Amridge University

Academic Catalog

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Table of Contents

SECTION 1: INTRODUCTION 28

ACCREDITATION AND AUTHORIZATIONS 29

EQUAL OPPORTUNITY STATEMENT 29

PARTICIPATING UNIVERSITY IN THE NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA) 30

CALENDAR FOR THE 2025-2026 ACADEMIC YEAR 31

SECTION 2: ABOUT AMRIDGE UNIVERSITY 34

MESSAGE FROM THE PRESIDENT 35

MESSAGE FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS 36

HISTORY OF THE UNIVERSITY 37

INSTITUTIONAL MISSION STATEMENT 41

A POSITIVE BIBLICAL FAITH 41

INSTITUTIONAL GOALS 43

COMMITMENT TO TEACHING AND LEARNING THROUGH DISTANCE EDUCATION 44

AFFILIATION 47

MEMBERSHIPS 47

LOCATION 48

CAMPUS FACILITIES 49

HOW TO CONTACT AMRIDGE UNIVERSITY 49

SECTION 3: ADMISSIONS 51

ADMISSIONS POLICY 52

GENERAL ADMISSION GUIDELINES AND POLICIES 52

COMPUTER PROFICIENCY REQUIREMENT 52

APPLICATION PROCESS 52

NOTICE ABOUT FRAUDULENT ACTIVITIES DURING THE APPLICATION PROCESS 53

PROVISIONAL ENROLLMENT 53
UNOFFICIAL EVALUATIONS 54
ADMISSION REQUIREMENTS FOR UNDERGRADUATE STUDIES 54
FIRST-TIME FRESHMAN ADMISSION REQUIREMENTS 54
FIRST-TIME FRESHMAN CATEGORIES 55
TRANSFER ADMISSION REQUIREMENTS 56
TRANSFER STUDENT CATEGORIES 56
ADMISSION REQUIREMENTS FOR EARLY CREDIT/DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS 57
ACCELERATED MASTER'S PROGRAM 58
ADMISSION REQUIREMENTS FOR GRADUATE AND DOCTORAL STUDIES 59
GRADUATE ADMISSION REQUIREMENTS 59
DOCTORAL ADMISSION REQUIREMENTS 59
DOCTORAL ADMISSION – CONDITIONAL 60
AUDIT STUDENTS 60
TRANSIENT STUDENTS 60
TRANSIENT STUDENT FROM OTHER INSTITUTION REQUIREMENTS 60
TRANSIENT STUDENT AT AMRIDGE UNIVERSITY 60
CONCURRENTLY ENROLLED STUDENTS 61
READMISSION 62
UNDERGRADUATE AND GRADUATE INTERNATIONAL APPLICANTS AND EVALUATION OF FOREIGN ACADEMIC CREDIT 62
ADMISSION OF STUDENTS ON SUSPENSION OR PROBATIONARY STATUS FROM OTHER INSTITUTIONS 64
TRANSFER CREDIT AND THE AWARDING OF CREDIT 64
POLICY ON AWARDING TRANSFER CREDIT 65
POLICY ON GRADUATE AND DOCTORAL TRANSFER AND AWARDING OF CREDIT 66

POLICY ON ACCEPTING CLEP CREDITS 66

MILITARY AND OTHER TRANSFER CREDIT 67

CREDIT FOR ACADEMIC WORK COMPLETED AT SCHOOLS OF PREACHING, BIBLE COLLEGES, THEOLOGY SCHOOLS AND OTHER UNACCREDITED INSTITUTIONS 68

TRANSFERABILITY OF AMRIDGE UNIVERSITY CREDIT 69

REGIONAL ACCREDITING ORGANIZATIONS 69

SECTION 4: ACADEMIC RECORDS AND POLICIES 70

COURSE LOAD 71

EARLY CREDIT/DUAL ENROLLMENT COURSE LOAD 71

UNDERGRADUATE COURSE LOAD 71

GRADUATE COURSE LOAD 71

DOCTORAL COURSE LOAD 71

UNDERGRADUATE CLASSIFICATIONS 71

ADDING A COURSE AND COURSE OVERLOADS 71

DEFINITION OF ACADEMIC YEAR 72

THE LENGTH OF AMRIDGE UNIVERSITY COURSES 72

REGISTRATION 72

ACADEMIC RULES REGARDING WITHDRAWAL/DROP 73

EARLY CREDIT/DUAL ENROLLMENT WITHDRAWAL/DROP POLICY 73

PROCEDURES FOR AND RAMIFICATIONS OF DROPPING A COURSE 73

POLICY ON REPEAT OF COURSES 74

EARLY CREDIT/DUAL ENROLLMENT POLICY ON REPEAT OF COURSES 74

COURSE IDENTIFICATION SYSTEM 74

ACADEMIC LEVELS OF COURSES 75

GRADE REPORTING 75

CALCULATING YOUR GPA 75

GRADING SYSTEM FOR EARLY CREDIT/DUAL ENROLLMENT ASSOCIATE, BACHELOR, MASTERS AND DOCTORAL DEGREES 76
GRADE REQUIREMENTS FOR THE DOCTORAL DEGREE PROGRAMS 77
MAINTENANCE OF STUDENT PERMANENT RECORDS 77
ASTERISK GRADES FOR ASSOCIATE, BACHELOR, MASTER'S, AND DOCTORAL DEGREES 78
REQUESTING AN OFFICIAL TRANSCRIPT 80
REQUESTING COPIES OF SYLLABI 81
CONFORMANCE TO RULES AND REGULATIONS 81
CODE OF CONDUCT - ACADEMIC INTEGRITY 81
POLICY ON THE USE OF A PLAGIARISM DETECTION SYSTEM 82
POLICY ON STUDENT VERIFICATION FOR ACCESSING UNIVERSITY SYSTEMS, RESOURCES AND ONLINE COURSES 84
VALIDATIONS OF STUDENT TECHNOLOGY SERVICES AND PORTALS 84
STUDENT NETWORKING ACKNOWLEDGMENT 85
VETERANS 85
STANDARDS FOR ACADEMIC PROGRESS 85
SATISFACTORY PROGRESS TOWARD DEGREE COMPLETION 85
ACADEMIC PROBATION 86
ACADEMIC SUSPENSION 86
ADDITIONAL POLICIES FOR ACADEMIC PROGRESS IN DOCTORAL DEGREE PROGRAMS 86
ATTENDANCE POLICY 86
TYPED COURSEWORK PAPERS 87
GRADUATION REQUIREMENTS 87
STUDENT NAME ON OFFICIAL DOCUMENTS 88
ACADEMIC DRESS 88
DEGREE COMPLETION FEE 88

SPECIAL AWARDS AT GRADUATION 88

ADDITIONAL CRITERIA FOR AWARDS 91

SELECTION PROCESS 91

GRADUATION HONORS 91

NOTIFICATION TO STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 91

QUESTIONS 100

FEDERAL OVERSIGHT FOR FERPA - STUDENT PRIVACY POLICY OFFICE (SPPO) 100

STATEMENT ON SAFEGUARDING STUDENT RECORDS 100

STUDENT GUIDELINES FOR MILITARY DEPLOYMENT 101

SECTION 5: FINANCIAL AID, TUITION AND FEES 104

DEFINITION OF FINANCIAL AID 105

CATEGORIES OF AID 105

TYPES OF AID 105

COURSE LOAD REQUIREMENTS 105

TUITION AND FEES 106

PAYMENT OF TUITION AND FEES 115

TFC FINANCING SERVICES 115

NOTICE RELATED TO REFUND AND REPLACEMENT CHECKS 116

CHECKS 116

APPLYING FOR FINANCIAL AID 116

HOW FEDERAL FINANCIAL AID AWARDS ARE DETERMINED 117

FEDERAL AND STATE PROGRAMS 118

INSTITUTIONAL SCHOLARSHIPS, GRANTS, INCENTIVES, DISCOUNTS, AND SPECIAL TUITION RATES (COLLECTIVELY REFERRED TO AS SCHOLARSHIPS) 121

AMRIDGE UNIVERSITY FIRST-TIME FRESHMAN TUITION PROGRAM 122

AMRIDGE UNIVERSITY SCHOLARSHIP FOR HOME SCHOOL STUDENT 122

PROFESSIONAL CREDENTIALING SCHOLARSHIP 123
AMRIDGE UNIVERSITY SISTER INSTITUTION SCHOLARSHIP PROGRAM 123
DR. REX AND BARBARA TURNER MINISTERIAL SCHOLARSHIP PROGRAM 124
AMRIDGE UNIVERSITY CORPORATE ALLIANCE DISCOUNT 124
ACCELERATED DEGREE GRANT PROGRAM 125
AMRIDGE UNIVERSITY LAW ENFORCEMENT AND MEDICAL PROFESSIONALS SPECIAL TUITION RATE 126
SCHOLARSHIPS - BOARD OF REGENTS SCHOLARSHIPS 126
CHURCH SCHOLARSHIP GUIDELINES 129
ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID 130
SATISFACTORY PROGRESS TOWARD DEGREE COMPLETION 132
FINANCIAL AID REQUESTS 133
FINANCIAL AID PROBATION 133
REQUIRED CGPA'S BY DEGREE 133
STUDENT APPEALS PROCESS RELATED TO FINANCIAL AID 134
FINANCIAL AID RULES REGARDING WITHDRAWAL AND DROP 134
WITHDRAWAL FINANCIAL RESPONSIBILITY FOR ALL STUDENTS 134
UNOFFICIAL WITHDRAWAL FOR STUDENTS WITH A FEDERAL LOAN OR GRANT 134
ADJUSTMENT OF TITLE IV FUNDS DUE TO DISCONTINUANCE OF STUDY 135
FAILURE TO PASS 135
POLICY FOR DISBURSING FEDERAL LOANS AND PELL GRANTS (FEDERAL FINANCIAL AID) TO STUDENTS 136
FEDERAL PELL GRANT DURATION OF ELIGIBILITY 136
STUDENT FINANCIAL AID DISBURSEMENT 136
STUDENT FINANCIAL AID DISBURSEMENT BY SEMESTER 137
SCHEDULE OF FEDERAL FINANCIAL AID DISBURSEMENT 137
FEDERAL FINANCIAL AID OVER-AWARDS 138

THE VERIFICATION PROCESS 139
UNUSUAL ENROLLMENT HISTORY VERIFICATION PROCESS 140
DEPENDENCY OVERRIDE POLICY 140
PROFESSIONAL JUDGEMENT/SPECIAL CIRCUMSTANCES 141
ENROLLMENT CERTIFICATION 141
STUDENT RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH FINANCIAL AID 141
EDUCATIONAL TAX CREDIT – TAX FORMS 1098-T 143
EDUCATIONAL BENEFITS FOR MILITARY STUDENTS/VETERANS 143
TUITION AND FEES 143
CURRICULUM/DEGREE 143
REPEATED COURSES FOR VETERANS RECEIVING EDUCATIONAL BENEFITS 144
TUITION ASSISTANCE 144
ADJUSTMENT OF TUITION ASSISTANCE FUNDS DUE TO DISCONTINUANCE OF STUDY .. 144
VETERANS EDUCATIONAL ASSISTANCE PROGRAMS 146
STANDARDS OF PROGRESS 147
SATISFACTORY PROGRESS IS DETERMINED BY THE FOLLOWING GUIDELINES: 148
DROP/WITHDRAWAL POLICY FOR VETERANS 148
DISCONTINUANCE OF STUDY DURING A SEMESTER (FAILURE TO PASS) 148
PRINCIPLES OF EXCELLENCE 149
VA PAYMENTS AND RESPONSIBILITIES 149
OTHER TYPES OF ASSISTANCE THAT MAY BE AVAILABLE TO QUALIFIED VETERANS ... 149
AMRIDGE UNIVERSITY EMPLOYEE FINANCIAL AID CODE OF CONDUCT 150
BAN ON REVENUE-SHARING ARRANGEMENTS 150
BAN ON EMPLOYEES RECEIVING GIFTS FROM A LENDER, GUARANTY AGENCY OR LOAN SERVICER 150
BAN ON CONTRACTING ARRANGEMENTS 150

PROHIBITION AGAINST STEERING BORROWERS TO PARTICULAR LENDERS OR DELAYING LOAN CERTIFICATIONS 150

SECTION 6: STUDENT AFFAIRS AND SUPPORT SERVICES 152

STUDENT AFFAIRS AT AMRIDGE UNIVERSITY 153

STUDENT AFFAIRS OFFICES 153

REGISTRAR'S OFFICE AND RECORDS 153

FINANCIAL AID OFFICE 154

ADMISSIONS OFFICE 154

ACADEMIC ADVISING AND EVALUATION OFFICE 155

RECRUITMENT OFFICE 156

CAREER SERVICES OFFICE 157

STUDENT RETENTION AND SUPPORT 157

ADA CENTER 158

STUDENT PROBLEMS 158

STUDENT APPEALS 159

NETWORK OPERATIONS CENTER (NOC) 159

TEACHING AND LEARNING SUPPORT SERVICES 160

LIBRARY RESOURCES 160

ORIENTATION COURSE - EARLY ENROLLMENT DUAL CREDIT (FD 1405) 160

ORIENTATION COURSE – MANAGEMENT INTERVENTION (FD 1412) 161

EXPLORE LAB 161

BRAINFUSE ONLINE TUTORIAL SERVICE 161

CAPITOL PRAYER BREAKFAST 162

CHAPEL SERVICES 162

CAREER SERVICES TOOLS 162

ONLINE TRAINING AND INFORMATIONAL SERVICES 163

INSTRUCTIONAL TECHNOLOGY SUPPORT SERVICES 163
CANVAS ™ LMS AND ZOOM™ MOBILE APPS 163
STUDENT ADVISORY COMMITTEE 164
MYAMRIDGE PORTAL 164
SELF SERVICE – ONLINE ACADEMIC PLAN SUPPORT SYSTEM 165
REVE CHAT 165
AUXILIARY SUPPORT SERVICES 165
EBOOKS – VITALSOURCE BOOKSHELF™ AND THE AMRIDGE LIBRARY 165
AMRIDGE UNIVERSITY LAPTOP PROGRAM 166
REGISTRATION PROCESSING FOR LAPTOPS 166
LAPTOP SPECIFICATIONS 166
LAPTOP SERVICE AGREEMENT 166
LAPTOP SHIPMENT AND RESTRICTIONS 166
REPAIR AND SUPPORT QUESTIONS 167
COMPUTER REQUIREMENTS CHECKLIST FOR ONLINE LEARNING 167
HARDWARE FOR ZOOM 168
REQUIRED COMPUTER SOFTWARE 168
KEEPING YOUR COMPUTER IN TOP WORKING ORDER AND OBTAINING AND INSTALLING VENDOR SOFTWARE UPDATES 169

SECTION 7: STUDENT RIGHTS AND RESPONSIBILITIES ____ 170

STUDENT RIGHTS AND RESPONSIBILITIES 171
CODE OF CONDUCT 173
NON-ACADEMIC MISCONDUCT – CRIMINAL OFFENSES 173
NON-ACADEMIC MISCONDUCT NON-CRIMINAL 176
SMOKE FREE CAMPUS 180
DRUG-FREE WORKPLACE POLICY 180

SEXUAL HARASSMENT POLICY 180

SERVICES FOR STUDENTS WITH DISABILITIES 181

PHYSICAL AND LEARNING DISABILITIES 182

ACCOMMODATIONS FOR STUDENTS WITH PHYSICAL OR LEARNING DISABILITIES 182

STANDARD APPEALS/GRIEVANCE PROCESS 183

STUDENT PROBLEMS COMMITTEE 186

AGREEMENT OF BINDING ARBITRATION AND WAIVER OF JURY TRIAL, CERTAIN DAMAGES AND CLASS ACTIONS 186

INTELLECTUAL PROPERTY 187

CODE OF CONDUCT – ACCEPTABLE USE OF THE UNIVERSITY NETWORK, INTERNET, ONLINE COURSE SYSTEM, AND EMAIL 190

SOCIAL MEDIA GUIDELINES 193

POLICIES AND STANDARDS FOR AMRIDGE UNIVERSITY SOCIAL MEDIA 193

AMRIDGE UNIVERSITY SOCIAL MEDIA POLICY 193

ABOUT THE AMRIDGE UNIVERSITY SOCIAL MEDIA SITES 194

BEST PRACTICES FOR USING SOCIAL MEDIA 194

STATEMENT ON COPYING AMRIDGE UNIVERSITY CLASS SESSIONS 195

SECTION 8: SOUTHERN CHRISTIAN UNIVERSITY LIBRARY (LEARNING RESOURCE CENTER) OF AMRIDGE UNIVERSITY ____ 196

OVERVIEW 197

MISSION STATEMENT OF THE SOUTHERN CHRISTIAN LIBRARY 197

TEACHING AND LEARNING SUPPORT SERVICES AVAILABLE TO AMRIDGE UNIVERSITY STUDENTS AND FACULTY 198

PRINTED RESOURCES AND INTERLIBRARY LOAN SERVICES 198

ONLINE ACCESS 198

ONLINE JOURNALS AND MAGAZINES 198

ELECTRONIC BOOKS AND ONLINE DISSERTATIONS/THESES 199

E-BOOKS 199
ONLINE DISSERTATIONS/THESES: 199
INSTRUCTION OF LIBRARY USE 199
COMPUTER SERVICES 199
PHOTOCOPY SERVICE 200
HOURS OF OPERATION 200
GUEST POLICY 200
CHECK OUT PROCEDURE 200
LOAN PERIOD 200
RENEWAL POLICY 201
OVERDUE BOOKS 201
LOST OR EXTREMELY LATE MATERIAL 201
DAMAGED MATERIALS 201
PERIODICALS NOT ONLINE 201
LEARNING RESOURCE CENTER COURTESY 201
BUILDING SAFETY AND SECURITY 201

SECTION 9: THE COLLEGE OF BUSINESS AND LEADERSHIP ____ 203

PURPOSE OF THE COLLEGE OF BUSINESS AND LEADERSHIP 204
UNDERGRADUATE EDUCATIONAL GOALS OF THE COLLEGE OF BUSINESS AND LEADERSHIP 204
GRADUATE EDUCATIONAL GOALS OF THE COLLEGE OF BUSINESS AND LEADERSHIP205
ADMISSION REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS 205
GENERAL EDUCATION REQUIREMENTS 205
ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS 206
REQUIRED GENERAL EDUCATION COMPETENCIES 206
BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS 207

REQUIRED GENERAL EDUCATION COMPETENCIES 208
BACHELOR DEGREE GENERAL EDUCATION ELECTIVES 209
COURSE REQUIREMENT FOR ALL UNDERGRADUATE STUDENTS 210
VALIDATION OF COURSES 210
SECOND DEGREE OPTION FOR BACHELOR DEGREE STUDENTS 210
GRADUATE CREDIT FOR QUALIFIED UNDERGRADUATE SENIORS 211
ASSOCIATE OF ARTS: BUSINESS ADMINISTRATION 211
DEGREE COMPLETION 213
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION 214
ASSOCIATE OF ARTS: HUMAN RESOURCE LEADERSHIP 214
DEGREE COMPLETION 216
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN HUMAN RESOURCE LEADERSHIP 216
ASSOCIATE OF ARTS: INFORMATION SYSTEMS MANAGEMENT 217
DEGREE COMPLETION 219
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN INFORMATION SYSTEMS MANAGEMENT 219
ASSOCIATE OF ARTS: WEB DEVELOPMENT 220
DEGREE COMPLETION 221
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN WEB DEVELOPMENT . 222
BACHELOR OF SCIENCE: BUSINESS ADMINISTRATION 222
GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION 225
BACHELOR OF SCIENCE: HUMAN RESOURCE LEADERSHIP 226
GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN HUMAN RESOURCE LEADERSHIP 228
BACHELOR OF SCIENCE: INFORMATION SYSTEMS MANAGEMENT 229

GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT 232
BACHELOR OF SCIENCE: MANAGEMENT 232
GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN MANAGEMENT 235
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION 235
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 236
REQUIRED COURSES FOR THE MASTER OF BUSINESS ADMINISTRATION 236
GRADUATION REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION 237
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES 237
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 238
REQUIRED COURSES FOR THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES 238
GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES 239
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN LEADERSHIP AND MANAGEMENT 239
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 240
REQUIRED COURSES FOR THE MASTER OF SCIENCE IN LEADERSHIP AND MANAGEMENT 240
GRADUATION REQUIREMENTS FOR THE MASTER OF SCIENCE IN LEADERSHIP AND MANAGEMENT 241
ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 242
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 244
APPROVAL BY INSTITUTIONAL REVIEW BOARD 244
REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 245
RESEARCH EXPECTATIONS 246
QUALIFYING EXAMINATION 246

QUALIFICATIONS AND PROCEDURES FOR THE QUALIFYING EXAMINATION 247

CANDIDACY STATUS 247

DISSERTATION COMMITTEE FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 247

DISSERTATION MODULES 248

REQUIREMENTS FOR DISSERTATION MODULE COURSES 248

GRADUATION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 248

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT 249

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 251

APPROVAL BY INSTITUTIONAL REVIEW BOARD 251

REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT 251

RESEARCH EXPECTATIONS 252

QUALIFYING EXAMINATION 253

QUALIFICATIONS AND PROCEDURES FOR THE QUALIFYING EXAMINATION 253

CANDIDACY STATUS 254

DISSERTATION COMMITTEE FOR THE DOCTOR OF PHILOSOPHY IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT 254

DISSERTATION MODULES 254

REQUIREMENTS FOR DISSERTATION MODULE COURSES 255

GRADUATION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT 255

SECTION 10: THE COLLEGE OF GENERAL STUDIES ____ 257

PURPOSE OF THE COLLEGE OF GENERAL STUDIES 258

EDUCATIONAL GOALS OF THE COLLEGE OF GENERAL STUDIES 258

UNDERGRADUATE ADMISSION REQUIREMENTS 259
GENERAL EDUCATION REQUIREMENTS 259
ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS 259
REQUIRED GENERAL EDUCATION COMPETENCIES 259
BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS 260
REQUIRED GENERAL EDUCATION COMPETENCIES 261
BACHELOR DEGREE GENERAL EDUCATION ELECTIVES 262
COURSE REQUIREMENT FOR ALL UNDERGRADUATE STUDENTS 263
VALIDATION OF COURSES 263
SECOND DEGREE OPTION FOR BACHELOR DEGREE STUDENTS 263
GRADUATE CREDIT FOR QUALIFIED UNDERGRADUATE SENIORS 264
ASSOCIATE OF ARTS: CRIMINAL JUSTICE 264
DEGREE COMPLETION 266
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN CRIMINAL JUSTICE 266
ASSOCIATE OF ARTS: HUMAN DEVELOPMENT 267
DEGREE COMPLETION 268
GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN HUMAN DEVELOPMENT 269
ASSOCIATE OF ARTS: LIBERAL STUDIES 273
DEGREE COMPLETION 275
GRADUATION REQUIREMENTS FOR THE ASSOCIATES OF ARTS IN LIBERAL STUDIES 275
BACHELOR OF SCIENCE: CRIMINAL JUSTICE 276
GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN CRIMINAL JUSTICE 278
BACHELOR OF SCIENCE: HUMAN DEVELOPMENT 279
GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN HUMAN DEVELOPMENT 281

SECTION 11: SCHOOL OF EDUCATION AND HUMAN SERVICES _____ 283

PURPOSE OF THE SCHOOL OF EDUCATION AND HUMAN SERVICES 283
EDUCATIONAL GOALS OF THE SCHOOL OF EDUCATION AND HUMAN SERVICES 284
ADMISSION REQUIREMENTS 284
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN HUMAN SERVICES 284
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 285
REQUIRED COURSES FOR THE MASTER OF SCIENCE IN HUMAN SERVICES 285
GRADUATION REQUIREMENTS FOR THE MASTER OF SCIENCE IN HUMAN SERVICES 286
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES 287
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY 287
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 289
PRACTICUM AND CLINICAL TRAINING 289
REQUIRED COURSES FOR THE MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY 289
GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY 290
LICENSURE INFORMATION RELATED TO MARRIAGE AND FAMILY THERAPIST 291
AMRIDGE UNIVERSITY MARRIAGE AND FAMILY THERAPY COURSES BY AAMFT CATEGORY 294
DUAL LICENSURE 296
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN PROFESSIONAL COUNSELING 296
LICENSURE INFORMATION RELATED TO PROFESSIONAL COUNSELING 298
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 299
PRACTICUM AND CLINICAL TRAINING 299
SPECIAL NOTE RELATED TO PRACTICUM AND CLINICAL TRAINING FOR PROFESSIONAL COUNSELING STUDENTS 299

REQUIRED COURSES FOR THE MASTER OF ARTS IN PROFESSIONAL COUNSELING..... 300

GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN PROFESSIONAL COUNSELING 301

AMRIDGE UNIVERSITY PROFESSIONAL COUNSELING COURSES BY CACREP CATEGORY302

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN MARRIAGE AND FAMILY THERAPY..... 303

LICENSURE INFORMATION RELATED TO MARRIAGE AND FAMILY THERAPIST..... 305

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 306

PRACTICUM AND CLINICAL TRAINING..... 306

REQUIRED COURSES FOR THE MASTER OF DIVINITY IN MARRIAGE AND FAMILY THERAPY 307

SPECIAL NOTE RELATED TO PRACTICUM AND CLINICAL COURSES..... 308

COMPREHENSIVE EXAMINATION REQUIREMENT 309

QUALIFICATIONS FOR THE COMPREHENSIVE EXAMINATION 309

GRADING OF THE COMPREHENSIVE EXAM 309

GRADUATION REQUIREMENTS FOR THE MASTER OF DIVINITY IN MARRIAGE AND FAMILY THERAPY..... 310

AMRIDGE UNIVERSITY MARRIAGE AND FAMILY THERAPY COURSES BY AAMFT CATEGORY 311

DUAL LICENSURE 313

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN PROFESSIONAL COUNSELING 313

LICENSURE INFORMATION RELATED TO PROFESSIONAL COUNSELING..... 314

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 315

REQUIRED COURSES FOR THE MASTER OF DIVINITY IN PROFESSIONAL COUNSELING .. 315

PRACTICUM AND CLINICAL TRAINING..... 317

SPECIAL NOTE RELATED TO PRACTICUM AND CLINICAL TRAINING FOR PROFESSIONAL COUNSELING STUDENTS 317

COMPREHENSIVE EXAMINATION REQUIREMENT 318

QUALIFICATIONS FOR THE COMPREHENSIVE EXAMINATION 318

GRADING OF THE COMPREHENSIVE EXAM 318

GRADUATION REQUIREMENTS FOR THE MASTER OF DIVINITY IN PROFESSIONAL COUNSELING 319

AMRIDGE UNIVERSITY PROFESSIONAL COUNSELING COURSES BY CACREP CATEGORY320

DUAL LICENSURE 321

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY I 321

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 323

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 323

APPROVAL BY INSTITUTIONAL REVIEW BOARD 323

REQUIRED COURSES FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY I (66 SEMESTER HOURS) 324

DISSERTATION COMMITTEE 325

DISSERTATION MODULES 325

REQUIREMENTS FOR DISSERTATION MODULE COURSES 326

GRADUATION REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY I 326

ADMISSION AD DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY II 326

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 327

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 328

APPROVAL BY INSTITUTIONAL REVIEW BOARD 328

REQUIRED COURSES FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY II (36 SEMESTER HOURS) 329

DISSERTATION COMMITTEE 330

DISSERTATION MODULES 330

REQUIREMENTS FOR DISSERTATION MODULE COURSES 330

GRADUATION REQUIREMENTS FOR THE DOCTOR OF MINISTRY IN FAMILY THERAPY II331

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF EDUCATION IN HIGHER EDUCATION ADMINISTRATION 331

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 332

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 333

APPROVAL BY INSTITUTIONAL REVIEW BOARD 333

REQUIRED COURSES FOR THE DOCTOR OF EDUCATION IN HIGHER EDUCATION ADMINISTRATION 333

ONLINE INTERNET AND COMPUTER REQUIREMENTS FOR LIVE WEB PARTICIPATION ... 335

QUALIFYING EXAMINATION 335

CANDIDACY STATUS 335

DISSERTATION COMMITTEE 335

REQUIREMENTS FOR DISSERTATION MODULE COURSES 336

GRADUATION REQUIREMENTS FOR THE DOCTOR OF EDUCATION IN HIGHER EDUCATION ADMINISTRATION 336

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 337

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY 338

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 339

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 340

APPROVAL BY INSTITUTIONAL REVIEW BOARD 340

REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY 340

RESEARCH EXPECTATIONS 342

QUALIFYING EXAMINATION PREPARATION COURSE 342

QUALIFICATIONS AND PROCEDURES FOR THE QUALIFYING EXAMINATION 342

CANDIDACY STATUS 343

DISSERTATION COMMITTEE FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY 343

DISSERTATION MODULES 344

REQUIREMENTS FOR DISSERTATION MODULE COURSES 344

GRADUATION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY 344

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN PROFESSIONAL COUNSELING 345

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 347

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 347

APPROVAL BY INSTITUTIONAL REVIEW BOARD 347

REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN PROFESSIONAL COUNSELING348

RESEARCH EXPECTATIONS 349

QUALIFYING EXAMINATION PREPARATION COURSE 349

QUALIFICATIONS AND PROCEDURES FOR THE QUALIFYING EXAMINATION 350

CANDIDACY STATUS 350

DISSERTATION COMMITTEE FOR THE DOCTOR OF PHILOSOPHY IN PROFESSIONAL COUNSELING 351

DISSERTATION MODULES 351

REQUIREMENTS FOR DISSERTATION MODULE COURSES 351

GRADUATION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN PROFESSIONAL COUNSELING 352

LICENSURE RELATED TO THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY AND THE PROFESSIONAL COUNSELING PROGRAMS 352

SECTION 12: TURNER SCHOOL OF THEOLOGY 354

PURPOSE OF THE TURNER SCHOOL OF THEOLOGY 355

UNDERGRADUATE EDUCATIONAL GOALS OF THE TURNER SCHOOL OF THEOLOGY 355

GRADUATE EDUCATIONAL GOALS OF THE TURNER SCHOOL OF THEOLOGY 356

ADMISSION REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS 357

GENERAL EDUCATION REQUIREMENTS 357

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS 357

REQUIRED GENERAL EDUCATION COMPETENCIES 357

BACHELOR DEGREE GENERAL EDUCATION REQUIREMENTS 358

REQUIRED GENERAL EDUCATION COMPETENCIES 359

BACHELOR DEGREE GENERAL EDUCATION ELECTIVES 360

COURSE REQUIREMENT FOR ALL UNDERGRADUATE STUDENTS 361

VALIDATION OF COURSES 361

SECOND DEGREE OPTION FOR BACHELOR DEGREE STUDENTS 361

GRADUATE CREDIT FOR QUALIFIED UNDERGRADUATE SENIORS 362

THE TURNER SCHOOL OF THEOLOGY RESIDENCY REQUIREMENTS 362

ASSOCIATE OF ARTS: MINISTRY/BIBLE 362

DEGREE COMPLETION 364

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS IN MINISTRY/BIBLE 364

BACHELOR OF SCIENCE: MINISTRY/BIBLE 365

GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN MINISTRY/BIBLE 367

BACHELOR OF ARTS: BIBLICAL STUDIES 368

GRADUATION REQUIREMENTS FOR THE BACHELOR OF ARTS IN BIBLICAL STUDIES 370

ADMISSION AND DEGREE REQUIREMENTS FOR THE PROFESSIONAL STUDIES GRADUATE CERTIFICATE IN MINISTRY 370

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 371

REQUIRED COURSES FOR THE PROFESSIONAL STUDIES GRADUATE CERTIFICATE IN MINISTRY 372

GRADUATION REQUIREMENTS FOR THE PROFESSIONAL STUDIES GRADUATE CERTIFICATE IN MINISTRY 373

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDISCIPLINARY STUDIES 373

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHRISTIAN MINISTRY 374

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 374

REQUIRED COURSES FOR THE MASTER OF SCIENCE IN CHRISTIAN MINISTRY 374

GRADUATION REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHRISTIAN MINISTRY375

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF SCIENCE IN MINISTERIAL LEADERSHIP 376

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 376

REQUIRED COURSES FOR THE MASTER OF SCIENCE IN MINISTERIAL LEADERSHIP 376

GRADUATION REQUIREMENTS FOR THE MASTER OF SCIENCE IN MINISTERIAL LEADERSHIP 377

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN CHRISTIAN EDUCATION 378

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 378

REQUIRED COURSES FOR THE MASTER OF ARTS IN CHRISTIAN EDUCATION 379

GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN CHRISTIAN EDUCATION. 379

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN NEW TESTAMENT STUDIES 380

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 381

REQUIRED COURSES FOR THE MASTER OF ARTS IN NEW TESTAMENT STUDIES 381

GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN NEW TESTAMENT STUDIES382

ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN OLD TESTAMENT STUDIES 382
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 383
REQUIRED COURSES FOR THE MASTER OF ARTS IN OLD TESTAMENT STUDIES 383
GRADUATION REQUIREMENTS FOR THE MASTER OF ARTS IN OLD TESTAMENT STUDIES384
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY IN MINISTERIAL LEADERSHIP 385
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 386
REQUIRED COURSES FOR THE MASTER OF DIVINITY IN MINISTERIAL LEADERSHIP 386
COMPREHENSIVE EXAMINATION REQUIREMENT 388
QUALIFICATIONS FOR THE COMPREHENSIVE EXAMINATION 388
GRADING OF THE COMPREHENSIVE EXAM 388
GRADUATION REQUIREMENTS FOR THE MASTER OF DIVINITY IN MINISTERIAL LEADERSHIP 389
ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF DIVINITY 389
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 391
REQUIRED COURSES FOR THE MASTER OF DIVINITY 391
COMPREHENSIVE EXAMINATION REQUIREMENT 392
QUALIFICATIONS FOR THE COMPREHENSIVE EXAMINATION 392
GRADING OF THE COMPREHENSIVE EXAM 393
GRADUATION REQUIREMENTS FOR THE MASTER OF DIVINITY 393
ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF MINISTRY 394
APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 395
TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 396
APPROVAL BY INSTITUTIONAL REVIEW BOARD 396
REQUIRED COURSES FOR THE DOCTOR OF MINISTRY 396

REQUIRED COURSES FOR THE DOCTOR OF MINISTRY – ALTERNATIVE TRACK 398

RESIDENCY REQUIREMENT 399

CANDIDACY STATUS 399

DISSERTATION COMMITTEE 400

DISSERTATION MODULES 400

REQUIREMENTS FOR DISSERTATION MODULE COURSES 401

GRADUATION REQUIREMENTS FOR THE DOCTOR OF MINISTRY 401

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES 401

MINIMUM PREREQUISITE COURSES REQUIRED FOR OLD TESTAMENT CONCENTRATION:403

MINIMUM PREREQUISITE COURSES REQUIRED FOR NEW TESTAMENT CONCENTRATION:403

APPLICANTS FOR WHOM ENGLISH IS A SECOND LANGUAGE MUST PROVIDE DOCUMENTED EVIDENCE OF ENGLISH PROFICIENCY IN ONE OF TWO WAYS: 404

LANGUAGE REQUIREMENT 404

TIME NORMALLY REQUIRED TO COMPLETE THE PROGRAM 405

APPROVAL BY INSTITUTIONAL REVIEW BOARD 405

REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES WITH OLD TESTAMENT CONCENTRATION 405

REQUIRED COURSES FOR THE DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES WITH NEW TESTAMENT CONCENTRATION 407

RESIDENCY REQUIREMENT 408

ONLINE INTERNET AND COMPUTER REQUIREMENTS FOR LIVE WEB PARTICIPATION ... 409

RESEARCH EXPECTATIONS 409

QUALIFYING EXAMINATION PREPARATION COURSE 409

QUALIFICATIONS AND PROCEDURES FOR THE QUALIFYING EXAMINATION 409

CANDIDACY STATUS 410

DISSERTATION COMMITTEE 410

DISSERTATION MODULES 411

REQUIREMENTS FOR DISSERTATION MODULE COURSES 411

GRADUATION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES411

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES 412

SECTION 13: SCHOOL OF CONTINUING EDUCATION ____ 414

PURPOSE OF THE SCHOOL OF CONTINUING EDUCATION 415

EDUCATIONAL GOALS OF THE SCHOOL OF CONTINUING EDUCATION 415

OVERVIEW 415

CONTINUING EDUCATION COURSES AND PUBLIC SERVICE PROGRAMS 415

TEACHING AND FACILITATING VIA DISTANCE EDUCATION 416

AUDIT COURSES 416

SOUTHERN CHRISTIAN UNIVERSITY LIBRARY SERVICES 416

CONTINUING EDUCATION UNIT (CEU) 416

CONTACT INFORMATION 417

SECTION 14: COURSE DESCRIPTIONS ____ 418

UNDERGRADUATE LEVEL COURSE DESCRIPTIONS 419

GRADUATE AND DOCTORAL LEVEL COURSE DESCRIPTIONS 491

DISSERTATION MANUALS – DOCTOR OF MINISTRY AND DOCTOR OF PHILOSOPHY DEGREE PROGRAMS 598

SECTION 15: ADMINISTRATION ____ 599

GOVERNANCE 600

BOARD OF REGENTS 600

OFFICERS 600

ADMINISTRATION, INSTITUTIONAL SUPPORT, AND STAFF 601

FACULTY 606

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, Inc. is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Amridge University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Amridge University, Inc. may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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. Amridge University complies with all applicable laws and regulations including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other federal, state or local laws or executive orders applicable to it, and in compliance with such laws and regulations Amridge University prohibits, and 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, veteran status, or sex in any education program or activity that it operates. 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.

STUDENT RESIDENCY POLICY

The initial determination of residency status is based on information provided by the student during the admissions process.

Amridge University relies on the student's self-determination of the state in which he or she resides. Any changes must be made on the online change of address form and confirmed via the online semester registration.

PARTICIPATING UNIVERSITY IN THE NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA)

Amridge University has been approved to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA), in which Alabama is a member state. NC-SARA is an agreement among member states and institutions which have established national standards for distance learning. This is a voluntary agreement among member states and U.S. territories that establishes comparable national standards for the offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. As a participating member, Amridge University is held to a standard of providing quality distance education.

CALENDAR FOR THE 2025-2026 ACADEMIC YEAR

This section includes important information on the days of operation of Amridge University for the 2025-2026 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 2025

Dates	Fall 2025 Full 14-week Term	Fall 2025 8-Week Term
July 4, 2025	Holiday (Independence Day) Live classes re-scheduled	
Jul 7 - Aug 17, 2025	**Open (priority) Registration**	
Aug 18 - Aug 24, 2025	**Late Registration**	
August 25, 2025	**Classes Begin**	
Aug 25 - Sept 5, 2025	**Registration continues**	
Aug 25 - 31, 2025	Week 1	
August 29, 2025	Last day to add a class	
September 1, 2025	Holiday (Labor Day) Live classes re-scheduled	
Sept 1 - 7, 2025	Week 2	
Sept 8 - 14, 2025	Week 3	**Open (priority) Registration**
Sept 15 - 21, 2025	Week 4	**Open Registration**
Sept 22 – 28, 2025	Week 5	**Open Registration**
Sept 29 - Oct 5, 2025	Week 6	**Late Registration**
Oct 6 - 12, 2025	Week 7 Mid-Term Exams	**Week 1 Classes Begin Oct 6**
October 13, 2025	Holiday (Columbus Day) Live classes re-scheduled	Holiday (Columbus Day) Live classes re-scheduled
Oct 13 - 19, 2025	Week 8	Week 2
Oct 20 - 26, 2025	Week 9	Week 3
Oct 27 - Nov 2, 2025	Week 10 (60% point)	Week 4
Nov 3 - 9, 2025	Week 11	Week 5
Nov 10 - 16, 2025	Week 12	Week 6
November 11, 2025	Holiday (Veterans Day) Live classes re-scheduled	Holiday (Veterans Day) Live classes re-scheduled
Nov 17 - 23, 2025	Week 13	Week 7
Nov 21, 2025	Last day to withdraw	Last day to withdraw
Nov 24 - 30, 2025	Thanksgiving Break Amridge Closed Nov. 26-28	Thanksgiving Break Amridge Closed Nov. 26-28
Dec 1 - 5, 2025	Week 14 Final Exams	Week 8 Final Exams
December 7, 2025	End of Semester 11:59 p.m. Central	End of Semester 11:59 p.m. Central
December 9, 2025	Grades posted	Grades posted
Dec 22 - 26, 2025	Christmas Break for students	Christmas Break for students
December 28, 2025	Asterisk work deadline 5:00 p.m. Central	Asterisk work deadline 11:59 p.m. Central

January 1, 2026	Amridge Closed	Amridge Closed

SPRING 2026

Dates	Spring 2026 Full 14-week term	
Oct 20 - Dec 28, 2025	**Open (priority) Registration**	
January 1, 2026	Holiday (New Year's)	
Dec 29 – Jan 4, 2026	**Late Registration**	
January 5, 2026	**Classes Begin**	
Jan 5 - 16, 2026	**Registration continues**	
Jan 5 – 11, 2026	Week 1	
January 9, 2026	Last day to add a class	
Jan 12 – 18, 2026	Week 2	
January 19, 2026	Holiday (Martin Luther King, Jr.) Live classes re-scheduled	
		Spring 2026 8-Week Term
Jan 19 - 25, 2026	Week 3	**Open (priority) Registration**
Jan 26 - Feb 1, 2026	Week 4	**Open Registration**
Feb 2 - 8, 2026	Week 5	**Open Registration**
Feb 9 - 15, 2026	Week 6	**Late Registration**
Feb 16 - 22, 2026	Week 7 Mid-Term Exams	**Week 1 Classes Begin Feb 16**
Feb 23 - Mar 1, 2026	Week 8	Week 2
Mar 2 - 8, 2026	Week 9	Week 3
Mar 9 - 15, 2026	Week 10 (60% point)	Week 4
Mar 16 - 22, 2026	Spring Break	Spring Break
Mar 23 - 29, 2026	Week 11	Week 5
Mar 30 – Apr 5, 2026	Week 12	Week 6
Apr 6 - 12, 2026	Week 13	Week 7 (60% point)
April 10, 2026	Last day to withdraw	Last day to withdraw
Apr 13 - 19, 2026	Week 14 Final Exams	Week 8 Final Exams
April 17, 2026	End of Semester 11:59 p.m. Central	End of Semester 11:59 p.m. Central
April 21, 2026	Grades posted	Grades posted
May 10, 2026	Asterisk work deadline 11:59 p.m. Central	Asterisk work deadline 11:59 p.m. Central

SUMMER 2026

Dates	Summer 2026 Full 14-week term	
Mar 2 - Apr 26, 2026	**Open (priority) Registration**	
Apr 27 - May 3, 2026	**Late Registration**	
May 4, 2026	**Classes Begin**	
May 4 - 15, 2026	**Registration continues**	
May 4 - 10, 2026	Week 1	
May 8, 2026	Last day to add a class	
May 11 - 17, 2026	Week 2	**Summer 2026 8-Week Term**
May 18 – 24, 2026	Week 3	**Open (priority) Registration**
May 25, 2026	Holiday (Memorial Day) Live classes re-scheduled	Holiday (Memorial Day) Live classes re-scheduled
May 25 - 31, 2026	Week 4	**Open Registration**

June 1 - 7, 2026	Week 5	**Open Registration**
Jun 8 – 14, 2026	Week 6	**Late Registration**
June 19, 2026	Holiday (Juneteenth) Live classes re-scheduled	Holiday (Juneteenth) Live classes re-scheduled
Jun 15 - 21, 2026	Week 7 Mid-Term Exams	**Week 1 Classes Begin Jun 15**
Jun 22 - 28, 2026	Week 8	Week 2
June 29 – Jul 5, 2026	Week 9	Week 3
July 3, 2026	Holiday (Independence Day) Live classes re-scheduled	Holiday (Independence Day) Live classes re-scheduled
Jul 6 - 12, 2026	Week 10 (60% point)	Week 4
Jul 13- 19, 2026	Week 11	Week 5
Jul 20 - 26, 2026	Week 12	Week 6
Jul 27 - Aug 2, 2026	Week 13	Week 7 (60% point)
July 31, 2026	Last day to withdraw	Last day to withdraw
Aug 3 - 7, 2026	Week 14 Final Exams	Week 8 Final Exams
August 9, 2026	End of Semester 11:59 p.m. Central	End of Semester 11:59 p.m. Central
August 11, 2026	Grades posted	Grades posted
August 30, 2026	Asterisk work deadline 11:59 p.m. Central	Asterisk work deadline 11:59 p.m. Central

The programs, policies, regulations, curricula, fees, and other information as set forth in the 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 the 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 over 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 amridgeuniversity.edu for academic and support services. I know you will find these services extremely helpful. 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, 93% are currently employed, and 92% said they would recommend Amridge University to a friend.

In conclusion, it is with great pleasure that I welcome you to Amridge University. At this time, please visit the specific College or School (College of Business and Leadership, College of General Studies, School of Education and 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 and Institutional Effectiveness

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 initially 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 just to 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, personal development skills, communication skills, leadership skills, and competencies 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 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 former communist Russia. The impact of this spiritual contact had an enormous effect on the institution: (1) many friends of the University used the institution's educational contacts to go throughout Russia; (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 initially 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 SACSCOC; (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 (SACSCOC) 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 by strengthening the student affairs staff and enhancing student awareness of and access to a widening range of student services. He has also played a key role in strengthening the stability and quality of instruction by increasing the number of courses taught by full-time faculty and modernizing the University's course delivery technology. Under his leadership, the University has introduced 18 new degree programs and created early credit and dual enrollment opportunities for high school students in an effort to shape the next generation of learners. In 2018, he further extended the University's mission by founding the Ministry Institute, an initiative in response to the growing concerns of minister burnout, employee succession planning, and congregational vitality at the macro level.

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 a 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.

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 service

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. As a designee of one of the initial fifteen nationally recognized Distance Education Demonstration Program Participants by the U.S. Department of Education, Amridge University has served as a national model for distance education for many years. Mandated by Congress, this program was designed to assist the U.S. Department of Education in developing and testing programs offering distance education students traditional financial aid programs and services which had previously been prohibited.

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 to 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 a 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.

Student Residency Policy

The initial determination of residency status is based on information provided by the student during the admissions process.

Amridge University relies on the student's self-determination of the state in which he or she resides. Any changes must be made on the online change of address form and confirmed via the online semester registration.

DISTANCE EDUCATION OVERVIEW

At Amridge University, the Distance Education Program is a delivery system that brings the classroom to the student. Traditional instruction is combined with modern technology to extend educational opportunities 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 through the University's Learning Management System that utilizes ***Canvas***™, and ***Zoom***™ to provide services to our student learners using online discussion groups, testing, and emailing. Some courses are streamed live via ***Zoom***™ and are viewed over the Internet as the class is being taught, or at the student's convenience videos are archived for later viewing.

Distance Education students are required to demonstrate that they have attended class through weekly discussion postings, quizzes and written assignments. The completion of these assignments helps instructors ascertain whether or not the student is participating weekly in the class.

Distance Education students maintain the same academic schedule as traditional campus-based students. Assignments and research papers must be submitted to instructors as scheduled, and exams must be taken at the designated times.

The Distance Education Program at Amridge University has been approved by the Commission on Colleges of the Southern Association of Colleges and Schools since 1994 and remains an integral part of the University's regular undergraduate, graduate, and doctoral degree programs. Distance education students have all of the same rights and privileges as traditional campus-based students, receive the same quality of instruction, and are awarded the same diplomas. The academic transcripts reflect credit consistent with academic reporting standards.

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 capital 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 approximately 200,000. There are many congregations and educational institutions. Historical sites include the first capital 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 learning 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 services 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:

- **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 and Inst. Effectiveness
        - 334.387.7502 or 1.888.790.8080, extension 7502
        - LEETAYLOR@AMRIDGEUNIVERSITY.EDU
    - **Dean of Academic and Student Affairs**
        - Dr. Carl Byrd
        - 334.387.7569 or 1.888.790.8080, extension 7569
        - CARLBYRD@AMRIDGEUNIVERSITY.EDU
    - **Director of Instruction**
        - Dr. Michael Strickland
        - 334.387.7869 or 1.888.790.8080, extension 7869
        - MICHAELSTRICKLAND@AMRIDGEUNIVERSITY.EDU
- **ADMISSIONS – NEW AND CURRENT STUDENT PROCESSING**
    - ADMISSIONS@AMRIDGEUNIVERSITY.EDU

- 334.387.3877 or 1.888.790.8080, extension 1

- **ADVISING – NEW AND CURRENT STUDENT PROCESSING**

  Associate Dean of Student Services and Enrollment Management
  - Brooks Housley
  - BROOKSHOUSLEY@AMRIDGEUNIVERSITY.EDU
  - 334.387.3877 or 1.888.790.8080, extension 2
- **CAREER SERVICES CENTER**
  - CAREERSERVICES@AMRIDGEUNIVERSITY.EDU
  - 334.387.7512 or 1.888.790.8080, extension 7512 (**Note:** The University provides career services but does not provide job placement services.)
- **BUSINESS OFFICE**
  - BUSINESSOFFICE@AMRIDGEUNIVERSITY.EDU
  - Student Billing/Account Receivable: 1.888.790.8080, extension 7
- **LIBRARY/ LEARNING RESOURCES**
  - Terence Sheridan
  - LIBRARY@AMRIDGEUNIVERSITY.EDU
  - Montgomery – Main Campus [Students, Faculty, and Visitors]: 1.888.790.8080, extension 6
- **STUDENT FINANCIAL AID**
  - Erica Willis – Interim Financial Aid Director
  - Sarah Norton – Military Point of Contact and VA Certifying Official & Military Tuition Assistance
  - 1.888.790.8080, extension 3
  - FINANCIALAID@AMRIDGEUNIVERSITY.EDU
- **STUDENT REGISTRY**
  - REGISTRAR@AMRIDGEUNIVERSITY.EDU
  - Registrar/Transcripts/Grades: 334.387.7528 or 1.888.790.8080, extension 5
- **STUDENT COMPUTER AND TECHNOLOGY SERVICES**
  - NOC@AMRIDGEUNIVERSITY.EDU
  - Instructional Online Support [Canvas]: 1.888.790.8080, extension 4

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 Education and 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 email, 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.

NOTICE ABOUT FRAUDULENT ACTIVITIES DURING THE APPLICATION PROCESS

Any student or potential student who engages in, or has engaged in, fraudulent activities (academic, financial, or otherwise) related to enrollment with Amridge University will be denied admission to any of Amridge University's academic programs. Students who engage in fraudulent activities (academic, financial, or otherwise), while enrolled at Amridge are subject to dismissal in the University's sole discretion.

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 required items for unconditional admission to Amridge University. Until all required 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 of one semester.

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.

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.

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 18 or above on the American College Test (ACT) or 900 or above on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board.

- An unconditionally admitted first time freshman student will only be permitted to enroll part-time and take a maximum of 8 semester hours for the first two semesters.

Undergraduate Entry-Level College Admission (First-Time Freshman)—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.

- A conditionally admitted first time freshman student will only be permitted to enroll part-time and take a maximum of 8 semester hours for the first two semesters.

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

- High school diploma, GED graduates, home-schooled applicants or applicants from non-accredited high schools whose composite ACT score equals 16 - 17 or SAT Combined Critical Reading and Math scores equals 830 - 890 may be eligible for conditional admission.
- Service member and veteran applicants who provide a military transcript are eligible for conditional admission and are not required to submit an aptitude test.

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. 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, CEUs, 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 and Institutional Effectiveness 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 EARLY CREDIT/DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

Amridge University allows eligible high school students to enroll in online college classes prior to the completion of their high school coursework and/or concurrently while attending high school classes. Students may enroll in courses for which high school prerequisites have been completed and may receive college credit for their work. Any high school credit awarded is a matter between students and their high school and/or the appropriate local/state board or agency. Students are eligible for part-time enrollment up to 16 credit hours upon acceptance into the program and are only allowed to register for 14 week courses and must register before the first day of class.

Requirements for admission to early enrollment/ dual credit enrollment are:

1. Submission of a high school transcript
2. Have successfully completed the tenth grade and/or be at least 16 years old at the time of enrollment.
3. Meet or exceed a 3.25 high school grade point average and/or Score 18 or above on ACT or Score 900 on SAT
4. Submit a recommendation form from a teacher, guidance counselor, or principal that indicates the student possesses the necessary academic readiness, social maturity skills, and computer proficiency skills for successful participation in the Early Credit/Dual Enrollment program. This form is provided by the University.
5. Complete a program agreement form.

6. Participate in an Early Credit/Dual Enrollment orientation course their first semester. Note: Students will be automatically enrolled in the orientation course their first semester at no additional cost. Students will also be enrolled in the Amridge University Explore Lab at no additional cost. The EXPLORE Lab gives students access to support for written communications assignments and help with research skills. This support service is one of Amridge University's strategic efforts support students as they earn their degree. This effort is supported through well placed Writing Intensive courses and strong faculty professional development program.

ACCELERATED MASTER'S PROGRAM

At Amridge University, academically qualified undergraduate students can simultaneously complete their undergraduate degree while pursuing a master's degree in the areas of Biblical Studies, Ministry/Bible, Business Administration, or Human Services.

Acceptance into the Accelerated Master's Program requires students to have a CGPA of 3.7(B+) upon the completion of 95 credit hours. Students may apply for acceptance into a Master's Program the semester in which they will complete junior level classification.

Upon acceptance into the Accelerated Master's Program, students will work with their advisor to create an academic plan that includes a maximum of 12 graduate credit hours that will count for both undergraduate and graduate credit. In order to ensure the academic integrity and rigor of graduate programs, the program/learning outcomes and course expectations will remain consistent, regardless of undergraduate participation. Moreover, the grade in the course will apply towards the satisfactory academic progress of both programs.

The Accelerated Master's Program is a cost-effective, time-efficient way to elevate career options while streamlining the admissions process. Upon successful completion of the undergraduate program, students may continue their graduate studies within their chosen discipline at Amridge University without completing additional applications and requesting approvals.

4 + 1 Programs

The Accelerated Master's Program also provides several 4 + 1 pathways. This means that there are options that allow qualified fulltime students to complete both an undergraduate degree and a master's degree within five years (4 UG + 1 G).

Ministry Bible

The Professional Studies Graduate Certificate in Ministry can be completed by qualified students while simultaneously completing the undergraduate degree and may be applied towards the

following master's degrees in full: MS Christian Ministry, MS Ministerial Leadership, MDIV Ministerial Leadership, and MDIV Master of Divinity.

- BA Biblical Studies and Professional Studies Graduate Certificate in Ministry
- BS Ministry/Bible and Professional Studies Graduate Certificate in Ministry
- BA Biblical Studies and MA Old Testament or MA New Testament

Human Services

- BS Human Development and MS Human Services

Business Administration

- BS Business Administration and MBA
- BS Management and MBA

Interested students are encouraged to work with their advisor to both apply for acceptance into the Accelerated Master's Program and select courses as appropriate.

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 Education and 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.

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.

Doctoral Admission – Conditional

An applicant who has not fully met the minimum GPA or other requirements for admission stipulated by the University may be admitted on a conditional basis. If admitted conditionally, the student must earn a 3.0 grade point average on his or her first 12 semester hours attempted in the doctoral program. A conditionally admitted student will be permitted to take a maximum of 6 semester hours per semester until he or she has cleared the conditional status.

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 of $250 is assessed for each audit course. The comprehensive fee is waived for students who are taking only audit courses.

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 from the Registrar. Students can obtain the transient application form from the Registrar by emailing REGISTRAR@AMRIDGEUNIVERSITY.EDU. 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 and Institutional Effectiveness 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 and Institutional Effectiveness 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 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. In addition, the maximum number of transfer credit that will be accepted at Amridge University varies based upon academic degree program. Please refer to the graduation requirements for specific degree program located in Sections 9 through 12, which detail the minimum amount of credit hours that must be taken at Amridge University. The University may consider several factors in the determination of transfer credit acceptance that include, but are 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. 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 Director, 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 Director. 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 Education and 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

- 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 Institutional Effectiveness and appropriate Director 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

Early Credit/Dual Enrollment Course Load

The maximum credit is eight hours per semester. A total of 16 hours maximum before declaring a major.

Undergraduate Course Load

The minimum full-time course load on the undergraduate level is 12 hours per semester.

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.

UNDERGRADUATE CLASSIFICATIONS

Freshman (0 – 31 Semester Hours)
Sophomore (32 – 63 Semester Hours)
Junior (64 – 95 Semester Hours)
Senior (96 Semester Hours and Above) – up to year 5

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 Dean of Academic Affairs 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 Dean of Academic Affairs for any course load beyond 16 semester hours.
- Doctoral students must have the prior approval of the Dean of Academic Affairs to register for any courses over full-time (i.e., 6 semester hours).

DEFINITION OF ACADEMIC YEAR

The academic year consists of twenty-eight (28) weeks of instructional time.

THE LENGTH OF AMRIDGE UNIVERSITY COURSES

The majority of the courses at Amridge University operate on a traditional 14-week semester schedule; however, select courses are offered in an alternate timeframe.

Note: whether a course is offered in a traditional 14-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, 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).

EARLY CREDIT/DUAL ENROLLMENT WITHDRAWAL/DROP POLICY

An early credit/dual enrollment student dropping a course must officially complete the online withdrawal form on the Amridge University. 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. The date the form is submitted is the official drop date.

- 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.
- 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).

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.

PROCEDURES FOR AND RAMIFICATIONS OF DROPPING A COURSE

A student dropping a course **(not all courses)** in the 14 week semester must officially complete the online withdrawal form on the Amridge University website no later than Friday of the 13th week of the semester. A student dropping a course **(not all courses)** in the 8 week term must officially complete the online withdrawal form on the Amridge University website no later than Friday of the 7th 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.

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 that 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 who pass a course with a D- or above may only repeat the course one time and receive Title IV funds to improve the grade.

EARLY CREDIT/DUAL ENROLLMENT POLICY ON REPEAT OF COURSES

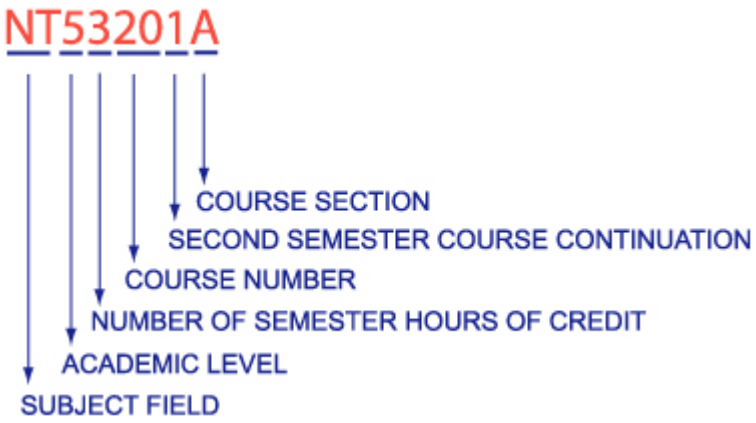
Early credit/dual enrollment students may repeat courses that they have failed or in which they did not meet the minimum required grade for a specific program of study. Students should make every effort to avoid a situation that would result in the student needing to repeat a course. Students are encouraged to consult with their academic advisor if a course repeat is needed. Students will be responsible to pay the early credit/dual enrollment rate for repeated courses.

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 are reported will be reported no later than the Tuesday 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 EARLY CREDIT/DUAL ENROLLMENT 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 (90-100) will be assigned a value of 4.0 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 Doctoral Degree Programs

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

MAINTENANCE OF STUDENT PERMANENT RECORDS

The Records Office maintains records for each student attending, or who has attended, Amridge University. A record of the student's grades, courses, and transcripts is maintained electronically. This permanent, electronic record meets the guidelines set up by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and includes:

- Credits transferred from other institutions, including the number of credit hours given (the number of hours may change if the student transfers from one curriculum to another)
- Semester in which the student was or is currently enrolled
- Student's ID number
- Academic Program and Plan
- Amridge University course numbers, course titles, hours attempted, the hours completed, and the grade for each course.
- Cumulative grade point average of the student
- Documentation of any academic action taken against the student, including academic probation, suspension, and dismissal.
- Degrees, diplomas, certificates, honors

AMRIDGE UNIVERSITY'S FINAL COURSE GRADING POINTS CHART FOR DUAL ENROLLMENT, UNDERGRADUATE AND GRADUATE DEGREE COURSES			
Value	**Grade**	**Percent**	**Points**
4.0	**A**	**90-100**	**900-1000**
3.7	**B+**	**86<90**	**860-899**
3.3	**B**	**83<86**	**830-859**
3.0	**B-**	**80<83**	**800-829**
2.7	**C+**	**76<80**	**760-799**
2.3	**C**	**73<76**	**730-759**
2.0	**C-**	**70<73**	**700-729**
1.7	**D+**	**66<70**	**660-699**
1.3	**D**	**63<66**	**630-659**
1.0	**D-**	**60<63**	**600-629**
0.0	**F**	**0<60**	**0-599**

ASTERISK GRADES FOR ASSOCIATE, BACHELOR, MASTER'S, 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 14 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 11:59 p.m. CST on the third Sunday 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. Early Credit and Dual Enrollment students are not allowed to request or receive an asterisk grade for their course(s).
5. Asterisk (*) grades may be assigned only for B, C, D, or F grades.
6. Asterisk (*) grades of B, C, D which have been officially recorded in the Registrar's office may not be lowered by the instructor.
7. 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.
8. 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.
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 and Institutional Effectiveness.

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.PARCHMENT.COM/STUDENTS/ORDER-STATUS/

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.

Transcript requests received will be processed electronically or mailed 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 $12.00 per transcript and an additional convenience fee of $2.50 - $3.25 (per transcript) depending on the method of delivery chosen for delivery of the transcript(s). 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.

REQUESTING COPIES OF SYLLABI

Amridge University charges a $10 per course syllabi fee to provide students copies of previous course syllabi. All students should print and retain a copy of the course syllabus for each course that is taken. Copies of course syllabi are often required for licensure applications, employment and applications for advanced study. Because course syllabi often change and course number are sometimes different, extensive effort is required to retrieve and correct syllabi from the University archive.

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 Director of either Undergraduate Studies or Graduate Studies, as appropriate, and the Vice President of Academic Affairs and Institutional Effectiveness and Institutional Effectiveness; and
- Give the student a copy of the report. The instructor and Director keep a copy of the report in a confidential disciplinary file. A copy is also placed in the student academic 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 appropriate Director, the Vice President of Academic Affairs and Institutional Effectiveness and Institutional Effectiveness, and the Registrar's Office for placement in the student's permanent file. However, the appropriate Director 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 Turnitin which is used by numerous colleges and universities in the Canvas courseware system.

The Turnitin system matches the text in publicly available databases on the Internet, databases of journals and periodicals, the Turnitin database, and a database of other University student work previously submitted through the Turnitin system. Once submitted, the Turnitin 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 Turnitin 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 Turnitin 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 student's 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, 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 Turnitin 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 Turnitin will highlight statements and paragraphs in the paper that are duplicated in previous materials and will provide a report. It can then be checked 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 Turnitin's global database mentioned above. Neither the self-check through Turnitin 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 Turnitin 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 Turnitin portal. Requirements related to the submission of course documents through the Turnitin will be outlined in the syllabus for each student's course.

POLICY ON STUDENT VERIFICATION FOR ACCESSING UNIVERSITY SYSTEMS, RESOURCES AND ONLINE COURSES

Amridge University uses data security procedures to enhance the integrity of our online access of the University systems, including the student Learning Management System (Canvas), Library resources, Self-Service and Career Services.

Validations of Student Technology Services and Portals

Amridge validates and establishes the identity of those attempting to access University technology services and portals. Technology services and online portals contain sensitive information that requires authentication and data security procedures to maintain high levels of assurance. Authentication should not be confused with authorization, which grants individuals access to system resources based on their identity.

- Unique student accounts are automatically generated through the University's Student Information System (PowerCampus) when activating a personal University profile. Prospective students are assigned a temporary profile (Amridge ID) and a password during activation. This process allows prospective students and returning students access to secure online forms. The University's MyAmridge portal (9) contains several online forms secured through this initial identification process that allow students to apply, enroll, and submit additional forms for specific institutional purposes.
- Once a profile is requested and an admission application is completed, Admission staff will verify their identity as they move through the formal admission process. Verification in the admissions process requires that prospective students enter their assigned Amridge ID, legal first and last name, date of birth, and social security number. Students must also provide a personal email address, which is an additional measure to verify identity.
- To enter the University systems, LMS, and resources, the unique Amridge ID and password are used to access the University portal. Students must change their password upon entry to the portal and sign up for Multi-Factor Authentication (MFA). This process verifies the user's identity with the necessary level of confidence, ensuring that the user is who they claim to be. Only verified, admitted, and enrolled students can access the breadth of University systems.

- Amridge uses Multi-Factor Authentication (MFA) two-step verification to secure University accounts. Students must use Microsoft's MFA process to access the University's systems.

Students who participate and receive credit for completion of coursework are tracked and monitored for access within the University LMS. Canvas logs may be used to check student logins, the time and date of access, actions related to course assignments and submission activity, and the user's IP address. Students are required to adhere to the STUDENT ACCEPTABLE USE POLICY as described in this catalog.

Student Networking Acknowledgment

Students sign a consent form upon applying for admission to the university. The consent states, "My signature or electronic submission acknowledges consent to distribute my address and email address to other students for student networking."

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 may take 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 (pass) 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.

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 College of Business and Leadership, College of General Studies, and School of Education and Human Services, the form is specified by the latest edition of *The Publication Manual of the American Psychological Association*. For the Amridge University 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 one time annually in either the month of May or June each year. The academic record on the students transcript and the diploma will show graduation as being in the semester in which all degree requirements were met. Students will receive their diplomas 30 days after their final semester has ended as long as a degree completion form has been completed and all requirements have been validated by that University. Student graduates who have not received their diplomas should email REGISTRAR@AMRIDGEUNIVERSITY.EDU to check on the status of their conferred degree. Note: Students must keep their profile updated with an accurate address for diploma delivery. To make a change to your address, please visit the University website and complete a *Profile Update* on the Amridge University MYAMRIDGE PORTAL.

Student Name on Official Documents

Amridge University maintains educational records under the student's legal name, and all official documents issued by the University (e.g., diplomas and transcripts) may only reflect the student's legal name. The students official name for a diploma and all legal correspondence is provided by the student upon initiation of their application for admission to Amridge. Any changes to those records must be provided using a valid license, birth certificate or social security card. Students are limited to 55 characters of their legal name.

Academic Dress

Student graduates must reserve their spot for graduation in order to participate in the Amridge University Commencement ceremony. This is accomplished by filling out graduation attendance form located in the MYAMRIDGE PORTAL. Graduate attendees will be required to purchase their own regalia package which includes a black cap and gown along with a red tassel. The regalia package must be purchased from the approved supplier provided by Amridge University. Information on this regalia package is provided on the Amridge University graduation page. Students who do not purchase or bring their regalia will not be allowed to participate in the ceremony. Additionally, candidates may not alter, add to 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**: 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. (Eligible recipients: Faculty, Staff, Community and Church Leaders and Amridge University Students in the University's Doctor of Philosophy (PhD) degree programs).

- **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 to 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 for leading and a concern for the needs and welfare of one's fellow man. (Eligible Degrees: College of Business and School of Education and Human Services – specifically Human Services degrees).

- **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. (Eligible Degrees: College of Business and Leadership, College of General Studies, Turner School of Theology).

- **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.

  (Eligible Degrees: Turner School of Theology – Doctoral and PhD degrees).

- **The Jacqueline Turner Long Award in Christian Service** 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. (Eligible Degrees: Turner School of Theology – Graduate, Doctoral and PhD degrees).

- **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. (Eligibility: Awarded by Greek language instructors).

- **The Herman Register Award in Personal and Public Evangelism** 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. (Eligible Degrees: Turner School of Theology – Undergraduate degrees)

- **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** 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. (Eligible Degrees: Turner School of Theology – Associates, Undergraduates Graduate, Doctoral and PhD degrees)

- **Dr. Paul Meacham Christian Counseling Award** A plaque is provided in loving memory of Dr. Paul Meacham, a Christian counselor, instructor, and minister of the gospel. He was an inspiring example who spent his life focused on ministry and educational excellence. Dr. Meacham embodied the mission of Amridge University and fulfilled 2nd Timothy 4:5 "…make full proof of thy ministry." The plaque is awarded by the faculty to a student who has excelled in academic studies and the practice of marriage and family therapy. (Eligible Degrees: School of Eduction and Human Services – specifically, Marriage and Family degree programs).

- **Dr. John Mark Trent Christian Professional Counseling Award** 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. (Eligible Degrees: School of Eduction and Human Services – - specifically, Professional Counseling degree programs,).

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 are published in the commencement exercise programs and on the respective student's permanent academic record.

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 FERPAS's confidentially 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.

- **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:

  - 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, however 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, 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 in 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); administer student aid programs; or improve instruction; (6) to accrediting 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 there is 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 who 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 who 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 the 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, 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.

- **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.

Federal Oversight for FERPA - Student Privacy Policy Office (SPPO)

The Student Privacy Policy Office (SPPO) leads Department efforts to protect student privacy by providing leadership, oversight, and coordination to ensure Department and field compliance with several Federal privacy laws and regulations, most notably Family Educational Rights and Privacy Act (FERPA). The office collaborates with other Federal agencies and educational technology entities with roles in protecting student privacy and provides technical assistance and training to educational agencies and institutions, including schools, LEAs, IHEs, SEAs, and other relevant organizations on issues related to compliance with privacy regulations and statutes.

Parents and eligible students who need assistance may contact us through the website listed above or through the mail:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

FERPA.COMPLAINTS@ED.GOV

Website: HTTPS://WWW2.ED.GOV/POLICY/GEN/GUID/FPCO/INDEX.HTML

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 Student Information System shall contain only that student data necessary to fulfill the University's mission.
- Safeguarding of student data shall be the responsibility of each university employee; therefore employees are trained on the latest data security best practices, as well as phishing and social engineering awareness protocols.

- Due care shall be exercised to protect and encrypt sensitive Personally Identifiable Information (PII) student data requests through internal and external identification of authorized and unauthorized use, adherence to steps for proper disclosure, and exercised care in the destruction of student records and PII data.
- Applicable federal and state laws, FTC cybersecurity laws, GLBA security requirements and University policies and procedures shall be followed to govern the integrity of student data.
- Amridge University's Network Operations Center, in coordination with the university employees, will secure physical records and electronic records using cloud services storage while also safeguarding internal use, release, transportation, retention, destruction and sanitation of student data.
- University procedures shall be followed in reporting any breach of security or compromise of safeguards.
- This statement of principles applies to all areas of the University and must be followed by all persons dealing with such information.
- Faculty and staff requiring the use of sensitive 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 additional individual procedures 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 uses digital resources and electronic books through ***VitalSource Bookshelf*** and the Amridge's library.

VitalSource Bookshelf is a platform that provides ebooks (over 1.5 million digital titles) to Amridge students at affordable prices. Likewise, the Amridge library provides a large collection of ebooks to students through direct links in their courses. Students can highlight text and take notes, define unfamiliar words, create flash cards, generate citations, have text read aloud, and even print selected pages.

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. Students are not charged additional fees associated with verification of student identity within the University systems.

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Application Fees

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

General Fees

Drop Course Fee (per course)	$75
Clinical/Practicum Internship Fee (per course)	*$300
Dissertation Lab Reading Fee (per semester hour)	*$350
Returned Check Fee	$35
Transcript Fee	$10
Pre-1982 ACSR Transcript Fee	$100
Academic Copies (per item)	
Copies of Diplomas, 1098-Ts, and miscellaneous Academic records	*$25
Syllabi	* $10

Final Doctoral Dissertation Fees

Fees are applied in Module III for the Doctor of Ministry and Module IV for all other Doctoral Programs

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)	$125

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 the supervision of agencies, companies, clinics, hospitals, or any other organization(s) may be 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.

Comprehensive Fees

The Undergraduate Comprehensive Fee is charged to and paid by all undergraduate students. The fee includes (but is not limited to) access and support for the Canvas Learning Management System (LMS), access and support from the Amridge Explore Lab, online tutoring, all.amridgeuniversity.edu notifications regarding University policy and procedure, Office 365 email including Microsoft Office, Excel, and PowerPoint, access to over 19 million volumes of traditional bound books and over 30,000 electronic books (e-books) through its electronic online library services, technology and technical support in the online classroom, e-form Portal assistance, access to the MyAmridge Self Service portal, Career Services portal, job listings and resume service.

The Graduate Comprehensive Fee is charged to and paid by all graduate students. The fee includes (but is not limited to) access and support for the Canvas Learning Management System (LMS), access and support from the Amridge Explore Lab, online tutoring, all.amridgeuniversity.edu notifications regarding University policy and procedure, Office 365 email including Microsoft Office, Excel, and PowerPoint, access to over 19 million volumes of traditional bound books and over 30,000 electronic books (e-books) through its electronic online library services, technology and technical support in the online classroom, e-form Portal assistance, access to the MyAmridge Self Service portal, Career Services portal, job listings and resume service.

***Course Materials Fees**

Some of Amridge University's courses may have a lab fee, electronic book, electronic 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 on the AmridgeUniversity.edu website.

Tuition and fees are subject to change without notice.

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AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Dual Enrollment

Academic Credit (per course)	$300
Textbook estimate	$150

No Comprehensive Fee

First-Time Freshman

Students in good academic standing who maintain continuous enrollment are guaranteed these rates through graduation.
Undergraduate courses are 4 semester hours each.

Full-time	
Academic Credit (per semester hour)	$275
Part-time Rate	
Academic Credit (per semester hour)	$355
Fees	
Comprehensive Fee	$495 per semester
Additional Fees	
Textbook estimate	$150 per course

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 – AA Degree Programs

Undergraduate Courses are 4 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$335
Part-time Rate	
Academic Credit (per semester hour)	$365
Fees	
Comprehensive Fee	$495 per semester
Additional Fees	
Textbook estimate	$150 per course

Undergraduate AA Degree students must meet the following condition:
- Must meet all Admissions requirements.
- Must be a first-time student at Amridge University with prior transfer credit.

Undergraduate – Transfer and Returning Students

Undergraduate courses are 4 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$395
Part-time Rate	
Academic Credit (per semester hour)	$455
Fees	
Comprehensive Fee	$495 per semester
Additional Fees	
Textbook estimate	$150 per course

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

First Responders

Undergraduate

Full-time/Part-Time Rate	
Academic Credit (per semester hour)	$275
Additional Fees	
Textbook *estimate*	$150 per course

Graduate

Full-time/Part-Time Rate	
Academic Credit (per semester hour)	$375
Additional Fees	
Textbook *estimate*	$200 per course

Requirements:

- Recipient must send a letter of employment each Academic Year.

Graduate – Turner School of Theology

Rates apply to the following Graduate Certificate

- Professional Studies Graduate Certificate in Ministry

Tuition Rate per course	$650
Fees	
Comprehensive Fee Waived	
Additional Fees	
Textbook *estimate*	$200 per course

Graduate – College of Business and Leadership

Rates apply to the following Degree Program

- Master of Science in Leadership and Management

Graduate courses are 5 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$650
Part-time Rate	
Academic Credit (per semester hour)	$750
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Graduate – School of Education and 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

Graduate courses are 3 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$650
Part-time Rate	
Academic Credit (per semester hour)	$750
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook estimate	$200 per course

Graduate – College of Business and Leadership; Turner School of Theology; School of Education and Human Services

Rates apply to the following Degree Program

- Master of Arts in Interdisciplinary Studies

Graduate courses are 3 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$635
Part-time Rate	
Academic Credit (per semester hour)	$760
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook estimate	$200 per course

Graduate – College of Business and Leadership

Rates apply to the following Degree Program

- Master of Business Administration (MBA)

Graduate courses are 3 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$635
Part-time Rate	
Academic Credit (per semester hour)	$760
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook estimate	$200 per course

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Graduate – Turner School of Theology

Rates apply to the following Degree Programs

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

Graduate courses are 3 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$515
Part-time Rate	
Academic Credit (per semester hour)	$565
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Philosophy – College of Business and Leadership; Turner School of Theology; School of Education and Human Services

Rates apply to the following Degree Programs

- Doctor of Philosophy in Interdisciplinary Studies
- Doctor of Philosophy in Organizational Leadership and Management

Doctoral courses are 3 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$700
Part-time Rate	
Academic Credit (per semester hour)	$795
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Ministry – School of Education and Human Services

Rates apply to the following Degree Programs

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

Doctoral courses are 3 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$715
Part-time Rate	
Academic Credit (per semester hour)	$790
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Ministry – Turner School of Theology

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Rates apply to the following Degree Program

- Doctor of Ministry in Ministry

Doctoral courses are 3 semester hours each.

Full-time	
Academic Credit (per semester hour)	$535
Part-time Rate	
Academic Credit (per semester hour)	$595
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Philosophy – School of Education and Human Services

Rates apply to the following Degree Programs

- Doctor of Philosophy in Marriage and Family Therapy
- Doctor of Philosophy in Professional Counseling

Doctoral courses are 3 semester hours each.

Full-time Rate	
Academic Credit (per semester hour)	$780
Part-time Rate	
Academic Credit (per semester hour)	$875
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Education – School of Education and Human Services

Rates apply to the following Degree Program

- Doctor of Education in Higher Education Administration

Doctoral courses are 3 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$715
Part-time Rate	
Academic Credit (per semester hour)	$790
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Doctor of Philosophy – Turner School of Theology

AMRIDGE UNIVERSITY

Tuition and Fees Schedule

Effective Fall 2025-Summer 2026

Rates apply to the following Degree Program

- Doctor of Philosophy in Biblical Studies

Doctoral courses are 3 semester hours each

Full-time Rate	
Academic Credit (per semester hour)	$535
Part-time Rate	
Academic Credit (per semester hour)	$595
Fees	
Comprehensive Fee	$695 per semester
Additional Fees	
Textbook *estimate*	$200 per course

Payment of Tuition and Fees

Arrangements for payment of tuition, course materials, and fees are to be made during registration. Tuition and fees may be paid through financial aid, by cashier's checks, certified checks, VISA, MasterCard, American Express, or Discover. In addition, Amridge University has partnered with TFC Tuition Financing in order to offer affordable, monthly payment plans, allowing students to spread out the cost of the semester over several months.

A separate installment payment agreement will be required for students who take advantage of the monthly payment plan. 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 12% (compounded monthly) for any unpaid balances. Unpaid balances may be subject to collection procedures. Students who are turned over to the collection 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 33.3333% 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 be provided directly to the student. These funds are provided for educational expenses only. Funds will be released no earlier than ten (10) working days after the first day of the semester. The student's refund amount is the difference between the Loan Amount minus the Lender's origination fee and the Outstanding Balance due Amridge University. Students should be aware that all loan funds, including funds received as refunds for educational purposes, are funds that must be repaid. Students should always borrow conservatively.

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

TFC Financing Services

Amridge University is committed to helping you achieve your educational goals. We'll work with you to help you understand your educational costs and create a plan to pay for them.

We've partnered with TFC Tuition Financing to offer affordable, monthly payment plans that allow you to spread out the cost of your education over several months.

A separate installment payment agreement will be required for students who prefer to take advantage of the monthly payment plan. **Students will be subject to the provisions of the agreement with TFC Tuition Financing.**

Amridge University uses payment plans administered by Tuition Finance Corporation (TFC). To make payments or to inquire about an existing account, contact TFC at (800) 872-9832 or visit tfcstudentinfo.com.

Notice Related to Refund and Replacement Checks

Students who request replacement checks must do so in writing, providing an explanation as to why a replacement check is needed. Students should be aware that should the refund be re-issued; the original check will no longer be honored by the bank. Any attempt made to cash or deposit the original check will be viewed as fraudulent and the student will be referred to the Institutional Integrity Committee and will be subject to both dismissal from Amridge University and to all of its legal rights and remedies. Further, any attempt to deposit a refund check multiple times, in person or electronically, will be viewed as fraudulent and the student will be subject to both dismissal from Amridge University and to all of its legal rights and remedies.

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), 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. 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 student's Amridge University Financial Aid Application and 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.

Note: Early Credit/Dual Enrollment students are not eligible for Federal Financial Aid. Financial Aid policies do not apply to students in this category.

- **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.STUDENTAID.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.STUDENTAID.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 Student Aid Index (SAI)

figure, which is the amount the federal government determines the student and his or her 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 SAI 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).

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 FAFSA Submission Summary. After submitting the FAFSA, the student will receive a FAFSA Submission Summary. Amridge University will automatically receive the FAFSA Submission Summary 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 limited amount of funds for this program. When those funds are committed, no additional awards are available from that program for that year.

- **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 FAFSA Submission Summary 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 Student Aid Index (SAI). The SAI 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 refers to the maximum 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, the Department of Education eliminated subsidized loans for graduate students. However, unsubsidized loans are available, with the maximum annual limit of $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 scholarship funds 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. Recipients must not have already received a bachelor's degree and must have been legal residents of the state of Alabama for the past 12 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.

INSTITUTIONAL SCHOLARSHIPS, GRANTS, INCENTIVES, DISCOUNTS, AND SPECIAL TUITION RATES (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. Scholarships, discounts and grants will only be applied toward the cost of tuition, student is responsible for all fees, including electronic resource fees (i.e., e-books, course resources).
2. Amridge University-based scholarships cannot be combined. If eligible for more than one scholarship, Amridge will award the highest scholarship amount.
3. No student will be awarded a scholarship unless his or her account from previous terms is paid in full.
4. Required documentation must be received in the financial aid office before classes begin.
5. No combination of financial aid awarded that includes scholarships or institutional grants (institutionally controlled funds) may result in a cash over payment to the student. If such

a situation should occur, the scholarship or grant (institutionally controlled funds) portion of the award will be reduced.

6. Full-time equivalency enrollment is required for most scholarships
7. Maintain a cumulative GPA for the program
8. Not make the grade of F in any course taken
9. Not drop a course within the semester
10. Not withdrawing from the university within the semester

No more than one of the following scholarships, institutional grants and discounts may be awarded during the same semester. If eligible for more than one scholarship, Amridge will award the highest scholarship amount.

Amridge University First-time Freshman Tuition Program

Recipient must meet the following criteria:

- First-time Amridge University Freshman
- Limited to 8 semester hours for 2 semesters.
- No previous college

Special Tuition Rate - $275 per semester hour. This rate is 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 this rate through graduation.

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

Special 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 following criteria:

- 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.

Professional Credentialing Scholarship

Recipient must meet the following criteria:

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

There will be a charge of $1500 per course. Comprehensive fee and online service fee are waived; however, any other fees associated with the course will be charged.

Amridge University Sister Institution Scholarship Program

Demonstrating how much we value our sister institutions, Amridge University provides the following special tuition rate:

Full-Time and Half-Time Tuition - Undergraduate and Graduate students receive a 50% discount on tuition. Additional fees are not included in the discount.

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

Dr. Rex and Barbara Turner Ministerial Scholarship Program

Tuition rates for students receiving this scholarship are for full-time and half-time enrollment

For students seeking a degree in the following:

- BA Biblical Studies - $335 per semester hour
- BS Ministry/Bible - $335 per semester hour
- MA Professional Counseling - $560 per semester hour
- MA Marriage and Family Therapy - $560 per semester hour
- DMin Family Therapy I and II - $600 per semester hour
- PhD Family Therapy - $675 per semester hour

These special rates do not apply to any Turner School of Theology graduate or doctoral programs.

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

Special Rate: 50% discount on tuition. Additional fees are not included in the discount. This scholarship does not apply to any Turner of School of Theology programs.

Recipient must meet the following criteria:

- Recipient can be enrolled half-time and/or full-time.
- Provide letter of employment from company Human Resources Department

- This scholarship is open to spouses.

Accelerated Degree Grant Program

Amridge University has developed the Accelerated Degree Grant Program to help students who are junior or senior undergraduates complete their degree. This grant will provide up to $2500 towards unfunded tuition and fees for any junior or senior student in the summer semester who opts into the program and meets all of the following criteria.

- Must complete a FAFSA for the current academic year
- Must use federal funds (Title IV student loans and Pell) towards tuition and fees
- Must be registered for a minimum of 8 semester hours per semester
- Must register for only 8 semester hours (2 courses) in the summer semester
- Must be continuously enrolled to include the summer semester
- Cannot be combined with any other Amridge University grant or scholarship

By opting into this program, the student agrees to utilize their federal funds for their tuition, fees and books only (no refunds), thus reducing the total debt burden that might otherwise have been accumulated. If in the summer semester the student still has a financial need after their federal funds have been applied towards their tuition, fees, and books, the accelerated degree grant will be awarded to them, to assist them in completing that semester. Grant cannot result in a refund to the student.

Note: eligible students are given the opportunity to renew participation in this program in subsequent years, if needed. In order to renew, a student should complete a FAFSA for the new Academic Year and opt into the program at the beginning of the new academic year.

*Some Restriction Apply:

- Maintain a cumulative GPA of 2.0 or higher
- Students must remain continuously enrolled to keep this scholarship; defined as taking courses Fall and Spring.
- 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

Amridge University Law Enforcement and Medical Professionals Special Tuition Rate

Amridge University honors the contributions of our nation's Law Enforcement and Medical Professionals with a special tuition rate. See TUITION AND FEES SCHEDULE

Applicants can use a free admission code, AM4ED, to waive their admission fee. This scholarship is open to spouses and personnel within first responder departments and service areas.

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 institutional 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 institutional 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 institutional 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 institutional 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 institutional 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 institutional 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 institutional 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. 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.
- **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 tuition 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 tuition scholarship.
- **Seventh and Camp Streets Church of Christ.** Family members of Edward A. Coon IV, Stanford McReynolds may apply for this full-tuition and institutional fees scholarship. The scholarship was approved by the Board of Regents to honor the personal sacrifices, service, and commitment to the Gospel by the following, Edward A. Coon Sr., Coon Jr., Coon III, Coon IV, Stanford McReynolds, David Ramsey and the many brethren who were servants of the Lord from the founding leaders of 1845 to the present time. The scholarship is multigenerational and may be accepted by direct descendants and spouses of direct

descendants of Edward A. Coon IV and Stanford McReynolds. No limitation is placed on the number of recipients.

- **Church Scholarships (Limited to Ministry and Bible Programs).**

  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, student is responsible for fees.
  - **Green Briar Central Church of Christ Scholarship.** This scholarship was established by the Central Church of Christ in Anniston, Alabama. This is a half-tuition scholarship, student is responsible for fees.
  - **Hunter Hills Church of Christ Scholarship Fund.** This scholarship was established by the Hunter Hills Church of Christ in Montgomery, Alabama. This is a half-tuition scholarship, student is responsible for fees.
  - **Seventh and Camp Streets Church of Christ.** The Ministerial Scholarship Program, scholarship fund is made possible through the generosity of Seventh and Camp Church of Christ, New Orleans, LA, to further the Gospel message through preaching God's plan of salvation.
  - **Walnut Street Church of Christ Scholarship Fund.** This scholarship was established by the Walnut Street Church of Christ in Greenville, Alabama. This is a half-tuition scholarship, student is responsible for fees.

Amridge University has arranged with various vendors whereby students are able to purchase e-textbook access through Amridge University. As these funds are paid to the textbook providers, scholarship funds are not available for course materials fees.

Church Scholarship Guidelines

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.

This scholarship will be applied to the cost of tuition, the student will be responsible for any fees that are due. Scholarships are limited to one of the following biblical or ministerial degree programs (doctoral degree programs do not qualify):

- Bachelor of Science in Ministry/Bible
- Bachelor of Arts in Biblical Studies
- Master of Science in Christian Ministry
- Master of Science in Ministerial Leadership
- 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 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 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 Arts.....Four (4) 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 make extension requests from 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 Science Degrees..... 2.0

Master of Arts Degrees 3.0*

Master of Arts Business Administration 3.0*

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. Scholarships will be reduced by the same percentage. 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 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 FEDERAL LOANS AND PELL GRANTS (FEDERAL FINANCIAL AID) TO STUDENTS

In order to ensure that the maximum amount of federal funds is available for the academic year, the full amount of Federal Loans and Pell Grant awards 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 disbursement 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).

Your federal loan and grant eligibility is estimated based upon your stated intended enrollment status and is adjusted based upon your actual enrollment. Please note that changing your enrollment status could result in a reduction in federal funds that are available for the remainder of the academic year.

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

FEDERAL PELL GRANT DURATION OF ELIGIBILITY

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 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

In accordance with federal regulations, all Direct Loans (subsidized, unsubsidized, and PLUS) loans must be disbursed in two disbursements. The disbursement schedule is based upon your period of enrollment. In addition, federal regulations require a 30-day delay of disbursements for first-time, first-year borrowers. These loan funds will be disbursed no earlier than 30 days after the beginning of the first semester of at least half-time enrollment.

SCHEDULE OF FEDERAL FINANCIAL AID DISBURSEMENT

Returning Students

- Loan disbursements will be made at the beginning of each semester (Fall, Spring, and Summer)
- The Fall loan disbursement for first-time, first-year borrowers will be disbursed no earlier than 30 days after the beginning of the semester.

Returning Students attending one semester only within an academic year.

- Two loan disbursements will be made within the semester (one at the beginning of the semester, and one after the midpoint of the semester, provided that the student is making satisfactory progress).

Note: Loan disbursements are made subject to eligibility requirements. 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 provided the funds within ten (10) business days of the disbursements being received and participation verified.

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 who 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 after the mid-point of the semester and class participation has been verified. Upon verification, if there are remaining funds after tuition and fees have been paid, the student will be provided a refund 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.

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 FUTURE Act Direct Data Exchange (FA-DDX) requires applicants and contributors (student's spouse and/or parents, as appropriate) to provide consent and approval for the Department to obtain Federal Tax Information from the IRS via the FA-DDX and use it to determine the student's eligibility for federal student aid. 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 FAFSA Submission Summary 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 being 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, email financialaid@amridgeuniversity.edu. This request 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.

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://WWW.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 provide the Tax Forms 1098-T electronically 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 the intent to use VA educational benefits and provide the necessary documentation as required by the Veterans' Administration to include a certificate of eligibility. Some 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: 1.888.790.8080, extension 7527; 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. View MILITARY TUITION RATE.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs

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.

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 at: 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.

Schedule of “Return of Tuition Assistance Funds

The following schedules apply to Early Enrollment /Dual Credit, Undergraduate and Graduate Students.

14-week Course Withdraw submitted

Before or during week 1	100% return
During week 2	95% return
During week 3	90% return
During week 4	80% return
During week 5	75% return
During week 6	65% return
During week 7	60% return

During week 8	50% return
During week 9	45% return
During week 10	0% (60% completion)

8-Week Course Withdraw submitted

Before or during week 1	100% return
During week 2	90% return
During week 3	75% return
During week 4	65% return
During week 5	50% return
During week 6	0% (60% completion)

Note: The educational institution's week of instruction is counted as 7 days.

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. *"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at* https://www.benefits.va.gov/gibill*."*

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;
- 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.

Satisfactory progress is determined by the following guidelines:

Students must maintain the required cumulative grade point average (CGPA) of their degree programs. Transferred course credit hours, withdrawn course credit hours are not figured 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.

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 satisfactory academic progress requirements will result in the student being placed on warning after the first semester. Failure to reach standards of satisfactory academic progress after the second semester will place the student on suspension.

Drop/Withdrawal Policy for Veterans

Students who receive veterans' benefits must submit a drop/withdrawal form available on the website. The Amridge University VA Certifying Official is notified of all course drops and withdrawals, along with any course adds. Upon notification of an official withdrawal, the Amridge University VA Certifying Official will determine the actual date of last course participation. The VA Certifying Official will notify the Department of Veterans Affairs by submitting a termination, indicating the last date of participation. Please note that withdrawals and nonparticipation in courses may affect future benefits. **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.**

Discontinuance of Study During a Semester (Failure to Pass)

Students receiving veterans' benefits must actively participate in their courses. For any student receiving benefits and began attendance but failed to earn a passing grade, a determination will be made if the student earned the F grades through participation, or failed due to nonparticipation. Within 30 days of the end of the semester, the Amridge University Certifying Official will, after review of academic grade reports or academic transcripts, identify students who have no passing grades, and will determine the students who stopped participating in courses. The VA Certifying Official will notify the Department of Veterans Affairs by submitting a termination, indicating the last date of participation. **Please note that nonparticipation in courses may affect future**

benefits. The student may also be required by the VA to repay any benefits received for that course or courses.

Principles of Excellence

Amridge University participates in the Principles of Excellence program set forth by the United States Department of Veterans Affairs. This ensures that our military students and veterans are provided with certain protections. Students who feel that the principles of excellence are not being followed may file a complaint at http://www.benefits.va.gov/GIBILL/Feedback.asp.

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 or Post 911 benefit). Veterans receiving Vocational Rehabilitation or Post 911 benefit are eligible to register without payment of tuition and fees providing that an award authorization letter (certificate of eligibility) 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 1.888.790.8080, 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 1.888.790.8080, extension 3.

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 1.888.790.8080 Ext. 1

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 Director 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 Directors, 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 1.888.790.8080 Ext. 2.

Recruitment Office

The Recruitment Office assists all incoming students 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 1.888.790.8080 Ext. 1.

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

Questions regarding these types of services can be sent to CAREERSERVICES@AMRIDGEUNIVERSITY.EDU. To speak with the Career Services Office, call 1.888.790.8080 Ext. 1.

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. Faculty members lead the effort to identify and assist students who may be struggling to meet the demands of their distance education courses, as they are on the front-line with students and the first to notice when

students are disengaged or struggling. By Wednesday of Week 3, faculty reach out to students (via email or Canvas message) who are not fully up to date with all Week 1 and 2 assignments. Then in Week 8, faculty identify those students who have not earned at least 70% of the total points allocated to Weeks 1 – 7 and engage those students to offer support. Finally, in Week 12, faculty reach out to any students who are in danger of failing. This final retention effort gives at-risk students plenty of time to discuss strategies and options (e.g. time management, writing resources, drop/withdrawal, etc.) with an Academic Advisor prior to the drop/withdrawal deadline.

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 1.888.790.8080, 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. A student files a complaint or submits a question to PROBLEMS@AMRIDGEUNIVERSITY.EDU. Problems may include issues with online courses, lack of communication from instructors, technical issues with Canvas, 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. 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 Dean of Academic and 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 1.888.790.8080, 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. Additional services available from NOC include:

- Supporting and maintaining in-house developed software for the administration, faculty, and staff related to the institution.
- Providing students, faculty and staff with training in the use of software and hardware
- Provide quality online streaming content at all times and provide service to students, faculty, and staff.
- Responding quickly to student and faculty questions regarding use of technologies, services and programs offered by the university.

Questions regarding these types of services can be sent to NOC@AMRIDGEUNIVERSITY.EDU. To speak with a Student Support Specialist, call 1.888.790.8080, 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 1.888.790.8080, extension 7541.

ORIENTATION COURSE - EARLY ENROLLMENT DUAL CREDIT (FD 1405)

FD-1405 Dual Enrollment Orientation is a noncredit course developed for high school students that is taken the first semester to ensure students get the academic and instructional support they need. This course is invaluable as it equips students with the necessary knowledge and skills to navigate both high school and college environments simultaneously. It familiarizes them with academic expectations, resources, and support systems available, thereby fostering confidence

and preparedness. This foundation helps ensure their success in managing the demands of dual enrollment, maximizing the benefits of their advanced coursework.

ORIENTATION COURSE – MANAGEMENT INTERVENTION (FD 1412)

FD 1412 Management Intervention 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 1.888.790.8080.

EXPLORE Lab

Exceptional **P**rograms for **L**earning **O**nline, **R**esearch, and **E**ngagement

The EXPLORE Lab is the Student Success Center at Amridge University where exceptional programming is delivered throughout the semester by facilitators to meet the learning needs of online students, especially as instruction relates to improving written communication skills, conducting academic research, and implementing engagement strategies for academic, personal, and career success.

Students may attend a variety of scheduled workshops throughout each semester or make requests for personal assistance. Moreover, faculty may request a customized presentation be made to their entire class. All students and faculty have access to the EXPLORE Lab resources and opportunities through Canvas.

BRAINFUSE ONLINE TUTORIAL SERVICE

Brainfuse gives students access to online tutors in core subjects as well as access to diagnostic tests, foreign language studies, and general study skills. Brainfuse is provided by the University at no cost to students. These resources can be used in any course. Access is granted through

each of the courses in which the student is enrolled in Canvas. Brainfuse is also an excellent resource for those students who need help with writing. The Brainfuse Writing Lab 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 1.888.790.8080, extension 7520.

CAPITOL PRAYER BREAKFAST

The purpose of the 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.

CHAPEL SERVICES

Chapel is an important part of the University's mission and it's dedication to the spirit of its Christian ideals and heritage. Students are encouraged to attend live chapel services on a weekly basis every Wednesday morning at 10:00 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. Amridge is committed to supporting students and providing services that encourage spiritual vitality. This service is provided to uplift students, faculty, staff and constituents of Amridge University. Students can access live chapel at Students can access live chapel at HTTP://WWW.AMRIDGEUNIVERSITY.EDU/STUDENTSERVICES

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.

ONLINE Training and Informational Services

Student Resources: From the Library homepage, students will click Introduction to Library Services for a comprehensive overview of the library and how to successfully use embedded tools and resources. From there, students will click on Modules for direct access to a semester schedule of upcoming EXPLORE Lab training sessions, a collection of videos that include archived recordings of previous workshops, as well as a listing of helpful apps and websites, writing templates, instructional infographics, and handouts on a variety of topics. Further, graduate students will appreciate resources related to dissertation assistance and associated manuals, forms, specialized training, and Microsoft application tips for the writing process.

Faculty Resources: Faculty have two primary sources of training and informational services. Every month the Academic Team hosts a live professional development workshop through the Faculty Resources Canvas course where a speaker addresses a specific topic of interest related to teaching and learning. Workshops are archived and can be reviewed, along with associated instructional materials, at the faculty member's convenience. Moreover, faculty also have online access to the Faculty Orientation Canvas course where they can go for thorough answers to their questions/concerns on a range of comprehensive topics addressed from the perspective of the faculty member.

INSTRUCTIONAL TECHNOLOGY SUPPORT SERVICES

CANVAS ™ LMS AND ZOOM™ mobile APPS

Distance learning is the primary instructional delivery system for all degree programs at Amridge University. Consequently, the University focuses on supporting students in the online learning format. Amridge utilizes Canvas™ and Zoom™ to provide services to student learners. Canvas is used for delivering all course materials and videos, and the Canvas portal is monitored locally by Amridge University's Network Operations Center, ensuring 24/7 access for students. Zoom serves as the course conferencing system and delivery technology for live-stream classes, including live-streamed seminars, weekly classes, and recorded live classes for later viewing. With Zoom, students can see and hear their instructor, give presentations, see transcripts of the

videos and participate in live discussions using a webcam and a headset with a microphone. Audio transcription is enabled by the University and will automatically transcribes the audio of a student's classes. After this transcript is processed, it appears as a separate VTT file in the list of recorded meetings. Further, instructors can display documents, slides, or use the "whiteboard," and students can chat with classmates, raise their hand virtually to ask questions, and receive files. Zoom is accessible within each Canvas course, with setup and configuration support provided by Amridge University's technical support team. Canvas LMS and Zoom apps are available for free download with Apple IOS and ANDROID devices.

As part of our commitment to embrace 21st century technology for education, the University has adopted the laptop program for teaching and learning. During the course registration process all students are given the opportunity to purchase a laptop to use as a resource for accessing the University learning resources and services.

STUDENT ADVISORY COMMITTEE

At Amridge University students can lend their voices and engage with university representatives to promote the institutional mission through participation in the Student Advisory Committee. Through institutional effectiveness efforts, all Amridge University students provide vital feedback on a variety of surveys throughout each academic year. However, some results require more analysis that best comes from students' perspectives or voice. In these instances, representatives from the Student Advisory Committee provide necessary context, insight, preferences, concerns, and brain-storm possible solutions through participation in follow-up focus groups. When applicable, those findings are directed back to the appropriate Focus Review/ Institutional Unit. Recommendations can be emailed to STUDENTADVISORYCOMMITTEE@AMRIDGEUNIVERSITY.EDU. The Chairman of the Student Affairs Team or his/her designee serves as the advisor to this Committee.

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	✓ ADA Accommodations Request	✓ Update My Profile
✓ Re-admission Application	✓ Program Degree Change	✓ Appeals/Grievance Request

✓ Course Registration	✓ Degree Completion Applications	
✓ Course Drop and Withdrawal	✓ Transcript Requests	

Portal access is located on the MyAmridge 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 1.888.790.8080, extension 7889.

REVE CHAT

Reve Chat is the online live chat, video chat, and co-browsing delivery system available to prospective students, current students, and alumni to ask general questions of the University. Within Reve 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 Reve chat program by selecting the chat icon on the University homepage.

AUXILIARY SUPPORT SERVICES

eBooks – VitalSource Bookshelf™ and the Amridge Library

Amridge University provides digital resources through ***VitalSource Bookshelf*** and the Amridge University library. Amridge is a distance learning institution. Therefore, students access their

course materials through digital resources within Canvas™. Together, these resources support the distance learning component of each course by providing access to eBooks on the first day of class. These robust services allow students to highlight text and take notes, define unfamiliar words, create flashcards, generate citations, have text read aloud, and even print selected pages.

Students must check their course materials on the University website before the first day of class to ensure they have the correct materials for class. Students access their course information at HTTPS://WWW.AMRIDGEUNIVERSITY.EDU/BOOKS/.

Students who have questions regarding any technical support issues can email NOC@AMRIDGEUNIVERSITY.EDU or call 334.387.7889 or 1.888.790.8080, extension 7889.

AMRIDGE UNIVERSITY LAPTOP PROGRAM

Registration Processing for Laptops

During the registration process, students indicate whether they opt in or out of this offer by paying a technology fee of $575 which may be paid using Financial Aid or a personal credit card. **(**Some restrictions apply**).** Students do have full ownership of the purchased laptop.

Laptop Specifications

Laptop purchases are not refundable or returnable after purchase. Amridge University will provide Lenovo, HP and Microsoft computers for students. The type and brand of computer is based on availability by the third-party vendor. Computers provided will be based on the minimum laptop specifications.

Laptop Service Agreement

To ensure the effective service and safe use for laptops, Amridge University has partnered with a third party to ensure proper technical support and service for laptops. Amridge University will not service student's laptops. All parts and services issues are covered by an extended servicing agreement. Students receive a service agreement through the provided laptop manufacturer that covers parts and services.

Laptop Shipment and Restrictions

Students who choose to receive a laptop using Financial Aid Title IV or grants will be subject to course participation requirements. Laptops will be shipped to the address the student provided

during Admission and Enrollment. It is the responsibility of the student to ensure their address is correct and up to date. The University will not ship Laptops to addresses that do not match the student information system. In order to make an address update, students will need to visit the MYAMRIDGE PORTAL to update their address before the laptop is shipped.

Shipment will occur as soon as the Financial Aid department has determined a student has participated as required by Title IV. Timing is based on your disbursement plan. Contact Financial Aid for questions about your disbursement schedule. FINANCIALAID@AMRIDGEUNIVERSITY.EDU

Students cannot pick up their Laptop at Amridge University. Students who pay the Laptop technology fee, whether by Financial Aid payment or by personal credit card will receive their computer as soon as it has been determined that their registration fees, admission status and financial aid status are in good standing with the University.

Repair and Support Questions

Students can call our Technical Support team with further questions concerning technical support and the proper channels for repair. Call 1.888.790.8080 Ext 7889.

COMPUTER REQUIREMENTS CHECKLIST FOR ONLINE LEARNING

As a minimum, the following computer requirements are recommended for students using their own computer to access the Amridge University Canvas LMS, distance learning programs and services:

- **Operating Systems**
    - Windows Operating Systems
        - Windows 10
    - Macintosh Operating Systems and Software
        - OS X 10.10
    - Computer operating systems no longer supported
        - Windows 98
        - Windows XP
- **Internet Browsers**
    - Internet Browsers for the Windows Operating Systems
        - Chrome 122 | 123

        - Firefox 123 | 124 (Extended Releases are not supported*)
        - Edge 121 | 122
    - Internet Browsers for the Macintosh Operating Systems
        - Safari 16 | 17 (Macintosh only)

HARDWARE FOR Zoom

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.*** **Amridge University offers the FREE OFFICE 365 SUITE to students.**
- 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 ***Google Chrome.***
- 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 wireless 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.
- 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 1.888.790.8080, 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://WWW.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 who 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 Services, Campus Safety Report.**

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 Dean of Academic and 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 Institutional Effectiveness and Institutional Effectiveness 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 and Institutional Effectiveness and Institutional Effectiveness.
- 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 and Institutional Effectiveness, 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 Institutional Effectiveness and Institutional Effectiveness 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 who 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 and Institutional Effectiveness and Institutional Effectiveness 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 Canvas 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
- American Association for Marriage and Family Therapy: 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 Barbara Turner, contact by telephone at 1.888.790.8080, 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 within the MyAmridge Portal.

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: 1.888.790.8080, 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, 1.888.790.8080. 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. 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.

Procedure for Security Risk

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, LinkedIn and YouTube. 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 will not share student research, links to content or websites, as this information may not reflect the opinions of Amridge University.

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], Twitter:[HTTPS://TWITTER.COM/TOS], YouTube:[HTTP://WWW.YOUTUBE.COM/T/TERMS] and LinkedIn HTTPS://WWW.LINKEDIN.COM/LEGAL/L/SERVICE-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 LinkedIn'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 LinkedIn 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, access to full text 24 databases and e-books, and formal student and faculty borrowing agreements with the Auburn University Montgomery and Faulkner University, Amridge University meets the educational, research, and public service needs of all programs offered at the University.

MISSION 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

Printed Resources and Interlibrary Loan Services

The Southern Christian University Library at Amridge University houses over 70,000 volumes, as well as journals. Information about these resources is visible in Atriuum, the library's online public access catalog (OPAC). In addition to the institution's own library resources, Amridge University also has interlibrary loan (ILL) capability through OCLC WorldShare. It is party to reciprocal interlibrary lending agreements with other member institutions in OCLC, which typically result in deferring fees associated with ILL. These agreements include ATUG (American Theological Users Group, LVIS (Libraries Very Interested in Sharing), NAAL (Network of Alabama Academic Libraries), and SOLINE. Through OCLC, Amridge University is able to borrow printed books and request copies of articles not available online through the library. In the case of article requests, documents can be delivered electronically to the patron via OCLC Article Exchange. Distance Learning students can request resources from the library by telephone or Internet.

Online Access

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.

Online Journals and Magazines

Amridge University students and faculty have access to over 60 electronic databases that contain citations for hundreds of professional and scholarly publications as well as thousands of full-text articles that can be downloaded and printed on demand. These include databases in the area of Education such as ERIC and Professional Development Collection, databases pertinent to Business and Organizational Leadership such as Business Source Premier and Business Insight:

Essentials, Religion and Theology databases such ATLA Religion with Serials and ProQuest Religion, databases relevant to the counselling profession such as PsycINFO and ProQuest Psychology, and general resources for multidisciplinary research such as Academic Search Premier.

Electronic Books and Online Dissertations/Theses

E-Books

The library at Amridge University provides access to over 500,000 items in e-book format through the E-Book Central. This online collection of 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.

Online Dissertations/Theses:

Through the database ProQuest Dissertations and Theses Global, students have access to full text and citations for millions of dissertations and theses from other universities worldwide. Covering various disciplines and spanning from 1743 to the present day, this resource is especially valuable for students conducting research at the doctoral level.

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. These include live presentations in class and well as in faculty meetings. The library also conducts workshops on behalf of the EXPLORE lab and which are archived in the Canvas learning management system for easy access by all students and faculty. Finally, e-mail, telephone, and videoconferencing assistance is available to field requests for library help.

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.

HOURS OF OPERATION

The Amridge University Learning Resource Center on campus is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from at least 8:00 a.m. to 12 noon. 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 1.888.790.8080, 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).

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 through carefully planned and implemented programs of study, the College of Business and Leadership provides educational opportunities at both the undergraduate and graduate levels. 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 who 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 REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS

See the Information provided in *SECTION 3: ADMISSIONS POLICY*

GENERAL EDUCATION REQUIREMENTS

At Amridge University, General Education courses constitute a substantial component of all undergraduate degrees. Within each educational program students will take designated Core General Education Courses that are college level/transferable credit courses and in addition to the required discipline specific courses for the degree major.

(GE) Core Courses are aligned with the institution's mission, introduces students to a breadth of knowledge in the humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics, and encourages students to develop valuable cognitive/transferable skills.

(GE) Electives- Within the bachelor's degrees, students also take General Education electives so they may engage in intellectual curiosity and pursue knowledge for their own understanding, application, and/or advancement.

Upon completion of the General Education program requirements students will have a well-rounded distinct Amridge University experience with adequately developed competencies such as the ability to pursue an ethical life based on Biblical values, make reasoned decisions based on data to include the ability to discern cause and effect between personal behaviors and lifelong health and wellness, with the ability to effectively communicate with awareness of various cultures necessary to successfully navigate professions, society, church, and family.

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 – Principles of 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 – Principles of 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 2401 – You and the 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 to explore their own intellectual curiosity, support personal growth experiences, and fine-tune lifelong learning habits. 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*.

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 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 and Institutional Effectiveness and Institutional Effectiveness 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 and Institutional Effectiveness and Institutional Effectiveness. 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 and Institutional Effectiveness and Institutional Effectiveness that all undergraduate graduation requirements will be met; and (2) Have the Vice President of Academic Affairs and Institutional Effectiveness and Institutional Effectiveness 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.

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, 20 credit hours of prescribed core courses and 24 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,** a student must satisfy the following requirements:

1. Analyze the basic concepts of American business.
2. Demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.
3. Demonstrate appropriate entry-level skills in the areas of accounting, commerce, marketing, AND/OR management.

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), and elective courses (24 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
Total Foundational Course Hours		**4**
Elective Course Hours (select from 1000-2000 level courses)		**24**
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

In order to graduate with the Associate of Arts in Business Administration, ta 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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,** a student must satisfy the following requirements:

1. Analyze the basic concepts of American business.

2. Demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.

3. Demonstrate appropriate entry-level skills in the areas of business, organizational behavior, management information systems, management communication, and human social behavior;

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), and elective courses (24 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	8
Total Concentration Course Hours		**16**
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours		**4**
Elective Course Hours (select from 1000-2000 level courses)		**24**
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 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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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, 20 credit hours of prescribed core courses and 24 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, a student must satisfy the following requirements:**

1. Implement basic knowledge of business principles required for entry-level jobs in the business and non-profit organizations.
2. Demonstrate the knowledge necessary to effectively plan, acquire, and build information systems in a business setting.
3. Demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.

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), and elective courses (24 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	4
Total Concentration Course Hours	**16**
Foundational Course	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours	**4**
Elective Course Hours (select from 1000-2000 level courses)	**24**
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

In order to graduate with the Associate of Arts in Information Systems Management, ta 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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,** a student must satisfy the following requirements:

1. Implement basic knowledge of business principles required for entry-level jobs in the business and non-profit organizations
2. Demonstrate the knowledge necessary to effectively plan, acquire, and build information systems in a business setting
3. Develop fundamental skills in web design and application management. .
4. Demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.
5. Demonstrate the rudimentary expertise to upgrade, configure, manage and maintain operating systems such as Windows, Linux, MAC.

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 (40 semester hours), and a foundation 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		
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 *(Prerequisite: CO 1405 - Microcomputer Applications)*	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	4
MC 1405	Communicating via e-Portfolio and Resume	4
Total Concentration Course Hours		**40**

Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours		**4**

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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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. 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;
3. Demonstrate the ability to analyze problems that can be resolved with an understanding of employee behavior by effective, ethical, and culturally sensitive resolutions designed to promote productivity in the workplace.

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 (60 semester hours), and elective courses (28 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		4
MH 1403	College Algebra	
	- OR -	
MH 1404	Finite Math	
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	

Social Science/Behavioral Science		4
EC 3403	Microeconomics	
	- OR -	
EC 3405	Macroeconomics	
	- OR -	
GT 2401	You and the 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**

6 Core – 24 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)*	4
	- OR -	
BS 4450	Organizational Communication	
BS 4458	e-Portfolio in Business Administration (*Prerequisite: Within 12 hours of graduation)*	4
BS 4465	Ethical Character of Business Leadership	4
CO 1405	Microcomputer Applications	4
Total Core		**24**

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	4
Total Concentration		**32**
Total Required Course Hours		**60**
***Elective Course Hours** (select from 1000-4000 level courses)		**28**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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. Describe prominent management principles related to Human Resource Leadership
3. Develop a basic understanding of organizational leadership.

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 (52 semester hours), and elective courses (36 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		4
MH 1403	College Algebra	
	- OR -	
MH 1404	Finite Math	
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	
Social Science/Behavioral Science		4
EC 3403	Microeconomics	
	- OR -	
EC 3405	Macroeconomics	
	- OR -	
GT 2401	You and the 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 4424	Human Labor Relations	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		**52**
Elective Course Hours (select from 1000-4000 level courses)		**36**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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. Utilize current information systems, technologies, and operations to effectively work and contribute positively to the respective company or organization;
3. Demonstrate the ability to analyze problems that can be resolved with an understanding of employee behavior by effective, ethical, and culturally sensitive resolutions designed to promote productivity in the workplace; and
4. Demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business communications such as memos, letters, and reports.

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 (60 semester hours), and elective courses (28 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		4
MH 1403	College Algebra	
	- OR -	
MH 1404	Finite Math	
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	
Social Science/Behavioral Science		4
EC 3403	Microeconomics	
	- OR -	
EC 3405	Macroeconomics	
	- OR -	
GT 2401	You and the 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**
6 Core – 24 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)*	4
	- OR -	
BS 4450	Organizational Communication	
BS 4458	e-Portfolio in Business Administration (*Prerequisite: Within 12 hours of graduation)*	4
BS 4465	Ethical Character of Business Leadership	4
CO 1405	Microcomputer Applications	4
Total Core		**24**
8 Concentration – Information Systems Management (ISM) – 32 Hours		
CO 1403	Management Information Systems (MIS) in Business	4
CO 2410	Database Management *(Prerequisite: CO 1405)*	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 *(Prerequisite: CO 3424)*	4
CO 3430	Web Design and Applications Management I	4
Total Concentration		**32**
Total Required Course Hours		**60**
***Elective Course Hours** (select from 1000-4000 level courses)		**28**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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. Develop a basic understanding of organizational leadership;
3. Develop basic skills for effective public and private communications in the church setting and with other organizations.

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 (40 semester hours), and elective courses (48 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	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
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	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	

	- OR -	
GT 2401	You and the 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
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
MC 4409	Conflict Management and Negotiation	4
Total Required Course Hours		**40**

Elective Course Hours (select from 1000-4000 level courses)	**48**
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 Management.

Graduation Requirements for the Bachelor of Science in Management

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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 BUSINESS ADMINISTRATION

Whether students wish to advance their current careers or pursue a new position that includes a leadership role, they should consider obtaining a Master of Business Administration. At Amridge University students will receive practical training in the areas of finance and accounting, information systems, research and evaluation, legal perspective, and strategies for ethical leadership and management. There is also room in the program for students to take electives that speak to their particular interests and academic pursuits. Graduates will be prepared to put their skills to work within the corporate, non-profit, and/or Christian ministries setting.

Upon completion of the **Master of Business Administration**, the graduate will be able to:

1. Implement ethical and legal regulations within business environments.
2. Manage systems, operations, and organizational behavior.
3. Steward resources at various levels within for-profit and non-profit organizations.
4. Evaluate and interpret research data and reports.

Applications for admission to the Master of Business Administration 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 Bachelors 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 Business Administration 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 Business Administration

The Course Requirements of 30 semester credit hours for the degree program Master of Business Administration consists of program specific courses (21 semester hours) and elective courses (9 semester hours).

Required Courses for the Master of Business Administration		Sem. Hrs.
BA 6320	Managerial Finance	3
BA 6325	Accounting for Financial Reporting and Management	3
BA 6330	Legal Environment of Business	3
BA 6354	Systems for Today's Leaders	3
BA 6365	Leadership and Ethics	3
BA 6370	Organizational Behavior	3
RS 6339	Research and Evaluation	3
Total Required Hours for Master's Degree		**21**

Elective Courses for the Master of Business Administration		
	The student must choose three courses from the following: BA 6300 courses	9
Total Elective Hours for Master's Degree		**9**

Total Hours for Master's 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 12 semester hours of coursework into the Master of Business Administration.

Graduation Requirements for the Master of Business Administration

In order to graduate with the Master of Business Administration, a student must satisfy the following requirements:

1. Complete a total of 30 graduate semester hours of the required coursework;
2. At least 18 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework for the degree;
4. Have a cumulative GPA of 3.0 or higher;
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 INTERDISCIPLINARY STUDIES

The Master of Arts in Interdisciplinary Studies allows students to combine two academic disciplines to create a graduate program specific to their career goals and interests. This unique degree program can be personalized for students' whose career needs are not satisfied by traditional degree plans. Upon acceptance to the MA in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Business Administration, Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. A customized combination of courses allows each student to acquire specialized knowledge and skills across multiple disciplines and ensures graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels.

Upon completion of the **Master of Arts in Interdisciplinary Studies**, the graduate will be able to:

1. Analyze common interdisciplinary research models and merits of application in various settings
2. Utilize perspectives and theoretical constructs from multiple disciplines to critically analyze and make decisions concerning contemporary issues and problems;
3. Demonstrate mastery of subject matter/selected disciplines.

Time Normally Required to Complete the Program

The Master of Arts in Interdisciplinary Studies 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 Arts in Interdisciplinary Studies

The Course Requirements of 30 semester credit hours for the degree program Master of Arts in Interdisciplinary Studies consists of one program specific course (3 semester hours), five Primary Area of Study electives (15 semester hours), and four Secondary Area of Study electives (12 semester hours).

Required Courses for the Master of Arts in Interdisciplinary Studies	**Sem. Hrs.**
RS 6340 Interdisciplinary Research	3
Total Required Hours for Master's Degree	**3**
Primary Area of Study Electives for the Master of Arts in Interdisciplinary Studies	
6300 – 7300 Level Elective in the Primary Area of Study	3
6300 – 7300 Level Elective in the Primary Area of Study	3
6300 – 7300 Level Elective in the Primary Area of Study	3
6300 – 7300 Level Elective in the Primary Area of Study	3
6300 – 7300 Level Elective in the Primary Area of Study	3
Total Primary Area of Study Elective Hours for Master's Degree	**15**
Secondary Area of Study Electives for the Master of Arts in Interdisciplinary Studies	
6300 – 7300 Level Elective in the Secondary Area of Study	3
6300 – 7300 Level Elective in the Secondary Area of Study	3
6300 – 7300 Level Elective in the Secondary Area of Study	3
6300 – 7300 Level Elective in the Secondary Area of Study	3
Total Primary Area of Study Elective Hours for Master's Degree	**12**
Total Hours for Master's 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 12 semester hours of coursework into the Master of Arts in Interdisciplinary Studies.

Graduation Requirements for the Master of Arts in Interdisciplinary Studies

In order to graduate with the Master of Arts in Interdisciplinary Studies, a student must satisfy the following requirements:

1. Complete a total of 30 graduate semester hours of the required coursework;
2. At least 18 of the graduate semester hours must be from Amridge University;
3. Complete all required coursework for the degree;
4. 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
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 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. Demonstrate how ethical and moral regulations needed to operate in social, religious, and business communities might be implemented;
3. Develop a research plan/ business proposal that incorporates appropriate legal and ethical considerations;
4. Identify conflict resolutions, diversity issues, and productive improvement strategies;
5. Plan for and develop 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:

6. Application with fee.
7. 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	5
LD 6557	Organizational Communication	5
RS 6539	Research and Evaluation	5
Total Specific Course Hours		**30**
Non-Specific Courses		
	The student may choose two courses from the following:	10
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		**10**
Total Hours for Master's 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

In order to graduate 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. Have a cumulative GPA of 2.0;
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 PHILOSOPHY IN INTERDISCIPLINARY STUDIES

The Doctor of Philosophy in Interdisciplinary Studies is designed to prepare students for academic teaching, research, and service in a variety of professions in which interpersonal relationships are of great importance. As a result of its flexibility and structure, this unique degree program will attract students from various academic and professional backgrounds including human services, business, education, and ministry. Students enrolled in the PhD in Interdisciplinary Studies can tailor their educational experience to meet the requirements of a changing workforce and societal demands. Upon acceptance to the PhD in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. By combining core courses designed to provide an advanced understanding of research methodologies with concentration courses that allow each student to acquire specialized knowledge and skills across multiple disciplines, graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels.

Upon completion of the **Doctor of Philosophy in Interdisciplinary Studies**, the graduate will be able to:

1. Demonstrate the ability to conduct original research and interpret and evaluate findings from other research studies;
2. Utilize perspectives and theoretical constructs from multiple disciplines to critically analyze and make decisions concerning contemporary issues and problems;

3. Communicate effectively, both written and orally, in scholarly and professional settings; and

These outcomes are assessed throughout the completion of the coursework, comprehensive examination, and dissertation.

Admission to the Amridge University Doctor of Philosophy in Interdisciplinary Studies 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 Interdisciplinary Studies 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
3. Written Statement of Purpose that clearly explains the applicant's intended focus of research and why it is necessary for the applicant to integrate coursework from two or more academic disciplines to create a unique plan of study. Additionally, applicants should demonstrate how multidisciplinary research interests relate to their career and professional goals. The writing sample must be written solely by the applicant and should reflect the applicant's research and academic writing skills.
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.

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 program. Necessary pre-requisite courses may be identified during the application process.

Time Normally Required to Complete the Program

The Doctor of Philosophy in Interdisciplinary Studies 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, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). 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 research associated with the University involving human subjects receive approval from the (IRB) prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

Required Courses for the Doctor of Philosophy in Interdisciplinary Studies

The Course Requirements of 51 semester credit hours for the degree program Doctor of Philosophy in Interdisciplinary Studies consists of research courses (12 semester hours), academic areas courses (24 semester hours), a Qualifying Examination (3 semester hours), and dissertation courses (12 semester hours).

Research Courses for the Doctor of Philosophy in Interdisciplinary Studies		**Sem. Hrs.**
	Sequence A is suggested for those students with an academic background and/or primary research emphasis in Biblical Studies. **Sequence B** is suggested for all others. Once a sequence is selected, students must take all 12 hours in that sequence.	
Research Sequence A		12
FD 9300	Research in Biblical Doctrine	3
FD 9305	Research Analysis of the Origin and History of the Bible	3
RS 9339	Research and Evaluation	3
TH 9309	Research in New Testament Theology	3
	- OR -	
TH 9318	Research In Old Testament Theology	
Research Sequence B		12
RS 9320	Research Methodology	3
RS 9321	Qualitative Research Methods	3
RS 9322	Quantitative Research Methods	3
RS 9323	Advanced Quantitative Design and Analysis	3
	- OR -	
RS 9324	Advanced Qualitative Design and Analysis	
Total Research Hours for Doctoral Degree		**12**

Required Foundation Course for the Doctor of Philosophy in Interdisciplinary Studies		
FD 9301	Foundations and Advanced Scholarly Writing for Doctoral Study	3
Total Required Hours		3

Interdisciplinary Academic Areas Courses		
	Students choose courses from the current graduate courses offered at Amridge University. A minimum of two disciplines is required. No more than 4 courses can be taken from the following disciplines.	21

- Education
- Marriage and Family Therapy and Counseling
- Leadership
- Ministry
- Biblical Studies

Total Interdisciplinary Academic Areas Hours for Doctoral Degree		**21**

Qualifying Examination for the Doctor of Philosophy in Interdisciplinary Studies

RI 9300	Qualifying Examination for Doctor of Philosophy in Interdisciplinary Studies	3
Total Qualifying Examination Hours for Doctoral Degree		**3**

Research Dissertation Modules for the Doctor of Philosophy in Interdisciplinary Studies

RI 9301	Research Dissertation in Interdisciplinary Studies Module 1	3
RI 9302	Research Dissertation in Interdisciplinary Studies Module 2	3
RI 9303	Research Dissertation in Interdisciplinary Studies Module 3	3
RI 9304	Research Dissertation in Interdisciplinary Studies Module 4	3
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 doctoral level coursework into the Doctor of Philosophy in Interdisciplinary Studies.

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

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.Students' responses are expected to demonstrate comprehension and critical thinking using the theories and concepts presented throughout his or her unique course of study.

Qualifications and Procedures for the Qualifying Examination

1. To qualify for the Qualifying Examination, a student must have completed at least 33 semester hours of the core course requirements.
2. The student must register for the appropriate Qualifying Examination course
3. The Qualifying Examination is graded on a pass or fail basis.
4. A student who fails the Qualifying Examination course must retake the course.
5. Students may retake the exam as early as the following semester.
6. Students who do not pass the exam the second time may not retake the exam without approval of the program faculty.
7. An appeal for a third opportunity to take the exam must be submitted to the Vice President of Academic Affairs and Institutional Effectiveness who will chair the faculty committee to consider the appeal. An appeal will be granted only in very unusual circumstances.

Candidacy Status

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 required PhD core courses; and (c) Passage of the Qualifying Examination.

Dissertation Committee for the Doctor of Philosophy in Interdisciplinary Studies

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module course. The Dissertation Committee shall be appointed by Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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 related field.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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 Interdisciplinary Studies

To receive a PhD Degree in Interdisciplinary Studies 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 39 semester hours for the PhD Degree must be earned at Amridge University;

2. Have a cumulative GPA of 3.0;
3. Complete each of the dissertation milestones;
4. 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;
5. Be current on all tuition and fees owed to the University.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN ORGANIZATIONAL LEADERSHIP AND MANAGEMENT

The PhD in Organizational Leadership and Management is an advanced degree program designed for professionals who desire to incorporate research driven strategies and evidence based concepts into their work. Throughout this course of study, students will improve their research skills and enhance their ability to lead and manage in diverse environments, equipping them to address the most prevalent challenges organizations face today.

Upon completion of the **Doctor of Philosophy in Organizational Leadership and Management**, the graduate will be able to:

1. Critically evaluate the application of leadership and management theories and models in diverse organizational contexts.
2. Formulate strategies to address issues that impact contemporary organizations.
3. Make evidence-based decisions that are responsible and ethically sound.
4. Utilize quantitative and qualitative research methodologies to evaluate organizations.

These outcomes are assessed throughout the completion of the coursework, comprehensive examination, and dissertation.

Admission to the Amridge University PhD in Organizational Leadership and Management 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 Organizational

Leadership and Management 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 in a related field 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:

3. A bachelor's degree from a regionally accredited institution in the United States or
4. 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.

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 program. Necessary pre-requisite courses may be identified during the application process.

Time Normally Required to Complete the Program

The Doctor of Philosophy in Organizational Leadership and Management 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 Organizational Leadership and Management

The Course Requirements of 51 semester credit hours for the degree program Doctor of Philosophy in Organizational Leadership and Management consists of an Orientation Course (3 semester hours, Research Courses (12 semester hours), Discipline Specific Courses (21 Hours), a Comprehensive Examination (3 semester hours), and Dissertation courses (12 semester hours).

Required Courses for the Doctor of Philosophy in Organizational Leadership and Management		Sem. Hrs.
FD 9301	Foundations and Advanced Scholarly Writing for Doctoral Study	3
LD 9312	Management Theory and Practice	3
LD 9315	Leading Innovation and Change	3
LD 9318	Legal Aspects of Management	3
LD 9320	Human Development and Motivation	3
LD 9323	Ethical Leadership and Decision Making	3
LD 9327	Negotiation and Conflict Management	3
LD 9330	Current Trends and Topics in Organizations	3
RS 9320	Research Methodology	3
RS 9321	Qualitative Research Methods	3
RS 9322	Quantitative Research Methods	3
RS 9323	Advanced Quantitative Design and Analysis - OR -	3
RS 9324	Advanced Qualitative Design and Analysis	
Total Required Hours for Doctoral Degree		**36**

Qualifying Examination for the Doctor of Philosophy in Organizational Leadership and Management		
RL 9300	Qualifying Examination for Doctor of Philosophy in Organizational Leadership and Management	3
Total Qualifying Examination Hours for Doctoral Degree		**3**

Research Dissertation Modules for the Doctor of Philosophy in Organizational Leadership and Management		
RL 9301	Research Dissertation in Org. Leadership Module 1	3
RL 9302	Research Dissertation in Org. Leadership Module 2	3
RL 9303	Research Dissertation in Org. Leadership Module 3	3
RL 9304	Research Dissertation in Org. Leadership Module 4	3
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 doctoral level coursework into the Doctor of Philosophy in Interdisciplinary Studies.

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

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 consists of a series of questions that ensure students have mastered discipline specific content prior to achieving candidacy status. Students' responses are expected to demonstrate comprehension and critical thinking using the theories and concepts presented throughout his or her unique course of study.

Qualifications and Procedures for the Qualifying Examination

1. To qualify for the Qualifying Examination, a student must have completed at least 36 semester hours of the core course requirements.
2. The student must register for the RL 9370 Qualifying Examination for Doctor of Philosophy in Organizational Leadership and Management course.
3. The first 12 weeks of the semester in which the student registers for the Qualifying Examination will be dedicated to composing a written response to the questions presented on the examination. Submissions are due at the end of Week 12 and will be evaluated based on the rubric provided in the Qualifying Examination course.
4. The Qualifying Examination is graded on a pass or fail basis.
5. A student who fails the exam must retake the entire exam.
6. Students may retake the exam as early as the following semester.
7. Students who do not pass the exam the second time may not retake the exam without approval of the program faculty.
8. An appeal for a third opportunity to take the exam must be submitted to the Vice President of Academic Affairs and Institutional Effectiveness 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 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 Comprehensive Examination; 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 Organizational Leadership and Management

A Dissertation Committee shall be appointed near the time that the student enrolls in the first dissertation module course. The Dissertation Committee shall be appointed by Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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 related field.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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 Organizational Leadership and Management

To receive a PhD Degree in Interdisciplinary Studies 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 39 semester hours for the PhD Degree must be earned at Amridge University;
2. Have a cumulative GPA of 3.0;
3. Complete each of the dissertation milestones;
4. 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;

5. Be current on all tuition and fees owed to the University.

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).

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. 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 level study. Many of the Amridge University graduates of the College of General Studies choose to continue their studies at the Amridge University College of Business and Leadership, School of Education and Human Services, or 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 who 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 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 – Principles of 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 – Principles of 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 2401 – You and the 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 and Institutional Effectiveness 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 and Institutional Effectiveness. 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 and Institutional Effectiveness that all undergraduate graduation requirements will be met, and (2) Have the Vice President of Academic Affairs and Institutional Effectiveness 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.

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, 20 credit hours of prescribed core courses, and 24 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 term, procedures, and prominent theories that influence the formal criminal justice stem 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.

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 (20 semester hours), and elective courses (24 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		
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	4

Total Concentration Course Hours	**16**
Foundational Course	
FD 1412 Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours	**4**
Elective Course Hours (select from 1000-2000 level courses)	**24**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and

4. 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, 20 credit hours of prescribed core courses and 24 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 knowledge of factors that influence social behaviors;
2. Demonstrate knowledge of major theoretical perspectives in human development and related areas;

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), and elective courses (24 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		
OM 2405	Adult Learning and Development	4
OM 2409	Leadership and Organizational Dynamics	4
PG 2405	Developmental Psychology *(Prerequisite: PG 2401 – General Psychology)*	4
SY 2401	Introductory Sociology	4
Total Concentration Course Hours		**16**
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours		**4**
Elective Course Hours (select from 1000-2000 level courses)		**24**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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: LEGAL STUDIES

The AA in Legal Studies is a multidisciplinary degree that combines general education core courses with introductory elements of Criminal Justice, Human Resource Leadership, Human Development, and Ministry to prepare working professionals to better address legal and societal influences within their daily job functions and positively respond within the communities they serve. 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, a 4 credit hour foundation course, 28 credit hours of core courses, and 12 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 allow students to choose from specified courses.

Upon completion of the **Associate of Arts in Legal Studies**, the graduate will be able to:

1. Analyze evidence as necessary to make reasoned recommendations within the workplace.
2. Demonstrate an understanding of the history of the United States, purpose of the US Constitution, role of government branches, and ways by which citizens are afforded various legal protections.
3. Relate a basic understanding of social and/or religious concepts that influence human development within society.

The Course Requirements of 64 semester credit hours for the degree program Associate of Arts in Legal Studies includes general education courses (20 semester hours), a foundation course (4 semester hours), program specific courses (28 semester hours), and elective courses (12 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 2410 Business Policy	

	- OR -	
EH 1411	Technical Writing	4
Select 2 of the following:		
GT2401	You and the American Government	
	- OR -	
HY 1401	United States History I	
	- OR -	
HY 1402	United States History II	8
Select 3 of the following:		
BS 3430	Business Law	
	- OR -	
HD 4420	Human Resource Management	
	- OR -	
HD 4422	Employment Law for Organizations	
	- OR -	
LJ 3405	Criminal Law	
	- OR -	
LJ 4401	Constitutional Law	12
Select 1 of the following:		
HD4408	Thinking About Race, Class, and Gender	
	- OR -	
PH 4401	World Views: Islam, Humanism, Marxism, Christianity	4
Total Concentration Course Hours		**28**
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours		**4**
Elective Course Hours (select from 1000-2000 level courses)		**12**
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 Legal Studies.

Degree Completion

Students desiring to enroll in the Associate of Arts (AA) in Legal 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 Legal Studies

In order to graduate with the Associate of Arts in Legal 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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: LIBERAL STUDIES

Liberal Studies refers to the broad range of academic disciplines students may use to customize a multidisciplinary associate degree with a focus on skills necessary for academic transfer, career readiness, and life-long learning. 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, 20 credit hours of prescribed core courses and 24 credit hours of elective courses. This combination allows students the opportunity to both complete the general education requirements required of all Amridge University bachelor's degrees and customize a plan of study that speaks directly to their professional goals and personal interests. Therefore, this program is ideal for those who have a wide array of interests, have not yet selected a discipline of primary focus, or for those who want to pursue general abilities that are desirable in all careers such as strong communication, ethical, and reasoning skills with an understanding of behaviors that lead to health, wellness, and human awareness to better lead and serve in one's profession, society, church, and family.

Upon completion of the **Associate of Arts in Liberal Studies**, the graduate will be able to:

1. Implement accepted conventions of research and written prose to accomplish a specific purpose through the use of industry standard software;
2. Articulate principles of Christian ethics from a biblical perspective;
3. Perform basic calculations and mathematical operations;
4. Recognize the fundamental concepts related to human biology that demonstrate the relationship between personal behaviors and lifelong health and wellness; and
5. Demonstrate knowledge of factors that influence behavioral change in individuals or cultures.

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), and elective courses (24 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		
EH 1402	English Composition II	4
HY 1401	United States History I	
	- AND -	
HY 1402	United States History II	
	- OR -	
HY 2403	Western Civilization I	
	- AND -	
HY 2404	Western Civilization II	8
PH 3420	Survey of the Bible	4
Total Concentration Course Hours		**16**
Foundational Course		
FD 1412	Management Intervention (required at the beginning of the student's program)	4
Total Foundational Course Hours		**4**
Elective Course Hours (select from 1000-2000 level courses)		**24**
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

In order to graduate with the Associate of Arts in Liberal Studies, a student must satisfy the following requirements:

5. Complete at least 64 semester hours of which at least 20 semester hours must be taken with Amridge University;
6. Complete all required coursework for the respective degree;
7. Have a cumulative grade point average of 2.0 or higher; and
8. 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.
5. Demonstrate an understanding of strategies used to gather information for an investigation.

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 (40 semester hours), and elective courses (48 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		4
MH 1403	College Algebra	
	- OR -	
MH 1404	Finite Math	
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	
Social Science/Behavioral Science		4
EC 3403	Microeconomics	
	- OR -	
EC 3405	Macroeconomics	
	- OR -	
GT 2401	You and the 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
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
LJ 4450	Criminal Justice Overview	4
MC 4426	Interview and Interrogation	4
Total Required Course Hours		**40**
***Elective Course Hours** (select from 1000-4000 level courses)		**48**
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

In order to graduate with the Bachelor of Science in Criminal Justice, a student must satisfy the following requirements:

6. Complete at least 128 semester hours of which at least 40 semester hours must be taken at Amridge University;
7. Complete all required coursework for the respective degree;
8. Have a cumulative grade point average of 2.0 or higher; and
9. 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 Education and 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. Recall prominent counseling theories in the field of Human Development;
2. Analyze the foundational tenets of psychology and sociology;
3. Relate a basic explanation of human development.

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 (40 semester hours), and elective courses (48 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	4
MH 1403 College Algebra	
- OR -	
MH 1404 Finite Math	
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	
Social Science/Behavioral Science	4
EC 3403 Microeconomics	
- OR -	
EC 3405 Macroeconomics	
- OR -	
GT 2401 You and the 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
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
HD 4409	Family and Society	4
Total Required Course Hours		**40**

Elective Course Hours (select from 1000-4000 level courses)	**48**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and

4. 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 Education and Human Services

This section includes important information on the programs, courses, and degrees offered through the Amridge University School of Education and 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.

PURPOSE OF THE SCHOOL OF EDUCATION AND HUMAN SERVICES

In keeping with the Christian heritage of Amridge University, the purpose of the School of Education and 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 innovative, 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, education, 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 EDUCATION AND HUMAN SERVICES

1. Each student will acquire a basic core of knowledge of human relations 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 individual and collaborative research, human relations, leadership, and oral and written communication appropriate to his or her profession.
4. Through gaining essential knowledge, developing proper attitudes, and acquiring important skills, each student will be prepared for more advanced studies, employment in a chosen profession, and life-long learning.

   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 the Information provided in *SECTION 3: ADMISSIONS POLICY*

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 Clinical Program Coordinator of the School of Education and 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. Demonstrate an understanding of professional ethics and the law as related to the field of human services.
5. Evaluate and interpret research data.

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 (18 semester hours) and elective courses (12 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
FT 7381	Human Services Occupational Competency	3
LD 6360	Negotiation and Conflict Resolution	3
RS 6339	Research and Evaluation	3
Total Required Course Hours		**18**

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	
FT 7308	Crisis and Trauma Counseling	
PS 6309	Introduction to Christian Counseling	
PT 7350	Lifestyle and Career Development	
Total Elective Course Hours		**12**

Total Hours for Master's 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 12 semester hours of coursework into the Master of Science in Human Services.

Graduation Requirements for the Master of Science in Human Services

In order to graduate 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. 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 INTERDISCIPLINARY STUDIES

The Master of Arts in Interdisciplinary Studies allows students to combine two academic disciplines to create a graduate program specific to their career goals and interests. This unique degree program can be personalized for students' whose career needs are not satisfied by traditional degree plans. Upon acceptance to the MA in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Business Administration, Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. A customized combination of courses allows each student to acquire specialized knowledge and skills across multiple disciplines and ensures graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels. See ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDICIPLINARY STUDIES in the College of Business and Leadership.

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 Clinical Program Coordinator of the School of Education and Human Services.

Upon completion of the **Master of Arts in Marriage and Family Therapy**, the graduate will be able to:

1. Synthesize and utilize the major theories recognized by professional marriage and family counselors.
2. Demonstrate sensitivity to cultural diversity needs of clients.
3. Demonstrate a practical, working knowledge of legal, ethical, and professional issues bearing directly on the practice of counseling as promoted by the American Association of Marriage and Family Therapy (AAMFT).
4. Practice Marriage and Family Therapy through comprehensive Clinical Training;
5. Delineate systemic and environmental factors that affect human development, functioning, and behavior.
6. Evaluate reliability and validity of specified assessment tools.

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.

Practicum and Clinical Training

All students must have a University approved site to complete their Practicum and Clinical Training. Students, not Amridge University, are responsible for locating and making any arrangements for their Practicum and Clinical Training site, experiences and courses. As such, students should begin making the required arrangements several semesters in advance. All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under the direct supervision of a licensed mental health professional in the state in which the student will seek licensure.

The student must apply to the Clinical Training Program at least one semester prior to beginning the Practicum course. Students should contact the Clinical Program Coordinator via email to request the applicable application forms.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU.

During his or her Practicum and Clinical Training courses, the Marriage and Family Therapy student must accumulate a minimum of 500 hours of direct client contact hours (Note: at least 250 of the 500 contact hours must be relational). Additionally, MFT students must receive a minimum of 100 hours of concurrent supervision. Practicum and Clinical Training require one full year to complete (3 semesters: Practicum, Clinical Training I, and Clinical Training II). Students who do not satisfy the minimum requirements in three semesters must take additional Clinical Training courses.

Note: On May 9, 2018, Amridge University received notification from the New York State Education Department that students enrolled in this degree program are not permitted to intern in settings located in New York effective September 1, 2018.

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	3
RS 6339	Research and Evaluation	3
Total Hours for Master's 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

In order to graduate 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; at least 33 of the graduate semester hours must be from Amridge University;

2. 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, (Note: at least 250 of the 500 contact hours must be relational). and a minimum of 100 hours must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for every 5 hours of client contact;

3. 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, Licensure Boards may refuse to grant credit for a course in which the student received a grade of B-. Students should review the grading policy of their respective states. Questions about licensure can be directed to clinicals@amridgeuniversity.edu.

4. 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

In In compliance with the U.S. Department of Education and the National Council for State Authorization Reciprocity Agreement (NC-SARA), Amridge University provides information pertaining to the Master of Arts in Marriage and Family Therapy, Master of Divinity in Marriage and Family Therapy, Master of Arts in Marriage and Family Therapy, and Master of Divinity in Marriage and Family Therapy degree programs as it relates to licensure within each state.

In order to become licensed as a marriage and family therapist, candidates must complete the degree, program, and/or coursework required by their chosen state. States also have licensing requirements beyond a program's graduation requirements that include post-master's supervised clinical experience, examination(s), background check, and application for license. Professional licensure requirements vary by state. If you are considering an academic program that leads to professional licensure, we recommend you contact the appropriate licensing agency in your home state for information and guidance prior to starting a program outside your state. The American Association for Marriage and Family Therapy provides a listing of state licensure boards on its website: HTTPS://WWW.AAMFT.ORG/AAMFT/BUILD_YOUR_CAREER/MFT_LICENSING_BOARDS.ASPX

As of June 19, 2025, the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs meet the degree and coursework requirements in Alabama, Arizona, Arkansas, Connecticut, Georgia, Hawaii, Idaho, Indiana, Iowa, Kentucky, Louisiana, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wyoming, and Washington, DC.

Modifications to the practicum and clinical training portion of the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs must be made in order to meet the requirements in Alaska, Arkansas, California, Maine, Oregon, and Utah. Contact the University's Clinical Training Director at clinicals@amridgeuniversity.edu for additional information.

Amridge University's Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs do not meet licensure requirements of Colorado, Delaware, Illinois, Kansas, Maryland, Mississippi, New Hampshire, New York, Ohio, and Wisconsin.

A determination has not been made as to whether or not the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs meet the educational requirements for licensure in Florida.

While Amridge University strives to ensure the information contained here within is current and accurate, human error may occur, and state requirements may change or be updated without our knowledge. We recommend that you regularly check your state's licensure requirements throughout your studies to ensure ongoing eligibility.

Educational Competencies

The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) defines the educational competencies which the Amridge University MFT Clinical Training Program, and the entire MFT program, follows.

COAMFTE Required Foundation Curriculum	
Foundational Curricular Area	**Number of Required Credit Hours**
FCA 1: Foundations of Relational/Systemic Practice, Theories & Models	6
FCA 2: Clinical Treatment with Individuals, Couples and Families	6
FCA 3: Diverse, Multicultural and/or Underserved Communities	3
FCA 4: Research & Evaluation	3
FCA 5: Professional Identity, Law, Ethics & Social Responsibility	3
FCA 6: Biopsychosocial Health & Development Across the Life Span	3

FCA 7: Systemic/Relational Assessment & Mental Health Diagnosis and Treatment	3
FCA 8: Contemporary Issues	Some Coverage
FCA 9: Community Intersections & Collaboration	Some Coverage
FCA 10: Preparation for Teletherapy Practice	Some Coverage
CClinical Experience: Must Include face-to-face client contact under an approved supervisor.	3

Amridge University Marriage and Family Therapy Courses by COAMFTE Foundational Curricular Areas:

Courses shown in italics are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.

Foundational Curricular Areas			
Curricular Area	**Amridge Courses**	**Amridge Required Number of Credit Hours**	**COAMFTE Number of Required Credit Hours**
FCA 1: Foundations of Relational/Systemic Practice, Theories & Models	**FT 7323** – Marriage and Family Development **FT 7331** – Marital and Family Systems	6	6
FCA 2: Clinical Treatment with Individuals, Couples and Families	**FT 7311** – Theories of Marriage and Family Therapy **FT 7336** – Basic Counseling Techniques/Helping Relationships	6	6
FCA 3: Diverse, Multicultural and/or Underserved Communities	**FT 7326** – Social and Multicultural Diversity	3	3
FCA 4: Research & Evaluation	**RS 6339** – Research and Evaluation	3	3
FCA 5: Professional Identity, Law, Ethics & Social Responsibility	**FT 7300** – Ethics and Professional Identity	3	3
FCA 6: Biopsychosocial Health & Development Across the Life Span	**FT 7320** – Human Development **FT 7321** – Human Sexual Development **FT 7322** – Theories of Personality Development	9	3

FCA 7: Systemic/Relational Assessment & Mental Health Diagnosis and Treatment	**FT 7335** – Advanced Therapy **FT 7340** – Assessment of Individuals and Families **FT 7355** – Psychopharmacology and Psychopathology	9	3
FCA 8: Contemporary Issues **& FCA 9:** Community Intersections & Collaboration	**FT 7306** – Community and Social Systems **FT 7310** – Theories of Counseling and Psychotherapy **FT 7330** – Interpersonal and Family Dynamics **FT 7332** – Counseling for Abusive Relationships ***FT 7334*** – *Psychology of Grief, Death and Dying* ***PT 7350*** – *Lifestyle and Career Development*	12	Some Coverage
FCA 10: Preparation for Teletherapy Practice	In most courses. See specific syllabi.	In most courses. See specific syllabi.	Some Coverage
Clinical Experience: Must Include face-to-face client contact under an approved supervisor.	**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.*	9	3

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.

Amridge University Marriage and Family Therapy Courses by AAMFT Category			
AAMFT Category	**AAMFT Number of Required Credit Hours**	**Amridge Courses**	**Amridge Number of Required Credit Hours**
Marriage and Family Studies	9	**FT 7323 –** Marriage and Family Development **FT 7326 –** Social and Multicultural Diversity **FT 7331 –** Marital and Family Systems	9
Marriage and Family Therapy	9	**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 **FT 7340 –** Assessment of Individuals and Families	18
Human Development	9	**FT 7320 –** Human Development **FT 7321 –** Human Sexual Development **FT 7322 –** Theories of Personality Development **FT 7355 –** Psychopharmacology and Psychopathology	12
Professional Ethics	3	**FT 7300 –** Ethics and Professional Identity	3
Research	3	**RS 6339 –** Research and Evaluation	3
Practicum/Clinical	1 year minimum	**FT 7370 –** MFT Practicum **FT 7371 –** MFT Clinical Training I **FT 7372 –** MFT Clinical Training II	9

		FT 7373 – *MFT Clinical Training III – required only, if necessary, to meet the contact hour requirements.*	
Optional Courses & 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*	6

Students are encouraged to contact the Clinical Program Coordinator of the School of Education and Human Services, if they have any questions related to the licensure process.

By email: clinicals@amridgeuniversity.edu

Contact: Dr. Tojuana Thomason

By U.S. Postal Service Mail:

Clinical Program Coordinator of the School of Education and 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 Clinical Program Coordinator of the School of Education and 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 Clinical Program Coordinator of the School of Education and Human Services.

Upon completion of the **Master of Arts in Professional Counseling**, the graduate will be able to:

1. Synthesize and utilize major theories recognized by Professional Counselors;
2. Demonstrate sensitivity to cultural diversity needs of clients;
3. Demonstrate a practical, working knowledge of legal, ethical, and professional issues bearing directly on the practice of counseling as promoted by the American Counseling Association (ACA);
4. Practice counseling through comprehensive Clinical Training
5. Delineate systemic and environmental factors that affect human development, functioning, and behavior.
6. Evaluate the reliability and validity of specified assessment tools.

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.

Licensure Information Related to Professional Counseling

In compliance with the U.S. Department of Education and the National Council for State Authorization Reciprocity Agreement (NC-SARA), Amridge University provides information pertaining to the Master of Arts in Marriage and Family Therapy, Master of Divinity in Marriage and Family Therapy, Master of Arts in Professional Counseling, and Master of Divinity in Professional Counseling degree programs as it relates to licensure within each state.

In order to become licensed as a professional counselor, professional clinical counselor, or mental health counselor, candidates must complete the degree, program, and/or coursework required by their chosen state. States also have licensing requirements beyond a program's graduation requirements that include post-master's supervised clinical experience, examination(s), background check, and application for license. Professional licensure requirements vary by state. If you are considering an academic program that leads to professional licensure, we recommend you contact the appropriate licensing agency in your home state for information and guidance prior to starting a program outside your state. The National Board for Certified Counselors and Affiliates provides a listing of state licensure boards on its website: https://www.nbcc.org/search/stateboarddirectory

As of September 22, 2025, the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs meet the degree and coursework requirements in Alabama, Alaska, Arizona, Colorado, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wyoming, and Washington, DC.

Modifications to the practicum and clinical training portion of the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs must be made in order to meet the requirements in Arkansas, California, Connecticut, Maine, Massachusetts, and Missouri. Otherwise, the degree programs meet the degree and coursework requirements in these states. Contact the University's Clinical Training Director at clinicals@amridgeuniversity.edu for additional information.

Amridge University's Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs do not meet licensure requirements of the following states Delaware, Illinois, Kansas, Maryland, and North Carolina.

A determination has not been made as to whether or not the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs meet the educational requirements for licensure in New York, Ohio, and Wisconsin.

While Amridge University strives to ensure the information contained here within is current and accurate, human error may occur, and state requirements may change or be updated without our knowledge. We recommend that you regularly check your state's licensure requirements throughout your studies to ensure ongoing eligibility.

Time Normally Required to Complete the Program

The Master of Arts in Professional Counseling may be completed in seven semesters. A student may take courses on a part-time or full-time basis.

Practicum and Clinical Training

All students must have a University approved site to complete their Practicum and Clinical Training. Students, not Amridge University, are responsible for locating and making any arrangements for their Practicum and Clinical Training site, experiences and courses. As such, students should begin making the required arrangements several semesters in advance. All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under the direct supervision of a licensed mental health professional in the state in which the student will seek licensure.

The student must apply to the Clinical Training Program at least one semester prior to beginning the Practicum course. Students should contact the Clinical Program Coordinator via email to request the applicable application forms.

By email: clinicals@amridgeuniversity.edu

Contact: Dr. Tojuana Thomason

By U.S. Postal Service Mail:

Clinical Program Coordinator of the School of Education and Human Services
Amridge University
1200 Taylor Road
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Special Note Related to Practicum and Clinical Training for Professional Counseling Students

During the Practicum course, the Professional Counseling student must complete supervised practicum experiences that total a minimum of 100 clock hours over the course of the semester.

Subsequently, the Professional Counseling student must complete 600 clock hours of supervised internship experiences during the Clinical Training courses.

The duration of a student's supervised Practicum experience is to extend across a full academic semester to allow for the development of basic counseling skills and the integration of knowledge. Therefore, the University does not allow for extra hours obtained (i.e., hours in excess of 100) during the Practicum course to count toward the 600 clock hour requirement in the Clinical Training courses for Professional Counseling students.

Practicum and Clinical Training requires one full year to complete (3 semesters: Practicum, Clinical Training I, and Clinical Training II). Students who do not satisfy the minimum requirements in three semesters must take additional Clinical Training courses.

Note: On May 9, 2018, Amridge University received notification from the New York State Education Department that students enrolled in this degree program are not permitted to intern in settings located in New York effective September 1, 2018.

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	3
RS 6339	Research and Evaluation	3
Total Hours for Master's 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

In order to graduate 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 700 hours of face-to-face clinical experience. Of these 700 hours, a minimum of 280 must be client contact, and a minimum of 105 must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for every 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, Licensure Boards may refuse to grant credit for a course in which the student received a grade of B-. Students should review the grading policy of their respective states. Questions about licensure can be directed to clinicals@amridgeuniversity.edu.
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.

Students are encouraged to contact the Clinical Program Coordinator for the School of Education and Human Services for additional information regarding the licensure process at clinicals@amridgeuniversity.edu or 888.790.8080 to speak with the Clinical Director.

Amridge University Professional Counseling Courses by CACREP Category

Amridge University Professional Counseling Courses by CACREP Category These categories correspond to Section II of the CACREP 2016 Standards. Check with the respective state license board to ensure the state's standards are the same as the CACREP 2016 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 Counseling Orientation and Ethical Practice**
   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. **Counseling and 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 Counseling and Group Work**
   FT 7337 - Group Counseling
   FT 7331 – Marital and Family Systems
7. **Assessment and Testing**
   FT 7340 – Assessment of Families and Individuals
8. **Research and Program Evaluation**
   RS 6339 – Research and Evaluation

See Section III of the CACREP 2016 Standards for the clinical program standards:

Practicum (a minimum of 100 clock hours; of these, at least 40 must be direct client contact)
PT 7370 – PC Practicum
Internship (a minimum of 600 clock hours; of these at least 240 must be direct client contact)

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.

Courses 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 Students are encouraged to contact the Clinical Program Coordinator of the School of Education and Human Services, if they have any questions related to the licensure process.

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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 Clinical Program Coordinator of the School of Education and 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 Clinical Program Coordinator of the School of Education and 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. Demonstrate the ability to lead/counsel others through an advanced understanding of biblical texts.
2. Practice counseling through comprehensive Clinical Training.
3. Evaluate the ethical principles, professional issues, and laws inherent in given clinical case situations, ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in Marriage and Family Therapy.
4. Synthesize and utilize the major theories recognized by Marriage and Family Counselors.
5. Demonstrate sensitivity to cultural diversity needs of clients.
6. Delineate systemic and environmental factors that affect human development, functioning, and behavior.

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.

Licensure Information Related to Marriage and Family Therapist

In compliance with the U.S. Department of Education and the National Council for State Authorization Reciprocity Agreement (NC-SARA), Amridge University provides information pertaining to the Master of Arts in Marriage and Family Therapy, Master of Divinity in Marriage and Family Therapy, Master of Arts in Marriage and Family Therapy, and Master of Divinity in Marriage and Family Therapy degree programs as it relates to licensure within each state.

In order to become licensed as a marriage and family therapist, candidates must complete the degree, program, and/or coursework required by their chosen state. States also have licensing requirements beyond a program's graduation requirements that include post-master's supervised clinical experience, examination(s), background check, and application for license. Professional licensure requirements vary by state. If you are considering an academic program that leads to professional licensure, we recommend you contact the appropriate licensing agency in your home state for information and guidance prior to starting a program outside your state. The American Association for Marriage and Family Therapy provides a listing of state licensure boards on its website: HTTPS://WWW.AAMFT.ORG/AAMFT/BUILD_YOUR_CAREER/MFT_LICENSING_BOARDS.ASPX

As of June 19, 2025, the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs meet the degree and coursework requirements in Alabama, Arizona, Arkansas, Connecticut, Georgia, Hawaii, Idaho, Indiana, Iowa, Kentucky, Louisiana, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wyoming, and Washington, DC.

Modifications to the practicum and clinical training portion of the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs must be made in order to meet the requirements in Alaska, Arkansas, California, Maine, Oregon, and Utah. Contact the University's Clinical Training Director at clinicals@amridgeuniversity.edu for additional information.

Amridge University's Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs do not meet licensure requirements of Colorado, Delaware, Illinois, Kansas, Maryland, Mississippi, New Hampshire, New York, Ohio, and Wisconsin.

A determination has not been made as to whether or not the Master of Arts in Marriage and Family Therapy and Master of Divinity in Marriage and Family Therapy degree programs meet the educational requirements for licensure in Florida.

While Amridge University strives to ensure the information contained here within is current and accurate, human error may occur, and state requirements may change or be updated without our knowledge. We recommend that you regularly check your state's licensure requirements throughout your studies to ensure ongoing eligibility.

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.

Practicum and Clinical Training

All students must have a University approved site to complete their Practicum and Clinical Training. Students, not Amridge University, are responsible for locating and making any arrangements for their Practicum and Clinical Training site, experiences and courses. As such, students should begin making the required arrangements several semesters in advance. All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under the direct supervision of a licensed mental health professional in the state in which the student will seek licensure.

The student must apply to the Clinical Training Program at least one semester prior to beginning the Practicum course. Students should contact the Clinical Program Coordinator via email to request the applicable application forms.

By email: clinicals@amridgeuniversity.edu

Contact: Dr. Tojuana Thomason

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Clinical Program Coordinator of the School of Education and Human Services

Amridge University 1200 Taylor Road

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During his or her Practicum and Clinical Training courses, the Marriage and Family Therapy student must accumulate a minimum of 500 hours of direct client contact hours (Note: at least 250 of the 500 contact hours must be relational). Additionally, MFT students must receive a minimum of 100 hours of concurrent supervision with an approved supervisor. Practicum and Clinical Training require one full year to complete (3 semesters: Practicum, Clinical Training I, and Clinical Training II). Students who do not satisfy the minimum requirements in three semesters must take additional Clinical Training courses.

Note: On May 9, 2018, Amridge University received notification from the New York State Education Department that students enrolled in this degree program are not permitted to intern in settings located in New York effective September 1, 2018.

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 Master's 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	3
Total Required MFT Hours for Master's 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	3
Total Elective Non-MFT Hours for Master's Degree	**18**

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 Master's Degree		**3**

Total Hours for Master's 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 to the Clinical Program Coordinator of the School of Education and Human Services at least one semester prior to beginning a Practicum or a Clinical course. Students should contact the Clinical Program Coordinator via email to receive the ***Practicum and Clinical Course Form***.

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Also, during clinical training, each student will accumulate a minimum of 500 hours of client contact (Note: at least 250 of the 500 contact hours must be relational)., supervised by an additional minimum of 100 concurrent 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 FD 7323 – Synthesis of Theological Curriculum II.

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 FD 7323 – 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.

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 Director of Instruction 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 Director of Instruction 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

In order to graduate 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 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, (Note: at least 250 of the 500 contact hours must be relational). and a minimum of 100 hours must be concurrent supervision of that client contact with an approved supervisor, for a minimum ratio of 1 hour of supervision for every 5 hours of client contact;
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; Licensure Boards may refuse to grant credit for a course in which

the student received a grade of B-. Students should review the grading policy of their respective states. Questions about licensure can be directed to clinicals@amridgeuniversity.edu.

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.

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.

Amridge University Marriage and Family Therapy Courses by AAMFT Category			
AAMFT Category	**AAMFT Number of Required Credit Hours**	**Amridge Courses**	**Amridge Number of Required Credit Hours**
Marriage and Family Studies	9	**FT 7323 –** Marriage and Family Development **FT 7326 –** Social and Multicultural Diversity **FT 7331 –** Marital and Family Systems	9
Marriage and Family Therapy	9	**FT 7310 –** Theories of Counseling and Psychotherapy **FT 7311 –** Theories of Marriage and Family Therapy	18

		FT 7332 – Counseling for Abusive Relationships **FT 7335 –** Advanced Therapy **FT 7336 –** Basic Counseling Techniques/Helping Relationships **FT 7340 –** Assessment of Individuals and Families	
Human Development	9	**FT 7320 –** Human Development **FT 7321 –** Human Sexual Development **FT 7322 –** Theories of Personality Development **FT 7355 –** Psychopharmacology and Psychopathology	12
Professional Ethics	3	**FT 7300 –** Ethics and Professional Identity	3
Research	3	**RS 6339 –** Research and Evaluation	3
Practicum/Clinical	1 year minimum	**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.*	9
Optional Courses & 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*	6

Students are encouraged to contact the Clinical Program Coordinator of the School of Education and Human Services, as soon as possible, if they have any questions related to the licensure process.

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Contact: Tojuna Thomason

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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 Clinical Program Coordinator of the School of Education and 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**, a student must satisfy the following requirements:

1. Demonstrate the ability to lead/counsel others through an advanced understanding of biblical texts;
2. Practice counseling through comprehensive Clinical Training;

3. Evaluate the ethical principles, professional issues, and laws inherent in given clinical case situations, ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling;
4. Synthesize and utilize the major theories recognized by Professional Counselors;
5. Demonstrate sensitivity to cultural diversity needs of clients;
6. Delineate systemic and environmental factors that affect human development, functioning, and behavior.

These outcomes are assessed through a Qualifying examination. A student may demonstrate achievement of these outcomes by receiving a passing grade (i.e.," Qualifying" or "Qualifying with Distinction") for the Qualifying 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.

Licensure Information Related to Professional Counseling

In compliance with the U.S. Department of Education and the National Council for State Authorization Reciprocity Agreement (NC-SARA), Amridge University provides information pertaining to the Master of Arts in Marriage and Family Therapy, Master of Divinity in Marriage and Family Therapy, Master of Arts in Professional Counseling, and Master of Divinity in Professional Counseling degree programs as it relates to licensure within each state.

In order to become licensed as a professional counselor, professional clinical counselor, or mental health counselor, candidates must complete the degree, program, and/or coursework required by their chosen state. States also have licensing requirements beyond a program's graduation requirements that include post-master's supervised clinical experience, examination(s), background check, and application for license. Professional licensure requirements vary by state. If you are considering an academic program that leads to professional licensure, we recommend you contact the appropriate licensing agency in your home state for information and guidance

prior to starting a program outside your state. The National Board for Certified Counselors and Affiliates provides a listing of state licensure boards on its website: https://www.nbcc.org/search/stateboarddirectory

As of September 22, 2025, the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs meet the degree and coursework requirements in Alabama, Alaska, Arizona, Colorado, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wyoming, and Washington, DC.

Modifications to the practicum and clinical training portion of the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs must be made in order to meet the requirements in Arkansas, California, Connecticut, Maine, Massachusetts, and Missouri. Otherwise, the degree programs meet the degree and coursework requirements in these states. Contact the University's Clinical Training Director at clinicals@amridgeuniversity.edu for additional information.

Amridge University's Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs do not meet licensure requirements of the following states Delaware, Illinois, Kansas, Maryland, and North Carolina.

A determination has not been made as to whether or not the Master of Arts in Professional Counseling and Master of Divinity in Professional Counseling degree programs meet the educational requirements for licensure in New York, Ohio, and Wisconsin.

While Amridge University strives to ensure the information contained here within is current and accurate, human error may occur, and state requirements may change or be updated without our knowledge. We recommend that you regularly check your state's licensure requirements throughout your studies to ensure ongoing eligibility.

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.

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 Master's 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 Master's 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 Master's 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 Master's Degree		**3**
Total Hours for Master's 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 Professional Counseling.

Practicum and Clinical Training

All students must have a University approved site to complete their Practicum and Clinical Training. Students, not Amridge University, are responsible for locating and making any arrangements for their Practicum and Clinical Training site, experiences and courses. As such, students should begin making the required arrangements several semesters in advance. All Practicum and Clinical Training courses require face-to-face on-site clinical practice with the client(s). The experience must be performed under the direct supervision of a licensed mental health professional in the state in which the student will seek licensure.

The student must apply to the Clinical Training Program at least one semester prior to beginning the Practicum course. Students should contact the Clinical Program Coordinator via email to request the applicable application forms.

Email address: CLINICALS@AMRIDGEUNIVERSITY.EDU.

Special Note Related to Practicum and Clinical Training for Professional Counseling Students

During the Practicum course, the Professional Counseling student must complete supervised practicum experiences that total a minimum of 100 clock hours over the course of the semester. Subsequently, the Professional Counseling student must complete a minimum of 600 clock hours of supervised internship experiences during the Clinical Training courses.

The duration of a student's supervised Practicum experience is to extend across a full academic semester to allow for the development of basic counseling skills and the integration of knowledge. Therefore, the University does not allow for extra hours obtained (i.e., hours in excess of 100) during the Practicum course to count toward the 600 clock hour requirement in the Clinical Training courses for Professional Counseling students.

Practicum and Clinical Training requires one full year to complete (3 semesters: Practicum, Clinical Training I, and Clinical Training II). Students who do not satisfy the minimum requirements in three semesters must take additional Clinical Training courses.

Note: On May 9, 2018, Amridge University received notification from the New York State Education Department that students enrolled in this degree program are not permitted to intern in settings located in New York effective September 1, 2018.

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 FD 7323 – Synthesis of Theological Curriculum II.

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 FD 7323 – 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.

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 Director of Instruction 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 Director of Instruction 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

In order to graduate 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.

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. Licensure Boards may refuse to grant credit for a course in which the student received a grade of B-. Students should review the grading policy of their respective states. Questions about licensure can be directed to clinicals@amridgeuniversity.edu.

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.

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 italics are optional. Courses shown in regular font are part of Amridge University's core 60 semester hour curriculum.

6. **Professional Counseling Orientation and Ethical Practice**
   FT 7300 – Ethics and Professional Identity
7. **Social and Cultural Diversity**
   FT 7306 – Community and Social Systems
   FT 7326 – Social and Multicultural Diversity
8. **Human Growth and Development**
   FT 7320 – Human Development
   FT 7321 – Human Sexual Development
   FT 7322 – Theories of Personality Development
   FT 7355 – Psychopathology and Psychopharmacology
9. **Career Development**
   PT 7350 – Lifestyle and Career Development
10. **Counseling and 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
11. **Group Counseling and Group Work**
    FT 7337 - Group Counseling
    FT 7331 – Marital and Family Systems
12. **Assessment and Testing**
    FT 7340 – Assessment of Families and Individuals
13. **Research and Program Evaluation**
    RS 6339 – Research and Evaluation

See Section III of the CACREP 2016 Standards for the clinical program standards:

Practicum (a minimum of 100 clock hours; of these, at least 40 must be direct client contact)
PT 7370 – PC Practicum

Internship (a minimum of 600 clock hours; of these at least 240 must be direct client contact)

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.

Courses 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 Students are encouraged to contact the Clinical Program Coordinator of the School of Education and Human Services, if they have any questions related to the licensure process.

By email: clinicals@amridgeuniversity.edu

Contact: Dr. Tojuana Thomason

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 Clinical Program Coordinator of the School of Education and 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. The Doctor of Ministry in Family Therapy I is designed for students who do not have a Master of Divinity but have earned a master's 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. Customize a comprehensive plan to appropriately address academic, research, and professional goals.
2. Critically evaluate and synthesize existing scholarly research.
3. Make ethical decisions when conducting research with human subjects.
4. Create a research plan that demonstrates the ability to (1) apply advanced knowledge of Marriage and Family Therapy theories and techniques within a church/professional setting to address a need, (2) conduct scholarly research, and (3) present findings in accordance with the American Psychology Association (APA) guidelines.

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 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
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 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 Director of Instruction a student may take more than six credit hours in a semester.

Approval by Institutional Review Board

Faculty members, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board

(IRB). The purpose of Amridge University's IRB is to ensure that the use and treatment of human subjects participating in research associated with the 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 research associated with the University involving human subjects receive approval from the IRB prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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	45	
Total Required Hours for Doctoral Degree			**51**
Qualifying Examination for the Doctor of Ministry in Family Therapy I			
RF 9300	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			
RF 9301	Research Dissertation Module 1	3	
RF 9302	Research Dissertation Module 2	3	
RF 9303	Research Dissertation Module 3	3	
RF 9304	Research Dissertation Module 4	3	
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. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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.

Dissertation Modules

A student must pass his or her Qualifying Examination and achieve “Candidacy Status” prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Module course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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

In order to graduate 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. Complete each of the dissertation milestones;
5. Have a cumulative GPA of 3.0;
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 AD 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. Customize a comprehensive plan to appropriately address academic, research, and professional goals.
2. Critically evaluate and synthesize existing scholarly research.
3. Make ethical decisions when conducting research with human subjects.
4. Create a research plan that demonstrates the ability to (1) apply advanced knowledge of Marriage and Family Therapy theories and techniques within a church/professional setting to address a need, (2) conduct scholarch research, and (3) present findings in accordance with the American Psychology Association (APA) guidelines.

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 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
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:

3. A bachelor's degree from a regionally accredited institution in the United States or

4. 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 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 students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). The purpose of Amridge University's 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 research associated with the University involving human subjects receive approval from the IRB prior to data collection. This requirement also applies to all faculty members and staff as well as students who are collecting

data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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	15
Total Required Hours for Doctoral Degree		**21**
Qualifying Examination for the Doctor of Philosophy in Ministry in Family Therapy II		
RF 9300	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		
RF 9301	Research Dissertation Module 1	3
RF 9302	Research Dissertation Module 2	3
RF 9303	Research Dissertation Module 3	3
RF 9304	Research Dissertation Module 4	3
Total Research Dissertation Module Hours for Doctoral Degree		**12**
Total Required Hours for Doctoral 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 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. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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

In order to graduate 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. Complete each of the dissertation milestones;
5. Have a cumulative GPA of 3.0; 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 DOCTOR OF EDUCATION IN HIGHER EDUCATION ADMINISTRATION

The Doctor of Education in Higher Education Administration curriculum prepares current and future leaders for executive level positions within postsecondary institutions. With a programmatic emphasis in research, institutional effectiveness, student services, curriculum development, finance, law, and future trends, students will develop the theoretical skills necessary to effectively address real-world problems within higher education. The curriculum consists of 51 credit hours, with 3 hours of required orientation courses, 21 credit hours of discipline specific courses, 12 credit hours of research methods courses, 3 credit hours related to a Comprehensive Exam, and 12 credit hours devoted to the development of a dissertation. Students can complete the program within 10 semesters of full-time attendance.

Upon completion of the **Doctor of Education**, the graduate will be able to:

1. Interpret results from programmatic/institutional data, financial reports, and scholarly research in order to make data driven decisions.
2. Apply organizational theories and models to lead effective organizations.

3. Analyze trends and issues that influence higher education (such as student services, institutional effectiveness, public policy, student learning, and finance) to develop, manage, and evaluate quality academic programs and services in an ethical manner.
4. Research issues in higher education and provide scholarly analysis and innovative solutions.

These outcomes are assessed in the Comprehensive Exam. A student may demonstrate achievement of these outcomes by receiving a passing grade for the Comprehensive Exam.

Applications for admission to the Doctor of Education in Higher Education Administration program will not be considered complete until all 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 with a 3.0 grade point average on a 4.0 scale.
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.

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

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 pace at which courses are taken 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 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 Education in Higher Education Administration

The Course Requirements of 51 semester credit hours for the degree program Doctor of

Education in Higher Education Administration consists of program specific courses, 21 credit hours of discipline specific courses, 12 credit hours of research methods courses, 3 credit hours related to a Qualifying Exam, and 12 credit hours devoted to the development of a dissertation.

Required Courses for the Doctor of Education in Higher Education Administration		Sem. Hrs.
FD 9301	Foundations and Advanced Scholarly Writing for Doctoral Study	3
ED 9312	Foundations of Higher Education Leadership	3
ED 9315	Student Services Administration in Higher Education	3
ED 9318	Ethical and Legal Issues in Higher Education	3
ED 9321	Strategic Planning and Institutional Effectiveness in Higher Education	3
ED 9324	Higher Education Finance	3
ED 9327	College Curriculum and Program Development	3
ED 9330	Current Trends and Topics in Higher Education	3
RS 9320	Research Methodology	3
RS 9321	Qualitative Research Methods	3
RS 9322	Quantitative Research Methods	3
RS 9365	Program Evaluation	3
Total Required Hours for Doctoral Degree		**36**
Qualifying Examination for the Doctor of Education in Higher Education Administration		
RE 9300	Qualifying Examination for Doctor of Education in Higher Education Administration	3
Total Qualifying Examination Hours for Doctoral Degree		**3**
Research Dissertation Modules for the Doctor of Education in Higher Education Administration		
RE 9301	Research Dissertation in Education Module 1	3
RE 9302	Research Dissertation in Education Module 2	3
RE 9303	Research Dissertation in Education Module 3	3
RE 9304	Research Dissertation in Education Module 4	3
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 Education in Higher Education Administration.

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.

Qualifying Examination

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 ensures students have mastered discipline specific content prior to achieving candidacy status. Students' responses are expected to demonstrate comprehension and critical thinking using the theories and concepts presented throughout his or her unique course of study.

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 required courses; and (b) Passage of the written Qualifying Examination within the student's chosen program.

Dissertation Committee

A Dissertation Committee shall be appointed upon, or prior to, the student enrolling in the first dissertation module, Research Dissertation in Education Module 1. The Dissertation Committee shall be appointed by the Director of Instruction or his designee with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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 field related to education. 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 student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and

sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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* under *SECTION 14: COURSE DESCRIPTIONS* of this version of the *Amridge University Academic Catalog.*

Graduation Requirements for the Doctor of Education in Higher Education Administration

Before being graduated with the Doctor of Education in Higher Education Administration, a student must satisfy the following requirements:

1. Satisfactorily complete 51 semester hours of courses specified in the Doctor of Education in Higher Education Administration 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. Pass the Qualifying Examination and gain Candidacy Status;
4. Submit and gain faculty approval of dissertation proposal appropriate to the student's area of specialization and research competency;
5. Pass all four dissertation modules;
6. Final defense:

7. Doctoral dissertation defense approval: the student must defend and receive a passing grade for his or her doctoral dissertation before the Dissertation Committee, the Director of Instruction, and other faculty. This defense will take place at a time and place set by the Dissertation Committee.
8. The student must comply with all requirements for submission of the completed dissertation to the Amridge University Head Librarian.
9. Have a cumulative GPA of 3.0;

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.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES

The Doctor of Philosophy in Interdisciplinary Studies is designed to prepare students for academic teaching, research, and service in a variety of professions in which interpersonal relationships are of great importance. As a result of its flexibility and structure, this unique degree program will attract students from various academic and professional backgrounds including human services, business, education, and ministry. Students enrolled in the PhD in Interdisciplinary Studies can tailor their educational experience to meet the requirements of a changing workforce and societal demands. Upon acceptance to the PhD in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. By combining core courses designed to provide an advanced understanding of research methodologies with concentration courses that allow each student to acquire specialized knowledge and skills across multiple disciplines, graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels. See ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES in the College of Business and Leadership.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN MARRIAGE AND FAMILY THERAPY

Offered through the Amridge University School of Education and 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. Customize a comprehensive plan to appropriately address academic, research, and professional goals.,
2. Demonstrate an understanding of qualitative and quantitative research methods and statistical skills.
3. Create a research plan that demonstrates the ability to (1) apply advanced knowledge of Professional Counseling theories and/or techniques in a professional setting to address a need in an ethical manner, (2) conduct scholarly research, and (3) present findings in accordance with the American Psychology Association (APA) guidelines.
4. Evaluate selected theories, theorists, principles, and techniques of counseling and their application to professional counseling settings.
5. Create appropriate treatment plans and/or intervening strategies based on foundational counseling theories and client circumstances.
6. Develop auxiliary professional skills required to run a successful practice or classroom.

These outcomes are assessed through completion of the courses work, completion of the qualifying 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
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, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). 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 research associated with the University involving human subjects receive approval from the (IRB) prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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.
FD 9301	Foundations and Advanced Scholarly Writing for Doctoral Study	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 9320	Research Methodology	3
RS 9321	Qualitative Research Methods	3
RS 9322	Quantitative Research Methods	3
RS 9323	Advanced Quantitative Design and Analysis	3
	- OR -	
RS 9324	Advanced Qualitative Design and Analysis	
Total Required Hours for Doctoral Degree		**48**

Qualifying Examination for the Doctor of Philosophy in Marriage and Family Therapy		
RT 9030	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 Marriage and Family Therapy		
RT 9301	Research Dissertation in Marriage and Family Therapy Module 1	3
RT 9302	Research Dissertation in Marriage and Family Therapy Module 2	3
RT 9303	Research Dissertation in Marriage and Family Therapy Module 3	3
RT 9304	Research Dissertation in Marriage and Family Therapy Module 4	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 Marriage and Family Therapy.

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 FD 9301 Foundations and Advanced Scholarly Writing for Doctoral. 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 36 semester hours of the core course requirements.
2. The student must register for the appropriate Qualifying Examination course.

3. The Qualifying Examination evaluation outcomes will be on a pass or fail basis.
4. A student who fails the Qualifying Examination course must retake the cours.
5. Students may retake the exam as early as the following semester.
6. Students who do not pass the exam the second time may not retake the exam without approval of the program faculty.
7. An appeal for a third opportunity to take the exam must be submitted to the Director of Instruction who will chair the faculty committee to consider the appeal. An appeal will be granted only in very unusual circumstances.

Candidacy Status

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 required PhD core courses; (c) Passage of the Qualifying Examination within the student's chosen program; and, (d) 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. The student may come to the Montgomery Campus for the qualifying examination, which must be passed before continuation to the first dissertation module.

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. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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 counseling or marriage and family therapy.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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. Complete each of the dissertation milestones;
4. 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;
5. 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 Education and 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.

Upon completion of the **Doctor of Philosophy in Professional Counseling**, the graduate will be able to:

1. Customize a comprehensive plan to appropriately address academic, research, and professional goals.
2. Demonstrate an understanding of qualitative and quantitative research methods and statistical skills.
3. Create a research plan that demonstrates the ability to (1) apply advanced knowledge of Professional Counseling theories and/or techniques in a professional setting to address a need in an ethical manner, (2) conduct scholarly research, and (3) present findings in accordance with the American Psychology Association (APA) guidelines.
4. Evaluate selected theories, theorists, principles, and techniques of counseling and their application to professional counseling settings.
5. Create appropriate treatment plans and/or intervening strategies based on foundational counseling theories and client circumstances.
6. Develop auxiliary professional skills required to run a successful practice or classroom.

These outcomes are assessed through completion of the courses work, completion of the qualifying 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
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, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). 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 research associated with the University involving human subjects receive approval from the (IRB) prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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.
FD 9301	Foundations and Advanced Scholarly Writing for Doctoral Study	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 plan to practice.)	3
	- OR -	
DT 9337	Teaching Practicum (For students who plan to teach.)	
RS 9320	Research Methodology	3
RS 9321	Qualitative Research Methods	3
RS 9322	Quantitative Research Methods	3
RS 9323	Advanced Quantitative Design and Analysis	3
	- OR -	
RS 9324	Advanced Qualitative Design and Analysis	
Total Required Hours for Doctoral Degree		**48**

Qualifying Examination for the Doctor of Philosophy in Professional Counseling

RC 9030	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 9301	Research Dissertation in Counseling Module 1	3
RC 9302	Research Dissertation in Counseling Module 2	3
RC 9303	Research Dissertation in Counseling Module 3	3
RC 9304	Research Dissertation in Counseling Module 4	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.

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 FD 9301 Foundations and Advanced Scholarly Writing for Doctoral Study. 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 36 semester hours of the core course requirements.
2. The student must register for the appropriate Qualifying Examination course.
3. The Qualifying Examination evaluation outcomes will be on a pass or fail basis.
4. A student who fails the Qualifying Examination course must retake the course.
5. Students may retake the exam as early as the following semester.
6. Students who do not pass the exam the second time may not retake the exam without approval of the program faculty.
7. An appeal for a third opportunity to take the exam must be submitted to the Director of Instruction who will chair the faculty committee to consider the appeal. An appeal will be granted only in very unusual circumstances.

Candidacy Status

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 required PhD core courses; (c) Passage of the Qualifying Examination within the student's chosen program; and, (d) 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. The student may come to the Montgomery Campus for the qualifying examination, which must be passed before continuation to the first dissertation module.

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. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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 counseling or family therapy.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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. Complete each of the dissertation milestones;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;
4. 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;

    a. The student must comply with all requirements for submission.

5. 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.

The web link for the American Association for Marriage and Family Therapy listing of state licensure boards is as follows:

HTTP://WWW.AAMFT.ORG.

Additionally, students are encouraged to contact the Clinical Program Coordinator of the School of Education and 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:

Clinical Program Coordinator of the School of Education and 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.

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 Associate of Arts in Ministry/Bible, Bachelor of Science in Ministry/Bible, Bachelor of Arts in Biblical Studies, Master of Science in Christian Ministry, Master of Science in Ministerial Leadership, 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.

UNDERGRADUATE EDUCATIONAL GOALS OF THE TURNER SCHOOL OF THEOLOGY

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 who 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 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 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:

6. **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
7. **Ethics and Biblical Values**: Students will articulate principles of Christian ethics from a biblical perspective.
    a. HM 2410 – Introduction to Ethics

8. **Quantitative Reasoning**: Students will perform basic calculations and mathematical operations. (Select One)
    a. MH 1403 – College Algebra
    b. MH 1404 – Finite Math
9. **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 – Principles of Biology I
10. **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 – Principles of 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 2401 – You and the 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 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 and Institutional Effectiveness 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 and Institutional Effectiveness. 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 and Institutional Effectiveness that all undergraduate graduation requirements will be met; and (2) Have the Vice President of Academic Affairs and Institutional Effectiveness 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.

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.

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 the ability to interpret Biblical text.
2. Recognize and describe important person, events, heresies and doctrines throughout Christian history.

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), and elective courses (24 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 (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
Total Foundational Course Hours		**4**

Elective Course Hours (select from 1000-2000 level courses)	**24**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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. Impart knowledge of the Old Testament and the New Testament;
2. Implement basic skills required for the ministry;
3. Utilize leadership skills.

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 (406 semester hours), and elective courses (48 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 2401	You and the 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
FD 3401	Hermeneutics	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		**40**
Elective Course Hours (select from 1000-4000 level courses)		**48**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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 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, 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. Impart knowledge of the Old Testament and the New Testament;
2. Develop a basic explanation of Christianity; and
3. Translate basic Greek or Hebrew into English.

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 (40 semester hours), and elective courses (48 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 2401	You and the 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
FD 3401	Hermeneutics	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		**40**

Elective Courses (select from 1000-4000 level courses)	**48**
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

In order to graduate 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. Have a cumulative grade point average of 2.0 or higher; and
4. 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 PROFESSIONAL STUDIES GRADUATE CERTIFICATE IN MINISTRY

The Professional Studies Graduate Certificate in Ministry is a unique academic program designed to help prepare participants to best proclaim the gospel in response to the legacy of concerns caused by the impact of Covid-19 on ministerial efforts in five specific areas.

The Certificate is a great choice for those who already have a degree, but would like to stay current within the field, and for those who are interested in elevating their career options without the expense of a master's degree.

The Certificate Program is open to applicants who hold a four-year bachelor's degree in any field of study or for those who qualify for admission through the Accelerated Master's Program.

Upon completion of the **Professional Studies Graduate Certificate in Ministry**, the graduate will be able to:

1. Network, collaborate, share resources and/or offer insight into contemporary Christian ministry trends, issues, and best practices (Area 1: Strategies).
2. Identify leadership styles and characteristics appropriate to best bridge theory and management practices from a biblical perspective (Area 2: Mission).
3. Strategically lead from a biblical perspective, problem-solve, and make informed decisions (Area 3: Agency).
4. Implement habits for personal growth and spiritual wellbeing (Area 4: Resilience).
5. Develop necessary competencies to effectively reach a diverse audience in traditional and innovative formats that are theologically informed and/or contextually appropriate (Area 5: Technology/Media/Communication).

Applications for admission to the Professional Studies Graduate Certificate -Ministry program will not be considered complete until the following items are completed and submitted:

1. Application with fee (Waived for current Amridge University students).
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. Current Amridge University undergraduate students seeking to participate in a 4+1 program, should refer to the Accelerated Master's Program section in the Academic Catalog for specific Admission Requirements.

Time Normally Required to Complete the Program

The Professional Studies Graduate Certificate in Ministry may be completed in 2 semesters. A student may take courses on a part-time or full-time basis.

Required Courses for the Professional Studies Graduate Certificate in Ministry

The Course Requirements of 15 semester credit hours for the Professional Studies Graduate Certificate in Ministry consists of program specific courses from five areas. Courses may not be used for credit in more than one area.

Required Courses for the Professional Studies Graduate Certificate in Ministry	Sem. Hrs.
Select One from Required Area 1	3
MS 7310 Contemporary Issues in Christian Ministry	
PS 7320 Guided Research in Professional Studies	
TH 7320 Guided Research in Theology	
MS 7320 Guided Research in Ministry	
Select One from Required Area 2	3
LD 6385 Ministerial Leadership	
LD 6353 Leadership Vision and Values	
PS 6305 Conflict Management for Ministry	
Select One from Required Area 3	3
LD 6362 Spiritual Leadership	
LD 6358 Theories of Motivational Leadership	
PS 7320 Guided Research in Professional Studies	
TH 7320 Guided Research in Theology	
MS 7320 Guided Research in Ministry	
Select One from Required Area 4	3
FT 7301 Introduction to Pastoral Counseling	
TH 6326 Spirituality and Spiritual Formation	
PS 7320 Guided Research in Professional Studies	
TH 7320 Guided Research in Theology	
MS 7320 Guided Research in Ministry	
Select One from Required Area 5	3
PS 6313 Technology and Media in Ministry	
LD 6357 Organizational Communication	
PS 6305 Conflict Management for Ministry	
Total Hours for Graduate Certificate	**15**

Amridge University recognizes that students transferring from other institutions may have earned academic credit that is applicable to their Academic Plan at the University. However, students may not transfer hours of coursework into the Professional Studies Graduate Certificate in Ministry. All qualifying coursework must be taken at Amridge University. However, the Ministry Certificate coursework may be transferred into Amridge University master's degrees.

Recommended programs include: MS Christian Ministry, MS Ministerial Leadership, MDIV Ministerial Leadership, or Master of Divinity). Speak with your advisor for more information.

Graduation Requirements for the Professional Studies Graduate Certificate in Ministry

In order to graduate with the Professional Studies Graduate Certificate in Ministry, a student must satisfy the following requirements:

1. Complete a total of 15 graduate semester hours of the required coursework to specification;
2. All of the 15 graduate semester credit hours must be from Amridge University;
3. Complete an Amridge University *DEGREE COMPLETION APPLICATION* available from the University's MYAMRIDGE PORTAL. The properly completed and signed application must be submitted after the completion of 9 graduate credit hours. 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 INTERDISCIPLINARY STUDIES

The Master of Arts in Interdisciplinary Studies allows students to combine two academic disciplines to create a graduate program specific to their career goals and interests. This unique degree program can be personalized for students' whose career needs are not satisfied by traditional degree plans. Upon acceptance to the MA in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Business Administration, Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. A customized combination of courses allows each student to acquire specialized knowledge and skills across multiple disciplines and ensures graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels. See ADMISSION AND DEGREE REQUIREMENTS FOR THE MASTER OF ARTS IN INTERDICIPLINARY STUDIES in the College of Business and Leadership.

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. Lead an organization from a values-based position.

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 (24 semester hours) and elective courses (12 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
MS 7310	Contemporary Issues in Christian Ministry	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 Master's Degree		**24**
Elective Course Hours for Master's Degree		**12**
Total Hours for Master's 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

In order to graduate with the Master of Science in Christian Ministry, a student must satisfy the following requirements:

4. Complete a total of 36 graduate semester hours of the required coursework;
5. At least 21 of the graduate semester hours must be from Amridge University;
6. Complete all required coursework for the degree;
7. Have a cumulative GPA of 2.0;
8. 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 knowledge of leadership principles necessary to create a healthy culture, effectively make decisions, communicate with others, and address issues of conflict and motivation, while leading an organization from a values-based position.
2. Research biblical teachings as they relate to church ministry and Christian life.
3. Demonstrate professional skills necessary to effectively lead a ministry.

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 (39 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
LD 6385	Ministerial 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		**39**
Total Hours for Master's 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

In order to graduate 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. Have cumulative GPA of 2.0;
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 CHRISTIAN EDUCATION

Students interested in vocational or bi-vocational positions in Christian organizations should consider the Master of Arts (MA) in Christian Education. This degree program is ideal for those interested in full or part-time ministry education positions, those with a background as a lay leader, current educator/administrator, or professionals from other disciplines who wish to enhance their credentials. Graduates will be prepared to lead Christian education programs such as those related to family-life education, youth, children, and women's ministries or serve as teachers and administrators in secondary and post-secondary Christian institutions.

Upon completion of the **Master of Arts in Christian Education**, the graduate will be able to:

1. Develop a biblical philosophy of Christian education.
2. Develop leadership skills that are effective in church settings or in other groups and organizations.
3. Utilize sound interpretation principles of Old and New Testament texts.
4. Demonstrate appropriate use of curriculum and instruction principles.
5. Develop skills to locate and analyze research that can then be communicated through publication and serve as a foundation for curriculum development and other educational ministry purposes.

Applications for admission to the Master of Arts in Christian Education 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 Christian Education 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 Arts in Christian Education

The Course Requirements of 36 semester credit hours for the degree program Master of Arts in Christian Education consists of program specific courses.

Required Courses for the Master of Arts in Christian Education		Sem. Hrs.
BI 6320	History of the Bible	3
CI 6310	Course Planning	3
CI 6311	Advanced Course Planning	3
CI 6320	Course Assessment	3
NT 6301	Critical Introduction to the New Testament	3
OT 6301	Critical Introduction to the Old Testament	3
PS 6303	Educational Program of the Local Church	3
PS 6304	Principles of Teaching the Bible	3
	- OR -	
CI 6337	Teaching Practicum	
PS 6326	History and Philosophy of Christian Education	3
RS 6310	Introduction to Biblical Related Research	3
	Choose two from the following courses	6
LD 6351	Leadership Foundations	
LD 6353	Leadership Vision and Values	
LD 6362	Spiritual Leadership	
PS 6301	Christian Ministry	
Total Hours for Master's 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 Arts in Christian Education.

Graduation Requirements for the Master of Arts in Christian Education

In order to graduate with the Master of Arts in Christian Education, 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. Have a cumulative GPA of 3.0 or higher;
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 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.

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.

Required Courses for the Master of Arts in New Testament Studies

The Course Requirements of 36 semester credit hours for the degree program Master of Arts in New Testament Studies consists of program specific courses (27 semester hours) and elective courses (9 semester hours).

Required Courses for the Master of Arts in New Testament Studies		**Sem. Hrs.**
BI 6320	History of the Bible	3
BI 7310	Synthesis of Biblical Studies	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 Master's Degree		**27**

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.	9
Total Elective Course Hours for Master's Degree	**9**

Total Hours for Master's 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 Greek courses* may receive, with the approval of the Director of Instruction, up to 6 hours toward this degree – possible reducing the required hours total from 36

to 30 semester hours.

Students may earn an emphasis in “Biblical Related Languages” by completing the two-year course sequence of an additional (second) Biblical Related Language. The emphasis is noted on the student’s transcript when his or her degree is conferred.

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

In order to graduate 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. Have a cumulative GPA of 3.0; and,
4. 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.

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.

Required Courses for the Master of Arts in Old Testament Studies

The Course Requirements of 36 semester credit hours for the degree program Master of Arts in Old Testament Studies consists of program specific courses (27 semester hours) and elective courses (9 semester hours).

Required Courses for the Master of Arts in Old Testament Studies		Sem. Hrs.
BI 6320	History of the Bible	3
BI 7310	Synthesis of Biblical Studies	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 Master's Degree		**27**

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.	9
Total Elective Course Hours for Master's Degree		**9**

Total Hours for Master's 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 Director of Instruction, up to 6 hours toward this degree – possibly reducing the required hours total from 36 to 30 semester hours.

Students may earn an emphasis in "Biblical Related Languages" by completing the two-year course sequence of an additional (second) Biblical Related Language. The emphasis is noted on the student's transcript when his or her degree is conferred.

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

In order to graduate 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. Have a cumulative GPA of 3.0; and

4. 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. Research biblical teachings as they relate to ministerial leadership and Christian life;
2. Demonstrate knowledge of leadership principles necessary to create a healthy culture, effectively make decisions, communicate with others, and address issues of conflict and motivation, while leading an organization from a values-based position;
3. Communicate in an effective manner;

4. 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 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 Master's 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 Master's Degree	**36**

****Total Hours for Master's Degree**	**90**

****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 FD 7323 – Synthesis of Theological Curriculum II.

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 FD 7323 – 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.

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 Director of Instruction 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 Director of Instruction 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

In order to graduate 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. 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
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

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. Develop 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. Develop 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.

Required Courses for the Master of Divinity

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.	21
Total Theological/Historical/Missions/Foundations/Professional Studies Elective Hours for Master's Degree	**21**

Textual/Leadership/Counseling/MFT Elective Courses

Six courses from Family Therapy (FT), Leadership (LD), New Testament (NT), Old Testament (OT), OR Professional Counseling (PT) prefixed courses.	18
Total Textual/Leadership/Counseling/MFT Elective Hours for Master's Degree	**18**

Comprehensive Examination for the Master of Divinity	
FD 7323 Synthesis of Theological Curriculum II (MDiv)	3
Total Comprehensive Examination Hours for Master's Degree	**3**

****Total Hours for Master's Degree**	**78**

***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 Director of Instruction.

****Advanced Bible Placement**

Students who have a major in religious studies on the undergraduate level may receive, with the approval of the Director of Instruction, 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 FD 7323 – Synthesis of Theological Curriculum II.

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 FD 7323 – 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.

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 Director of Instruction 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 Director of Instruction 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 order to graduate 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 FD 7323 – Synthesis of Theological Curriculum II 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. Research issues in congregational ministry, provide scholarly analysis of those issues, and propose solutions.
2. Enhance skills to effectively lead ministries that address worship services, family/societal concerns, AND/OR church leadership.

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, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). The purpose of Amridge University's 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 research associated with the University involving human subjects receive approval from the IRB prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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	3
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

RM 9300	Qualifying Examination for Doctor of Ministry	3
Total Qualifying Examination Hours for Doctoral Degree		**3**

Research Dissertation Modules for the Doctor of Ministry

RS 9301	DMin Research Dissertation Module 1	3
RS 9302	DMin Research Dissertation Module 2	3
RS 9303	DMin Research Dissertation Module 3	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 master's 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	
RM 9300 Qualifying Examination for Doctor of Ministry	3
Total Qualifying Examination Hours for Doctoral Degree	**3**
Research Dissertation Modules for the Doctor of Ministry	
RM 9301 DMin Research Dissertation Module 1	3
RM 9302 DMin Research Dissertation Module 2	3
RM 9303 DMin Research Dissertation Module 3	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 and Institutional Effectiveness.

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. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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 order to graduate 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 each of the dissertation milestones;
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 DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES

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.

A student will demonstrate achievement of the program outcomes by receiving a passing grade in dissertation Module 4.

The PhD in Biblical Studies is a rigorous research-oriented study of 51 semester hours. The doctoral acceptance committee, which is chaired by the Director of Instruction, 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 in a related field from a regionally or selected nationally accredited institution with a 3.0 grade point average on a 4.0 scale.
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, students, and staff conducting research in association with Amridge University, including research for dissertations, must first seek approval from the Institution Review Board (IRB). The purpose of Amridge University's 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 research associated with the University involving human subjects receive approval from the IRB prior to data collection. This requirement applies to all faculty members and staff as well as to students who are collecting data under the supervision of a faculty member. That is, students engaged in dissertations, independent research courses, or faculty-student collaborations that involve human subjects must seek IRB approval with the assistance of the faculty member/s involved or dissertation committee chairperson, whichever is applicable.

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		Sem. Hrs.
FD 9300	Research in Biblical Doctrine	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:	9
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 New Testament Elective Courses		
	Select three courses from 9000 level courses	9
Total PhD Level Elective Hours for Doctoral Degree		**9**

Qualifying Examination for the Doctor of Philosophy in Biblical Studies - Old Testament		
RB 9030	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 9301	Research Dissertation in Biblical Studies Module 1	3
RB 9302	Research Dissertation in Biblical Studies Module 2	3
RB 9303	Research Dissertation in Biblical Studies Module 3	3
RB 9304	Research Dissertation in Biblical Studies Module 4	3
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:	9
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 Old Testament Elective Courses		
	Select three courses from 9000 level courses	9
Total PhD Level Elective Hours for Doctoral Degree		**9**

Qualifying Examination for the Doctor of Philosophy in Biblical Studies - New Testament

RB 9030	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 9301	Research Dissertation in Biblical Studies Module 1	3
RB 9302	Research Dissertation in Biblical Studies Module 2	3
RB 9303	Research Dissertation in Biblical Studies Module 3	3
RB 9304	Research Dissertation in Biblical Studies Module 4	3
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 9051 – 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 Qualifying 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 do not pass 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 near the time that the student enrolls in the first dissertation module. The Dissertation Committee shall be appointed by the Director of Instruction with the approval of the Vice President of Academic Affairs and Institutional Effectiveness. 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.

Dissertation Modules

The student must pass his or her Qualifying Examination and achieve "Candidacy Status" prior to enrolling in the first dissertation module course. The dissertation is to be completed through a sequence of dissertation module courses. Dissertation module courses are taken continually and sequentially until all dissertation milestones have been completed. The sequence of milestones is mandatory, but the number of modules required to complete the dissertation milestones will vary.

After beginning the dissertation, the student must enroll in a dissertation module course each semester until completion of the dissertation, unless prior written approval is obtained from the Vice President of Academic Affairs and Institutional Effectiveness. A student who fails to enroll in a dissertation course in a succeeding semester without prior written approval from the Vice President of Academic Affairs and Institutional Effectiveness 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.

Allowable Grades for a Dissertation Modules course include P for pass if all requirements of the module have been met and F for failure if satisfactory progress has not been made. A student who receives a grade of F for any dissertation module 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

In order to graduate 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. Complete each of the dissertation milestones;
5. 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.
6. Have a cumulative GPA of 3.0;
7. 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.

ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES

The Doctor of Philosophy in Interdisciplinary Studies is designed to prepare students for academic teaching, research, and service in a variety of professions in which interpersonal relationships are of great importance. As a result of its flexibility and structure, this unique degree program will attract students from various academic and professional backgrounds including human services, business, education, and ministry. Students enrolled in the PhD in Interdisciplinary Studies can tailor their educational experience to meet the requirements of a changing workforce and societal

demands. Upon acceptance to the PhD in Interdisciplinary Studies degree program, the student will choose courses from multiple disciplines (i.e. Counseling, Marriage and Family Therapy, Leadership, Ministry, and Biblical Studies) and design an individual plan of study with guidance from his or her Faculty Mentor and Academic Advisor. By combining core courses designed to provide an advanced understanding of research methodologies with concentration courses that allow each student to acquire specialized knowledge and skills across multiple disciplines, graduates will be uniquely prepared to make a positive impact within their communities and churches at both the individual and organizational levels. See ADMISSION AND DEGREE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES in the College of Business and Leadership.

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 severed 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 Education and Human Services, or the Turner School of Theology. These training sessions are typically designed for life-long learners not pursing 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 of $250 is assessed for each audit course. The comprehensive 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: 1.888.790.8080, 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.

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. 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.

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.

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.

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.

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.

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. (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.

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. 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.

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.

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. (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. 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. Prerequisite: Must be within 12 hours of graduation.

Note: This course should be taken at the end of the Business program.

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.

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 course provides an introduction to a broad range of operating system concepts. Upon completion of this course, students will have a basic understanding of OS concepts including installation, management, maintenance, networking basics, and security.

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)

Students will attain the foundational knowledge and skills needed to create and build databases and define table relationships. Additionally, students will learn to maintain and query databases, create and use forms and reports, and enhance databases with advanced tools. Students will also integrate, analyze, and automate tasks and learn to manage and secure an Access database. Prerequisite Course: 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)

Today’s business environment requires an online presence that is consistent, well-designed, and easy to interact with; thus, Web development and user interface and design play a critical role. In this course, students explore the journey of consumers and their experiences with businesses on the Internet. Students will learn to think strategically about using technology to market a website,

products, and services. Emphasis is placed on user interface design and the overall consumer experience, as well as current research pertaining to the expected online experience.

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)

This course provides an introduction to the fundamental concepts of web site and web page design. Students will learn about web programming tools and how to plan, design, and maintain effective 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 it 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).

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.

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.

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. 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. Prerequisite: Grade of C- (2.0) or higher in EH1401. (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 1401. (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 1405 – Dual Enrollment Orientation (0 Semester Hours)

This course provides instruction designed to help students successfully transition to distance learning. Activities for this course include short video presentations, reading through several policies and procedures, and engaging in discussions. Presentations will include how to access and utilize some of Amridge University's basic online resources, services, and policies, to become more familiar with college terminology.

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.

Note: A student cannot receive credit for FD 2415 and FD 3401.

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: A student cannot receive credit for FD 2415 and FD 3401.

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 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 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. (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. (General Education/Social Sciences)

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 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)

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)

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 areas of health including nutrition, the impact of relationships on health, threats to personal and public health, and health issues involving health-care and aging. (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 and aging, 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 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 course 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 are 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. (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.

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 who 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)

MH 1413- Precalculus Trigonometry (4 Semester Hours)

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas. Prerequisite**:** Grade of C- or higher in MH 1403- College Algebra. (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.

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 are 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 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)

This course offers an introduction to the diversity of biblical genres throughout the Patriarchal, Mosaic, and Christian ages, demonstrating their underlying unified theological message. Students will learn about the importance of Biblical Theology as it relates to other fields such as Systematics, Apologetics, and Ministry. (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

BA – BUSINESS ADMINISTRATION STUDIES

BA 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.

BA 6325 – Accounting for Financial Reporting and Management (3 Semester Hours)

This course provides an introduction to both financial and management accounting, and emphasizes the analysis and evaluation of accounting information as part of the managerial processes of planning, decision-making, and control. A large aspect of the course covers the fundamentals of financial accounting. The objective is to provide a basic overview of financial accounting, including basic accounting concepts and principles, as well as the structure of the income statement, balance sheet, and statement of cash flows. The course also introduces elements of management accounting and emphasizes the development and use of accounting information for internal decisions. This course is recommended for students who will be using accounting information for managing business operations, controlling costs, and making strategic decisions, as well as those going into general consulting or thinking of starting their own businesses.

BA 6330 – Legal Environment of Business (3 Semester Hours)

Students will get an overview of business law while concentrating on the legal aspects of business ownership and management. Legal issues addressed include court procedures, contracts, torts, consumer law, employment law, environmental law, international law, ethics, and the role of the government in business. Students will not only understand the concepts, but will also apply their knowledge to situations and defend their actions, decisions, and choices.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

BA 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.

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 Testaments 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 principles 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.

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, participates 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, participates 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 6337 – 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 in this course. Prerequisites: CI 6310, CI 6311, and CI 6320.

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.

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.

DT – DOCTORAL MARRIAGE AND FAMILY THERAPY AND PROFESSIONAL COUNSELING STUDIES

RT 9030 – Qualifying 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.

RC 9030 – Qualifying 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.

FD 9301 – Foundations and Advanced Scholarly Writing for Doctoral Study (3 Semester Hours)

This course provides an orientation to Amridge University and the essential skills needed to pursue a doctoral degree. Topics covered in this course include time management, academic integrity, APA formatting and style, and the importance of properly utilizing scholarly texts and research articles. Students will also learn to formulate ideas, locate and evaluate resources available through the University's library, critically analyze and thoughtfully synthesize research findings, and create an annotated bibliography. In addition to better understanding their own personal goals, strengths, and challenges, students will have a roadmap to navigate their way to completion of their educational aspirations upon completion of this course. Prerequisites: FT 7336 and FT 7300 OR FT 7306.

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-TR)**, 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-TR** 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 in this course.

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.

ED – EDUCATION

ED 9312 Foundations of Higher Education Leadership (3 Semester Hours)

This course is designed to provide students with an in-depth exploration of leadership theories and models. Students will create a personal knowledge base from which to create a plan to develop or revise a leadership perspective.

ED 9315 Student Services Administration in Higher Education (3 Semester Hours)

Study of organization, functions, and undergirding principles and policies of student development and the related student personnel services and programs in contemporary colleges and universities including community colleges.

ED 9318 Ethical and Legal Issues in Higher Education (3 Semester Hours)

An examination of ethical and legal issues present in higher education.

ED 9321 Strategic Planning and Institutional Effectiveness in Higher Education (3 Semester Hours)

An overview of the process of strategic planning and assessment as it relates to P-20 programs, including development of shared vision, goals, strategies, outcomes and criteria for success.

ED 9324 – Higher Education Finance (3 Semester Hours)

An examination of fiscal principles and resource management procedures used in the operation of colleges and universities including current issues influencing funding for higher education.

ED 9327- College Curriculum and Program Development (3 Semester Hours)

Designed to assess and improve the student's level of competency in program development skills, instructional strategies, systems analysis, and change innovation.

ED 9330- Current Trends and Topics in Higher Education (3 Semester Hours)

This course offers an in-depth analysis of current issues in and challenges to higher education

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 Seutonius, 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 Seutonius, 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.

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.

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 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 9301 Foundations and Advanced Scholarly Writing for Doctoral Study (3 Semester Hours)

This course provides an orientation to Amridge University and the essential skills needed to pursue a doctoral degree. Topics covered in this course include time management, academic integrity, APA formatting and style, and the importance of properly utilizing scholarly texts and research articles. Students will also learn to formulate ideas, locate and evaluate resources available through the University's library, critically analyze and thoughtfully synthesize research findings, and create an annotated bibliography. In addition to better understanding their own personal goals, strengths, and challenges, students will have a roadmap to navigate their way to completion of their educational aspirations upon completion of this course.

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 students to the historical, ethical, legal, and professional issues involved in the practice of marriage and family therapy with current ethical issues now facing the profession. These topics include, but are not limited to, AAMFT Code of Ethics, confidentiality, informed consent, multiple relationships, licensing standards, and family law. Students are encouraged to develop professional goals and objectives. The MFT accrediting body (COAMFTE), organizations, associations (ALAMFT and AAMFT 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. The course includes a review of Alabama statutes and law, as well as those of other relevant states, that serve to regulate the practice of marriage and family therapy.

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 7308 – Crisis and Trauma Counseling (3 Semester Hours)

This course examines techniques and theories used in crisis and trauma counseling with families and individuals who have faced or are facing trauma, loss, and other major changes that are an integral part of the human predicament. Therapeutic considerations include assessment, diagnosis, treatment planning, and current treatment approaches (i.e. brief, intermediate, and

long-term), interventions, and emotional disorders during times of crisis, emergency, and disaster. Consideration of vicarious trauma and self-care for counselors are also addressed.

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 family systems theories using an integrative approach with systemic therapeutic interventions, theorists, communication models, developmental models, systemic sex therapy, principles, and techniques of marriage and family therapy, and how they relate to the professional and clinical application of marriage and family therapy. Also covered are assessment and treatment issues involving domestic violence.

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, studies methods of doing therapy with diverse cultures placing special emphasis from a family systems theory orientation.

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-TR** diagnosis in a biopsychosocial context and of treatment modalities and techniques with a relational emphasis. Students will learn how to use the **DSM-5-TR** to make a diagnosis and assessment and how to apply various theories of therapy and counseling to the diagnosed disorder.

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.

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. Additionally, it provides students with an overview of addictive disorders including the study of contemporary theories of addictive behavior, pharmacological classification of addictive substances, assessment of addictive disorders, and currently preferred models of addiction treatment.

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 hours of client contact supervised by 100 hours of supervision under an Approved Supervisor. At least one-half of their client contact hours will be with couples or families. 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 7374 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 Clinical Program Coordinator to continue. Prerequisite: FT 7374.

FT 7377 – MFT Clinical Training VI (3 Semester Hours)

This is a continuation of FT 7376. 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 7376 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 Clinical Program Coordinator to continue. Prerequisite: FT 7376.

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 introduces students to the fundamentals of supervision in the marriage and family therapy in clinical settings. 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.

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 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-I5-TR 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

LD 9312 Management Theory and Practice (3 Semester Hours)

This course is designed to help students develop the management capabilities expected of senior-level managers. The topics faced by those in management positions including developing and executing strategies designed to prepare and strengthen one's organization in order to carry out its mission, measuring and managing organizational performance, and strategically managing organization talent and complex systems are examined.

LD 9315 Leading Innovation and Change (3 Semester Hours)

Today's organizations require cultures of entrepreneurship and flexibility. Students in this course will explore effective methods for promoting and managing change in individuals and organizations. They will learn to self-assess strength and growth areas and critically engage with organizational change management literature to envision and enact cutting-edge approaches for adapting to change.

LD 9318 Legal Aspects of Management (3 Semester Hours)

This course involves the in-depth examination of important legal issues that managers face in contemporary organizations. The topics covered in this course include the legal underpinnings of businesses and organizations, labor and employment law, contracts, intellectual property law, and torts. Students will learn to address legal issues that are likely to arise at both individual and organizational levels and strategically minimize risks and enhance productivity.

LD 9320 Human Development and Motivation (3 Semester Hours)

The emphasis in this course is on understanding the underlying developmental and learning processes that explain human behavior and motivation in organizations. Students will examine various theories and models that will help them predict and alter behaviors and performance of others in professional settings.

LD 9323 Ethical Leadership and Decision Making (3 Semester Hours)

This course focuses on leadership dilemmas that involve conflicting sets of values. Ethics in the workplace and the role organizational leaders have in fostering ethical behavior are explored. Students will develop their own decision-making skills by studying real leaders' actions and

developing action plans for solving and preventing similar problems at the organizational and societal levels. As a result, they will deepen their learning about theories, models, and constructs related to the study and practice of ethical leadership and decision making and be able to analyze how problems can be resolved through value-driven ethical standards.

LD 9327 Negotiation and Conflict Management (3 Semester Hours)

Critical negotiation skills and bargaining techniques associated with navigating difficult situations and stakeholders in various contexts are the focus in this course. Through an examination of conflict interaction, students will better understand communication in organizations and how to responsibly maintain productive personal and professional relationships when mixed motives exist.

LD 9330 Current Trends and Topics in Organizations (3 Semester Hours)

In this course, students will explore areas of interest in leadership and management. Often these areas are new topics of special interest to organizations. At times, trends that are receiving attention nationally will be highlighted through this course. Students will work with instructors to create a self-directed study plan on a topic appropriate for doctoral level study.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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. Permission of the Committee is required.

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.

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.

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.

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.

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. Permission of the Committee is required.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 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 6313- Technology and Media in Ministry (3 Semester Hours)

A comprehensive approach to enhance Christian ministry efforts through the strategic integration of innovative formats (selection, implementation, and application, of digital technology/media tools) that are theologically informed and/or contextually appropriate to effectively reach a diverse audience in fulfillment of the stated mission.

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 6326 – History and Philosophy of Christian Education (3 Semester Hours)

This course surveys educational trends in Christian history, major contemporary philosophical perspectives of education, and the theological implications of effective educational practice. From their own research and reflection, students will develop a personal pedagogical creed, a Christian philosophy of education that will serve as a framework for teaching as well as a seedbed for continual development.

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 600 hours of client contact; of these at least 240 must be direct client contact; plus, 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 600 hours of client contact; of these at least 240 must be direct client contact; plus, 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 Clinical Program Coordinator 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 9030 Qualifying Examination for Doctor of Philosophy in Biblical Studies (0 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RB 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RB 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RB 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RC – RESEARCH – COUNSELING

RC 9030 Qualifying Examination for Doctor of Philosophy in Professional Counseling (0Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RC 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the

Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RC 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RC 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RE – RESEARCH – EDUCATION

RE 9300 Qualifying Examination for Doctor of Education in Higher Education Administration (3 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RE 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones

have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RE 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RE 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RF – RESEARCH – FAMILY

RF 9300 Qualifying Examination for Doctor of Ministry Family Therapy I and II (3 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RF 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RF 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RF 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been

completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RI – RESEARCH – INTERDISCIPLINARY

RI 9300 – Qualifying Examination for Doctor of Philosophy in Interdisciplinary Studies (3 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RI 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RI 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RI 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RL – RESEARCH – LEADERSHIP

RL9300 – Qualifying Examination for Doctor of Philosophy in Organizational Leadership and Management (3 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RL 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RL 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RL 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

RM – RESEARCH – MINISTRY

RM 9300 – Qualifying Examination for Doctor of Ministry(3 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying 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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RM 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones

have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RM 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RM 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

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 6340 – Interdisciplinary Research (3 Semester Hours)

This course is a survey of selected interdisciplinary research methods. It includes comparative analysis of research methods across the disciplines with a focus on integrative and problem-solving methodologies. Procedures for evaluating data, sources, and findings are reviewed and applied to real-world scenarios.

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 9320 Research Methodology (3 Semester Hours)

This course is designed to ensure students have a holistic understanding of research methodology. It includes an in-depth study of the application of both quantitative and qualitative research, and students will further develop the skills necessary to interpret and apply results from scholarly research in their field of study. The formal research process will be examined in depth with specific attention given to conceptualizing research projects.

RS 9321 Qualitative Research Methods (3 Semester Hours)

This course provides students with a deeper understanding of qualitative research and the basic knowledge and skills needed to pursue a qualitative study. Students will examine the appropriate application of qualitative research in their field and receive training in the major methods of data collection and analysis. Prerequisite: RS9320

RS 9322 Quantitative Research Methods (3 Semester Hours)

This course provides students with a deeper understanding of quantitative research and the basic knowledge and skills needed to pursue a quantitative study. Students will examine the appropriate

application of quantitative research in their field and receive training in the major methods of data collection and analysis. Prerequisite: RS9320

****Students must take at least one of the following (exception: Ed.D. students):**

RS 9323 Advanced Quantitative Design and Analysis (3 Semester Hours)

This course provides students with advanced knowledge of statistical concepts so that they can make thoughtful, wise choices during the process of writing the dissertation. Emphasis is placed on sampling techniques, selecting appropriate statistical techniques for a given problem, drawing appropriate conclusions from the analysis, and communicating results. Statistical software is utilized. Prerequisite: RS9322

RS 9324 Advanced Qualitative Design and Analysis (3 Semester Hours)

This course provides students with advanced knowledge of qualitative research concepts so that they can make thoughtful, wise choices during the process of writing the dissertation. Emphasis is placed on sampling techniques, selecting appropriate qualitative research designs for a given problem, drawing appropriate conclusions from the analysis, and communicating results. Prerequisite: RS9321

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 9365- Program Evaluation (3 Semester Hours)

This course is designed to enable an administrator to develop, implement, and evaluate a school or agency program from inception through final assessment. An emphasis will be placed upon formal and informal means of formative and summative processes utilizing evaluation diagnostics and instrumentation. Formalized accreditation standards and guidelines will also be examined.

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 – MARRIAGE AND FAMILY THERAPY

RT 9030 – Qualifying Examination for Doctor of Philosophy in Marriage and Family Therapy (0 Semester Hours)

The content of the Qualifying examination will be based on the student's individual plan of study. The Director of Instruction will coordinate the preparation and administration of the Qualifying

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 Qualifying examination in order to achieve candidacy status and to begin dissertation work.

RT 9301 – Research Dissertation Module 1 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9302 – Research Dissertation Module 2 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9303 – Research Dissertation Module 3 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9304 – Research Dissertation Module 4 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and

the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9305 – Research Dissertation Module 5 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. These milestones include the Dissertation Proposal, Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed. Note: The student must have an approved Dissertation Proposal in order to receive a passing grade for Module 5 and continue to Module 6.

RT 9306 – Research Dissertation Module 6 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9307 – Research Dissertation Module 7 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9308 – Research Dissertation Module 8 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense.

Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9309 – Research Dissertation Module 9 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9310– Research Dissertation Module 10 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9311 – Research Dissertation Module 11 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been completed.

RT 9312 – Research Dissertation Module 12 (3 Semester Hours)

With the oversight of an assigned Dissertation Committee, the student works progressively toward completion of the remaining doctoral dissertation milestones. The remaining milestones include Amridge University IRB Approval, the Final Dissertation Manuscript, and the Oral Defense. Modules are taken continually and sequentially until all dissertation milestones have been

completed. Note: The student must have an approved Dissertation Manuscript and pass the Oral Defense in order to receive a passing grade for Module 12.

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 (3Semester 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***
Jimmie Benson.....***Secretary***

Jimmie C. Benson
Montgomery, AL

Harvey Crosby
Autaugaville, AL

Raymond Elliott
Prattville, AL

David Langhans
Franklin, TN

Don Pate
Montgomery, AL

Donnie G. Turner
Cecil, AL

Dr. Michael C. Turner
(Ex-Officio Member)
Montgomery, AL

Jason Wright
Decatur, AL

ADMINISTRATION, INSTITUTIONAL SUPPORT, AND STAFF

Michael C. Turner, DO .....President

BA, Lipscomb University
MS, Amridge University
DO, University of Osteopathic Medicine and Health Science

Lee Taylor, PhD.....Vice President of Academic Affairs and Institutional Effectiveness

BA, Mississippi State University
MEd, University of South Alabama
PhD, University of South Alabama

Anita Crosby, EdD .....Vice President of Financial Services

AA, BS, Faulkner University
MS, Amridge University
EdD, Northcentral University

Jack Temple .....Vice President of Institutional Technology

BS, Amridge University
MS, Amridge University
PhD, Amridge University

Barbara Turner ..... ***Bursar***

BS, Huntingdon College

MS, Amridge University

Carl Byrd, EdD ..... ***Dean of Academic and Student Affairs***

BS, Faulkner University

MS, Amridge University

EdD, Northcentral University

Brooks Housley ..... ***Associate Dean of Student Services and Enrollment Management***

BS, Faulkner University

MBA, Auburn University Montgomery

Michael Strickland, PhD ..... ***Director of Instruction***

BS, MEd, Auburn University

MA, Lipscomb University

PhD, University of Birmingham

Courtney Gann, PhD ..... ***Director of Academic Support Services***

BA, Abilene Christian University

MEd, Georgia State University

PhD, Texas Tech University

John Young, PhD ..... ***Curriculum and Assessment Coordinator***

BA, University of Alabama

MA, University of Alabama

PhD, University of Alabama

Ted Burleson, DMin ..... QEP Director of Outreach

AA, Freed-Hardeman University

BA, Lipscomb University

MMin, Freed-Hardeman University

MDiv, Lipscomb University

DMin, Harding School of Theology

Rodney Cloud, PhD ..... Chair, Turner School of Theology

BA, Lipscomb University

MA, Harding School of Theology

MA, George Peabody College of Vanderbilt University

PhD, Hebrew Union College

Kristy Cantrell ..... Admission Enrollment Specialist

BS, Faulkner University

Julie Gotkiewicz ..... Instructional Technology Specialist

BS, Freed-Hardeman University

Timothy Gunnells, DMin ..... QEP Director of Learning

BA, Freed-Hardeman University

MS, Amridge University

MDiv, Amridge University

DMin, Harding University

Robert Holland, PhD ..... Academic Evaluator

BBA, University of Mississippi

BTh, Magnolia Bible College

MS, Amridge University

MDiv, Amridge University

PhD, Amridge University

Diann Lazenby ..... University Executive Assistant

BS, Amridge University

MS, Amridge University

Jerry L. Martin, PhD ..... ***Associate Professor, School of Education and Human Services***

BA, Amridge University
MS, Amridge University
PhD, Amridge University

Kenyetta McCurty, PhD ..... ***Chair, College of Business and Leadership***

BBA, Jackson State University
MBA, Jackson State University
PhD, Jackson State University

Patsy Moretz ..... ***Human Resources Manager/Career Services Coordinator***

BS, Amridge University
MS, Amridge University
PhD, Amridge University

Kay Newman ..... ***Director, Learning Resources***

BS, Florence State University
MS, Amridge University
MLS, University of Alabama

Sarah Norton ..... ***Financial Aid Officer***

BS, Freed-Hardeman University
MEd, Delta State University

Thomas Patterson ..... ***Network Operations Coordinator***

BA, Amridge University

Steve A. Redding ..... ***Student Affairs Specialist for ADA, Student Appeals Chairperson, and Security***

BS, Mercer University

Terence Sheridan ..... ***Head Librarian***

BA, University of the South

MA, Amridge University

MLS, Florida State University

Roger Shepherd, PhD ..... ***Director of Ministry Institute***

AA, East Tennessee School of Preaching

BA, Heritage Christian University

MA, Lipscomb University

DMiss, Fuller Theological Seminary

PhD, Amridge University

Robert Shirley ..... ***Maintenance***

AA, Amridge University

BS, Amridge University

Chris Stabler ..... ***Network Operations Technician***

BS, Amridge University

Trey Temple ..... ***Network Operations Technician***

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Patty Terry ..... ***Academic Evaluator***

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MA, Auburn University Montgomery

Tojuana L. Thomason, PhD ..... ***Clinical Training Director, School of Education and Human Services***

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MA, Amridge University

PhD, Amridge University

Erica Willis ..... ***Interim Director of Financial Aid***

BS, Auburn University

FACULTY

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BS, University of California at Riverside

MBA, University of Redlands

PhD, Capella University

Clay Benson, JD

BS, Faulkner University

JD, Jones School of Law

Nick Bergan, MS

BA, St. Louis University

MS, Florida State University

Samuel Boshell, MS

BA, Harding University

MS, Harding University

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BS, Southern Christian University

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MDiv, Southern Christian University

DMin, Amridge University

PhD, Johnson University

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MDiv, Liberty University

DMin, Liberty University

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EdD, University of Memphis

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MAT, University of West Alabama

EdS, University of South Alabama

EdD, University of Alabama

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MDiv, Amridge University

PhD, Amridge University

Mary Dereshiwsky, PhD

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MS, University of New Haven

PhD, University of Massachusetts at Amherst

Eric Dishongh, PhD

BA, Harding University

MA, New Orleans Baptist Theological Seminary

PhD, Amridge University

Kimberly L. Emery, MBA

BBA, Cleary University

MBA, Eastern Michigan University

MOD, Bowling Green State University

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BA, Abilene Christian University

MEd, Georgia State University

PhD, Texas Tech University

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MBA, William Carey College

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MFT, Mercer University of Medicine

PhD, Florida State University

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EdD, Texas A & M, Commerce

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PhD, Hebrew Union College

Floyd Parker, PhD

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MPh, Drew University

PhD, Drew University

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MS, Auburn University

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EdD, Auburn University

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BA, University of Southern Mississippi

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DMin, Amridge University

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MS, Troy University

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MA, Faulkner University

EdD, University of Central Florida

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MA, University of Alabama

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