory issues associated with each book of the New Testament like authorship, audience, date, occasion, literary form, theological themes, textual problems, and others. The student will be introduced to a wide variety of literature from this time period and will be trained to make critical comparisons with the appropriate passages in the New Testament.

FD 9350 – Historical and Archaeological Research of the Old Testament (3 Semester Hours)

This course is a detailed study of the civilizations and culture of the ancient Near East from the Early Bronze Age to the end of the Iron Age. The purpose of the course is to provide the milieu of the books of the Hebrew Bible so that each book may be more easily understood and more accurately interpreted. Attention will be given to the socio-cultural reconstruction of each period and the relevance of the historical and archaeological discoveries to an understanding of the patriarchal narratives, the conquest of Palestine, the monarchy, and the period covering the exile and return. This course examines the history, literature, and artifacts of the so-called Bible Lands, with emphasis upon its contribution to exegesis. The course involves a comprehensive reading of extra-biblical material in order to master the subject. (Old Testament emphasis).

FD 9353 – Biblical Etymology and Exegesis (3 Semester Hours)

This is a study of the etymology and contextual meaning of the most important theological words and idioms in the Hebrew and Greek scriptures. Attention is given to the history of the translation of key words and difficult idioms. The student will be expected to do original research on selected terminology and to produce a series of short papers, as well as have a mastery of all Old Testament and New Testament vocabulary occurring ten times or more. The course will devote a considerable amount of time to the study of advanced grammar and exegetical principles, and the student will be required to submit a written exegesis of several passages selected by the course instructor(s).

FT – FAMILY THERAPY

FT 7300 – Ethics and Professional Identity (3 Semester Hours)

A study of Marriage and Family Therapy as a profession, this course introduces the AAMFT Code of Ethics with current ethical issues now facing the profession. Students are encouraged to develop professional goals and objectives. The MFT accrediting body (COAMFTE), organizations, associations (AAMFT and ALAMFT and other relevant state, regional, and national associations), as well as credentialing and licensure boards (ABEMFT and boards in other states, when relevant) are identified and their benefits explained.

FT 7301 – Introduction to Pastoral Counseling (3 Semester Hours)

A study of the history and development of Christian counseling. It explores the unique techniques used in pastoral counseling.

FT 7302 – Professional Ethics and the Law (3 Semester Hours)

A study of the ethical and legal environment relevant to therapy. Current legal issues and recent court cases will be considered, with an emphasis on developing a clinical practice which makes appropriate use of ethical and legal resources to provide quality care for clients.

FT 7304 – Premarital/Remarital Counseling (3 Semester Hours)

This course is a topical seminar designed to introduce the student to the concepts, various models, resources, and processes for leading couples through premarital and remarital preparation. Individual sessions of each counseling session will be explored and students will learn how to conduct the sessions. The student will become familiar with the theological issues as well as the practical implications of having a Christian marriage and family in today's society.

FT 7306 – Community and Social Systems (3 Semester Hours)

This course is a study of the theory, history, and process of community-based human service agencies with emphasis on preventive and educational models of therapy and counseling. Students will apply fundamental systemic principles to consultations with larger systems such as private and governmental agencies.

FT 7310 – Theories of Counseling and Psychotherapy (3 Semester Hours)

This course is a study of various theories, principles, and techniques of psychotherapy and how they are used in the clinical setting. A special emphasis is placed on each student's development and articulation of a personal theory of counseling grounded in the systems in which the student anticipates working after graduation.

FT 7311 – Theories of Marriage and Family Therapy (3 Semester Hours)

This course is a study and evaluation of the major theories, theorists, principles, and techniques of marriage and family therapy and how they relate to the professional application of marriage and family therapy.

FT 7313 – Faith Development and Counseling (3 Semester Hours)

This course is a study of faith development foundations and counseling and the relationship between one's faith and the purposes, theories, and methods of counseling used to integrate the two.

FT 7317 – Ministerial Counseling with Children and Adolescents (3 Semester Hours)

This course explores child and adolescent development, counseling theories, counseling strategies and interventions methodologies from a ministerial counseling perspective. There is a focus on working with individual children and adolescents, as well as the treatment of children and adolescents within the family system.

FT 7320 – Human Development (3 Semester Hours)

This course provides a broad understanding of human development across the life-span, including both normal and abnormal development. Human development is placed in the context of the systems which nurture or interfere with that development.

FT 7321 – Human Sexual Development (3 Semester Hours)

This course is designed to provide a comprehensive overview of both theoretical and clinical aspects of human sexual behavior. The broad scope of human sexual development and behaviors will be studied, examining research and theory about typical and atypical sexual behaviors. The course focuses on psychological and socio-cultural influences on human sexuality and incorporates a multi-disciplinary life-span approach to learning. The clinical assessment and treatment of sexual dysfunctions will also be introduced.

FT 7322 – Theories of Personality Development (3 Semester Hours)

A study of the theories and research on personality and its contributions to understanding human growth and development. Examination of the influence of family and interpersonal factors on the development, maintenance, and interventions in the area of personality is the focus of this study.

FT 7323 – Marriage and Family Development (3 Semester Hours)

This course uses theoretical approaches to and current research on dating, courtship, and marriage to study development and changes in family systems and relationships across the life span.

FT 7326 – Social and Multicultural Diversity (3 Semester Hours)

This course is designed to investigate the systemic impact of subgroup membership on families and other relationships, and how these subgroups in turn affect the larger cultural system. Included in this study are the recursive repercussions of discrimination. The second major component of the course, which is infused throughout, is a study of methods of doing therapy with diverse cultures.

FT 7327 – Psychology of Religion (3 Semester Hours)

A study of how psychology is involved in the way we worship, interpret the rituals, and our religious experiences from childhood to adulthood.

FT 7330 – Interpersonal and Family Dynamics (3 Semester Hours)

This course is a study of the major approaches to interpersonal dynamics in both family and group therapy. Similarities and differences between therapy with families and other groups are a major focus of this course.

FT 7331 – Marital and Family Systems (3 Semester Hours)

This course is a study of major systemic theories on family formation, and how styles of family formation affect personality development within the family system. Students will apply these theoretical underpinnings to the professional practice of counseling or therapy.

FT 7332 – Counseling for Abusive Relationships (3 Semester Hours)

This course is a study of the systemic causes of abusive relationships including: domestic violence, sexual, verbal, and emotional abuse. A special emphasis is placed on appropriate therapeutic techniques for each type of abuse under study.

FT 7333 – Systemic Treatment of Substance Related Disorders (3 Semester Hours)

This course addresses the treatment of substance related disorders from a systemic perspective. Emphasis will be placed upon the assessment and treatment of substance related disorders utilizing historical and contemporary models of treatment. A special focus will be placed upon the research that has been generated on the efficacy of family based models of treatment.

FT 7334 – Psychology of Grief, Death, and Dying (3 Semester Hours)

This study examines the dynamics of grief work. It includes methods of giving care to individuals who are terminally ill and their families and to the survivors of the death of a significant person.

FT 7335 – Advanced Therapy (3 Semester Hours)

This course is a study of **DSM-5** diagnosis in a biopsychosocial context and of treatment modalities and techniques with a relational emphasis. Students will learn how to use the **DSM-5** to make a diagnosis and assessment and how to apply various theories of therapy and counseling to the diagnosed disorder.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Arts in Professional Counseling or the Master of Arts in Marriage and Family Therapy. Prerequisite: FT 7336.

FT 7336 – Basic Counseling Techniques/Helping Relationships (3 Semester Hours)

This course is a study of basic methods of conducting counseling and therapy with families, couples, and individuals. Using case material, students learn and practice techniques from selected individually-focused and systems-focused therapy models. This course provides students with essential skills they will require during their clinical training courses.

FT 7337 – Group Counseling (3 Semester Hours)

This course examines both the theory and practice of group counseling. Students will explore theories of group counseling and group dynamics, with an emphasis upon developing skills in conducting group sessions.

FT 7340 – Assessment of Individuals and Families (3 Semester Hours)

This course is a study that provides experiential learning in the use of psychometric instruments and their application to assessing couples, families, and individuals. Topics include the ethics of testing and the place of assessment in a systemic intervention with clients. This course meets the requirements for certifying students in the use of instruments such as the Myers-Briggs Type Indicator and the Taylor-Johnson Temperament Analysis.

FT 7355 – Psychopathology and Psychopharmacology (3 Semester Hours)

This course is a study of the neurobiological foundations of psychopathology and some of the pharmacological interventions which may be prescribed as part of a systemic treatment of psychopathology. Students will understand how “talk therapy” produces physiological changes in the brain and apply their basic understanding of neurobiological systems to treating relational systems.

FT 7370 – MFT Practicum (3 Semester Hours)

This course is a study of the actual practice of therapy under supervision. Marriage and family therapy students begin their work toward 500 hours of client contact supervised by 100 hours of supervision of that work with an Approved Supervisor. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: FT 7335.

FT 7371 – MFT Clinical Training I (3 Semester Hours)

This course requires student interns to work in a therapeutic setting under an Approved Supervisor. MFT students will continue to build their 500 client contact hours and one hundred (100) hours of supervision. At least one-half of their client contact hours will be with couples or families. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of

an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: FT 7370.

FT 7372 – MFT Clinical Training II (3 Semester Hours)

This is a continuation of FT 7371, requiring student interns to work in a therapeutic setting with an Approved Supervisor to complete the appropriate Clinical Training Program requirements. Students who successfully complete FT 7371 and FT 7372 will have completed at least 500 clock hours of internship, at least 100 of which must be direct client contact. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: FT 7371.

FT 7373 – MFT Clinical Training III (3 Semester Hours)

This is a continuation of FT 7372, requiring student interns to work in a therapeutic setting with an Approved Supervisor to complete the appropriate Clinical Training Program requirements. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: FT 7372.

FT 7374 – MFT Clinical Training IV (3 Semester Hours)

This is a continuation of FT 7373. Students in this course will demonstrate continued growth in clinical identity and clinical competence through continued work with their supervisor and through continued client contact. The other requirements of FT 7373 continue to apply. Students continue working toward the requirement of a total of 500 hours of client contact plus 100 hours of supervision of that client contact. Prerequisite: FT 7373.

FT 7375 – Special Studies in Therapy (3 Semester Hours)

This course is designed to allow studies to investigate special topics related to Marriage and Family Therapy or Professional Counseling not addressed in other courses. Prerequisite: Permission of Instructor (POI).

FT 7376 – MFT Clinical Training V (3 Semester Hours)

This is a continuation of FT 7374. Students in this course will demonstrate continued growth in clinical identity and clinical competence through continued work with their supervisor and through continued client contact. The other requirements of FT 7373 continue to apply. Students continue working toward the requirement of a total of 500 hours of client contact plus 100 hours of supervision of that client contact. Students who do not meet the total clinical experience requirements by the end of this course will require permission of the Dean to continue. Prerequisite: FT 7374.

FT 7381 – Human Services Occupational Competency (3 Semester Hours)

This course will assess the students' understanding of, and preparedness for, employment in the Human Services field. Examination of current occupational literature, interviews with current practitioners in the field, and the completion of a professional portfolio, will be a primary focus of this course. This is a Pass/Fail course.

FT 8300 – Supervisor Training (3 Semester Hours)

This course meets the academic requirements for marriage and family therapy supervisor training. It follows the standards outlined in the current AAMFT Approved Supervisor Handbook. This course reviews the major theories of family therapy and how each theory impacts the way one does supervision; and the ethical codes of the major professional organization as they related to supervision of therapy. Students will learn and practice models of therapy supervision; and create a philosophy of supervision, based on a case study. There are two modules in this course: a didactic module, which requires extensive reading of supervision literature, and an interactive module, during which students discuss supervision case material with peers.

FT 8350 – Intensive Practice in Qualitative and Other Academic Writings for Publication and Presentation (3 Semester Hours)

During this intensive and applied course students will learn skills, guidelines and structures for writing articles and book reviews for publication in academic journals, as well as presentation proposals for academic conferences, using the most current APA standards. Additionally, students will learn how to edit, submit and revise their writing. By the termination of this course each student successfully completing this course will write and submit one literature review (or appropriate document containing a literature review) for publication and one book review for publication based on their literature review. Specialized guidance in qualitative research writing

will be available for students working from those methodologies. Students enrolling in this course will be expected to have a topic of interest which they are ready to begin (or have already begun) researching and writing about. Students may take this course more than once as part of their program of academic writing and research.

FT 9051 – Qualifying Examination for Doctor of Ministry in Family Therapy I and II (0 Semester Hours)

This non-credit course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Ministry in Family Therapy I and the Doctor of Ministry in Family Therapy II and an assessment of the student's readiness for professional research and publishing. This examination is prepared and administered for the individual student by the student's Faculty Advisor and other faculty members. This examination must be passed for the student to gain DMin Candidacy and to begin dissertation work. The written portion will include ten weeks of developing the dissertation proposal and preparing for the oral presentation and examination. The oral portion consists of a two day on campus presentation and defense of the dissertation proposal.

FT 9300 – Family Therapy in the DMin Setting (3 Semester Hours)

This course is an orientation to DMin studies. Because it creates the four-year learning plan, this course must be taken early in the DMin Family Therapy program. *The orientation must be taken on campus* and will include five sub-modules.

1. Personal Learning Plan – All students will create this plan of study by reflecting on their concentration of study and their future professional goals.
2. Research Procedures – This module explores resources found in libraries and other materials relating to the theme of one's dissertation. It is in this module that all students will choose a tentative subject for their dissertation.
3. Personality Profile – This time together is spent looking at how the students fit their group and relate to one another. The stress factors of doctoral study are also explained.
4. Concentrations – During this module those choosing Professional Counseling or Marriage and Family Therapy will be given individual time.
5. Student Colloquium – This conference time is scheduled to allow the students to come together to reflect on what they have done, how they feel about it, and assist one another by peer cooperation.

Special Note: There is a 5-day, on-campus attendance requirement for this course that will be scheduled by the course instructor.

FT 9301 – Introduction to Pastoral Counseling (3 Semester Hours)

A study of the history and development of Christian counseling. It explores the unique techniques used in pastoral counseling.

FT 9303 – Ministry and the Contemporary World (3 Semester Hours)

This course examines the methods by which ministry must be adaptable to the culture of today in order for it to succeed as the service it was designed to be.

FT 9304 – History of Pastoral Care (3 Semester Hours)

This course is a study of the development of pastoral care with an emphasis upon the historical and contemporary theories which have contributed to the development of pastoral care. Special emphasis will be placed upon the development of the biopsychosocial spiritual model and the role of MFTs, Professional Counselors and Pastoral Counselors in Pastoral Care contexts.

FT 9312 – History of Chaplaincy in the Armed Services (3 Semester Hours)

This course is a study of the history of the chaplaincy in the U.S. Armed Forces, from its beginnings with the Continental Army and Navy to current expressions.

FT 9313 – Faith Development and Counseling (3 Semester Hours)

This course is a study of faith development foundations and counseling and the relationship between one's faith and the purposes, theories, and methods of counseling used to integrate the two.

FT 9317 – Ministerial Counseling with Children and Adolescents (3 Semester Hours)

This course explores child and adolescent development, counseling theories, counseling strategies and interventions methodologies from a ministerial counseling perspective. There is a focus on working with individual children and adolescents, as well as the treatment of children and adolescents within the family system.

FT 9324 – Chaplaincy in Contingency Operations (3 Semester Hours)

This course is a study of how chaplains must operate in many environments. This course focuses on the unique demands chaplains face during contingency operations, especially short-term, high-intensity operations.

FT 9327 – Psychology of Religion (3 Semester Hours)

This course is a study of how psychology is involved in the way we worship, interpret the rituals, and our religious experiences from childhood to adulthood.

FT 9328 – Chaplaincy and Religious Diversity (3 Semester Hours)

This course examines how chaplains are the protectors of the religious liberty of all members of the U.S. Armed Forces. In addition, they are the commander's experts on religious issues. This course examines major religious traditions chaplains are likely to encounter.

FT 9330 – Interpersonal and Family Dynamics (3 Semester Hours)

This course is a study that provides a broad understanding of family development, dynamics, and therapeutic theories; leadership styles; basic and advanced methods of conducting groups in a therapeutic setting.

FT 9333 – Systemic Treatment of Substance Related Disorders (3 Semester Hours)

This course addresses the treatment of substance related disorders from a systemic perspective. Emphasis will be placed upon the assessment and treatment of substance related disorders utilizing historical and contemporary models of treatment. A special focus will be placed upon the research that has been generated on the efficacy of family based models of treatment.

FT 9338 – Clinical Practice in Gerontology (3 Semester Hours)

This course is a study of clinical issues related to aging. It addresses special issues facing elders, challenges of elder care for families and caregivers, developmental issues across the lifespan, the development of clinical skills related to working with aging clients, and issues related to ageism in society.

FT 9345 – Applied Psychotherapeutic Techniques (3 Semester Hours)

This course is a study of methods used by therapists to diagnose, treat, and write diagnostic evaluations of mental, emotional, and other behavioral problems in individuals and families. Such areas as Gerontology, Chemical Treatment, Chaplaincy, or another specified field of study may be chosen. Prerequisite: FT 7336.

FT 9350 – Lifestyle and Career Development (3 Semester Hours)

This course is a study of career development theories; occupational and advanced educational sources and systems; and, career planning and evaluation.

FT 9352 – Advanced Larger Systems Consultation (3 Semester Hours)

This course is a study of how systems go beyond the family to organizations and industrial settings. It provides methods of developing leadership from a systems perspective.

FT 9353 – Chaplaincy to Larger Systems Issues (3 Semester Hours)

This course is a study of how chaplains operate with military units as well as families. This course applies systems principles to working with wing, brigade, fleet, and similar larger systems.

FT 9354 – Qualifying Examination for Doctor of Ministry in Family Therapy I and II (3 semester hours)

This course is a written and oral examination addressing a summary, analysis, and synthesis of the Doctor of Ministry in Family Therapy I and the Doctor of Ministry in Family Therapy II and an assessment of the student's readiness for professional research and publishing. This examination is administered for the individual student by the course instructor and Graduate Committee. This examination must be passed for the student to gain DMin Candidacy and begin dissertation work. The written portion will include ten weeks of developing a viable dissertation proposal and preparing for the oral presentation and examination. The oral portion consists of a live presentation and defense of the student's preliminary dissertation proposal before the Graduate Committee.

FT 9356 – Medical Family Therapy (3 Semester Hours)

This course is a study of how therapists can work with the family practice medical community to advance the wholeness of the family especially from personality disorders such as anxiety, depression, etc. Prerequisite: FT 7355.

FT 9365 – Design and Analysis in Research III (3 Semester Hours)

This course provides an in-depth and an applied view of discriminate analysis, MANOVA, canonical correlation, and exploratory and confirmatory factor analysis as they are utilized in research with a special emphasis on family therapy research.

FT 9377 – Quality Practice Operations and Fiscal Systems (3 Semester Hours)

This course is a study of the business operations and fiscal systems associated with the running of private practices, HMOs, mental health organizations, managed care, or other types of offices and practices providing treatment to family therapy patients or clients. A major emphasis will include a quality management of client, patient, and customer service operations, computer programs and systems for patient or client records and third party billing. Also, instruction will be provided on the *DSM-IV* elements and the relationship to client or patient medical records and third party billing and multi-third party billing cascades.

LD – LEADERSHIP AND MANAGEMENT STUDIES**LD 6320 – Managerial Finance (3 Semester Hours)**

An introduction to business finance (corporate financial management and investments); it prepares both majors and non-majors for upper-level course work. Students gain tools and frameworks to analyze financial decisions based on principles of modern financial theory.

LD 6351 – Leadership Foundations (3 Semester Hours)

This course provides a foundation of skills needed to equip students for future leadership activities. The focus is to bridge leadership theory and current management practice from a biblical perspective. Topics include leadership theory, motivation, group dynamics, communication, stress management, status, power and politics as well as organizational culture, ethics and applied leadership. Students will be provided with feedback on their own leadership style through leadership instruments, exercises and assessments.

LD 6352 – Building Effective Organizations (3 Semester Hours)

This integrative course examines the various strategy, structure, and culture options to succeed in a challenging, global, competitive environment. Students will focus on the dimensions of organizational structure, the impact of business strategy, size, technology and the external environment. Organizational effectiveness criteria are analyzed in terms of business success indicators, organizational culture, and the pressures of change.

LD 6353 – Leadership Vision and Values (3 Semester Hours)

This course will describe how the values of an organization are a direct result of the visualization, values, and ethical standards of the organization's leader. Examples from Biblical text will be studied that will provide students with the character, temperament, and disposition necessary to be an effective leader.

LD 6354 – Systems for Today's Leaders (3 Semester Hours)

This course will seek to provide a foundation for the application of systems theory that will be used within the contemporary business environment. Three types of organizational systems will be discussed. Students will be taught how technology must be integrated into the organization in order to achieve strategic and operational objectives. Cultural and political systems will also be discussed. Through independent study, students will seek to acquire knowledge of organizations as systems.

LD 6355 – Strategies for Organizational Change (3 Semester Hours)

This course addresses the nature and dynamics of change in organizations as well as the leadership skills that are necessary to adopt and initiate change. Students will learn that change is not only necessary to improve an organization, but it is also a tool of survival. The course will describe the strategies necessary to implement change, skills a leader must possess to lead the organization successfully through the change, and the interpersonal dynamics that are present during phases of transition. Group models presented in Scripture will also be analyzed.

LD 6356 – Organizational Group Leadership (3 Semester Hours)

This course focuses on a variety of concepts for leaders to transform individuals and functional groups into action-learning teams vital to high performance organizations. The course topics include overcoming resistance to change implementation by involving critical stakeholders with emphasis on interpersonal behavior, group dynamics, communication, job design, role

definition, motivation of individuals, work force diversity, and the evolution of group cultures and norms in various work environments. Case studies and problem resolution are the focus of this experience.

LD 6357 – Organizational Communication (3 Semester Hours)

This course will address the importance of the leader possessing the skills necessary to communicate effectively. Formal and informal communication will be addressed. How effective communication leads to organizational satisfaction will be examined. The student will be taught conflict management and resolution skills.

LD 6358 – Theories of Motivational Leadership (3 Semester Hours)

This course examines principles of motivation within the organization. Students will look at theories of motivation, examine the relationships between the leader and follower, and will strive to find solutions to organizational behavior problems.

LD 6359 – Military Leadership Models (3 Semester Hours)

Students will study the leadership styles of the great military leaders to gain an understanding of effective leadership strategies. Students will examine the strengths and weaknesses of these military leaders in an effort to incorporate strategies into developing their own leadership styles and skills. Biblical leadership styles will also be explored.

LD 6360 – Negotiation and Conflict Resolution (3 Semester Hours)

This course will discuss the negotiation process and conflict resolution. The process of reaching an optimum solution that will benefit all parties will be examined. Interpersonal and Family Dynamics will be discussed as it relates to conflict resolution and negotiation.

LD 6361 – Organizational Development (3 Semester Hours)

This course will describe organizational development as the tool used to determine when change is necessary to correct a problem within the institution. Students will also be taught how to implement these changes.

LD 6362 – Spiritual Leadership (3 Semester Hours)

Students will be taught how spiritual leadership is necessary to motivate and revitalize any institution. As a leader of an organization, the spiritual needs of that organization must be

understood. A leader that is a spiritual leader will better equip the entire organization to reach its fullest potential. Spiritual leadership from a biblical perspective will be studied.

LD 6365 – Leadership and Ethics (3 Semester Hours)

This course explores the history and development of management and leadership focusing on the impact of leadership on the organization's culture. Through the use of case studies and a problem-based approach to learning, students will have an opportunity to analyze and develop their decision-making skills within the context of an ethical and moral framework. Students will also gain an understanding of the meaning and importance of the law, ethics, personal morality, corporate social responsibility through codes of ethics, and social responsibility of organizations in domestic and global environments.

LD 6367 – Strategic and Operational Leadership (3 Semester Hours)

This course focuses on the critical analysis of strategic leadership. Students identify organizational strengths and needs in order to develop a strategic plan to achieve organizational mission, vision and objectives, learn scenario planning skills and strategies, and demonstrate understanding of leadership initiatives and systems essential for organizational growth and productivity. Typically this requires the organization to achieve, at a minimum cost, quality and economic equality, responsiveness and adaptability to customer needs, rapid time to market, and process technology. These essential elements of strategic leadership are highlighted in this developmental process.

LD 6370 – Organizational Behavior (3 Semester Hours)

This course is a study of the tendencies of organizations to form their own behavior patterns, traits, and tendencies. Students will investigate the process by which organizations evolve behaviors similar to individuals. The student will develop skills in assessing organizational maturity and procedures for applying the appropriate leadership skills.

LD 6372 – Management of Teams (3 Semester Hours)

This course utilizes a variety of concepts and practices associated with developing and managing an effective team. Course topics include different approaches to leadership, motivation, and performance, along with team formation, types of teams and groups, theoretical and practical approaches to team effectiveness, and barriers to effective team efforts with strategies for overcoming the barriers to performance. Case studies and problem resolution are the focus of this experience. Expected student outcomes include mastering the basic concepts,

theories, and fundamental techniques of team management, identifying current challenges and issues confronting leaders, and identifying positive team management strategies and applications.

LD 6373 – Project Management (3 Semester Hours)

This course introduces theoretical and practical challenges of the project management framework, including the basic project management life phases (initiation, planning, execution, control, and closure) and lifecycle transition. Students will explore research methods used in analyzing and managing project scope, schedule, costs and control, and risk assessment. Students will also develop a working knowledge of the most commonly used project management software, Microsoft Project, to initiate projects, manage activities and resources, track schedules, and report project information to stakeholders.

LD 6374 – Leadership through Coaching and Mentoring (3 Semester Hours)

Investigates the principles and practices of the leader as mentor, coach, and discipler. The student will explore the psychological contract that exists between the mentor and his or her protégé, investigating psychosocial, instrumental, and spiritual functions of mentoring.

LD 6375 – Team Leadership for Church Development (3 Semester Hours)

Students will be taught to recognize and appreciate the various leadership roles associated with the local church. The student will learn to function as a leader for specific functions under the oversight of the eldership. The student will be able to contribute to the development of the congregation and the church in general.

LD 6380 – Human Resource Leadership (3 Semester Hours)

This course is a survey of all human resources (HR) functions. It focuses on the view of HR from the perception of both management and subordinate employees. Students will learn about the elements which drive business success, theories of motivation, and methods for creating a plan for maximizing the human capital of an organization. The student is exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination. Other critical areas such as training and development, staffing and strategy are explored.

LD 6385 – Ministerial Leadership (3 Semester Hours)

Students will learn how spiritual leadership is necessary in the work of ministry. The concept of motivation, organizational communication, visualization, and Interpersonal and Family Dynamics will be studied. The concept of leadership from a Biblical perspective will be personally analyzed, evaluated, and adapted by the student. The major constructs developed in the program will be assessed and the interrelationship and synergy of the subjects will be emphasized.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Science in Ministerial Leadership.

LD 6520 – Managerial Finance (5 Semester Hours)

An introduction to business finance (corporate financial management and investments); it prepares both majors and non-majors for upper-level course work. Students gain tools and frameworks to analyze financial decisions based on principles of modern financial theory. A major paper or project is required.

LD 6551 – Leadership Foundations (5 Semester Hours)

This course seeks to provide a foundation of skills needed to equip students for future leadership activities. The focus is to bridge leadership theory and current management practice from a biblical perspective. Topics include leadership theory, motivation, group dynamics, communication, stress management, status, power and politics as well as organizational culture, ethics and applied leadership. Students will be provided with feedback on their own leadership style through leadership instruments, exercises and assessments. A major term paper is required.

LD 6552 – Building Effective Organizations (5 Semester Hours)

This integrative course examines the various strategy, structure, and culture options to succeed in a challenging, global, competitive environment. Students will focus on the dimensions of organizational structure, the impact of business strategy, size, technology and the external environment. Organizational effectiveness criteria are analyzed in terms of business success indicators, organizational culture, and the pressures of change. A major term paper is required.

LD 6553 – Leadership Vision and Values (5 Semester Hours)

This course will describe how the values of an organization are a direct result of the visualization, values, and ethical standards of the organization's leader. Examples from Biblical text will be studied that will provide students with the character, temperament, and disposition necessary to be an effective leader. A major paper or project is required.

LD 6554 – Systems for Today's Leaders (5 Semester Hours)

This course will seek to provide a foundation for the application of systems theory that will be used within the contemporary business environment. Three types of organizational systems will be discussed. Students will be taught how technology must be integrated into the organization in order to achieve strategic and operational objectives. Cultural and political systems will also be discussed. Through independent study, students will seek to acquire knowledge of organizations as systems. A major paper or project is required.

LD 6555 – Strategies for Organizational Change (5 Semester Hours)

This course addresses the nature and dynamics of change in organizations as well as the leadership skills that are necessary to adopt and initiate change. Students will learn that change is not only necessary to improve an organization, but it is also a tool of survival. The course will describe the strategies necessary to implement change, skills a leader must possess to lead the organization successfully through the change, and the interpersonal dynamics that are present during phases of transition. Group models presented in Scripture will also be analyzed.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Science in Leadership and Management.

LD 6556 – Organizational Group Leadership (5 Semester Hours)

This course focuses on a variety of concepts for leaders to transform individuals and functional groups into action-learning teams vital to high performance organizations. The course topics include overcoming resistance to change implementation by involving critical stakeholders with emphasis on interpersonal behavior, group dynamics, communication, job design, role definition, motivation of individuals, work force diversity, and the evolution of group cultures and norms in various work environments. Case studies and problem resolution are the focus of this experience. A major paper or project is required.

LD 6557 – Organizational Communication (5 Semester Hours)

This course will address the importance of the leader possessing the skills necessary to communicate effectively. Formal and informal communication will be addressed. How effective communication leads to organizational satisfaction will be examined. The student will be taught conflict management and resolution skills. A major paper or project is required.

LD 6558 – Theories of Motivational Leadership (5 Semester Hours)

This course examines principles of motivation within the organization. Students will look at theories of motivation, examine the relationships between the leader and follower, and will strive to find solutions to organizational behavior problems. A major paper or project is required.

LD 6559 – Military Leadership Models (5 Semester Hours)

Students will study the leadership styles of the great military leaders to gain an understanding of effective leadership strategies. Students will examine the strengths and weaknesses of these military leaders in an effort to incorporate strategies into developing their own leadership styles and skills. Biblical leadership styles will also be explored. A major paper or project is required.

LD 6560 – Negotiation and Conflict Resolution (5 Semester Hours)

This course will discuss the negotiation process and conflict resolution. The process of reaching an optimum solution that will benefit all parties will be examined. Interpersonal and Family Dynamics will be discussed as it relates to conflict resolution and negotiation. A major paper or project is required.

LD 6561 – Organizational Development (5 Semester Hours)

This course will describe organizational development as the tool used to determine when change is necessary to correct a problem within the institution. Students will also be taught how to implement these changes. A major paper or project is required.

LD 6562 – Spiritual Leadership within the Organization (5 Semester Hours)

Students will be taught how spiritual leadership is necessary to motivate and revitalize any institution. As a leader of an organization, the spiritual needs of that organization must be understood. A leader that is a spiritual leader will better equip the entire organization to reach its fullest potential. Spiritual leadership from a biblical perspective will be studied. A major paper or project is required.

LD 6565 – Leadership and Ethics (5 Semester Hours)

This course explores the history and development of management and leadership focusing on the impact of leadership on the organization's culture. Through the use of case studies and a problem-based approach to learning, students will have an opportunity to analyze and develop their decision-making skills within the context of an ethical and moral framework. Students will also gain an understanding of the meaning and importance of the law, ethics, personal morality, corporate social responsibility through codes of ethics, and social responsibility of organizations in domestic and global environments. A major term paper is required.

LD 6567 – Strategic and Operational Leadership (5 Semester Hours)

This course focuses on the critical analysis of strategic leadership. Students identify organizational strengths and needs in order to develop a strategic plan to achieve organizational mission, vision and objectives, learn scenario planning skills and strategies, and demonstrate understanding of leadership initiatives and systems essential for organizational growth and productivity. Typically this requires the organization to achieve, at a minimum cost, quality and economic equality, responsiveness and adaptability to customer needs, rapid time to market, and process technology. These essential elements of strategic leadership are highlighted in this developmental process. A major paper or project is required.

LD 6570 – Organizational Behavior (5 Semester Hours)

This course is a study of the tendencies of organizations to form their own behavior patterns, traits, and tendencies. Students will investigate the process by which organizations evolve behaviors similar to individuals. The student will develop skills in assessing organizational maturity and procedures for applying the appropriate leadership skills. A major paper or project is required.

LD 6572 – Management of Teams (5 Semester Hours)

This course utilizes a variety of concepts and practices associated with developing and managing an effective team. Course topics include different approaches to leadership, motivation, and performance, along with team formation, types of teams and groups, theoretical and practical approaches to team effectiveness, and barriers to effective team efforts with strategies for overcoming the barriers to performance. Case studies and problem resolution are the focus of this experience. Expected student outcomes include mastering the basic concepts, theories, and fundamental techniques of team management, identifying current challenges and

issues confronting leaders, and identifying positive team management strategies and applications. A major paper or project is required.

LD 6573 – Project Management (5 Semester Hours)

This course introduces theoretical and practical challenges of the project management framework, including the basic project management life phases (initiation, planning, execution, control, and closure) and lifecycle transition. Students will explore research methods used in analyzing and managing project scope, schedule, costs and control, and risk assessment. Students will also develop a working knowledge of the most commonly used project management software, Microsoft Project, to initiate projects, manage activities and resources, track schedules, and report project information to stakeholders. A major term paper is required.

LD 6574 – Leadership through Coaching and Mentoring (5 Semester Hours)

Investigates the principles and practices of the leader as mentor, coach, and discipler. The student will explore the psychological contract that exists between the mentor and his or her protégé, investigating psychosocial, instrumental, and spiritual functions of mentoring. A major paper or project is required.

LD 6575 – Team Leadership for Church Development (5 Semester Hours)

Students will be taught to recognize and appreciate the various leadership roles associated with the local church. The student will learn to function as a leader for specific functions under the oversight of the eldership. The student will be able to contribute to the development of the congregation and the church in general.

LD 6580 – Human Resource Leadership (5 Semester Hours)

This course is a survey of all human resources (HR) functions. It focuses on the view of HR from the perception of both management and subordinate employees. Students will learn about the elements which drive business success, theories of motivation, and methods for creating a plan for maximizing the human capital of an organization. The student is exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination. Other critical areas such as training and development, staffing and strategy are explored. A major term paper is required.

LD 6585 – Ministerial Leadership (5 Semester Hours)

Students will learn how spiritual leadership is necessary in the work of ministry. The concept of motivation, organizational communication, visualization, and Interpersonal and Family Dynamics will be studied. The concept of leadership from a Biblical perspective will be personally analyzed, evaluated, and adapted by the student. The major constructs developed in the program will be assessed and the interrelationship and synergy of the subjects will be emphasized.

MS – MISSIONS STUDIES

MS 6301 – Study of World Religions (3 Semester Hours)

A study of the various religions of the world, including Islam, Judaism, Buddhism, Hinduism, Taoism and others. They are critiqued from a Christian perspective.

MS 6302 – Introduction to Missiology (3 Semester Hours)

An introduction to the biblical origins, history, and methods of cross-cultural evangelism, with attention being given to contemporary issues of missiology.

MS 6303 – Introduction to Missionary Life and Work (3 Semester Hours)

A practical examination of the obstacles encountered by the missionary working in a culture other than his own. Topics covered will range from the selection of a mission field to the training of converts.

MS 6306 – Cross-Cultural Ministry and Evangelism (3 Semester Hours)

An in-depth study presenting the principles and techniques of cross-cultural evangelism. This course involves a study of communication models used in the mission field.

MS 6315 – Paul's Pattern for Evangelism (3 Semester Hours)

This course is a study of the methodology used by the apostle Paul in evangelizing new areas in establishing congregations. The student will investigate how this methodology can be given practical application in today's societies.

MS 7310 – Contemporary Issues in Christian Ministry (3 Semester Hours)

This course is designed to equip students with the knowledge and skills needed to address the challenges present in ministry and society today. Students will examine a wide range of social and ethical issues encountered by ministers and church leaders and discover appropriate ways by which these issues can be addressed. Attention will be given to current trends, tensions, and conflicts common across multiple contexts of ministry.

Note: This is a Capstone Course and should be taken only by students nearing completion of the Master of Science in Christian Ministry.

MS 7320 – Guided Research in Missions (3 Semester Hours)

Graduate students may independently pursue a special problem or area of interest in missions. Under the approval and guidance of an instructor, the project shall lead to the production of a fully-documented research paper.

MS 7322 – Missions Practicum (3 Semester Hours)

A special environment, such as Communist China, Commonwealth of Independent States, India, Cuba, or South America, will be selected for concentrated study. The course will consist of studying practical aspects of living in the culture, presenting Christian evidences, effectively teaching the Gospel, and establishing the church in the context chosen for the study. Assigned readings accompany the actual missionary service and are under the direction of an instructor from the Missions Department of Amridge University.

NT – NEW TESTAMENT STUDIES

NT 6301 – Critical Introduction to the New Testament (3 Semester Hours)

A study of the individual books of the New Testament with regard to their authorship, date, content, message, and purpose. Attention is given to various critical methodologies employed to explore the historical background, composition, and theological viewpoint of each book.

NT 6312 – The Life and Teachings of Christ (3 Semester Hours)

A survey of the biblical history of the life of Jesus Christ through an analysis of the four Gospels, with an exegesis of selected texts. The study includes a consideration of the critical theories

advanced to explain the similarities and differences between the Synoptic Gospels and evaluation of the methods used in the various quests for the historical Jesus.

NT 6313 – The Gospels of Matthew and Mark (3 Semester Hours)

An introduction of the gospels of Matthew and Mark and an exegesis of selected texts. The authorship, date, purpose, and text of the books are studied. Special attention is given to modern methods of study, including narrative criticism.

NT 6314 – The Gospel of Luke (3 Semester Hours)

An introduction of the gospel of Luke and an exegesis of selected texts. The authorship, date, purpose, and text of Luke are studied. Special attention is given to modern methods of study, including narrative criticism.

NT 6315 – The Gospel of John (3 Semester Hours)

An introduction of the gospel of John and an exegesis of selected texts. The authorship, date, purpose, and text of the gospel of John are studied.

NT 6320 – The Book of Acts (3 Semester Hours)

An introduction of the book of Acts and an exegesis of selected texts. The authorship, date, purpose, and text of Acts are studied. Attention is given to narrative method, historical reliability, and relationship to the epistles.

NT 6321 – New Testament Epistles I (3 Semester Hours)

An introduction to and study of Romans and Galatians. Attention is given to the Judaizing problem, the relation of the Old Testament to the New Testament, and the meaning and implications of justification by faith.

NT 6322 – New Testament Epistles II (3 Semester Hours)

An introduction to and study of I & II Corinthians. This course examines the way that Paul deals with numerous spiritual and practical problems encountered by a young gentile church in a pagan environment.

NT 6323 – New Testament Epistles III (3 Semester Hours)

An introduction to and study of Ephesians, Philippians, Colossians, and Philemon. Special attention is given to the Christology and ethical teaching of these books and to the relationship between Ephesians and Colossians.

NT 6324 – New Testament Epistles IV (3 Semester Hours)

An introduction to and study of I & II Thessalonians, I & II Timothy, and Titus. Special attention is given to issues relating to the second coming of Jesus Christ and church organization.

NT 6325 – New Testament Epistles V (3 Semester Hours)

An introduction to the book of Hebrews with an exegesis of selected texts. The authorship, date, purpose, and text are discussed.

NT 6326 – New Testament Epistles VI (3 Semester Hours)

An introduction to the epistles of James, Peter, John, and Jude with an exegesis of selected texts. The authorship, date, purpose, and text are discussed.

NT 6331 – The Book of Revelation (3 Semester Hours)

An introduction to the Book of Revelation with an exegesis of selected texts. The authorship, date, purpose, and text are discussed. Attention is given to Jewish apocalyptic writings as background for the book.

NT 6341 – New Testament Theology (3 Semester Hours)

An examination of the major theological themes in the New Testament and a survey of the history of New Testament Theology, including modern trends and theologians. The course will examine and evaluate various approaches, methodologies, and hermeneutics used for the theological interpretation of the New Testament writings.

NT 7320 – Guided Research in the New Testament (3 Semester Hours)

Students with a good foundation in New Testament studies may independently pursue the study of a special problem or area of interest in the New Testament. Under the approval and guidance of an instructor, the project shall lead to the production of a fully-documented research paper.

NT 9311 – New Testament Text - The Synoptic Gospels (3 Semester Hours)

This course is an examination of major issues in the study of the Synoptic Gospels, with an exegesis of selected texts. Attention is given to the distinctive features of each gospel as well as to the characteristics that they share and the critical theories advanced to explain their possible literary interrelationships. Attention is also given to assessing the value and limitations of various critical methodologies and to evaluating the criteria and methods used in the various “quests” for the historical Jesus. The “Synoptic Problem” will be addressed. Students must submit translations of substantial portions of the text covered. Prerequisite: FD 9002.

NT 9314 – New Testament Text - The Gospel of Luke (3 Semester Hours)

This course is a critical introduction to the Gospel of Luke and an exegesis of selected passages. Attention is given to the author’s purpose, literary methods, major themes, and theology. Particular attention is given to modern methods of study, including narrative criticism. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9315 – New Testament Text - The Gospel of John (3 Semester Hours)

This course is a critical introduction to and exegetical study of the gospel of John. Attention is given to the literary character, narrative techniques, and theology of the fourth gospel and to its relation to the Synoptic Gospels. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9320 – New Testament Text - Acts of the Apostles (3 Semester Hours)

This course is a critical introduction to and exegetical study of the Book of Acts. Attention is given to the purpose, historical reliability, and theology of the book and to the principles of interpreting historical narrative. Attention is also given to its relationship to the letters of Paul and to its use in reconstructing the history of the early church. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9321 – New Testament Text - Romans and Galatians (3 Semester Hours)

This course is an introduction to and exegetical study of Paul’s letter to the Romans and Galatians. Attention is given to Paul’s exposition and defense of the doctrine of justification by faith, the implications of this doctrine for Christian living, the relation of the Old Testament to the New Testament, the place of Israel in God’s plan, and other key aspects of Paul’s theology and

ministry. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9322 – New Testament Text - I Corinthians (3 Semester Hours)

This course is an introduction to and exegetical study of I Corinthians. This course examines the way that Paul deals with a number of spiritual and practical problems in a young ethnically mixed church in a pagan environment. Attention is given to such issues as diversity of social class and educational background in the Christian community, marriage and celibacy, the status of women, morality and church discipline, Paul's apostolic authority and conduct of his ministry, the proper exercise of charismatic gifts, true spiritual maturity, appropriate conduct of public worship, and the doctrine of the resurrection of the body. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9325 – New Testament Text - Ephesians and Colossians, Philippians and Philemon (3 Semester Hours)

This course is a critical introduction to and exegetical study of Paul's letters to the churches at Ephesus, Colossae and Philippi and to the individual Philemon. Attention is given to questions of authorship, setting, and purpose and to the relationship between Ephesians and Colossians. Attention is also given to the nature of the "Colossian heresy" and to the major theological themes, illustrative imagery, and ethical teaching of these books. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9328 – New Testament Text - I & II Timothy and Titus (3 Semester Hours)

This course is a critical introduction to and exegetical study of I & II Timothy and Titus. Attention is given to questions of authorship, literary characteristics, and relation to other Pauline writings. Special attention is given to the problems faced by the church and to the author's instructions for church organization and Christian living. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9331 – New Testament Text - Hebrews (3 Semester Hours)

This course is an introduction to and exegetical study of the book of Hebrews. Attention is given to questions of authorship, literary characteristics, date, and purpose. Attention is also given to the author's interpretation of the Old Testament and development of Old Testament themes, his theology, and his practical exhortation. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9332 – New Testament Text - General Epistles (3 Semester Hours)

This course is a critical introduction to the letters of James, Peter, John, and Jude with an exegesis of selected passages. Attention is given to the main literary characteristics, theological themes, and distinctive message of each book. Particular attention is given to passages that involve special problems of interpretation. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9341 – New Testament Text - Revelation (3 Semester Hours)

This course is a critical introduction to and exegetical study of the Book of Revelation. Attention is given to questions of authorship, date, circumstances, literary characteristics, and purpose. Attention is also given to Jewish apocalyptic writings as background for the book, to various hermeneutical approaches, and to proposals for interpreting difficult passages. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9002.

NT 9351 – Guided Research in the New Testament (3 Semester Hours)

This course is an independent study of a special area of interest in New Testament studies, not listed in the catalog. The study is conducted under the guidance of an instructor. A fully-documented research paper is required. Permission of the Committee is required. Prerequisite: FD 9002.

OT – OLD TESTAMENT STUDIES

OT 6301 – Critical Introduction to the Old Testament (3 Semester Hours)

A study of the individual books of the Old Testament with regard to their authorship, date, content, message, and purpose. Attention is given to various critical methodologies employed to explore the historical background, composition, and theological viewpoint of each book.

OT 6302 – The Pentateuch (3 Semester Hours)

A study of the first five books of the Old Testament focusing on the historical background, composition, purpose, contents, and message. The various critical methodologies advanced to explain these are also explored.

OT 6303 – Historical Books of the Old Testament I: Joshua, Judges and Ruth (3 Semester Hours)

A study of the backgrounds, compositions, purposes, and contents of Joshua, Judges, and Ruth with application of the message of these books in the modern world. The period of the conquest and judges are explored.

OT 6304 – Historical Books of the Old Testament II: I & II Samuel, I & II Kings (3 Semester Hours)

A study of the backgrounds, compositions, purposes, and contents of I & II Samuel and I & II Kings with application of the message of these books in the modern world.

OT 6305 – Historical Books of the Old Testament III: I & II Chronicles, Ezra, Nehemiah (3 Semester Hours)

A study of the background, composition, purpose, and contents of I & II Chronicles, Ezra, Nehemiah, and Esther with application of the message of these books in the modern world.

OT 6306 – Prophets I: Obadiah, Joel, Jonah, Amos, and Hosea (3 Semester Hours)

A study of the historical backgrounds, compositions, purposes, and contents of the pre-exilic prophets Obadiah, Joel, Jonah, Amos, and Hosea with application in the modern world.

OT 6307 – Prophets II: Isaiah, Micah, and Nahum (3 Semester Hours)

A study of the historical backgrounds, compositions, purposes, and contents of the pre-exilic prophets Isaiah, Micah, and Nahum with application in the modern world.

OT 6308 – Prophets III: Jeremiah, Zephaniah, and Habakkuk (3 Semester Hours)

A study of the historical backgrounds, compositions, purposes, and contents of the pre-exilic and exilic prophets Jeremiah, Zephaniah, and Habakkuk with application in the modern world.

OT 6309 – Prophets IV: Daniel, Ezekiel, Zechariah, Haggai, and Malachi (3 Semester Hours)

A study of the historical backgrounds, compositions, purposes, and contents of the exilic and post-exilic prophets Daniel, Ezekiel, Zechariah, Haggai, and Malachi with application in the modern world.

OT 6310 – The Psalter (Psalms) (3 Semester Hours)

A study of the historical background, composition, and message of the Psalter with consideration to how these poems describe the piety of ancient Israel and how this piety corresponds to modern Christian piety. Attention is also given to the various critical theories advanced to explain this piety.

OT 6311 – The Wisdom Literature (3 Semester Hours)

A study of the didactic literature (Job, Proverbs, Ecclesiastes, and Song of Solomon) focusing on their authorship, background, purpose, and message. Attention is given to the critical methodologies advanced to define the genre of wisdom literature as well as methods of composition and principles of interpretation.

OT 6313 – Genesis (3 Semester Hours)

A study of the first book of the Old Testament. The course focuses on the historical background, composition, purpose, contents, and message. The various critical methodologies advanced to explain these are also explored.

OT 6315 – Exodus (3 Semester Hours)

A study of the second book of the Old Testament. The course focuses on the historical background, composition, purpose, contents, and message. The various critical methodologies advanced to explain these are also explored.

OT 6321 – I & II Samuel (3 Semester Hours)

This course is an exegetical study of I & II Samuel with special attention given to the theological features of the two volumes. Frequent use is made of the available archaeological and historical information. The study will seek to enhance the student's ability to evaluate the accuracy and clarity of the standard English versions in the rendering of key passages from the Hebrew Bible. The student will be expected to conduct word studies of important Hebrew terminology.

OT 6322 – I & II Kings (3 Semester Hours)

This course is an exegetical study of I & II Kings. It focuses on the historical background, composition, purpose, contents, and message. The various critical methodologies advanced to explain these are also explored. The basic text to be followed will be the English Bible, yet frequent references will be made to the Hebrew Scriptures.

OT 6323 – Old Testament Text - Jeremiah (3 Semester Hours)

This course is a study of the backgrounds, compositions, purposes, and contents of Jeremiah with application of the message of the book to the modern world. The course stresses exegesis and interpretation of the book of Jeremiah, with attention to grammatical, literary, and theological features of the text.

OT 7320 – Guided Research in the Old Testament (3 Semester Hours)

Students with a good foundation in Old Testament studies may independently pursue the study of a special problem or area of interest in the Old Testament. Under the approval and guidance of an instructor, the project shall lead to the production of a fully-documented research paper.

OT 7321 – Studies in Old Testament - Hebrew Poetry (3 Semester Hours)

This course is a study of the biblical poetry of the Hebrew Bible, or the Old Testament. It attempts to analyze the various poetic techniques extant in the poetry of the Old Testament, as well as the structure of poetic verse, and the purpose of figurative language, attempting to comprehend how these things contribute to an understanding of the Old Testament text. Examples of all types of biblical poetry of the Old Testament will be studied, e.g., prophetic poetry, the Psalter, wisdom literature, etc. As this course explores representatives of the various genres of poetry in the Old Testament, it surveys the various interpretative methods developed by scholars for the purpose of determining their degree of validity.

OT 9302 – Old Testament Text - The Pentateuch (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of selected passages in the Torah. Attention will be given to historical and cultural background, literary characteristics, theories of composition, and major theological themes. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9312 – Old Testament Text - Joshua and Judges (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the accounts of the Israelite conquest and settlement of Canaan. Attention will be given to archaeological evidence, critical methodologies, sociological theory, and theological influence in the interpretation of this literature. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9316 – Old Testament Text - I & II Samuel (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the narratives of the rise of the Israelite monarchy and the reign of David. Attention will be given to issues such as the historicity of David and the character of Israelite historiography and to themes such as the early Israelite cultus, the rise of prophecy, and the Davidic kingship. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9318 – Old Testament Text - I & II Kings (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the history of Israel from the age of Solomon through the period of the divided kingdom. Attention will be given to the religious conflict between Yahwism and paganism, the roles of Israel and Judah in international politics, and the relation of this history to the messages of the writing prophets. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9320 – Guided Research in the Old Testament (3 Semester Hours)

This course is an independent study of a special area of interest in Old Testament studies, not listed in the catalog. The study is conducted under the guidance of an instructor. A fully-documented research paper is required. Permission of the Committee is required. Prerequisite: FD 9001.

OT 9322 – Old Testament Text - Ezra and Nehemiah (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the main historical sources relating to the return of Jews from the Babylonian exile. Attention will be given to the historical, political, economic, and religious conditions that Jewish officials and religious leaders faced while they restructured and strengthened Judah as a client state of Persia, rebuilt the temple and reestablished the cultus, and instructed the people in the Torah. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9330 – Old Testament Text - The Book of Psalms (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Psalter. Attention will be given to the features of Hebrew poetry, uses of imagery, function of various genres, devotional and didactic characteristics, and theological themes. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9332 – Old Testament Text - Wisdom Literature (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of selections from the books of Job, Psalms, Proverbs, and Ecclesiastes. Attention will be given to the function of wisdom in Israelite society, the characteristics of wisdom literature, the theological viewpoints expressed, and the treatment of various themes. Consideration will be given to the relation of Old Testament wisdom literature to extrabiblical literature and to its legacy in intertestamental and New Testament writings. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9340 – Old Testament Text - Isaiah (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Book of Isaiah. Attention will be given to historical background, unity, purpose, and theological themes. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9342 – Old Testament Text - Jeremiah (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Book of Jeremiah. Attention will be given to the life of the prophet and the circumstances of the Jewish people in times of international crisis. Attention also will be given to the themes and message of the book and to the relation of the Hebrew text to the shorter form of the Septuagint. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9344 – Old Testament Text - Ezekiel (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Book of Ezekiel. Attention will be given to the conditions of the Jews in Babylonian exile, the personal peculiarities of the author, his use of prophetic signs, his visions, and his portrayal of the future. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9346 – Old Testament Text - Daniel (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Book of Daniel. Attention will be given to authorship and date, purpose, the genre of apocalyptic, the symbolism in the visions, and theological themes. Consideration will also be given to the influence of Daniel on later apocalyptic writings, including the Book of Revelation, and to various schools of interpretation. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9350 – Old Testament Text - Hosea and Amos (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the Books of Hosea and Amos. Attention will be given to socio-economic, political, and religious conditions in the Kingdom of Israel as it faced Assyrian invasion. Attention also will be given to the literary devices, themes, messages, and theological conceptions of these books. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

OT 9360 – Old Testament Text - Haggai, Zechariah, and Malachi (3 Semester Hours)

This course is a linguistic, exegetical, critical, and literary study of the postexilic prophets. Attention will be given to the historical background of Judah, the role of the prophets in the reconstruction of the nation and its institutions, and the literary and religious qualities of their writings. Instruction will be in English with students required to translate portions of the text covered. Prerequisite: FD 9001.

PS – PROFESSIONAL STUDIES

PS 6301 – Christian Ministry (3 Semester Hours)

A course focusing on the student's qualifications for ministry and his understanding and practice of ministry. Attention is given to biblical foundations for working models. The student develops an evocative personal philosophy emphasizing attitude and aptitude.

PS 6302 – Homiletics (3 Semester Hours)

A study of the development and delivery of a sermon. The course covers recent homiletical practices with a focus on the form and function of the sermon.

PS 6303 – Educational Program of the Local Church (3 Semester Hours)

A study viewing the church as an educational institution with a program of teaching. Its organization, administration, curriculum, methods, and principles of development are studied. The educational program's role in church growth is emphasized.

PS 6304 – Principles of Teaching the Bible (3 Semester Hours)

A study of effective teaching principles, including those used by Jesus. Learning style preferences, learning objectives, teaching strategies, and evaluation are considered. Instruction and practice in course design and lesson preparation are included.

PS 6305 – Conflict Management for Ministry (3 Semester Hours)

Preparing ministers to accept the fact of conflict, discovering what causes it, how it develops, and how it affects the church. From a study of conflict situations in the Bible, theologically sound strategies are developed for managing contemporary conflict in the church.

PS 6306 – Christian Marriage and Family Life (3 Semester Hours)

An examination of mate selection, changing roles of men and women and problems of marriage. Consideration is given also to socialization of children and problems of parenthood. Special emphasis is placed on biblical basis for marriage, ways that a couple can sustain a life-long marriage relationship, and ways that the church can contribute to meaningful family life.

PS 6307 – Psychology of Grief, Death, and Dying (3 Semester Hours)

A course examining the dynamics of grief work. It includes methods of giving care to individuals who are terminally ill and their families and to the survivors of the death of a significant person.

PS 6308 – Crisis Counseling (3 Semester Hours)

This course examines techniques used in counseling families and individuals who face attempted suicide, critical illness, death, divorce, mental disturbances, and other major changes that are part of the human predicament.

PS 6309 – Introduction to Christian Counseling (3 Semester Hours)

A course that introduces the history of and methods used by ministers for counseling within the Christian community. It addresses the problems people usually present to the minister or Christian counselor.

PS 6310 – Personal Evangelism (3 Semester Hours)

An introduction to principles and methods of personal evangelism for the local minister and the missionary. Practical experience in personal evangelism is an important aspect of this class.

PS 6311 – Ministry and the Contemporary World (3 Semester Hours)

This course examines the methods by which ministry must be adaptable to the cultures of today in order for it to succeed as the service it was designed to be.

PS 6312 – Church Growth through Bible School Evangelism (3 Semester Hours)

A practical approach to church growth through the Bible school. The skills and leadership to develop Bible school teachers to be evangelistic at the congregational level.

PS 6314 – Leadership for Christian Service (3 Semester Hours)

The development of leadership principles and skills for service in the church as well as in the home and community. A model of leadership will be proposed and the individual's propensity for leadership will be assessed. A study of church growth and of personal and interpersonal relationship skills leading to group leadership.

PS 6315 – The Minister and Congregational Service (3 Semester Hours)

This course teaches the practical application of the biblical principles of ministry in a local congregation. This course prepares the student who assumes a position with a congregation be equipped to handle many responsibilities expected of the local minister. These responsibilities include: sermons, funerals, weddings, visiting the sick, visiting members of the congregation, visiting visitors who attended a worship service, hospital visitation, church bulletin preparation, men's meetings, elders' meetings, grooming and attire, counseling, studying, evangelism, edification of members, time management, and a host of other things involved in daily ministry on a congregational level. This course will offer practical guidelines for congregational service.

PS 6316 – Church Ministry and the Internet (3 Semester Hours)

A course designed to make the student cognizant of what is available on the Internet in Christian resources, how to use them, and how to place meaningful resources representing the ministry and the church on to the World Wide Web.

PS 6320 – The Biblical Message of Salvation (3 Semester Hours)

This course highlights the essentials of the gospel message of Christ. Students examine Christ's death and resurrection and his provision for salvation. A review is given of the message that the Bible provides to a lost generation. The salvation promise will be emphasized.

PS 6321 – Professional Ethics and the Law (3 Semester Hours)

Addresses the ethical and legal environment relevant to ministry and counseling. Current issues and recently enacted law as well as recent court cases will be considered.

PS 6325 – Dealing with Controversial Issues (3 Semester Hours)

This course provides approaches and procedures for addressing controversial issues in the church. Students perform theological analyses of issues in the church. Students study how to provide sensitivity and consideration to various positions relative to an issue while avoiding emotional driven decisions.

PS 6330 – Internship in Ministry I (Master's degree level) (3 Semester Hours)

This is a supervised working experience in a concentration of ministry for students in a master degree program. A syllabus is to be developed by the student, the on-site supervisor and the University instructor. The syllabus will specify the area of concentration for the internship and must require a report signed by the student and the on-site supervisor (electronic signature is acceptable). The internship must involve a minimum of 300 hours of supervised work experience (paid or un-paid) in the concentration. The on-site supervisor must be trained and approved by the University. This course may be repeated for credit provided the areas of concentration are different. Prerequisite: Permission of Instructor (POI).

PS 6331 – Internship in Ministry II (Master's degree level) (3 Semester Hours)

This is a supervised working experience in a concentration of ministry for students in a master degree program. A syllabus is to be developed by the student, the on-site supervisor and the University instructor. The syllabus will specify the area of concentration for the internship and must require a report signed by the student and the on-site supervisor (electronic signature is acceptable). The internship must involve a minimum of 300 hours of supervised work experience (paid or un-paid) in the concentration. The on-site supervisor must be trained and approved by the University. This course may be repeated for credit provided the areas of concentration are different. Prerequisite: Permission of Instructor (POI).

PS 7320 – Guided Research in Professional Studies (3 Semester Hours)

Graduate students may independently pursue the study of a special problem or area of interest in practical studies. Under the approval and guidance of an instructor, the project shall lead to

the production of a fully-documented research paper. Prerequisite: Permission of Instructor (POI).

PS 9330 – Internship in Ministry (DMin degree level) (3 Semester Hours)

This is a supervised working experience in a concentration of ministry for students in a doctor of ministry degree program. A syllabus is to be developed by the student, the on-site supervisor and the University instructor. The syllabus will specify the area of concentration for the internship and must require a report signed by the student and the on-site supervisor (electronic signature is acceptable). The internship must involve a minimum of 300 hours of supervised work experience (paid or un-paid) in the concentration. The on-site supervisor must be trained and approved by the University. This course may be repeated for credit provided the areas of concentration are different. Prerequisite: Permission of Instructor (POI).

PT – PROFESSIONAL COUNSELING

PT 7300 – PC Ethics and Professional Identity (3 Semester Hours)

A study of Counseling as a profession, this course introduces the ACA Code of Ethics with current ethical issues now facing the profession. Students are encouraged to develop professional goals and objectives. The Professional accrediting body (CACREP), organizations, associations (ACA and ALACA and other relevant state, regional and national associations) as well as credentialing and licensure boards (ABEC and boards in other states, when relevant) are identified and their benefits explained.

PT 7350 – Lifestyle and Career Development (3 Semester Hours)

This course provides a broad understanding of career development theories; occupational and educational information sources and systems; career guidance and education counseling; career decision making; career development program planning and resources; and effectiveness evaluation.

PT 7370 – PC Practicum (3 Semester Hours)

Professional Counseling students must have at least 100 clock hours of experience during practicum. Of these, 40 hours must be direct client contact, including both individual and group work supervised by an Approved Supervisor. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be

performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: FT 7335.

PT 7371 – PC Clinical Training I (3 Semester Hours)

Professional Counseling students will begin a six hundred (600) clock hour internship, which will include at least two hundred forty (240) hours of direct client contact with individuals and groups in a therapeutic setting supervised by an Approved Supervisor. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: PT 7370.

PT 7372 – PC Clinical Training II (3 Semester Hours)

This is a continuation of PT 7371, requiring student interns to work in a therapeutic setting with an Approved Supervisor to complete the appropriate Clinical Training Program requirements. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: PT 7371.

PT 7373 – PC Clinical Training III (3 Semester Hours)

This is a continuation of PT 7372, requiring student interns to work in a therapeutic setting with an Approved Supervisor to complete the appropriate Clinical Training Program requirements. NOTE: All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under face-to-face supervision of an approved licensed supervisor. This experience should be conducted in the state in which the student will seek licensure. Prerequisite: PT 7372.

PT 7374 – PC Clinical Training IV (3 Semester Hours)

This is a continuation of PT 7373. Students in this course will demonstrate continued growth in clinical identity and clinical competence through continued work with their supervisor and through continued client contact. The other requirements of PT 7373 continue to apply. Students continue working toward the requirement of a total of 500 hours of client contact plus 100 hours of supervision of that client contact. Prerequisite: PT 7373.

PT 7376 – PC Clinical Training V (3 Semester Hours)

This is a continuation of PT 7374. Students in this course will demonstrate continued growth in clinical identity and clinical competence through continued work with their supervisor and through continued client contact. The other requirements of PT 7373 continue to apply. Students continue working toward the requirement of a total of 500 hours of client contact plus 100 hours of supervision of that client contact. Students who do not meet the total clinical experience requirements by the end of this course will require permission of the Dean to continue. Prerequisite: PT 7374.

PT 7380 – Special Topics (3 Semester Hours)

This is an in-depth study of a topic in the subject area of professional counseling. A major research paper, technical report or project will be required. The instructor must pre-approve the specific topic. Prerequisite: Permission of Instructor (POI).

RB – RESEARCH – BIBLICAL STUDIES

RB 9385 – Research Dissertation in Biblical Studies Module I Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module I First Continuation. All requirements of Research Dissertation in Biblical Studies Module I not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RB 9395.

RB 9386 – Research Dissertation in Biblical Studies Module II Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module II First Continuation. All requirements of Research Dissertation in Biblical Studies Module II not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RB 9396.

RB 9387 – Research Dissertation in Biblical Studies Module III Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module III First Continuation. All requirements of Research Dissertation in Biblical Studies Module III not

previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail).
Prerequisite: Grade of IP in RB 9397.

RB 9388 – Research Dissertation in Biblical Studies Module IV Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module IV First Continuation. All requirements of Research Dissertation in Biblical Studies Module IV not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail).
Prerequisite: Grade of IP in RB 9398.

RB 9391 – Research Dissertation in Biblical Studies Module I (3 Semester Hours)

The student shall develop a dissertation proposal that is acceptable to the Dissertation Committee, submit an approved bibliography, submit a first draft review of literature unless the Committee directs the student to submit a first draft of an early chapter of the dissertation, and complete any additional dissertation Committee requirements. If all requirements for completion of Module I are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Candidacy Status.

RB 9392 – Research Dissertation in Biblical Studies Module II (3 Semester Hours)

The student shall submit additional dissertation chapters which will comprise approximately half of the dissertation, begin finalizing dissertation chapters, and complete any additional Dissertation Committee requirements. If all requirements for completion of Module II are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. The Dissertation data collection and reporting plan must be approved by the IRB. (Pass/IP/Fail). Prerequisite: Grade of P in RB 9391 or RB 9395 or RB 9385.

RB 9393 – Research Dissertation in Biblical Studies Module III (3 Semester Hours)

The student shall submit first drafts of all dissertation chapters except, with the approval of the Dissertation Committee, the first and/or last chapters, and complete any additional Dissertation Committee requirements. If all requirements for completion of Module III are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RB 9392 or RB 9396 or RB 9386.

RB 9394 – Research Dissertation in Biblical Studies Module IV (3 Semester Hours)

The student shall finalize all research; finalize all dissertation chapters to the satisfaction of the Dissertation Committee; orally defend the dissertation before the Dissertation Committee, the Dean of the Turner School of Theology and other faculty members; complete any additional Dissertation Committee requirements; submit, in acceptable form, and defend the final version of the student's Biblical Doctrines Position Paper, in accordance with the requirements of the course *FD 9300-Research In Biblical Doctrine*; and submit the completed dissertation to the University library. If all requirements for completion of Module IV are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RB 9393 or RB 9397 or RB 9387.

RB 9395 – Research Dissertation in Biblical Studies Module I First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module I. All requirements of Research Dissertation in Biblical Studies Module I not previously met must be met to receive a grade of P, pass, for this course. If all requirements for a grade of P are not met but satisfactory progress is made the Committee may assign a grade of IP, in progress. (Pass/IP/Fail). Prerequisite: Grade of IP in RB 9391.

RB 9396 – Research Dissertation in Biblical Studies Module II First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module II. All requirements of Research Dissertation in Biblical Studies Module II not previously met must be met to receive a grade of P, pass, for this course. If all requirements to receive a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RB 9392.

RB 9397 – Research Dissertation in Biblical Studies Module III First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module III. All requirements of Research Dissertation in Biblical Studies Module III not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements to receive a

grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RB 9393.

RB 9398 – Research Dissertation in Biblical Studies Module IV First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Biblical Studies Module IV. All requirements of Research Dissertation in Biblical Studies Module IV not previously met must be met to receive a grade of P, pass, for this course. If all requirements to receive a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RB 9394.

RC – RESEARCH – COUNSELING

RC 9385 – Research Dissertation in Counseling Module I Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module I First Continuation. All requirements of Research Dissertation in Counseling Module I not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RC 9395.

RC 9386 – Research Dissertation in Counseling Module II Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module II First Continuation. All requirements of Research Dissertation in Counseling Module II not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RC 9396.

RC 9387 – Research Dissertation in Counseling Module III Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module III First Continuation. All requirements of Research Dissertation in Counseling Module III not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RC 9397.

RC 9388 – Research Dissertation in Counseling Module IV Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module IV First Continuation. All requirements of Research Dissertation in Counseling Module IV not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RC 9398.

RC 9391 – Research Dissertation in Counseling Module I (3 Semester Hours)

This course is a synthesis of research procedures which address the specific research methodologies inherent in producing a project dissertation. The major goals of the course are: (1) To select a student's dissertation chairman and reader; (2) To complete an initial review of literature; (3) To write the dissertation prospectus; and (4) To complete any Dissertation Committee requirements. If all requirements for completion of Module I are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisites: RS 9364 and Candidacy Status.

RC 9392 – Research Dissertation in Counseling Module II (3 Semester Hours)

The student will begin finalizing dissertation chapters. The major goals of Module II are: (1) To complete Chapter 1; (2) To complete Chapter 2; (3) To complete Chapter 3; and (4) To complete any Dissertation Committee requirements. The Dissertation data collection and reporting plan must be approved by the IRB. If all requirements for completion of Module II are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RC 9391 or RC 9395 or RC 9385.

RC 9393 – Research Dissertation in Counseling Module III (3 Semester Hours)

The implementation of the project is extremely important. During this period the student should carry out the project proposal as written and defined in the Research Design completed in Module II. The major goals of Module III are: (1) To implement data collection; (2) To provide documentation of research implementation; and (3) To complete any Dissertation Committee requirements. If all requirements for completion of Module III are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RC 9392 or RC 9396 or RC 9386.

RC 9394 – Research Dissertation in Counseling Module IV (3 Semester Hours)

The project data, compiled in Module III, must be formulated, reported, and analyzed in Chapter 4. The final Summations and Conclusions for the project dissertation should be expanded in Chapter 5. The major goals of Module IV are: (1) To complete Chapter 4, reporting and analysis of data; (2) To complete Chapter 5, conclusions; (3) to complete any Dissertation Committee requirements; (4) To successfully defend the dissertation; and (5) To submit the completed dissertation. If all requirements for completion of Module IV are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RC 9393 or RC 9397 or RC 9387.

RC 9395 – Research Dissertation in Counseling Module I First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module I. All requirements of Research Dissertation in Counseling Module I not previously met must be met to receive a grade of P, pass, for this course. If all requirements for completion of Module IV are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RC 9391.

RC 9396 – Research Dissertation in Counseling Module II First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module II. The Dissertation data collection and reporting plan must be approved by the IRB. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. (Pass/IP/Fail). Prerequisite: Grade of IP in RC 9392.

RC 9397 – Research Dissertation in Counseling Module III First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module III. All requirements of Research Dissertation in Counseling Module III not previously met must be met to receive a grade of P, pass, for this course. If all requirements for completion of Module IV are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RC 9393.

RC 9398 – Research Dissertation in Counseling Module IV First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Counseling Module IV. All requirements of Research Dissertation in Counseling Module IV not previously met must be met to receive a grade of P, pass, for this course. If all requirements for completion of Module IV are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RC 9394.

RS – RESEARCH – GENERAL

RS 5310 – Research Writing (3 Semester Hours)

This course will review and expand on the principles, techniques, and rules of formal research report writing. Students will undertake a research project. Emphasis will be placed upon proper bibliographic methods, the writing process, and correct use of citation and documentation for the student's discipline (CMS or APA). The students will submit a final 15-20 page paper as the culminating experience of the course.

RS 6310 – Introduction to Biblical Related Research (3 Semester Hours)

This course is designed to train the student to use library and internet research tools in order to conduct biblical research, to engage in modern academic discourse employing reputable sources such as scholarly books and journals, and to write scholarly research papers in a well-organized, academic format, style and tone.

RS 6339 – Research and Evaluation (3 Semester Hours)

A study that provides a broad understanding of types of research, basic statistics, research-report development, research implementation, program evaluation, needs assessment, writing a research proposal, and ethical and legal considerations in doing research.

RS 6345 – Qualitative and Quantitative Methodology (3 Semester Hours)

This course provides a unique comparison of three key approaches to inquiry. This comparison begins with preliminary consideration of knowledge claims for all three approaches, a review of the literature, and reflections about the importance of writing and ethics in scholarly inquiry. The class also addresses the key elements of the process of research: writing an introduction; stating a purpose for the study; identifying research questions and hypotheses; using theory;

defining, delimiting and stating the significance of the study; and advancing methods and procedures for data collection and analysis. Prerequisite: RS 6339 or RS 6539.

RS 6539 – Research and Evaluation (5 Semester Hours)

A study that provides a broad understanding of types of research, basic statistics, research-report development, research implementation, program evaluation, needs assessment, writing a research proposal, and ethical and legal considerations in doing research. Students will develop a research plan incorporating the basic concepts addressed in the course.

RS 6545 – Qualitative and Quantitative Methodology (5 Semester Hours)

This course provides a unique comparison of three key approaches to inquiry. This comparison begins with preliminary consideration of knowledge claims for all three approaches, a review of the literature, and reflections about the importance of writing and ethics in scholarly inquiry. The class also addresses the key elements of the process of research: writing an introduction; stating a purpose for the study; identifying research questions and hypotheses; using theory; defining, delimiting and stating the significance of the study; and advancing methods and procedures for data collection and analysis. Students will develop a major research project or paper incorporating the basic concepts addressed in the course. Prerequisite: RS 6339 or RS 6539.

RS 7302 – Thesis Part I (3 Semester Hours)

Thesis Part I consists of selection and appointment of the major professor and committee, development and approval of the Thesis prospectus, and writing the first three chapters of the Thesis. Allowed grades for the course are P, IP, or F. On campus attendance is required for this course. Prerequisite: RS 6310 or RS 6339 or RS 6539.

RS 7303 – Thesis Part II (3 Semester Hours)

During this phase the student will complete the research project by collecting, presenting, and analyzing the data and drawing conclusions and recommendations (Chapters 4 and 5). Upon approval of the completed Thesis by the committee the student must make an oral defense of his or her Thesis. Allowed grades for the course are P, IP, or F. Prerequisite: RS 7302.

RS 7321 – Research Methodology (3 Semester Hours)

This course provides an introduction to statistical tools and analytical procedures for inferential analysis. Students will study and apply t-tests, ANOVA, and other statistical tools. Selecting

research methods and analytical procedures will be addressed. Prerequisite: RS 6339 or RS 6539.

RS 7325 – Historical and Archaeological Research Methodology (3 Semester Hours)

This course addresses the procedures for planning, conducting and assessing archaeological and historical research. Selecting research methods and analytical procedures will be addressed. Designing, preparing and presenting research results will be emphasized. Prerequisite: RS 6339 or RS 6539.

RS 7345 – Qualitative and Quantitative Methodology (3 Semester Hours)

This course provides a unique comparison of three key approaches to inquiry. This comparison begins with preliminary consideration of knowledge claims for all three approaches, a review of the literature, and reflections about the importance of writing and ethics in scholarly inquiry. The class also addresses the key elements of the process of research: writing an introduction; stating a purpose for the study; identifying research questions and hypotheses; using theory; defining, delimiting and stating the significance of the study; and advancing methods and procedures for data collection and analysis. Prerequisite: RS 6339 or RS 6539.

RS 9330 – Researching the DMin Dissertation (3 Semester Hours)

In this course, students will acquire the basic skills necessary to begin the process of writing the DMin dissertation. Concepts examined include choosing an appropriate research method and developing the dissertation proposal within the context of one's ministry environment. Topics include formulating a problem statement, identifying research questions, writing a review of the literature, the IRB approval process, collecting and analyzing data, and conducting ethical research with human subjects.

RS 9331 – DMin Research Dissertation Module I (3 Semester Hours)

The major goal of Module I is to complete the first two chapters of the dissertation, which includes the Introduction and the Literature Review, and finalize the research design of the project proposal developed in RS 9330 – Researching the DMin Dissertation. The student must obtain IRB approval in order to receive a grade of P. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9330 and DM 9051.

RS 9332 – DMin Research Dissertation Module II (3 Semester Hours)

The implementation of the project is extremely important. During this period the student should carry out the project proposal as written and defined in the Research Design completed in Module I. The project must be implemented and formal written proof of implementation must be provided. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9331 RS 9341 or RS 9345 or RS 9355.

RS 9333 – DMin Research Dissertation Module III (3 Semester Hours)

The project data, compiled in Module II, must be formulated, reported, and analyzed in Chapter 4. The final summations and conclusions for the project dissertation should be expanded in Chapter 5. Chapters 4 and 5 must be completed. A formal meeting of the committee to approve and finalize all aspects of the dissertation must occur by the end of the semester. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9332 or RS 9342 or RS 9346 or RS 9356.

RS 9339 – Research and Evaluation (3 Semester Hours)

A study that provides a broad understanding of types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; writing a research project; and ethical and legal consideration in doing research.

RS 9340 – Research Dissertation Module I (3 Semester Hours)

This course is a synthesis of research procedures which address the specific research methodologies inherent in producing a project dissertation. The major goals of the course are: (1) To select a student's dissertation chairman and reader; (2) To write the dissertation prospectus which will become the first chapter of the project dissertation; and (3) To formulate and write the project proposal and research design. (Pass/IP/Fail). Prerequisite: RS course.

RS 9341 – Research Dissertation Module II (3 Semester Hours)

The foundation of the research is the review of the related literature. The major goal of Module II is to write Chapter 2, The Review of Literature, and finalize the Research Design of the project proposal of Module I. The Dissertation data collection and reporting plan must be approved by the IRB. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9340 or RS 9345 or RS 9355.

RS 9342 – Research Dissertation Module III (3 Semester Hours)

The implementation of the project is extremely important. During this period the student should carry out the project proposal as written and defined in the Research Design completed in

Module II. The project must be implemented and formal written proof of implementation must be provided. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9341 or RS 9346 or RS 9356.

RS 9343 – Research Dissertation Module IV (3 Semester Hours)

The project data, compiled in Module III, must be formulated, reported, and analyzed in Chapter 4. The final Summations and Conclusions for the project dissertation should be expanded in Chapter 5. Chapters 4 and 5 must be completed. A formal meeting of the committee to approve and finalize all aspects of the dissertation must occur by the end of the semester. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9342 or RS 9347 or RS 9357.

RS 9345 – Research Dissertation Module I First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module I. All requirements of Research Dissertation Module I not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. (Pass/IP/Fail) Prerequisite: Grade of IP in RS 9340.

RS 9346 – Research Dissertation Module II First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module II. All requirements of Research Dissertation Module II not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9341.

RS 9347 – Research Dissertation Module III First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module III. All requirements of Research Dissertation Module III not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9342.

RS 9348 – Research Dissertation Module IV First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module IV. All requirements of Research Dissertation Module IV not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9343.

RS 9355 – Research Dissertation Module I Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module I First Continuation. All requirements of Research Dissertation Module I not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9345.

RS 9356 – Research Dissertation Module II Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module II First Continuation. All requirements of Research Dissertation Module II not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9346.

RS 9357 – Research Dissertation Module III Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module III First Continuation. All requirements of Research Dissertation Module III not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9347.

RS 9358 – Research Dissertation Module IV Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation Module IV First Continuation. All requirements of Research Dissertation Module IV not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9348.

RS 9361 – Advanced Research Methods (3 Semester Hours)

This course provides an introduction to the basic methods of inferential analysis. Students will study and apply statistical tools and analytical procedures. The study will include t-tests between and within subjects, ANOVA, mixed ANOVAs, and hierarchical designs as they are utilized in research with a special emphasis on family therapy research. Prerequisite: RS 6339 or RS 6539.

RS 9362 – Theory and Methodology of Qualitative Research (3 Semester Hours)

This course provides an overview of the major modes of qualitative research. The underlying philosophical assumptions about knowledge associated with the various research modes will be investigated. The major strategies for collecting and analyzing relevant data will be studied.

RS 9363 – Design and Quantitative Analysis in Research I (3 Semester Hours)

This course provides a continued and in-depth overview of quantitative research. The student will learn to use bivariate and multiple correlation and regression analysis, trend analysis, analysis of covariance, logistic regression, and path analysis. These analytical procedures will be studied as they are utilized in research with a special emphasis on family therapy research. Prerequisite: RS 9361.

RS 9364 – Design and Quantitative Analysis in Research II (3 Semester Hours)

This course provides a continued and in-depth overview of quantitative research. The student will learn to use discriminate analysis, MANOVA, canonical correlation, and exploratory and confirmatory factor analysis. These analytical procedures will be studied as they are utilized in research with a special emphasis on family therapy research. Prerequisite: RS 9363.

RS 9370 – Comprehensive Examination for PhD in Interdisciplinary Studies (3 Semester Hours)

The content of the comprehensive examination will be based on the student's individual plan of study. The appropriate dean will prepare and administer the comprehensive exam with input from the student's faculty mentor, and members of a Graduate Committee consisting of faculty from the respective disciplines will ensure that the standards for each discipline are met. The student must pass the comprehensive examination in order to achieve candidacy status and to begin dissertation work.

RS 9371 – Research Dissertation in Interdisciplinary Studies Module I (3 Semester Hours)

This course is a synthesis of research procedures which address the specific research methodologies inherent in producing a project dissertation. The major goals of the course are: (1) To select a student's dissertation chairman and reader; (2) To complete an initial review of literature; (3) To write the dissertation prospectus; and (4) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Candidacy Status.

RS 9372 – Research Dissertation in Interdisciplinary Studies Module II (3 Semester Hours)

The student will begin finalizing dissertation chapters. The major goals of Module II are: (1) To complete Chapter 1; (2) To complete Chapter 2; (3) To complete Chapter 3; (4) The Dissertation data collection and reporting plan must be approved by the IRB; and (5) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9371 or RS 9375 or RS 9381.

RS 9373 – Research Dissertation in Interdisciplinary Studies Module III (3 Semester Hours)

The implementation of the project is extremely important. During this period the student should carry out the project proposal as written and defined in the Research Design completed in Module II. The major goals of Module III are: (1) To implement data collection; (2) To provide documentation of research implementation; and (3) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9372 or RS 9376 or RS 9382.

RS 9374 – Research Dissertation in Interdisciplinary Studies Module IV (3 Semester Hours)

The project data, compiled in Module III, must be formulated, reported, and analyzed in Chapter 4. The final Summations and Conclusions for the project dissertation should be expanded in Chapter 5. The major goals of Module IV are: (1) To complete Chapter 4; (2) To complete Chapter 5; (3) to complete any Dissertation Committee requirements; (4) To successfully defend the dissertation; and (5) To submit the completed dissertation. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RS 9373 or RS 9377 or RS 9383.

RS 9375 – Research Dissertation in Interdisciplinary Studies Module I First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module I. All requirements of Research Dissertation in Interdisciplinary Studies Module I not previously met

must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9371.

RS 9376 – Research Dissertation in Interdisciplinary Studies Module II First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module II. All requirements of Research Dissertation in Interdisciplinary Studies Module II not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9372.

RS 9377 – Research Dissertation in Interdisciplinary Studies Module III First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module III. All requirements of Research Dissertation in Interdisciplinary Studies Module III not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9373.

RS 9378 – Research Dissertation in Interdisciplinary Studies Module IV First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module IV. All requirements of Research Dissertation in Interdisciplinary Studies Module IV not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RS 9374.

RS 9381 – Research Dissertation in Interdisciplinary Studies Module I Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module I First Continuation. All requirements of Research Dissertation in Interdisciplinary Studies Module I not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9375.

RS 9382 – Research Dissertation in Interdisciplinary Studies Module II Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module II First Continuation. All requirements of Research Dissertation in Interdisciplinary Studies Module II not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9376.

RS 9383 – Research Dissertation in Interdisciplinary Studies Module III Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module III First Continuation. All requirements of Research Dissertation in Interdisciplinary Studies Module III not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9377.

RS 9384 – Research Dissertation in Interdisciplinary Studies Module IV Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Interdisciplinary Studies Module IV First Continuation. All requirements of Research Dissertation in Interdisciplinary Studies Module IV not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RS 9378.

RT – RESEARCH – THERAPY

RT 9385 – Research Dissertation in Marriage and Family Therapy Module I Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module I First Continuation. All requirements of Research Dissertation in Marriage and Family Therapy

Module I not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RT 9395.

RT 9386 – Research Dissertation in Marriage and Family Therapy Module II Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module II First Continuation. All requirements of Research Dissertation in Marriage and Family Therapy Module II not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RT 9396.

RT 9387 – Research Dissertation in Marriage and Family Therapy Module III Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module III First Continuation. All requirements of Research Dissertation in Marriage and Family Therapy Module III not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RT 9397.

RT 9388 – Research Dissertation in Marriage and Family Therapy Module IV Second Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module IV First Continuation. All requirements of Research Dissertation in Marriage and Family Therapy Module IV not previously met must be met to receive a grade of P, pass, for this course. (Pass/Fail). Prerequisite: Grade of IP in RT 9398.

RT 9391 – Research Dissertation in Marriage and Family Therapy Module I (3 Semester Hours)

This course is a synthesis of research procedures which address the specific research methodologies inherent in producing a project dissertation. The major goals of the course are: (1) To select a student's dissertation chairman and reader; (2) To complete an initial review of literature; (3) To write the dissertation prospectus; and (4) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisites: RS 9364 and Candidacy Status.

RT 9392 – Research Dissertation in Marriage and Family Therapy Module II (3 Semester Hours)

The student will begin finalizing dissertation chapters. The major goals of Module II are: (1) To complete Chapter 1; (2) To complete Chapter 2; (3) To complete Chapter 3; (4) The Dissertation data collection and reporting plan must be approved by the IRB; and (5) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RT 9391 or RT 9395 or RT 9385.

RT 9393 – Research Dissertation in Marriage and Family Therapy Module III (3 Semester Hours)

The implementation of the project is extremely important. During this period the student should carry out the project proposal as written and defined in the Research Design completed in Module II. The major goals of Module III are: (1) To implement data collection; (2) To provide documentation of research implementation; and (3) To complete any Dissertation Committee requirements. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RT 9392 or RT 9396 or RT 9386.

RT 9394 – Research Dissertation in Marriage and Family Therapy Module IV (3 Semester Hours)

The project data, compiled in Module III, must be formulated, reported, and analyzed in Chapter 4. The final Summations and Conclusions for the project dissertation should be expanded in Chapter 5. The major goals of Module IV are: (1) To complete Chapter 4; (2) To complete Chapter 5; (3) to complete any Dissertation Committee requirements; (4) To successfully defend the dissertation; and (5) To submit the completed dissertation. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of P in RT 9393 or RT 9397 or RT 9387.

RT 9395 – Research Dissertation in Marriage and Family Therapy Module I First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module I. All requirements of Research Dissertation in Marriage and Family Therapy Module I not

previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RT 9391.

RT 9396 – Research Dissertation in Marriage and Family Therapy Module II First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module II. All requirements of Research Dissertation in Marriage and Family Therapy Module II not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RT 9392.

RT 9397 – Research Dissertation in Marriage and Family Therapy Module III First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module III. All requirements of Research Dissertation in Marriage and Family Therapy Module III not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RT 9393.

RT 9398 – Research Dissertation in Marriage and Family Therapy Module IV First Continuation (3 Semester Hours)

This course is a continuation of Research Dissertation in Marriage and Family Therapy Module IV. All requirements of Research Dissertation in Marriage and Family Therapy Module IV not previously met must be met to receive a grade of P, pass, for this course. All requirements specified for satisfactory progress must be met to receive a grade of IP for this course. If all requirements for a grade of P are not met but the Committee determines that satisfactory progress has been made, a grade of IP may be awarded. (Pass/IP/Fail). Prerequisite: Grade of IP in RT 9394.

TH – THEOLOGICAL AND HISTORICAL STUDIES

TH 5323 – Science, Religion, Philosophy in this World (3 Semester Hours)

The minister and the church face a complicated world of science, philosophy, and religion. The basic premise, principles, and positions of each and their inter-relationship will be covered in this course. Students will be challenged to delve deeper into all of these concepts.

TH 6300 – Early Church History (3 Semester Hours)

Survey of the events from the establishment of the church to the enthronement of Catholicism.

TH 6301 – Patristic Theology (3 Semester Hours)

A study of major developments in Christian theology to ca. A.D. 600 by consideration of conciliar decisions, creedal documents, and the writings of individual theologians.

TH 6302 – Medieval Theology (3 Semester Hours)

A study of major developments in Christian theology from ca. A.D. 600 to 1300 by consideration of conciliar decisions, creedal documents, and the writings of individual theologians.

TH 6303 – Reformation and Modern Church History (3 Semester Hours)

A study of ecclesiastical history from ca. A.D. 1500 to present.

TH 6304 – Restoration History (3 Semester Hours)

A detailed study of the American Restoration Movement from its European backgrounds to the present. A study of places, personalities, and principles of the Restoration Movement, providing an understanding of the religious heritage and its influence on U.S. history. The course will consider the appropriate use of restoration principles in teaching, preaching, biblical exegesis, and evangelism.

TH 6305 – History of the Bible (3 Semester Hours)

A study of the ancient manuscripts of Hebrew and Greek of the Old and New Testament and their translation into Latin, German, English, French and other languages.

TH 6307 – Reformation and Modern Theology (3 Semester Hours)

A study of major developments in Christian theology from the dawn of the Reformation Movement to the modern period. Special attention will be devoted to significant theological movements and theologians.

TH 6310 – Systematic Theology (3 Semester Hours)

A survey of Christian doctrines with an overview of such subjects as: Bibliology, Theology, Angelology, Anthropology, Hamartiology, Christology, Soteriology, Ecclesiology, Pneumatology and Eschatology.

TH 6311 – Christology (3 Semester Hours)

A study of the person and work of Jesus Christ affirming the finality of Jesus as Lord. Beginning with the pre-existence of the Logos, the course will consider the incarnation, the virgin birth, the deity and humanity, the moral perfection, the teachings, the work and atonement, the resurrection, the second coming, and the titles of Jesus as the Christ. The class will conclude with an analysis of the claims of Jesus and Christianity in relation to other world religions.

TH 6316 – Theism and Humanism (3 Semester Hours)

A study of modern humanism, its significance, its background, its philosophical forms and its entrenchment in our modern world, including its infiltration among professed Christians. The methods by which humanism works in societies are discussed, as are also the consequences of humanism. Special attention is then given to how Christians can overcome humanism.

TH 6317 – Philosophy of Religion (3 Semester Hours)

An introduction to philosophical reflection on religion by a study of the relation of faith to reason, the traditional arguments for God's existence, the meaning of religious belief, and the problem of evil. There will be an emphasis on recent developments.

TH 6318 – New Testament Theology (3 Semester Hours)

An examination of the major theological themes in the New Testament, including an evaluation of various approaches to theological interpretation of the New Testament writings. The history, methodology, and hermeneutics of New Testament theology surveying selected theologians and examining modern trends in New Testament theology are also explored.

TH 6319 – Apologetics/Preaching in the Postmodern Period (3 Semester Hours)

An introduction to a Christian apologetic for confronting the unique challenges of postmodernism from the pulpit. It will balance an analysis of special, recent challenges to faith with a study of Biblical/theological norms under girding a classical, evidentialist apologetic. Emphasis will be upon an exploration of ways in which preaching may be effective for the apologetic enterprise.

TH 6320 – Christian Evidences (3 Semester Hours)

This study presents an apologetic for the Christian faith in the context of modern and contemporary apologetic methods. Drawing from multiple disciplines, the case for the truth of Christianity is developed, argued, and defended in the context of modern and post-modern thought. Attention focuses on apologetic methodology, the arguments for the existence of God, the existential predicament, miracles and history, the resurrection of Jesus, and the inspiration of the Bible.

TH 6321 – Christian Worship (3 Semester Hours)

An exploration of historical, biblical, and theological foundations of Christian worship and a study of contemporary trends in corporate worship. Contemporary tensions over worship are studied in relation to the historic traditions of Christian worship from the early church through the restoration movement and into contemporary society. Old and New Testament materials are surveyed and a theology of Christian worship is developed. Practical issues are addressed regarding contemporary tensions.

TH 6322 – The Biblical Message of Salvation (3 Semester Hours)

This course addresses the doctrine of salvation and prepares students to present the essential message of the gospel of Christ. Both Old and New Testament concepts regarding salvation from sin are studied.

TH 6323 – Science, Religion, Philosophy in this World (3 Semester Hours)

The minister and the church face a complicated world of science, philosophy, and religion. The basic premise, principles, and positions of each and their inter-relationship will be covered in this course. Students will be challenged to delve deeper into all of these concepts.

TH 6324 – Providence and Suffering (3 Semester Hours)

God's relation to the human predicament is studied. Contemporary typologies of providence and theodicy along with material from Old Testament and New Testament are studied to formulate a biblical theology of providence and suffering.

TH 6325 – Eschatology: Study of Last Things (3 Semester Hours)

A study of both General and Individual Eschatology. There is a need for a proper view of history, general Old Testament teaching about the future, the inter-testamental period concepts and a more thorough look at New Testament teaching, especially Jesus' teaching and the Book of Revelation.

TH 6326 – Spirituality and Spiritual Formation (3 Semester Hours)

A study of Judeo-Christian spirituality and spiritual formation through which students may have opportunities to mature spiritually, grow in faith, achieve greater moral integrity, and be more effective in ministry in the spiritual formation of the ecclesial communities of which they are leaders. The history of Christian spirituality will be explored as a part of the divine-human relationship of human experience. Attention will be given to spiritual disciplines and to a broad diversity of classical and modern Christian devotional literature.

TH 6327 – The Biblical Doctrine of God (3 Semester Hours)

This course is a survey of the nature of God, i.e., His character and attributes, as revealed in the Old and New Testaments. Attention is also given to the doctrine of the trinity and contemporary concerns about God that are related to epistemology, metaphysics, divine process, and God's relationship to the world. procedures. The course is facilitated by one instructor with one or more "guest professors" voluntarily participating in discussions and feedback sessions.

TH 6328 – Comparative Religions (3 Semester Hours)

This course is a comparative analysis of the history and theology of the major religions of the world with particular attention to the distinctive claims of each in the setting of pluralism.

TH 6330 – Bioethics (3 Semester Hours)

This study is an introduction to the moral problems in the field of bioethics, especially from the framework of Christian ethical theory. Topics under review will include health care delivery, issues related to birth and genetics, and death and dying.

TH 6338 – Principles of Ethics (3 Semester Hours)

An investigation of the basis and principles of ethics. Attention is given to problems in moral judgment and evaluation. Particular issues are discussed in a biblical context.

TH 7320 – Guided Research in Theology (3 Semester Hours)

Graduate students may independently pursue a special problem or area of interest in church history or theology. Under the approval and guidance of an instructor, the project shall lead to the production of a fully-documented research paper.

TH 9309 – Research in New Testament Theology (Core) (3 Semester Hours)

This course is an advanced study of the major theological themes and emphases of the New Testament, including the history and development of various approaches to theological interpretation of the New Testament documents and a survey of selected theologians and trends in New Testament theology.

TH 9315 – Biblical Ethics (Core) (3 Semester Hours)

This course is a study of the ethics of the various writings of the Old and New Testament, including the history and development of the methodology of biblical ethics and of major schools of thought.

TH 9318 – Research in Old Testament Theology (Core) (3 Semester Hours)

This course is an advanced study of the major theological themes and emphases of the Hebrew Bible, including the history and development of various approaches to theological interpretation of the Old Testament documents and a survey of selected theologians and trends in Old Testament theology.

DISSERTATION MANUALS – Doctor of Ministry and Doctor of Philosophy Degree Programs

Students enrolled in the Doctor of Ministry and Doctor of Philosophy degree programs are to use the appropriate Dissertation Manual during the research phase of their program. Manuals are accessible via the Library page underneath the Resources section.

Section 15: Administration

This section includes a listing of Amridge University Board of Regents, administration, staff and faculty.

GOVERNANCE

Rex and Opal Turner, Sr. (Deceased)Founders of Amridge University

Rex Turner, Jr., EdD (Deceased)President

Board of Regents

The Board of Regents is self-perpetuating. A member is elected to serve for life or until he becomes incapacitated or resigns therefrom or is terminated.

Officers

The officers of the Board of Regents are as follows:

Don Pate.....Chairperson

Raymond Elliott.....Vice-Chairperson

Jason Wright.....Secretary

Martin Anderson

Guntersville, AL

Jimmie C. Benson

Montgomery, AL

Laina Costanza

Montgomery, AL

Raymond Elliott

Prattville, AL

S.G. Gray

Carrollton, GA

Beau D. Greer
Montgomery, AL

David Langhans
Franklin, TN

Don Pate
Montgomery, AL

Jesse Russell
Pike Road, AL

Bobby Terrell
Greenville, AL

Donnie G. Turner
Cecil, AL

Dr. Michael C. Turner
(Ex-Officio Member)
Montgomery, AL

Jason Wright
Decatur, AL

ADMINISTRATION, INSTITUTIONAL SUPPORT, STAFF AND FACULTY

Michael C. Turner.....President
(Also serves as the Director of the
Montgomery Campus for the
Tennessee State License)

BA, Lipscomb University
MS, Amridge University
DO, University of Osteopathic Medicine and Health Science

Lee Taylor..... Vice President of Academic Affairs

BA, Mississippi State University
MEd, University of South Alabama
PhD, University of South Alabama

Laina Costanza..... Vice President of Student Affairs

BS, Lipscomb University
MS, Amridge University

***Rodney Cloud..... Dean of the Turner School of
Theology***

BA, Lipscomb University
MA, Harding School of Theology
MA, George Peabody College of Vanderbilt University
PhD, Hebrew Union College

***Jerry L. Martin Dean of the School of Human
Services***

BA, MS, PhD, Amridge University

***Kenyetta McCurty Dean of the College of Business and
Leadership***

BBA, MBA, PhD, Jackson State University

***Roger Shepherd Dean of the College of General
Studies***

AA, East Tennessee School of Preaching
BA, Heritage Christian University
MA, Lipscomb University
DMiss, Fuller Theological Seminary

Dr. Carl Byrd.....Academic Services Coordinator

BS, Faulkner University
MS, Amridge University
EdD, Northcentral University

***Dr. Anita Crosby.....Chief Accountant and Special
Projects Coordinator***

AA, BS, Faulkner University
MS, Amridge University
EdD, Northcentral University

Erica DavisFinancial Aid Advisor Officer

BS, Auburn University

Carson Diggs.....Admissions Recruiter

BS, Auburn University Montgomery

Starr Fain.....Financial Aid Director

BS, Auburn University Montgomery

Julie Gotkiewicz.....Instructional Technology Specialist

BS, Freed-Hardeman University

***Tim Gunnells.....Assistant QEP Director for Institutional
Research and Academic Services
Coordinator***

BA, Freed-Hardeman University
MDiv, MS, Amridge University
DMin, Harding University

Louise Hicks.....Financial Aid Advisor Officer

AA, Faulkner University

Robert HollandAcademic Evaluator

BBA, University of Mississippi

BTh, Magnolia Bible College

MS, MDiv, Amridge University

Brooks Housley.....Enrollment Management Coordinator

BS, Faulkner University

MBA, Auburn University Montgomery

Alethia HuffmanCashier

AA, Wallace Community College (Selma, AL)

BS, Amridge University

Cassie Jones.....Academic Advisor

BS, Auburn University Montgomery

**Diann Lazenby.....Administrative Assistant to the
Vice Presidents of Academics and
Student Affairs**

BS (2 BS Degrees), Amridge University

Katie Mitchell.....Admissions Recruiter

BS, University of Alabama

Patsy Moretz.....Human Resources Coordinator

BS, Amridge University

Margaret M. NewettStudent Affairs Specialist

**Kay NewmanDirector of the Learning Resource
Center**

BS, Florence State University

MLS, University of Alabama

MS, Amridge University

Thomas Patterson.....Network Operations Coordinator

BA, Amridge University

**Steve A. ReddingStudent Affairs Specialist for ADA
and Student Appeals Chairperson**

BS, Mercer University

Curtis Sampley.....Advancement Officer

BA, Lipscomb University

MS, Purdue University

MTS, MDiv, Amridge University

Clayton F. Schmidt.....Database Report Writer

BS, Louisiana Tech

Terence Sheridan.....Head Librarian

BA, University of the South

MLS, Florida State University

MA, Amridge University

Robert ShirleyMaintenance

AA, BS, Amridge University

Chris StablerNetwork Operations Technician

BS, Amridge University

Elaine Tarence.....Registrar

BS, MS, Amridge University

**Jack TempleSystem Administrator for Network
Operations**

BS, MS, Amridge University

Trey Temple.....Network Operations Technician

Patty Terry.....Academic Evaluator

BA, MA, Auburn University Montgomery

Barbara Turner.....Bursar

BS, Huntingdon College

MS, Amridge University

Etido Akpan

BS, BBA, Freed-Hardeman University

MBA, Union University

DBA, Argosy University

Thomas P. Brinkman

BS, Troy University at Montgomery

JD, Thomas Goode Jones School of Law

Ted Burleson

AA, MMin, Freed-Hardeman University

BA, MDiv, Lipscomb University

DMin, Harding School of Theology

Garret C. Carlisle

BA, Covenant College

MDiv, PhD, Amridge University

Regina S. Davis

BS, Alabama State University

MS, Troy University

Eric Dishongh

BA, Harding University

MA, New Orleans Baptist Theological Seminary

PhD, Amridge University

Kimberly L. Emery

BBA, Cleary University
MBA, Eastern Michigan University
MOD, Bowling Green State University

Daniel Fletcher

AS, Florida Community College
BA, MA, MDiv, Lipscomb University
PhD, Westminster Theological Seminary

Jeffrey L. Gilbreath

BS, University of North Alabama
MA, Mid America Baptist
Med, PhD, Auburn University

Paul Graverson

AAS, Community College of the Air Force
BGS, MBA, William Carey College
PhD, Capella University

Terry E. Gunnells

BA, Point University
MA, MTh, Amridge University
DMin, Lutheran Theological Southern Seminary

Cynthia Guy

AA, MA, Freed-Hardeman University
BA, MA, Heritage Christian University
PhD, Trinity Theological Seminary

Suzanne Hanna

BS, PhD, Brigham Young University
MS, University of Utah

Jennifer Henman

BS, MS, Faulkner University

John Hill

BBA, Freed Hardeman

MA, Marshall University

EdD, University of Memphis

Blake Horne

BA, Mercer University

MFT, Mercer University of Medicine

PhD, Florida State University

Michael R. Hughes

BA, MA, Amridge University

MS, Troy University

James Kelly

BA, Xavier University

PhD, Union Institute and University

John F. Kennedy

BBA, Middle Tennessee State University

MA, Harding School of Theology

PhD, Regent University

Paul Meacham

BA, Amridge University

MEd, PhD, University of Mississippi

Barbara F. McMillan

BS, MA, University of Alabama

EdD, University of West Florida

James R. Megar

BA, Rhodes College
MS, Tennessee State University
EdD, Texas A & M, Commerce

Brad Moser

AA, Hillsborough Community Collage
BS, Liberty University
MA, Webster University
PhD, Capella University

Timothy Murphy

BBA, Faulkner University
MBA, University of Alabama

David Musgrave

BS, Old Dominion University
MA, Lipscomb University
MPh, PhD, Hebrew Union College

Brienne Parker

BA, University of Oklahoma
MA, University of Oklahoma

Melissa Pickett

BS, Ferris State University
MS, Troy University

Kevin Poole

BA, MS, Auburn University

Michael Reese

BS, Freed-Hardeman University
BS, Fairmont State University
MA, MDiv, Amridge University
EdD, Southeastern Baptist Theological Seminary

Ken Scott

AA, University of Maryland University College
BS, Georgia Southern University
MEd, Auburn University at Montgomery
EdD, Auburn University

James Smeal

BA, Lipscomb University
PhD, Vanderbilt University

Leta Stephens

BS, BA, University of Southern Mississippi
AM, William Carey College

Michael Strickland

BS, MEd, Auburn University
MA, Lipscomb University
PhD, University of Birmingham

Tojuana L. Thomason

BA, Faulkner University
MA, PhD, Amridge University

Harold Thompson

AS, Amridge University
BS, Faulkner University
MS, Troy University

Julie J. Turner

DPha, Mercer University Southern School of Pharmacy

Carolyn N. Vardaman

BS, Med, University of Montevallo

William E. Watkins

BA, MA, MRE, Amridge University

MA, University of Alabama at Birmingham

MTh, Columbia Theological Seminary

EdSp, Middle Tennessee State University

Paul Watson

BA, Abilene Christian University

BDiv, MA, MPhil, PhD, Yale University

Novadean Watson-Stone

AS, BS, University of Maryland

BS, University of South Florida

MA, Louisiana Tech University

DBA, Argosy University

Merriam Weaver

BS, Emporia State University

MS, Illinois Institute of Technology

Charles Williams

BA, Lipscomb University

MA, Scarritt College

MDiv, Amridge University

Joel Williams

BS, Harding University

MTh, Harding School of Theology

PhD, Baylor University

Rita K. Williams

BS, Alabama State University

MS, Troy University

Brent Ziarnick

BS, USAF Academy

MEng, University of Colorado

PhD, New Mexico State University