

# 2017- 2018

## Mid-Atlantic Christian University Academic Catalog



Mid-Atlantic Christian University  
2017-2018 Academic Catalog

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## **General Information**

### **The University Mission**

Mid-Atlantic Christian University is an institution of Christian higher education whose mission is to impact the world by transforming ordinary people into extraordinary Christian leaders.

### **The University Vision**

To be a growing community of superior biblical higher education.

### **Characteristics of the University**

Mid-Atlantic Christian University is a private, coeducational university founded in 1948 and supported by independent Churches of Christ and Christian Churches. These congregations are part of the Restoration Movement, which seeks to restore the church to its New Testament model and promote Christian unity solely on the basis of the Bible. Following the pattern of the New Testament church, the Churches of Christ and Christian Churches are united only by ties of fellowship, not by any denominational structure, each congregation being under the authority of its own elders.

To achieve its mission, Mid-Atlantic Christian University focuses on preparing graduates to serve effectively in a Christian service career. The University recognizes the primacy of the preaching ministry in the New Testament. Since its inception, therefore, Mid-Atlantic Christian University has emphasized educating ministers for the cause of Christ. The University also realizes the need for leaders and servants in other types of ministry and thus educates graduates for a number of additional careers where graduates may influence the culture for Christ.

The University also welcomes students who intend to engage in Christian service on a volunteer basis while earning their livelihood in a secular field. Mid-Atlantic Christian University provides such students a foundation in Biblical and theological studies before they continue their studies at another University or enter the workforce.

### **Accreditation and Recognition**

Mid-Atlantic Christian University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mid-Atlantic Christian University.

Inquiries to the accrediting association should relate to accreditation status. All other inquiries should be directed to the MACU Admissions Department at 1-866-996-6228.

Accreditation assures parents, students, and employers that Mid-Atlantic Christian University has been evaluated and meets the standards of quality determined by the higher education community.

Mid-Atlantic Christian University is also approved by the State of North Carolina to train veterans and dependents.

Degree programs of study offered by Mid-Atlantic Christian University have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

Degree program(s) of study offered by Mid-Atlantic Christian University are also exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15 Subsection (c) having continuously conducted degree activity since July 1, 1972.

## **Rates of Graduation**

The graduation rate after six years for Mid-Atlantic Christian University 2011 fall cohort of first-time, degree-seeking students was 25%. College graduation rates are typically related to the selectivity of the institution and whether students are full time or part time, resident or commuter. Highly selective residential institutions have higher rates of graduation; open admissions nonresidential schools have lower rates.

## **Philosophy of Education**

The educational philosophy of Mid-Atlantic Christian University rests upon the conviction that all truth comes from God. Only the Bible, God's Word, enables us to integrate all fields of knowledge into a meaningful unity; it alone answers the deep questions of the human mind and spirit. Hence, all courses at Mid-Atlantic Christian University are taught from the perspective of the Christian worldview. Mid-Atlantic Christian University provides a Christian education based on a threefold program of undergraduate instruction: Biblical and theological studies, general studies, and professional studies.

Mid-Atlantic Christian University believes that an educational program should cultivate development in all areas of a student's life. The University seeks to accomplish this through its academic curriculum and its extracurricular activities. Academic work is designed to provide intellectual growth and maturity. Extracurricular activities are designed to promote spiritual, physical, and social growth.

## **Statement of Faith**

The basic doctrinal position that underlies the educational program of Mid-Atlantic Christian University, stated when the school was founded in 1948, is that:

1. Jesus Christ is the uniquely divine and only begotten Son of God, conceived without human father.
2. The Holy Scriptures are the inspired Word of God, infallibly recorded by men who were supernaturally guided by the Holy Spirit, inerrant in the originals in all the facts they attest and in all communications concerning salvation.
3. Every miracle recorded in the Bible happened truly and literally by the power of Almighty God.
4. There is salvation only in the blood of Jesus Christ, shed by grace upon the cross of Calvary, and applied to the heart of the sinner by his own faith in accordance with the terms of the Gospel.
5. There is an imperative necessity to restore the church of Christ, described in the New Testament, in order to remove division and to attain the unity of all believers, for which Christ prayed as the means of winning the world to Him.

Every officer, administrator, teacher, and staff member at Mid-Atlantic Christian University is required to reaffirm annually his belief, without mental reservation, in the above stated position.



## Church Identification

Mid-Atlantic Christian University is a private university from congregations and individuals of the Christian Churches and Churches of Christ. The educational program of the University is in harmony with the faith and practice of these churches. While a significant number of students also come from this fellowship, the student body includes people from a variety of churches.

## History of the University

Churches of Christ in Eastern North Carolina in 1948 were so short of ministers that most had preaching only one or two Lord's days each month. It was not unusual for one minister to serve four or even six churches, preaching for each church once per month, whether on the Lord's Day morning, afternoon, or evening, or on Saturday night. A sizable proportion of the men, although dedicated, had no Bible college preparation.

To answer this need, Roanoke Bible College was conceived during early 1948. The motto chosen was "A New Testament School—Set for the Defense of the Gospel" (Phil. 1:16 ASV). Leading this effort was George W. BonDurant, employed as evangelist of the Roanoke District Churches of Christ. Mr. BonDurant and his wife, the former Sarah Presley, had been instrumental in 1937 in organizing Atlanta Christian College in Georgia, where he had served as president and she as dietician and both had taught until moving to North Carolina. Mr. BonDurant became the president of Roanoke Bible College. A Certificate of Incorporation was received on September 10, 1948.

In 1979, Roanoke was accredited by the Accrediting Association of Bible Colleges (now renamed the Association for Biblical Higher Education). President BonDurant retired in April 1986, and William A. Griffin was appointed the second president. In 1999, Roanoke was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In 2005 Eastern Christian College in Bel Air, Maryland, closed. RBC received some funds, students, trustees, staff, library holdings, and equipment from ECC. MACU holds the academic transcripts of ECC students, and they are invited to participate in the activities of the University.

President Griffin concluded 20 years as Roanoke's second president on June 30, 2006, and D. Clay Perkins, Ph.D., became the third president on July 1, 2006. Dr. Perkin resigned as president on June 30, 2017. After two years of deliberation and research, and in consideration of the desired vision and future for the College in March of 2009 the Board of Trustees decided to change the name to Mid-Atlantic Christian University. In Fall of 2010 the university reorganized its academic structure into two schools: School of Undergraduate Studies and the School of Professional Studies. In December 2016 SACSCOC granted approval for MACU to offer its first graduate program (anticipated Fall 2018).

## Location

Mid-Atlantic Christian University is located in historic Elizabeth City, North Carolina. The twenty-acre campus is on the banks of the Pasquotank River, five blocks from the US 17/158 bypass and three blocks from the downtown business district and waterfront (see map in Directory section of this catalog). The city of 17,000 provides opportunities for employment, recreation, and shopping. The University is less than two miles from Albemarle Hospital, College of the Albemarle, Elizabeth City State University, and The Museum of the Albemarle. In addition, Mid-Atlantic Christian University is within an hour's drive of Virginia Beach, Virginia, and the beaches of North Carolina's Outer Banks.

The University is located in perhaps the thickest concentration of Churches of Christ on the Atlantic coast, from the metropolitan area of Norfolk, Virginia, 50 miles northward, to the rural counties of North Carolina, 100 miles southward. This strategic location affords many opportunities for involvement in church activities, student ministries, youth ministries, supply preaching, and other Christian service.



# Student Life

## Philosophy of Student Life

Mid-Atlantic Christian University models its student life philosophy after the life of Jesus Christ (Luke 2:52). Just as Christ grew *in wisdom, in stature, and in favor with God and men*, the student life staff strives to create and maintain a living and learning environment that will enhance the spiritual, intellectual, social, and physical development of the student body. Student life is a team effort of administrators, faculty, staff, and student leaders who provide numerous activities, programs, and events to encourage students in their spiritual development.

## Community Expectations

Every family or community has guidelines that members are expected to live by, guidelines that help maintain a safe and orderly environment. The Mid-Atlantic Christian University Student Handbook sets forth the principles and rules for our community. Some of the guidelines are based directly on biblical teaching; others, on Scriptural principles. Some are simply preferences for our university community. We acknowledge that it is difficult to judge motives that produce behavior; however, the University administration accepts the responsibility to establish standards of conduct to enhance the quality of student life and to insure that the University will not be embarrassed or compromised in its mission as a Christian institution of higher learning. The Student Handbook also contains policies on issues that impact student life, such as student records, crime prevention, discrimination, athletics, and safety. The Student Handbook is distributed each summer to students planning to enroll in the fall. A copy may also be obtained by contacting the Student Life Office.

Students at Mid-Atlantic Christian University are expected to behave in a manner consistent with their Christian testimony, giving full respect to the biblical principles as expressed in the Student Handbook. Any student who fails to do so forfeits his or her right to remain at the University.

Each full-time student or student in a degree program is required to pledge that he or she will refrain from alcohol and drugs, as well as abide by all rules in the Student Handbook. The MACU campus is tobacco free. The University reserves the right to discipline and dismiss any student for unsatisfactory conduct as defined by the Student Handbook.

**Campus security.** Student safety is a primary concern at MACU. The administration is committed to protecting our students and has developed an Emergency Response Plan in the event of a crisis situation. Students at Mid-Atlantic Christian University reside in residence halls protected by fire alarm systems and locked entry doors. Students and parents desiring more information may request Campus Safety and Security information from the Student Life Office, or view the information online at <http://www.macuniversity.edu/student-life/student-services>, under "Safety and Security."

**Student Life Committee.** The Student Life Committee is composed of student representatives. The committee plans numerous activities that enhances and improves university life. Adult learners interested in offering insight should contact the Student Life Department for the opportunity to continue to develop services and options for adult learners.

**Social life.** Mid-Atlantic Christian University on-campus students have access to a well-rounded social life through functions sponsored by the University, student life committee, residence halls, and nearby churches. A coffeehouse near campus is a popular gathering place. A movie theater, a bowling alley, restaurants, and shopping are available in Elizabeth City. Numerous shopping malls, the beach, and other attractions are located in the South Hampton Roads area or the Outer Banks, an hour's drive away. Adult

learners are encouraged to stay involved with campus life through our chapel podcasting, online streaming of sporting events, the use of social media outlets such as Facebook, and messaging with the Student Life team and other students.

## Christian Development

**Spiritual life.** At Mid-Atlantic Christian University, students have the opportunity not only to train their minds but also to nurture their spiritual lives in order to become maturing servants of God.

A campus minister is available for specific spiritual and personal needs. Our campus ministry program considers the specific needs of men, women, traditional and adult learners. Feel free to contact the Student Life office for any assistance you may need.

Each fall on-campus, a Missions Emphasis Week brings guest missionary speakers to campus. The University Alumni Association sponsors a MACU Rally and Homecoming in the spring.

Online students are encouraged to take part in our chapel services and special events on-campus by visiting or listening to the recorded podcasts available on our website.

**Chapel.** Mid-Atlantic Christian University students, faculty, and staff gather twice a week for chapel services. The University believes that participation in chapel is a vital part of the educational experience at Mid-Atlantic Christian University. Student led chapels provide students with the opportunity to develop and demonstrate some of the educational outcomes expected of the University's graduates. At other times, a faculty member or a missionary, alumnus, or other guest speaks in chapel. Chapel attendance is required of all students. See the Student Handbook for attendance requirements and policies.

Students that have religious convictions that would prevent them from participating should contact the Student Life Office for other possible options to complete the requirement. This may include but is not limited to Sunday morning worship, Sunday school, evening services, small group lessons, or chapel services on campus. Students will report this in their Student Development Plan.

In addition to our weekly chapel services, there are many other spiritual growth events held throughout each semester. In the fall, Missions Emphasis week exposes students to cross-cultural ministries from various areas of the globe. In the spring, the MACU Rally (our homecoming event) helps students see God moving through guest speakers and alumni.

Online students are encouraged to take part in our chapel services and special events on campus by listening to the recorded podcasts available on our website.

**Student Development Plan.** All students are to write a Student Development Plan at the beginning of each semester outlining their intended church involvement and other steps in continued spiritual, social, and physical growth. During the course of the semester, RAs, RHDs, and the Student Life Director will encourage and challenge the students of MACU to reach the goals that they have set. At the end of the semester, these students are to reflect and evaluate their Student Development Plan, making appropriate revisions for the following semester.

**Dismissal.** Mid-Atlantic Christian University reserves the right to require the withdrawal of, or refuse re-admission to, any student at any time it deems necessary to safeguard its ideals of scholarship and Christian character and to secure compliance with its standards. Dishonesty in any phase of school work, failure to give truthful testimony to a University official, disregard for the safety and rights of others, and any behavior which reflects discredit upon Christ and the University are serious offenses which may lead to dismissal. A student receives a W for each course in the term.

**Honor Code.** If students knowingly, or inadvertently, violate any MACU rule or regulation published in the Student Handbook, they are on their honor to report themselves to a Resident Assistant, a Residence Hall Director, or the Vice President for Student Services. If violations by other students are known, students are expected to report those violations to a Residence Hall Director or the Vice President for Student Services. The University believes that Christians share the responsibility of assisting fellow Christians in personal spiritual growth. Any honor code the University has is intended as a redemptive device. All violations of the honor code are viewed with the utmost seriousness.

**Christian Service.** Upon graduation, in-seat four-year degree seeking students are required to complete a minimum of 60 hours of Christian service. Ideally, these hours will be completed over six semesters, 10 hours each semester. Two-year degree seeking students are required to complete a minimum of 30 hours of Christian service. These hours can be completed through a course that utilizes Christian service or through an approved and documented independent project.

Upon graduation, online learners and any students who are in the School of Professional Studies are required to complete 40 hours of Christian service. If completed in 2 years, a student will participate in 10 hrs of Christian service a semester. These hours can be completed through a course that utilizes Service-learning or through an approved and documented independent project.

Students must seek approval from the Student Life Department to complete an independent project. These students will need to provide an explanation of the project and need for the project within the community or church. Upon completion of the project, the student will provide documentation from a supervisor that they have completed their hours and as well as a brief self-evaluation. Time logs and evaluation forms can be requested from the Student Life Office.

The following are a few possibilities for independent projects:

- Teaching a Sunday School Class
- Serving as a youth sponsor
- Volunteering at the local soup kitchen
- Tutoring at the local school
- Volunteering at a non-profit organization

**Student progress.** Mid-Atlantic Christian University believes that a Christian education should help the student develop in all areas of his or her life. In order to graduate from Mid-Atlantic Christian University, a student must not only meet academic requirements but also demonstrate Christian character and conduct. The Student Life Office desires to encourage healthy progress in Christian character, social behavior, and involvement in Christian service. Each semester, the Student Life staff collects data from faculty, staff, and resident assistants to assess each student's progress in the above areas. The Student Life Office then commends exemplary progress or seeks to encourage improvement where progress is needed (see the Student Handbook for more information).

## Student Activities

**Recreation.** Mid-Atlantic Christian University's riverfront campus is equipped with a gymnasium, student center, athletic fields, tennis courts, and picnic areas. Students can be involved in such recreational and intramural sports activities as basketball, volleyball, softball, tennis, golf, boating, kayaking, and flag football. The Presley Hall lobby offers ping-pong and pool tables; and weightlifting and exercise equipment is located in the HCT exercise room. A public par-three golf course is located less than a mile from campus. Students can also join the YMCA or local health club and have use of a swimming pool, racquetball courts, sauna, and weight and exercise equipment. Surfers, swimmers, and fishermen can enjoy the beaches of Outer Banks, North Carolina and Virginia Beach, Virginia, which are within an hour's drive of the campus.

**Athletics.** The University is a member of the USCAA. Team members must be in good academic standing as defined by USCAA. See the athletic handbook for more details.

**Commencement activities.** Each May, Mid-Atlantic Christian University students, faculty, and staff enjoy a series of events designed to celebrate the end of the academic year and honor those who are graduating. To express respect and support to those graduating, on-campus students and all off-campus students who live in or near Elizabeth City are encouraged to attend Commencement.

**Recruitment teams.** The Student Services Department fields University recruitment teams. Each team, typically composed of four or five students, represents the University at various churches, camps, and conventions. Contact the Admissions Office for more information.

## Student Services

**Automobiles and parking.** Students are permitted to have cars on campus. Resident students will find ample parking near the residence halls and around campus. Certain parking areas are reserved for visitors, staff, commuting students, and married-housing residents (see the Student Handbook for more information).

**Counseling.** Students having problems with studies, finances, Christian service, personal life, or any other issue, are encouraged to seek counsel from Residence Hall Directors, campus minister, teachers, academic advisors, the counseling center, or the professionally trained University counselor. Each student is assigned to a faculty advisor to help the student adjust to University life and plan his or her academic career.

**Student Health.** The University does not provide medical, hospital, or surgical services, nor does the University assume responsibility for injuries incurred by students when taking part in sports, class, or student activities. Professional medical services are available at the Sentara Albemarle Medical Center, less than two miles from campus. Walk-in, non-emergency medical centers and numerous physicians' offices are located nearby. The University certifies and promotes a drug-free workplace. Smoking on campus, and the use of alcohol and drugs are prohibited.

**Student housing.** Since learning how to live with others is an important part of the Christian life, single, full-time students under age 23 are required to reside in University provided housing, unless living with parents or other approved relatives. A Residence Hall Director, who lives in the building, supervises the residence hall. A student resident assistant resides on each hall of the building.

Each residence hall room is equipped with built-in beds, closets, bookshelves, desks, mirrors, individual heat and air conditioning controls, and a sink. A telephone can be provided, with voice mail for each resident; wireless internet access is also provided. Students in full agreement with the policies and spirit of Mid-Atlantic Christian University may be permitted to reside in the University residence halls while enrolled at the local community college or state university, with permission of the Vice President for Student Services.

Eighteen on-campus apartments (from one to three bedrooms) are available to adult learners; those interested in renting these should contact the VPSS.

**Computer lab.** A computer lab with Internet access is located on the second floor of Heritage Hall. This computer lab, together with the computing center in the library (see below), ensures that all students have ready access to computers on campus. Each student is given a personal e-mail account and access to the campus computer network.

**Learning Center.** The Learning Center helps students develop the academic skills they need in order to succeed in college. Students may receive help in study techniques, time management, test-taking strategies, English composition, completing projects and assignments, and basic computer knowledge. Located in the Watson-Griffith Library, the Learning Center is supervised by a faculty member and is staffed by upperclassmen. Students are encouraged to use the Learning Center and are welcome by appointment or as walk-ins.

**Library.** Watson-Griffith Library, with its beautiful riverfront views and modern architecture, provides a welcome place for research and study. The three-story facility houses the University's book collection, periodicals, computer resources, audiovisuals, and video and compact disc collections. Internet access and a computing center are provided in the library. The computerized card catalog is available on the campus computer network and the World Wide Web. See the Library Handbook for all the policies and procedures related to the library.

## Grievances

MACU has established three grievance procedures depending on the nature of the grievance. The procedures follow:

1. Standard Grievance Procedure – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the university's Student Handbook.
2. Academic Grievance – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, the right to participate in University sponsored activities, and policies and procedures outlined in the University catalog under "Academic Information" and "Programs of Study."
3. Sexual Harassment Grievance: student allegation of sexual harassment.

**Notes:** *If any of the above are committed against a student by another student instead of a university employee, the offended student should report the matter immediately to a university official, who will report it to the vice president for student services. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. The offending student will then be dealt with according to the Student Code of Conduct. Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).*

*"In writing" – the preposition phrase is defined as follows: a separate document (e.g., letter) either mailed to the university, delivered in person to the addressee, or attached to an email (attached either as a .doc, .docx, or .pdf). Letters must have a date on them and they must be signed. In the letter there must be the specific grievance, process used to date to attempt to resolve the grievance, and any evidence if appropriate.*

### Standard Grievance Procedure

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

**1. The Offending Person**—The student must first make contact with the offending person to resolve their differences within five school days. The exception to this requirement is sexual harassment complaints, which may be taken directly to the vice president for student services, as described below. If a student desires they may ask the vice president for student services to designate a mediator.

**2. The Vice President for Student Services**—If the complaint is not resolved in the conference with the offending person, the student may then appeal in writing to the vice president for student services, who will schedule a conference with the student and the other involved parties. If the grievance is academic in nature the student will be directed to follow the Procedure for Resolving an Academic Grievance as listed below.

**3. The Appeals Committee**—If the grievance is not resolved by the appropriate vice president, the student may request a hearing in writing before the Appeals Committee.

A. The student must present his/her case in writing to the vice president for student services who will appoint a chair of the Appeals Committee within five days after the meeting with the appropriate vice president.

B. The Appeals Committee is comprised of one faculty member, a student services staff member, the vice president for finance or his/her designee, an academic department chair, and any additional members appointed by the president of the university.

C. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity, but no later than five working days after receiving the request.

D. The Appeals Committee will send to the student the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.

E. The Appeals Committee must render a decision and respond to the student in writing within five working days following the hearing.

**4. The President**—If the grievance is not resolved to the student's satisfaction by the Appeals Committee, the student may request a hearing in writing before the president of the university. The student must present his/her grievance in a signed and dated document to the office of the president within five working days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time, but no later than five working days after receiving the request.

### **Academic Grievance Procedure**

An Academic Grievance must be initiated within **one semester** of the completion of the course in question. If the grievance is regarding an academic matter, the following steps must be followed:

**1. The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.

**2. The Department Chair**—If the informal conference with the instructor does not resolve the grievance, the student may appeal in writing within five working days of the informal conference to the department chair/director/coordinator.

**3. Vice President for Academic Affairs**—If the grievance is not resolved in the meeting with the department chair, the student may appeal in writing within five working days to the vice president for academic affairs. If the grievance is not resolved by the vice president for academic affairs, the student has access to the Standard Grievance Procedure beginning with the Appeals Committee, which must be initiated in writing within five working days.

**4. Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the vice president for academic affairs, with the assistance of the department chair of that student's educational program, will determine the feasibility of keeping the student in class while the

appeals process continues. Should the circumstances warrant, the vice president for academic affairs may decide that the student should be removed from class and/or the campus until the appeals process has ended.

**Sexual Harassment Grievance Procedure**

If the student grievance pertains to an allegation of sexual harassment by either another student or an employee, the student may go directly to the vice president for student services rather than to the offending person. Any person who receives knowledge of a student allegedly being sexually harassed must report it to the vice president for student services. If the matter is not satisfactorily resolved, the student has access to the Standard Grievance Procedure, beginning with the Appeals Committee. (The employee sexual harassment grievance procedures are in Employment Matters, Harassment and Discrimination.)



# Admissions

Mid-Atlantic Christian University seeks to enroll students who are earnestly seeking God's will for their lives and are sincerely interested in being educated for career or volunteer Christian service.

## Application Process for all Students and General Requirements for School of Undergraduate Studies (Traditional Program)

### Degree or Certificate Seeking Students

To apply for admission to Mid-Atlantic Christian University, prospective students should submit the following materials:

#### 1. Application for admission

Students may apply online: <https://www.macuniversity.edu/ugapplications/new>

#### 2. Application fee (fee is not refundable)

#### 3. Reference form

Applicants must demonstrate good character. A Character Reference Form shall be completed by a current or former employer, supervisor, professor, minister, pastor or church leader who can attest to the applicant's character. No family members may provide this reference. The online application will request the Applicant's reference provider's name, title, email address and phone number. The online application system will then email your reference provider with a short electronic form for them to complete.

#### 4. Essay

A short 250-500 word essay (one page) can be completed online or may be uploaded to the online application. A topic prompt is provided to assist you.

#### 5. High school transcript

*School of Undergraduate Studies* - Applicants must submit documentation showing completion of high school or the equivalent. A current high school student should submit a high school transcript showing all course work completed to date and then an official final transcript after graduation that verifies successful completion of secondary education. Home schooled students must submit an official copy of their transcript, showing all course work taken and grades received, and a copy of their home school registration with the state division of non-public education. Transcripts should reflect class rank and cumulative GPA. Minimum guidelines for acceptance are a ranking in the top half of the graduating class or a GPA of 2.0 on 4.0 scale.\*

The validity of any high school diploma that is questionable is researched by either the Enrollment Services Specialist or the Registrar. Documentation of the accreditation of the high school by the state in which the high school resides will be evidence of the validity of the diploma.

Applicants who completed the GED should submit all partial high school transcripts and an official General Education Development (GED) transcript. Minimum guidelines for acceptance of the GED is a score of 165. Scores between January 1, 2002 and December 31, 2015 should be 2250; the average of the five test scores must be 450 and there must be a minimum score of 410 on each of the five tests. GED scores prior to January 1, 2002 must have a score of 225; the average of the five test scores must be 45 and there must

be a minimum score of 41 on each of the five tests. If any of the individual test scores are below the minimum score of 410 or 41 this may result in a provisional acceptance.

*School of Professional Studies* - If college transcripts show fewer than 64 semester hours or 97 quarter hours of transferable credit, students must also submit an official high school transcript showing the date of graduation.

## **6. SAT or ACT results – School of Undergraduate Studies only**

Applicants are to submit scores for the Scholastic Aptitude Test (SAT) or the Academic Competency Test (ACT). For high school students with a GPA below 2.5, the minimum guidelines for acceptance are a combined Critical Reading and Math score of 860 on the SAT I or an ACT composite score of 18.\* Mid-Atlantic Christian University does not use the SAT Writing section, added in March 2005, to determine acceptance to the University. (The writing section will be used, however, to determine placement for English Composition.) A student unable to take the SAT at a national testing date may apply to take an Institutional SAT (ISAT) at one of MACU's scheduled testing dates. The ISAT scores cannot be reported to any other University; they are for MACU use only.

Applicants with a high school GPA of 2.50 or higher are exempt from submitting SAT or ACT scores. Applicants 23 years old or older are exempt from submitting SAT or ACT scores. Applicants who hold a GED® are exempt from submitting SAT or ACT scores. (SAT and/or ACT scores do affect placement into English and Math. Students without such scores will automatically be placed in the basic English and basic Math courses, but such placement may be challenged by taking a competency exam. See below under "Competency and Placement Testing.")

## **7. University transcripts**

In addition to an official final high school transcript, students who have attended college prior to their application to Mid-Atlantic Christian University are to submit an official copy of their transcript from each institution previously attended. Students currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester. A statement concerning their progress and conduct may be requested from these institutions.

Transfer students must have a cumulative grade point average of 2.0 or above.\* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Mid-Atlantic Christian University will be considered on a case by case basis.

## **8. Other**

The Application Review Committee may request additional educational or character references or an interview to give additional information during the consideration of an application for admission.

# **Non-Degree Credit Seeking Students**

A student may earn a total of 12 credit hours as a non-degree seeking student. These hours can be taken through the University's distance learning opportunities, off-site course locations, or on campus. There is no federal financial aid available for non-degree seeking students.

Individuals who have earned 12 credit hours must meet application/admission requirements for degree seeking status to be eligible to enroll in additional hours.

## **1. Application for admission**

Students may apply online: <https://www.macuniversity.edu/ugapplications/new>

**2. Application fee (fee is not refundable)**

**3. Reference form**

Applicants must demonstrate good character. A Character Reference Form shall be completed by a current or former employer, supervisor, professor, minister, pastor or church leader who can attest to the applicant's character. No family members may provide this reference. The online application will request the Applicant's reference provider's name, title, email address and phone number. The online application system will then email your reference provider with a short electronic form for them to complete.

## **High School Dual-Enrolled Students**

Individuals who are still in high school may apply for admission as a dual-enrolled non-degree seeking student. High school students will not be permitted to enroll for more than six credits per semester. No more than 12 credit hours may be earned as a non-degree seeking student. Individuals who have earned 12 credit hours must meet application/admission requirements for degree seeking status to be eligible to enroll in additional hours.

**1. Application for admission**

Students may apply online: <https://www.macuniversity.edu/ugapplications/new>

**2. Application fee (fee is not refundable)**

**3. Reference form**

Applicants must demonstrate good character. A Character Reference Form shall be completed by a current or former employer, supervisor, professor, minister, pastor or church leader who can attest to the applicant's character. No family members may provide this reference. The online application will request the Applicant's reference provider's name, title, email address and phone number. The online application system will then email your reference provider with a short electronic form for them to complete.

**4. Essay**

A short 250-500 word essay (one page) can be completed online or may be uploaded to the online application. A topic prompt is provided to assist you.

**5. High school transcript**

A current high school student should submit a high school transcript showing all course work completed to date. Home schooled students must submit an official copy of their transcript, showing all course work taken and grades received, and a copy of their home school registration with the state division of non-public education. Transcripts should reflect a cumulative GPA.

**6. SAT or ACT results**

If available, applicants are to submit scores for the Scholastic Aptitude Test (SAT) or the Academic Competency Test (ACT). For high school students with a GPA below 2.5, the minimum guidelines for acceptance are a combined Critical Reading and Math score of 860 on the SAT I or an ACT composite score of 18.\* Mid-Atlantic Christian University does not use the SAT Writing section, added in March 2005,

to determine acceptance to the University. (The writing section will be used, however, to determine placement for English Composition.)

## **Returning Students**

Applicants who previously attended Mid-Atlantic Christian University and withdrew from a semester or have not attended MACU for at least one semester must reapply for admission. If the applicant has attended any other college or university since leaving MACU he/she must also submit those college or university transcript(s). Applicants currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester.

Individuals who previously attended Mid-Atlantic Christian University and withdrew in order to perform military service must reapply for admission. As long as the leave of absence was not greater than ten semesters the veteran will be readmitted with the same academic status as when he or she was last in attendance. The veteran will be allowed to complete the program of study in effect at the time of withdrawal. These provisions are only applicable to veterans who receive an honorable discharge. (HEA Title IV, Section 484C)

Students dismissed from MACU for disciplinary reasons must receive written permission from the Vice President for Student Services and submit this letter with their application for admission. Students dismissed for academic reasons must complete at least 6 semester credit hours that are transferrable from an accredited institution of higher education, and earned at least a 2.00 GPA in that course work. Students who have previous financial obligations to the university must clear their accounts in order to re-enroll.

### **1. Application for admission**

Students may apply online: <https://www.macuniversity.edu/ugapplications/new>

### **2. Application fee (fee is not refundable) (Application fee will be waived for veterans returning to finish their education.)**

### **3. Reference form**

Applicants must demonstrate good character. A Character Reference Form shall be completed by a current or former employer, supervisor, professor, minister, pastor or church leader who can attest to the applicant's character. No family members may provide this reference. The online application will request the Applicant's reference provider's name, title, email address and phone number. The online application system will then email your reference provider with a short electronic form for them to complete.

### **4. University transcripts**

Students who have attended college prior to their application to Mid-Atlantic Christian University are to submit an official copy of their transcript from each institution previously attended. A statement concerning their progress and conduct may be requested from these institutions. Students currently in the middle of a semester should submit a transcript with the application and then a final transcript at the end of the semester.

Transfer students must have a cumulative grade point average of 2.0 or above.\* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Mid-Atlantic Christian University will be considered on a case by case basis.

## Audit Only Students

Students may take courses for no college credit for a number of reasons. Costs are considerably lower for audit hours. Audit students are not required to do assignments or take tests. If all courses will be taken for audit only, the following requirements for admission apply.

### 1. Application for admission

Students may apply online: <https://www.macuniversity.edu/ugapplications/new>

### 2. Reference form

Applicants must demonstrate good character. A Character Reference Form shall be completed by a current or former employer, supervisor, professor, minister, pastor or church leader who can attest to the applicant's character. No family members may provide this reference. The online application will request the Applicant's reference provider's name, title, email address and phone number. The online application system will then email your reference provider with a short electronic form for them to complete.

*\* The University may grant provisional or probational acceptance to students whose records do not conform to these guidelines but who do exhibit potential for success. (Provisional status for first-time freshmen and students with fewer than 12 attempted college credits, academic probation status for students having at least 12 attempted college credits. See Academic Policies section of this catalog.)*

**Submit application materials to:**

**Office of Admissions  
Mid-Atlantic Christian University  
715 N. Poindexter Street  
Elizabeth City, NC 27909-4054**

Students are encouraged to complete the admission, registration, and financial aid processes in a timely manner. (See Calendar of Events in the Directory for semester registration dates.)

All applications are reviewed on a rolling acceptance basis—as soon as all the required materials are received, the Application Review Committee reviews the application file and makes an acceptance decision. Interviews may be requested at the discretion of the Application Review Committee. Once an acceptance decision has been made, the applicant will be notified promptly and will receive further enrollment information.

Admission to Mid-Atlantic Christian University does not guarantee successful completion of any particular program of study. Mid-Atlantic Christian University, a private, faith based, four year college is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

## Special Requirements for Admissions to the School of Professional Studies (Degree Completion Program)

### General Requirements – 2 Year Degree

- Students must be at least 23 years of age or five years' full-time professional work experience post high school, and
- Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic work.
- Document basic computer proficiency. Students must either (1) have college transcript credit indicating computer proficiency, or (2) take the proficiency exam for CS 090 Introduction to Computers and pass, or (3) they must take the course for 0 credit hours (1 hour institutional credit) and pass the course. On-campus students must meet this requirement during the first semester of residence. On-line students must complete this requirement within the first 6 credit hours of courses.

### General Requirements – 4 Year Degree

- Completion of an Associate degree from an accredited college/post-secondary institution.
- Students without an Associate degree must
  - be at least 23 years of age or five years' full-time professional work experience post high school, and
  - Completion of at least 60 transferrable semester credit hours from an accredited college/post-secondary institution, military service, credit by examination, or credit by demonstrated competency [of the 60 hours at least 40 hours must be from an accredited institution of higher education].
- Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic work.
- Document basic computer proficiency. Students must either (1) have college transcript credit indicating computer proficiency, or (2) take the proficiency exam for CS 090 Introduction to Computers and pass, or (3) they must take the course for 0 credit hours (1 hour institutional credit) and pass the course. On-campus students must meet this requirement during the first semester of residence. On-line students must complete this requirement within the first 6 credit hours of courses.
- Students meeting all requirements except for having 60 transferrable semester credit hours may enroll in the "Bridge Program." The "Bridge Program" is limited to students who have at least 12 earned semester credit hours from an institution of higher education. Students in the "Bridge Program" must complete all general studies requirements and open elective requirements before taking courses in the chosen major.

**Dual-enrollment.** A state university and a state community college are located within two miles of the Mid-Atlantic Christian University campus. This provides the opportunity for students to live and study in Mid-Atlantic Christian University's Christian atmosphere, while pursuing studies at a secular college or university.

This arrangement has certain requirements (See Programs of Study). Students must meet the necessary application and enrollment requirements of each institution they attend. Students wishing to take courses at a local institution should contact the appropriate institution for application and enrollment information:

Office of Admissions  
College of the Albemarle  
1208 North Road Street  
P.O. Box 2327  
Elizabeth City, NC 27909-2327  
(252) 335-0821

<http://www.albemarle.cc.nc.us/>

Office of Admissions  
Elizabeth City State University  
1704 Weeksville Road  
Elizabeth City, NC 27909  
(252) 335-3400  
<http://www.ecsu.edu/>

**International applicants.** Mid-Atlantic Christian University is approved under federal law for the education of non-immigrant alien students. To assure a profitable experience for the student and overall benefit for the Lord's church; the University has adopted prerequisites for admission. Students who are sincerely interested in preparing for Christian service should contact the Office of Admissions for a listing of prerequisites and further admissions information.

International applicants interested in enrolling at Mid-Atlantic Christian University must have satisfactorily submitted all materials required in the application process at least 90 days prior to the beginning of the semester of desired enrollment.

We require all applicants whose first language is not English to adequately demonstrate English competency as a part of the application process. Students may demonstrate competency in one of four ways:

- 1) by submitting scores from IELTS (International English Language Testing System) with an overall band score of a 6.5 or higher,
- 2) by submitting scores from TOEFL (Test of English as a Foreign Language) with an overall score of 80 for iBT, or 550 paper exam,
- 3) by submitting scores from SAT or ACT. The minimum score for SAT Writing is 470 and minimum score for ACT English/Writing is 20, or
- 4) by completing twenty-four semester credit hours at an accredited US college or university that includes the equivalent of EN101 English Composition I with a grade of "C" or better.

Mid-Atlantic Christian University only accepts scores submitted electronically by the IELTS test center. No paper Test Report Forms will be accepted. An institutional code is NOT required. Please contact the test center directly where you took the IELTS test and request that your test scores be sent electronically using the IELTS system. All IELTS test centers worldwide are able to send scores electronically to our institution.

Mid-Atlantic Christian University accepts scores electronically or by paper from TOEFL.

**Transfer students.** Mid-Atlantic Christian University will grant transfer credit for comparable coursework completed at another college if: (1) that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (DOE), (2) the student earned a grade of "C" or better in the course, and (3) the coursework is relevant to the program of study the student wishes to enter at Mid-Atlantic Christian University. If the institution is not accredited, courses may be transferred if it can be documented that they are relevant, represent collegiate coursework, and are taught by qualified faculty.

Coursework that leads to the Associate of Applied Science degree that is career/technical in content is normally not transferable (e.g., HVAC or cosmetology courses). However, MACU will consider transferring up to twelve (12) semester credit hours as elective hours if the coursework is designated by the originating institution as at least a 200 level course.

For more information see below in "Academic Information – Other Policies."



Students must submit official transcripts of all work done at other colleges. College Level Examination Program (CLEP) and Advanced Placement (AP) scores must be reported by the testing service. A student desiring to have his or her transcripts evaluated before enrolling at Mid-Atlantic Christian University should send a written request to the University Registrar.

A transfer student eligible to receive Department of Veterans Affairs (DVA) benefits must have on file in the Office of the Registrar an official final high school (or equivalent) transcript and official college transcripts showing at least 16 earned credit hours. Official transcripts for all previous college work must be on file. All college transcripts must be evaluated and any appropriate transfer credit granted before the student's enrollment will be certified for DVA benefits.

If a student was on academic probation or suspension at the last college attended prior to enrolling at Mid-Atlantic Christian University, and if this attendance was within the last five years, the student may be admitted on probation at the discretion of the Application Review Committee. If admitted, such students must earn a minimum GPA of 2.00 the first semester in order to remain enrolled (see the Academic Policies section of this catalog).

**Veterans and dependents.** Mid-Atlantic Christian University offers programs that are approved by the State of North Carolina to enroll veterans, participants, military, and dependent persons. Such persons should complete the Application for Benefits (Form 22-1990) and send it to their local Department of Veterans Affairs (DVA) office.

Prospects should complete the application process for admission to Mid-Atlantic Christian University. Once admitted the prospect should file a Certificate of Eligibility with the Registrar's office. At the time of registration the Registrar will certify enrollment for those who are eligible for DVA benefits. Individuals entitled to DVA benefits cannot be certified for benefits until their successful completion of high school or the equivalent is documented by an official final high school transcript (or equivalent) and official college transcripts from each college attended.

Applicants eligible for DVA benefits who have prior collegiate experience must also have all college transcripts on file at Mid-Atlantic Christian University. All transcripts must be official, be evaluated, and any appropriate credit granted before the student's enrollment will be certified for DVA benefits. Assistance may be available for DVA-eligible individuals who must enroll in Basic Studies to strengthen language, mathematical, and computer skills.

Students who previously attended Mid-Atlantic Christian University and withdrew in order to perform military service must reapply for admission. As long as the leave of absence was not greater than ten semesters the veteran will be readmitted with the same academic status as when he or she was last in attendance. The veteran will be allowed to complete the program of study in effect at the time of withdrawal. The application fee will be waived. These provisions are only applicable to veterans who receive an honorable discharge. (HEA Title IV, Section 484C)

**Conditional Acceptance.** Mid-Atlantic Christian University may grant to an applicant "Conditional Acceptance" to the University if in the judgment of the Admissions staff, all the requirements for admission have been met, but the university has not received final/official transcripts or official score reports. No financial aid (federal aid or institutional aid) will be disbursed until all final, official transcripts are received. If upon receiving final/official transcripts or official score reports it is determined that the student has not met admission standards then that student will be withdrawn immediately from all courses and denied admission to Mid-Atlantic Christian University. Such action may result in the student having financial burdens dependent upon federal financial aid guidelines. For online students, if the conditions for acceptance are not met by the end of the current enrollment session the student will be denied an opportunity to register for any subsequent session until the conditions are satisfied. For on-campus students, if the conditions for acceptance are not met by the end of the first two weeks of the semester (i.e., drop/add date) the student will be administratively withdrawn from the current semester.

## Enrollment Process

The Office of Admissions will assist applicants as they complete their application file and provide the items necessary to enroll. Those items include:

### 1. Confirmation Deposit

Accepted applicants will be requested to submit a deposit and state their intentions to enroll. This deposit is non-refundable after June 1 for fall applicants and after January 1 for spring applicants.

### 2. Financial Aid

Applicants are encouraged to initiate the financial aid process as soon as possible after January 1 of the year of entry into college to receive priority financial aid consideration. Applicants will be sent the necessary information. Applicants should submit the Free Application for Federal Student Aid (FAFSA)—no later than March 1 for priority consideration. For a complete listing and descriptions of available financial aid, grants, loans, scholarships, and employment opportunities, see the Finances section of this catalog or contact the Financial Aid Office. The FAFSA school code for Mid-Atlantic Christian University is **014101**. Institutional scholarships are not available for students enrolled in the degree completion program.

### 3. Health and Immunization Information

North Carolina law requires each student \* attending a college or university to submit proof of immunization prior to enrollment. These records should be filed with the University prior to the first day of classes. If this is not filed by that date, the student has 30 days in which to obtain the required immunization and certificate. Failure to provide proper documentation and complete immunization history will result in dismissal from the University. Exceptions to this state law may be made only for bona fide medical and religious reasons.

Applicants will also be asked to submit a statement of health and medical emergency information before their enrollment.

*\* Students taking 5 or more credit hours on campus must meet North Carolina immunization requirements.*

### 4. Housing Information

Applicants who will be taking courses on-campus will be asked to complete and submit a Housing Preference Form to the Student Life office. Inquiries about off-campus or student married housing may be directed to the Student Life office.

**Orientation.** Mid-Atlantic Christian University provides an orientation program to prepare new students for a successful college experience. The program introduces students to the campus, staff, and college traditions. It provides time to discuss study and work, Christian living and service, programs of study, registration for classes, and other topics. Attendance is required of all new, degree seeking, on-campus students.

Students who are classified as online students will complete an online orientation course prior to taking their first course for academic credit. The online orientation will be offered six times during the year; the week prior to the start of a new online session.

**Competency and placement testing.** All credit students must show competence in basic writing, mathematics, and computer skills. Competence in these areas contributes to the student's potential for

success in college. Competence in any of the above areas may be shown through transfer of college credit, CLEP scores, AP credits, SAT/ACT scores, or competency testing.

Upon receiving official scores from the appropriate testing service a student will be placed into the appropriate level course or be granted academic credit.

English:

<b>SAT Writing</b>	<b>ACT (English/Writing)</b>	<b>Advanced Placement (Language)</b>	<b>GED® (English Section)</b>	<b>Placement Into the Following Course</b>	<b>Credit Awarded</b>
460 and below	19 and below		164 and below	EN 036 concurrent with EN 101	none
470-630	20-29			EN 101	none
640-680	30-31			EN 102	EN 101
690 and above	32 and above	4 or 5		Exempt	EN 101, 102

Math:

<b>SAT Math</b>	<b>ACT (Math)</b>	<b>GED® (Math Section)</b>	<b>Placement Into the Following Course</b>
420 and below	17 and below	164 and below	MA 012
430-510	18-19		MA 151 or MA 161
520-590	20-24		MA 171
600 and above	25 and above		MA 181

1) If remedial course work was taken at an accredited institution of higher education and the student passed the course, he may be placed in EN 101 or MA 151/161.

2) Students not meeting minimum scores will automatically be placed in basic 0-level courses. Students without SAT or ACT test scores will automatically be put in 0-level courses.

3) Students automatically placed in a basic level course will have the option of coming to campus (or online when available) and take a competency test to demonstrate academic ability and be placed in the appropriate 100-level course.

4) Curricular deficiencies must be satisfied within a student's first 24 hours of college-level coursework at MACU (excluding repeats, pass/fail and 0-level courses). Deficiencies not remediated during the specified time period will result in the student being academically suspended from MACU and have to remedy the deficiency before being allowed to return to MACU.

5) Students who do not have SAT or ACT scores to submit will automatically be placed in the basic English and basic Math courses, but such placement may be challenged by taking a competency exam.

The Competency Test used by MACU is the Asset test.

Form B2 is used to challenge placement in a 0-level basic course. Form C2 is used at the conclusion of a 0-level basic course. The writing exam is 36 questions and students choose 1 of 3 essays to write. The numerical exam is 32 questions. Each exam has a 25 minute time limit.

### **Scoring**

- Writing – A raw score of 26 or more correct places the student in EN101
- Numerical – A raw score of 16 or more correct will place the student in MA161

**Basic studies repeat exemption policy.** Students making a C- in a Basic Studies course must retake the course the next appropriate semester (as determined by the Director of Learning Enhancement Services) as part of their graduation requirement.

If the VPAA decides that it is appropriate to consider exemption for a particular student from retaking a Basic Studies course, the student will be asked to submit in writing the reasons that it would be in his or her best interest to be excused from the requirement to repeat the course. After evaluating the student's written request and after conferring with the Basic Studies instructor, the VPAA may grant exemption providing the student meets conditions determined by the VPAA and Basic Studies instructor. The student and VPAA will sign an agreement that if the student does not meet the stated conditions, he or she will enroll in the designated basic course(s) the next appropriate semester.

**Registration.** After declaring a program of study accepted applicants are provided a course schedule and registration information. See the section of this catalog "Academic Information" for fuller details.

## **More Information**

Individuals interested in learning more about the educational opportunities at Mid-Atlantic Christian University are encouraged to write, call, or plan a campus visit. Direct all inquiries to:

**Office of Admissions**  
**Mid-Atlantic Christian University**  
**715 N. Poindexter Street**  
**Elizabeth City, NC 27909-4054**  
**(252) 334-2028 or (866) 996-MACU**  
**FAX (252) 334-2064**  
**Internet: <http://www.macuniversity.edu>**  
**On-Campus Applicants Email: [admissions@macuniversity.edu](mailto:admissions@macuniversity.edu)**  
**Online Applicants Email: [enrollment@macuniversity.edu](mailto:enrollment@macuniversity.edu)**

# Veterans Resources

## Veterans Affairs

Mid-Atlantic Christian University (MACU) is extremely proud of its long standing relationship with the men and women in uniform that bravely serve this country, those who have served and their families. The mission of MACU's Veterans Affairs Office is to enhance the educational experience of veterans and eligible family members by providing access to educational benefits within a supportive environment. We are dedicated to provide the highest quality and comprehensive support to student veterans in an atmosphere that provides commitment, respect and academic excellence.

Mid-Atlantic Christian University is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veteran Affairs. The University provides training opportunities for veterans, eligible National Guard/Reservists and eligible dependents (spouse and/or children) of 100 percent service-connected disabled or deceased veterans.

For additional information regarding these benefits, which are administered by the United States Department of Veterans Affairs, contact one of the following offices:

- Department of Veterans Affairs - 1.888.442.4551 or [www.gibill.va.gov](http://www.gibill.va.gov)
- District Office of the North Carolina Division of Veterans Affairs - 704.563.2037
- Mid-Atlantic Christian University's Registrar's Office - 252.334.2029
- In addition, VA inquiries may be made at 1.888.442.4551 or via email to [ask\\_a\\_question@va.gov](mailto:ask_a_question@va.gov) –Ask A Question.

## Eligibility

Veterans Affairs students are in the unique position of having to meet requirements as specified by both the Department of Veterans Affairs and the North Carolina State Approving Agency (NCSAA). Although MACU's VA Office does not work for the Department of Veterans Affairs it is our job to work closely with them to ensure your needs as a student are met. Our office strives to meet the DVA goal of "Putting Veterans First."

To receive VA educational benefits, students are required to do the following:

- Apply for VA educational benefits: all Veterans, National Guard/Selected Reserve and Survivors and Dependents of Disabled Veterans can apply online for benefits. You can access the application by going to [www.gibill.va.gov](http://www.gibill.va.gov). This takes you to the VONAPP website which is the official Department of Veterans Affairs online application. Print an extra copy of the completed VONAPP, with confirmation numbers, to keep for your records. You will receive a Certificate of Eligibility from the Department of Veteran Affairs once the application is processed.
- Request official copies of high school, military and all prior College Transcripts to be sent to Student Records along with your Certificate of Eligibility;
- **Important Notice: Your VA file will not be complete until your official high school, military (including Certificate of Eligibility) and college transcripts are in Student Records and evaluated;**
- Meet with an Academic Counselor to be admitted into a VA Approved Program of Study.

**Apply online** - <http://www.gibill.va.gov/apply-for-benefits/application/> The VONAPP (Veterans On Line Applications) website is an official U.S. Department of Veterans Affairs (VA) website which allows veterans and eligible family members to apply for certain benefits and submit change of schools forms through the Internet.

U.S. military veterans and some service members within six months of separation or retirement can apply for compensation, pension and vocational rehabilitation benefits on VONAPP.

U.S. military veterans, members of the Selected Reserve, National Guard and eligible dependents (see criteria for Chapter 35 eligibility at [www.gibill.va.gov](http://www.gibill.va.gov)) can apply for education benefits online.

VONAPP also has a link to VA Form 10-10EX, Application for Health Benefits.

### **How is using this site different from visiting a VA office?**

When you use this site to complete an application, it will be transmitted to the VA Regional Processing Office in Decatur, Georgia.

Processing will begin right away and you will receive a response from the Regional VA office letting you know the status of your application.

You will receive a Certificate of Eligibility once your application is processed. Please submit one copy of the certificate and other required documents to MACU's VA office.

### **VA Forms now available at [www.gibill.va.gov](http://www.gibill.va.gov)**

- VA Form 22-1995, Application for Change of Program or Place of Training – Veterans, National Guard/Reservists
- VA Form 22-5495, Application for Change of Program or Place of training for Survivors' and Dependents' Educational Assistance
- VA Form 22-0296, Direct Deposit Enrollment

### **Websites for further information:**

- GI Bill Programs, Pay Rates, Applications, Forms: [www.gibill.va.gov/](http://www.gibill.va.gov/)
- Department of Veterans Affairs: [www.va.gov/](http://www.va.gov/)
- Veterans' Benefits Administration: [www.vba.va.gov/](http://www.vba.va.gov/)
- Disabled American Veterans: [www.dav.org/](http://www.dav.org/)
- American Legion: [www.legion.org/](http://www.legion.org/)
- DD 214 online request: [www.vetrecons.archives.gov/](http://www.vetrecons.archives.gov/)
- VA Vocational Rehabilitation: [www.vetsuccess.gov/](http://www.vetsuccess.gov/)
- Education Benefits online application: [www.vabenefits.vba.va.gov/vonapp](http://www.vabenefits.vba.va.gov/vonapp)
- Apply for financial aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Returning service members: [www.oefoif.va.gov](http://www.oefoif.va.gov)

## **Veterans Educational Benefits**

### **Chapter 30, Montgomery GI Bill, Active Duty**

Persons who first entered active duty after June 30, 1985, are generally eligible. Some Vietnam Era veterans and certain veterans separated under special programs are also eligible. The veteran needs to have received an honorable discharge and continuously served for three years, or two years if that is what you were first enlisted for, or two years if you have an obligation to serve four years in the Selected Reserve and entered the Selected Reserve within a year of leaving active duty. The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree, diploma and certificate programs. Remedial, deficiency and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following release from active duty.



## Chapter 33, Post-9/11 GI Bill

The Post-9/11 GI Bill is an education benefit program for individuals who served at least 90 days of aggregate service after September 10, 2001. To be eligible for 100 percent of the benefit an individual should have served an aggregate of 36 months of active duty service or have been discharged for a service-connected disability after 30 days of continuous service. Post-9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. Once you elect to receive benefits under the Post-9/11 GI Bill, you will no longer be eligible to receive benefits under the program from which you elected the Post-9/11 GI Bill. Individuals should carefully consider their educational goals before applying and electing benefits under the Post-9/11 GI Bill. Benefits are payable for 15 years following release of active duty.

- **Important Note** - The \$600 Buy Up is not payable under the Post-9/11 GI Bill.

## Chapter 33, Transfer of Post-9/11 GI-Bill Benefits to Dependents (TEB/TOE)

For the first time in history, service members enrolled in the Post-9/11 GI Bill Program are able to transfer unused educational benefits to their spouses or children starting August 1, 2009. Department of Defense guidance, issued June 23, 2009, establishes the criteria for eligibility and transfer of those education benefits.

For details regarding eligibility for this transfer, go to [www.gibill.va.gov](http://www.gibill.va.gov). All applications will be submitted through the Transferability of Educational Benefits (TEB) website located at [www.dmdc.osd.mil/TEB/](http://www.dmdc.osd.mil/TEB/). An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse
- One or more of the individual's children
- Any combination of spouse and child
- An eligible service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member hasn't used any months. A family member should be enrolled in the Defense Eligibility Enrollment Reporting Systems (DEERS) and be eligible for benefits, at the time of transfer to receive transferred educational benefits.

## Chapter 1606, Educational Assistance for Members of the Selected Reserve.

Chapter 1606 is for individuals in the Selected Reserve or National Guard. Members should have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. An officer will need to have agreed to serve six years in addition to original obligation. Eligible members need to complete initial active duty for training (IADT), obtain a high school diploma or equivalency before applying for benefits and remain in good standing while serving in an active Selected Reserve unit. The Department of Defense (DOD) is responsible for determining eligibility and issuing DD Form 2384-1 Notice of Basic Eligibility (NOBE). Tuition Assistance, awarded by the respective branch of service, may be available to members of the National Guard or Active Duty Personnel. Eligibility requirements are available at the member's unit command.

## Chapter 1607 REAP, Education benefit for Activated Reservists

Chapter 1607 is an education benefit that provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve and National Guard, who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress. Eligibility will be determined by the Department of Defense or Department of Homeland Security as appropriate. Generally, a member of a Reserve component who serves on active duty on or after September 11, 2001 under title 10, U.S. Code, for at least 90 consecutive days under a contingency operation, is eligible for REAP. National Guard members are eligible if their active service extends for 90 consecutive days or more and their service is authorized under section 502(f), title 32 U.S. Code, authorized by the President or Secretary of Defense for a national emergency and supported by federal funds.



## **Chapter 35, Dependents and Survivors Educational Assistance**

The Dependents Educational Assistance Program is an education benefit for eligible spouses and children of certain veterans. To be eligible, the student should be the spouse or child of a member of the Armed Forces who has died while on active duty or as the result of a disability that VA has determined is service-connected, or is 100 percent permanently and totally disabled for a service-related reason.

Dependents receive up to 45 months of full-time benefits and are generally eligible for the benefits between ages 18 and 26.

For a spouse, benefits end 10 years from the date that the DVA declares eligibility or 20 years from the date of death of the veteran.

## **Chapter 31, Training and Rehabilitation for Veterans with Service-Connected Disabilities**

Veterans Affairs Vocational Rehabilitation is a program whose primary function is to help veterans with service connected disabilities become suitably employed, maintain employment and achieve independence in daily living.

The program offers a number of services to help each eligible disabled veteran reach his or her rehabilitation goal. These services include vocation and personal counseling, education and training, financial aid, job assistance, and if needed, medical and dental treatment. Services generally last up to 48 months and can be extended in certain instances.

To be eligible, the veteran should first be awarded a monthly VA disability compensation payment (in most cases) and must have received or will receive a discharge that is other than dishonorable. Eligibility is also based on meeting the following conditions:

- Have received an honorable or other than dishonorable discharge
- Have a VA service-connected disability rating of 10 percent or more
- Veteran needs Vocational Rehabilitation to overcome an employment handicap
- It has been less than 12 years since VA notified the veteran of the qualified SCD

Detailed information and the online application can be found at [www.vetsuccess.gov](http://www.vetsuccess.gov) or contact the VA Vocational Rehabilitation Office, 251 North Main Street, Winston-Salem, NC 27155. Telephone: 336.714.0817.

## **Enrollment Certification Process (22-1999)**

Your MACU VA file will need to be complete before you can be certified for VA Educational Benefits. Once your file is complete and you have registered and paid for courses (if required), your courses will be certified by the University Registrar via the online certification system. Please confirm that all courses are required for your Program of Study when you register as only required courses can be certified. Specific criteria- will need to be met to be eligible for certification in virtual courses (telecourse, online and blended.) Per Federal guidelines, remedial courses offered as virtual courses and/or online lab component are not eligible for VA certification.

## Evaluation of Transcripts

Students receiving veteran's educational benefits need to report all previous course work and request that official academic transcripts be sent from all previous schools to MACU's Registrar's Office regardless of whether you received credit for the courses. VA regulations require that all prior college credit be evaluated toward the student's current degree plan and re-evaluated if/when the student changes programs or place of training. A student receiving VA educational benefits may not receive benefits for any course for which he/she has already received credit even if the course was completed prior to the establishment of eligibility for benefits. Certification of enrollment cannot be completed until all transcripts are received and evaluated.

## Selection of Degree Program

In order to receive educational benefits, VA regulations require that the student have a "predetermined and identified educational, professional or vocational objective." Benefits cannot be authorized for courses which do not lead to the completion of this objective. Courses which do not apply to the selected program are considered unrelated courses and are not eligible for benefits. Therefore, any such courses will not be certified.

## Verification of Enrollment (Chapters 30, 1606 and 1607)

After the Registrar's Office has certified your semester hours to the VA Regional Processing Office, you will need to verify that your hours have not changed. You will do this the first of each month by calling 877.823.2378 (if there are no changes) or by using WAVE (Web Automated Verification of Enrollment) through [www.gibill.va.gov](http://www.gibill.va.gov). Students are responsible for notifying the VA Office immediately when changes are made to their enrollment and complete a VA Schedule Adjustment Form. The Registrar's Office is responsible for transmitting all Changes of Enrollments immediately to the VA Regional Processing Office to prevent over payments.

## Notification from the Department of Veterans Affairs

All VA Certifying Officials use a program called VAOnce to transmit Enrollment Certifications, reductions/increases or terminations to the VA Regional Processing Office. The Department of VA will transmit an electronic message directly to your MACU email account when any type of activity is transmitted by a VA Certifying Official to the VA Regional Processing office. It is important to always notify the Department of Veterans Affairs, MACU's VA Office and the Student Records Department of changes in your address, phone number or email address to prevent delays in communication.

## Satisfactory Academic Progress

Educational benefits to veterans and eligible persons will be discontinued once the student ceases to make satisfactory progress toward completion of his/her training. Veterans and eligible persons follow the same academic progress that applies to financial aid students attending the University.

Veterans and eligible dependents/ spouses are required to seek academic assistance by contacting their instructor, counselor, advisor, or the MACU Office of Learning Enhancement Services before academic difficulties place them on "Probation" or "Suspension."

- **Satisfactory:** A student who is receiving VA educational benefits will need to maintain a minimum grade point average (GPA) of 2.000 to be considered making satisfactory progress.
- **Probation:** Students who fail to achieve a cumulative GPA of 2.000 shall be placed on academic probation for the next semester. If the student achieves a semester GPA of 2.000 or better during the probationary term, but has not achieved the required cumulative GPA of 2.000, the student may be certified one additional semester.

- **Suspension:** If the student on academic probation fails to achieve a semester GPA of 2.0 at the end of the first probationary semester, the student shall be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. These standards are in accordance with the Department of Veterans Affairs Code of Federal Regulations, Title 38, Part 21, Sub-part D, Section 21.4277. The student will no longer be eligible for certification until the cumulative GPA is brought up to a 2.000.

Any student who is reported to the VA Regional Office as making unsatisfactory progress will have his/her educational benefits discontinued by the Department of Veterans Affairs. Progress is unsatisfactory if the student does not satisfactorily progress according to the regularly prescribed standards and practices of the institution he/she is attending.

Unsatisfactory attendance in courses may result in administrative withdrawal. An administrative withdrawal will be reported to the VA Regional Office and educational benefits will be discontinued at that time.

If a veteran affairs student is requesting benefits and is currently on "Probation" or "Suspension," a letter of notification is sent to the student's MACU email. If the student is on Suspension, their eligibility is terminated until they meet the Standards of Academic Progress required to place them back into an eligible status to receive their VA educational benefits.

## Failures

If a veteran affairs student completes a course with a grade of "F," (an earned "F") they may still receive VA benefits if they completed the course. An exception would be if they did not complete the final exam and did not attend class according to the college policy (unearned "F"). If a student fails to attend class and/or take the final exam, the VA Regional Office is notified and the student is classified as having received an overpayment of funds. Any overpayments are the student's responsibility. VA students may receive benefits to retake a required course if they previously received a failing grade.

Note: Courses completed with a grade of "D" cannot be recertified if the University accepts the grade toward graduation.

## Changes of Enrollment Status, Program of Study or Graduation, Address/Phone Information

Veteran Affairs students are responsible for and required to notify MACU's Veterans Affairs Office immediately of any withdrawals, attendance issues, change of address, phone number or email address, pending or approved program changes, course substitutions and/or waivers and graduation. Veteran Affairs students are responsible to the US Department of Veterans Affairs for repaying overpayments.

## Change of Enrollment Status - Withdrawals/Non-Attendance

It is the student's responsibility to report all withdrawals or attendance issues to MACU's Registrar's Office immediately to prevent overpayments. Students are required to complete a VA Schedule Adjustment form and submit mitigating circumstances in writing for evaluation and approval within five business days. The last date of attendance must be verified by the instructor for all withdrawals. Students are allowed a one-time exclusion from being penalized for withdrawing for up to six credit hours by the VA Regional Processing Office. Students can be paid up to the last Instructor confirmed date of attendance for those six hours. This exclusion has to be approved and processed by the Department of Veterans Affairs. After that time, students have to provide the VA Office with mitigating circumstances or repay any benefits received. If the student attended classes throughout the semester and receives a "W" as a grade (non-punitive grade), this has to be reported to the VA Regional Office and is not part of the six-hour one time exclusion even if he/she

can document that they attended through the last day of class. Students are responsible for overpayments resulting from non-punitive grades. Failure to notify MACU's Registrar's Office of withdrawals and continued acceptance of educational funds may be considered fraud. Students are encouraged to register only for those classes they know they can complete.

## **Change of Program**

Changes in Program of Study must be submitted to the VA Regional Office by the Veterans Affairs Certifying Official. This is necessary because reevaluation of all prior credits earned need to be completed to ensure their full utilization. Students can only be certified for courses fully accepted for their Program of Study as reflected in the University Catalog. Students should meet with the VA Certifying Official before changing programs. All program changes are initiated through Academic Counseling Services. The student will complete a "Request for Change of Program," VA Form 1995 (Veterans) or VA Form 5495 (Dependent/Spouse). This form is accepted only after the Program Code has been officially updated by an Academic Counselor.

## **Graduation**

Students applying for Graduation must inform MACU's Registrar's Office once they have verified that they are in their last semester at the College. During the student's last semester, they can be certified for all credit hours if they are taking all courses needed to satisfy graduation requirements and need additional hours to be at full-time status. This benefit can only be used once at MACU. Previously passed courses or courses transferred in from other colleges cannot be certified.

## **Dual Degree**

Mid-Atlantic Christian University students need to meet certain criteria to be certified for Veterans' Affairs benefits while seeking two degrees. The University is approved for Veterans Affairs students to pursue dual degrees simultaneously. Students desiring a second degree should meet with the Veterans Affairs Certifying Official and Academic Counseling to complete a Dual Degree Approval Form and follow the guidelines listed in the University Catalog. Certificates do not qualify for the Dual Degree Program.

## **Address/Phone Number Changes**

To report a change of address/phone number, Veterans Affairs students should update their address/phone number through the MACU Registrar's Office in writing and contact the VA Regional Office at 1.888.442.4551.

The following cannot be certified for VA benefits:

- Courses that aren't required for completion of the student's degree, diploma, or certificate program
- Courses previously completed successfully
- Courses for which transfer credit has been granted
- Courses taken while not admitted to a diploma, certificate, or degree program
- Virtual courses (online and blended) that haven't met the specific criteria (see Virtual Course Guidelines)
- Remedial courses taken virtually and/or with online lab components
- Audited courses
- Courses for which credit by examination has been received
- Corporate and Continuing Education courses such as self-improvement or recreational courses
- Any course not approved by the State Approving Agency

**Note:** All policies are subject to change based on institutional and federal guidelines.

## Virtual Course Guidelines

The option of receiving Veterans Affairs educational benefits for virtual, (telecourse, online and blended) is offered to students who have met specific criteria. This includes but is not limited to:

- Student needs to have completed or transferred in 12 credit hours of graduation requirements.
- Student must have a cumulative GPA of 2.0 prior to enrolling in the virtual courses and at least a 2.0 GPA at the end of each term to continue eligibility.
- Remedial courses that are offered as virtual courses and/or with online lab components are not eligible for certification for Veterans Affairs educational benefits;
- Courses have to be required and count towards graduation either as core courses or as electives;
- Student should use their MACU-issued email address for all correspondence;
- Chapter 31 students need to have permission from their VA Case Manager before registering for virtual courses;
- Attendance guidelines are mandatory which include monthly emails to MACU's Veterans Affairs Office from the student to verify their participation in the class and communication with their instructor.

## Forms

Veterans Affairs applications, Change of Programs forms, general VA forms and Benefit Brochures are available at MACU's Registrar's Office or found at [www.va.gov/vaforms/](http://www.va.gov/vaforms/)

## Financial Aid and Scholarships

Veterans Affairs students are encouraged to apply for financial aid and scholarships. Visit the following websites:

- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- <http://www.macuniversity.edu/admissions/financial-aid>

## Academic Information

Mid-Atlantic Christian University exists to impact the world by transforming ordinary people into extraordinary Christian leaders. The University's academic program is the primary means used to accomplish this mission. This is in keeping with the biblical principle that followers of Christ are to grow in knowledge (2 Peter 1:5-6) and prepare their minds for action (1 Peter 1:13).

### Academic Advising and Registration

**Student responsibility.** Although the academic advisor will provide counsel, each student is responsible for the proper completion of his or her academic program. Each student is therefore responsible for knowing the academic policies of the University, for maintaining good academic standing, and for meeting all graduation requirements. MACU reserves the right to amend, delete, or modify any requirements with notice. It is the student's responsibility to be current with degree requirements. Students are encouraged to register for courses each semester according to the suggested course sequence for their chosen program of study. The following list outlines student responsibilities in the advising process.

1. Read the University catalog and the Student Handbook and comply with all policies, procedures, and requirements.
2. Obtain a class schedule each semester and review possible course options prior to appointments with an advisor.
3. Contact the advisor in a timely fashion for pre-registration advising or other necessary appointments.
4. Know and follow all University requirements for obtaining a degree. Some of these are placement testing, general studies, major/minor, departmental, Bible, and Christian Service.
5. Obtain, complete (including obtaining required signatures), and submit all forms needed for registration, course changes, graduation, and related matters, according to the deadlines set by the Registrar's Office.
6. Contact the advisor immediately with concerns about academic progress in particular courses or progress toward degree.
7. Be actively responsible for their University experience.

**Early registration.** Each semester, during a designated period (see the Academic Calendar for early registration dates), continuing students are expected to register for the following semester. Each student must meet with his or her academic advisor before registering. The advisor will counsel the student and provide an access code to enable the student to register for courses online.

Registration is not complete until final registration when all fees have been paid and all registration materials are properly completed and submitted to the Registrar's Office. Continuing students who fail to complete early registration at the assigned time may register by final registration day specified on the Academic Calendar for the additional late registration fee. Any change in registration must be completed with the Registrar's Office by the end of drop/add.

New students, after being notified of acceptance to MACU, will officially declare a program of study. After the declaration has been made the student will be assigned to an advisor to work with them during the course of his or her academic career at MACU. Prior to registering for courses the new student should complete any competency and placement testing. The test results will be forwarded to the advisor and the advisor will initiate contact with the new student to set a course schedule for the first semester.

**Final registration.** At the beginning of each semester students either confirm the course schedule that they submitted earlier or they register for the courses they wish to take. At this time, students will also complete transactions with the Finance and Student Life offices (see Finances).

The University reserves the right to cancel any registration in specific courses for which the student is ineligible. The registration of a student who is ineligible to attend the University is subject to immediate cancellation. The University also reserves the right to cancel the registration of a student whose attendance at the University, in the opinion of the appropriate administrative officials, would not be mutually beneficial to that person and to the University.

**Audit.** Those wishing to take a course for personal enrichment but not for credit may enroll as audit students. Audit students attend classes but are not required to complete assignments or take tests. An auditor will receive transcript recognition (AU). The audit hours do not count toward full-time status and are not added in the total credit hours completed for graduation.

Students may not change a course from audit to credit after the first two weeks of the semester. Students may not change a course from credit to audit after the first two weeks of the semester. Online courses may not be audited.

**Changing program of study.** After a student has declared a program of study, he or she may change to another program by completing the Change of Program of Study Request Form. This form can be obtained from the Academic Affairs office. Students are granted one Change of Program of Study Request Form at no cost; subsequent changes will result in a fee (see current Schedule of Tuition and Fees).

Students making such a change will be responsible for meeting the degree and other requirements shown in the catalog in effect at the time of the change. This may result in a change of anticipated graduation.

**Second degrees.** A person who has earned the Bachelor of Science degree from Mid-Atlantic Christian University may convert the degree to the Bachelor of Arts degree by successfully completing an additional 12 hours of a biblical or modern language. Persons who do this will surrender their Bachelor of Science degree and be awarded the Bachelor of Arts.

A person who has earned a four-year baccalaureate degree from MACU and then works toward completing requirements for a second degree or second professional program must earn at least thirty-two additional hours above the initial degree requirements.

As a rule, the University will not grant a second associate degree to a student because of the similarities in requirements for these degrees. A student may complete a second area of professional studies but will receive only one associate degree and will participate in one Commencement service. Each professional area will be listed on the student's transcript. The University will not grant an associate degree to a student who already has a baccalaureate degree in the same field of study.

## Schedule Change and Withdrawal

**Schedule change and Course Withdrawal.** A student may change his schedule during the first two weeks of the regular semester (first day of class for a week intensive, or first week of an eight week session) by submitting a Student Transaction Form to the Registrar. The form must be signed by the student's academic advisor or approved by email from the advisor to the Registrar, and course instructor in order to add or drop a course even if the student never attended a meeting of the course. Tuition for courses dropped within the first two weeks (or first day for intensive courses, or first week of an eight week session) is refundable; fees are not refundable.



No course may be added after the second week of the semester, or its equivalent for other time frames.

To withdraw from a course after the second week of the regular semester (or after the first day for an intensive course, or first week of an eight week session), a student may submit a Withdraw Form to the Registrar. The form must be signed by the student's academic advisor or approved by email from the advisor to the Registrar, and course instructor. A grade of W will be entered on the student's academic record. There is a \$20.00 change fee assessed per transaction form submitted. There is no tuition refund for course withdrawal.

**Students may not withdraw from any course after the tenth week of the semester (or after the third day for an intensive course, or fifth week of an eight week session), except for medical reasons, serious family emergency, or other extenuating circumstances as determined by the Vice President for Academic Affairs.**

Students should seek guidance from the financial aid office prior to withdrawing from any courses. Withdrawing may affect eligibility for federal student aid in subsequent semesters. (Withdrawal from courses impacts course completion ratios per semester – the required 75% course completion rate each semester to maintain federal aid eligibility).

If a student continues in school but stops attending a course without completing the formal withdrawal process listed above at the time of withdrawal or receiving permission from the VPAA, he or she will receive a grade of F. There is no tuition refund.

A student who withdraws from all courses is considered withdrawn from the University and must follow procedures for "Withdrawal from the University."

**Withdrawal from the University.** To officially withdraw from the University, a student must complete the following:

- (1) Registrar's University Withdrawal Form,
- (2) Exit interview and Room Vacating Form (for resident students) with the Vice President for Student Services,
- (3) Exit interview with the Financial Aid administrator (for students having received federal funds), and
- (4) Exit interview with the Finance Office. (See additional information in the Finances section.)

Students who fail to formally withdraw from the University by completing the above process are not eligible for refunds of tuition, deposits, or room and board. The student's transcript will also reflect a grade of F for each course, rather than a grade of W.

The last day to withdraw from the university is the Friday prior to the beginning of final exams.

**Course and program cancellation.** If fewer than five students register for an elective course, the course may be canceled. If fewer than four students register for a required course and none are in the final year of their program, the course may be canceled. Mid-Atlantic Christian University reserves the right to make changes in the roster of courses offered each semester, programs of study, and disclaims liability for errors in this catalog and related materials.

**Military leave policy.** The University will make exceptions to the stated refund and course completion policies for students who are called to active military duty during a semester. Students should contact the Registrar's Office immediately upon receiving notice to report for military duty.

## Academic Standing and Progress

**Semester hours.** A semester hour of credit represents one hour of classroom instruction per week for one semester. Courses that include student practice during classroom hours will meet more than one hour per week for each semester hour of credit; courses that include field experience hours may meet less than one hour per week for each semester hour of credit. Courses of private instruction meet one half hour per week and carry a private instruction fee.

**Academic load.** A student is classified as full-time if he or she is enrolled for 12 or more semester hours for credit. A student is classified as half-time if enrolled in 6 to 8 hours for credit, three-quarter time if enrolled in 9 to 11 hours. A student in good academic standing may enroll for up to 18 semester hours. A student in good academic standing may enroll for more than 18 hours only with permission from his or her academic advisor, the Registrar, and/or the VPAA.

Students admitted provisionally and those on probation may not enroll for more than 14 and 15 hours, respectively (see the information under those headings elsewhere in this section).

**Classification.** Students are grouped in classes at the beginning of each semester and maintain this classification throughout the semester as shown below.

Freshman	0 to 27 semester hours completed
Sophomore	28 to 59 semester hours completed
Junior	60 to 89 semester hours completed
Senior	90 or more semester hours completed

**Institutional credit hours.** Institutional credit hours are counted for such purposes as determining eligibility for housing and financial aid, but not as credit toward graduation. They are not counted in the student's grade point average.

**Academic Standing.** Academic standing will be evaluated at the end of each semester for on-ground students. Academic standing will be evaluated at the end of each session for online students.

**Good standing.** Students whose cumulative grade point average (GPA) is 2.00 or above are in good standing academically. No degree or certificate will be awarded to a student whose cumulative GPA is below 2.00.

**Academic Warning.** Students whose cumulative GPA is between 1.75 and 2.00 at the end of their first semester for on-ground students are placed on Academic Warning. Students on Academic Warning may not enroll for more than 15 hours and are required to enroll in the Study Skills Seminar. (Students admitted provisionally, however, must earn a 1.75 GPA at the end of their first semester or be placed on Academic Suspension.)

**Academic Probation.** Students with 1-29 hours must have a cumulative GPA of 1.75 or they will be placed on academic probation. Students with 30 or more hours must reach and maintain a 2.0 cumulative grade point average. Failure to do so will result in academic probation. When a student who is on probation achieves a semester GPA of 2.0, he or she may register for another semester of course work. A student will remain on Academic Probation until his or her cumulative GPA is 2.0 or better.

Notice of Academic Probation will be indicated on the student's transcript. Students on Academic Probation may not:

- Enroll for more than 15 hours
- Serve on a University recruitment team (may be waived by VPAA on a case-by-case basis)

*Transferring students* who were on academic probation or suspension at the previous college last attended, or who had a cumulative GPA below 2.00, will be admitted on Academic Probation. Those students whose last prior attendance was more than five years ago will be considered by the Application Review Committee on a case-by-case basis.

- Students on Academic Probation will automatically be placed on Financial Aid Warning.
- To determine satisfactory progress, all hours will be used those transferred and those taken at Mid-Atlantic Christian University.

For more information on transfer students, see the Admissions and the Finances sections of the catalog.

**Academic Suspension.** Students on Academic Probation who fail to achieve a semester GPA of 2.0 are placed on Academic Suspension. Notice of Academic Suspension will be indicated on the student's transcript. Students who are academically suspended must take courses at another institution (6 credit hours minimum) and earn a 2.0 GPA before they can apply for readmission. Students on Academic Suspension may apply for readmission after one semester. Students who are placed on Academic Suspension for a second time may be considered for readmission only after three years from the date of the second suspension.

**Provisional Admission.** First-time freshmen whose records do not conform to admissions guidelines may be admitted provisionally if the Application Review Committee is satisfied they exhibit ability to benefit. Provisional students:

- May enroll for up to 14 hours, and must include:
  - Study Skills Seminar
  - Any additional Basic Studies called for by the student's competency testing scores
- May NOT serve on a University recruitment team (may be waived by VPAA on a case-by-case basis)
- Whose GPA at the end of their first semester is 2.00 or above will be permitted to enroll for a second semester and will be considered in good standing. If their GPA is below 2.00, however, they will be suspended.

For information on transfer students, see the Admissions and the Finances sections of the catalog.

### **Academic Standing and Finances.**

- Federal Financial Aid eligibility is contingent upon satisfactory academic progress (see the section on Finances in this catalog).
- Certain scholarships awarded by the University or the Mid-Atlantic Christian University Foundation have academic stipulations (contact the Financial Aid Office for details).
- Department of Veterans Affairs (DVA) benefits are contingent upon satisfactory academic progress toward completion of the program of study and upon maintaining good academic standing.
  - The University will not retain any person receiving DVA benefits if:
    - After being placed on academic probation, the student does not earn a 2.0 in the subsequent semester.
    - After being admitted provisionally, the student does not have a GPA of 2.00 for the first semester.
  - Either of the above circumstances results in interruption of DVA benefits for unsatisfactory progress. At the end of each semester, the University Registrar decertifies any suspended student who is receiving benefits. A student may be recertified for DVA benefits if he or she regains good standing after one semester.
  - The total hours transferred into a student's program of study at the University are used to measure satisfactory progress for degree completion and to determine good academic standing.

**Dismissal.** The Student Handbook describes several situations that might lead to the discipline or dismissal of a student for a variety of reasons. While such situations are typically addressed by the Vice

President for Student Services and/or the Disciplinary Committee, situations involving primarily an academic concern may be addressed instead by the Vice President for Academic Affairs and/or others he may delegate.

Situations of a primarily academic nature that might lead to discipline or dismissal include, but are not limited to, plagiarism, violating attendance policies, violating academic probation, disrupting classroom decorum, etc. Discipline may be invoked by a faculty member or by the Vice President for Academic Affairs and may involve any of the following: apology and change of behavior, redoing of an assignment, compensatory work, reduced grade, failure of assignment or course, dismissal from class, or other appropriate action. The VPAA may also dismiss a student from the University for academic reasons. A student may appeal a faculty disciplinary action to the VPAA or appeal directly to the President a disciplinary or dismissal action by the VPAA.

**Academic Consequences for Students who are Dismissed/Suspended.** When a student has been suspended in the middle of a term for disciplinary reasons:

- 1) The student will be withdrawn from any courses currently in process and receive a grade of W for the course.
- 2) For courses completed prior to the suspension the course grade earned will be recorded.
- 3) A notation will be made on the student's official transcript that he/she was subjected to disciplinary action.

## Grades and Examinations

Grades are only symbolic of that which lies behind them—knowledge gained and retained in a usable form. They are tools for measuring whether the amount of knowledge is adequate for successful completion of a course and for achievement of a University degree. Grades at Mid-Atlantic Christian University are recorded using the following scale.

Letter Grade	Description	Quality Points
A+		4.000
A	Excellent	4.000
A-		3.667
B+		3.333
B	Good	3.000
B-		2.667
C+		2.333
C	Satisfactory	2.000
C-		1.667
D+		1.333
D	Inferior but passing	1.000
D-		0.667
F	Failing	0.000

Au	Audit; no credit
*I	Work Incomplete
R	Course repeated
S	Satisfactory (counts toward earned hours)
U	Unsatisfactory (counts toward earned hours)
W	Withdrawal

\*See "Deadline for submission of work" below.

**Recording of grades.** The University maintains records of progress on all students. Mid-semester grades are reported to students on the basis of work completed by Friday of mid-semester week. Mid-semester grades are indications of progress; they are not recorded on the student's official transcript. Semester grade reports are issued to students at the end of each semester. Final grade reports are also sent to the parents or guardians of unmarried students under the age of 23; each academic year students complete a grade-release form. Final grades are recorded on permanent transcripts and are furnished to students on request.

Disputes about final grades must be resolved by the end of the following semester after the grade was assigned. Grades that are not contested before that time are final. Disputes concerning a course grade are resolved through conferences between the student and the faculty member who assigned the grade. If still dissatisfied, students may appeal in writing to the chairperson of the department, who will conduct an investigation. If the instructor of the course also is the department chairperson, the Vice President for Academic Affairs will handle grade appeals.

If a grade has been issued in error due to miscalculation or an error in recording, the faculty member should request from the Registrar approval for the grade change. Responsibility for assignment of the final grade lies with the professor; responsibility for approval of the grade change (after the deadline for grade submission) lies with the VPAA.

Grades for credit transferred from recognized collegiate institutions are considered part of the student's grade point average.

**Grade forgiveness.** If a student receives a grade of C- or below in a course at Mid-Atlantic Christian University, he or she may repeat the course for credit. The highest grade earned will be used in any grade point computation. Both grades earned in the course will appear on the transcript, with an indication that the course has been repeated. There is no limit to the number of times a student may repeat a course. Veterans should consult with the Registrar or their D.V.A. representative regarding the latest regulation relative to repeating a course.

**Computing a GPA.** A student's grade point average (GPA) for a semester may be computed by:

1. Multiplying the semester hours for each course by the grade point equivalent for the letter grade earned in that course to determine the grade points and
2. Dividing the grade points for the semester by the hours attempted.

For example:

Life and Teachings of Jesus	3 semester hours x B+	3.333	= 9.999
English Composition I	3 semester hours x C	2.000	= 6.000
Parenting Models	+ 2 semester hours x A-	3.667	= 7.334
		8 semester hours	23.333

23.333 grade points / 8 semester hours = **2.917 Semester GPA**

A student's cumulative GPA may be computed by dividing the total grade points for all semesters by the total semester hours attempted.

**Deadline for submission of work.** No work may be made up or turned in for any course after the Friday preceding final examinations. Exceptions may be granted for a major illness or emergency during the week preceding examinations. See the Registrar's office or the instructor of the course for an Incomplete Form. In that event, the teacher submits a grade of "I" and an alternate grade based on the work completed. This alternate grade will be recorded if the work is not made up within two weeks after examination week.

**Basic Studies.** Some students are required to take Basic Studies courses to improve their academic skills in certain areas (see the Admissions section of this catalog). Basic Studies courses carry credit and affect the student's grade point average (GPA) but the courses do not fulfill degree requirements toward

graduation. Students making a C- in a Basic Studies course must retake the course the next appropriate semester (as determined by the Director of Learning Enhancement Services) as part of their graduation requirement.

A student may retake any or all of the competency tests one time. See Admissions section for more information.

**Academic Honesty.** Mid-Atlantic Christian University aims to help students think biblically in all areas of life. Thinking biblically requires an individual's genuine engagement with information and ideas in the light of Scripture. Truthfulness, honesty, and integrity are therefore essential in education as they are the foundation of mutual trust and respect. For these reasons, Mid-Atlantic Christian University expects the highest standards of integrity and honesty in academic work. This policy explains those expectations so that students will know what is acceptable and what is not in their academic assignments.

### Definitions

Dishonesty: This lack of integrity includes lying, cheating, fabricating information, or deceiving. Examples include copying from the examination paper of another person or letting one's own examination paper be copied, using unauthorized aids to complete assignments or tests, submitting the same paper in different courses without the instructor's knowledge, or showing an examination to a student who has not yet taken it.

Plagiarism: This type of dishonesty is intentionally or unintentionally representing the words or ideas of another person as one's own in any academic exercise. Examples include submitting an assignment as one's own work when it was written by someone else, failing to state the sources of ideas, or failing to provide citations for quotes.

Levels of Plagiarism: Since plagiarism covers both intentional and unintentional dishonesty, an instructor may distinguish between minor and major plagiarism before prescribing a penalty, as follows:

Minor Plagiarism: This is the use of a small amount of another person's words or ideas without citation, revising another person's material only slightly to appear as one's own ideas, or using quotations without citing the source.

Major Plagiarism: This is the use of larger amounts of another person's words or ideas without citation or revising this larger amount of another person's material only slightly from the original.

Complete Plagiarism: This is the use of the overwhelming majority of another's person's words or ideas without citation or revising. Examples include submitting a paper or other work obtained from a Website or other source; submitting another person's work for an assignment.

### Penalties

The penalty for minor plagiarism or any other academic dishonesty deemed minor by the instructor may be determined by the instructor. The instructor may decide to counsel the student and issue a verbal warning about the meaning and consequences of plagiarism. In addition, the faculty member may, at his/her discretion, do one or more of the following:

- Give the student a written warning using the Academic Dishonesty Notice;
- Lower the grade for that assignment;
- Require the student to rewrite and resubmit the assignment.



The penalty for major plagiarism or any other academic dishonesty deemed major by the instructor is to report the offense to the Vice President for Academic Affairs by using the Academic Dishonesty Notice form and to produce the evidence for the offense.

- For the first offense the instructor will normally issue a grade of zero for the assignment and no opportunity to resubmit the assignment.
- For the second offense (in the same or more courses) the instructor will normally give a failing grade in the course.
- For the third offense the VPAA will normally dismiss the student from the university.
- When the major plagiarism or cheating violation is a complete instance of violation the penalty will likely go straight to steps 2 and 3.
- The offense will be placed on the student's permanent record only if he or she is dismissed from the university.

### **Appeals**

The student may appeal the penalty for major plagiarism by submitting within seven days a written request to appear before the Academic Dishonesty Committee made up of faculty members and the VPAA. The student may make his or her case for reduction or elimination of the penalty to this committee. The committee will notify the student of its decision in writing and that decision will be final.

## **Graduation Requirements**

A student who meets the following criteria is qualified for graduation:

### **Student Life**

1. The Office of Student Life must certify that the student's Christian character and conduct have been maintained at a high level.

### **Academic**

2. The student must satisfactorily complete the prescribed studies in his or her chosen curricular program.
3. The student must have a cumulative GPA of at least 2.00.
4. The student must document a grade of at least a "C" in all correspondence or distance courses six weeks prior to graduation and pay the correspondence fee by the published deadline. The fee is non-refundable and non-transferrable.
5. The student must document an adequate final score for any CLEP test six weeks prior to graduation.
6. The student must take at least 25% of the degree or certificate coursework at Mid-Atlantic Christian University.
7. The student must file an "Intent to Graduate" for degree or certificate and pay the required graduation fee by the published deadline.
8. The on-campus student graduating in May is expected to participate in the Commencement Service.
9. The student must complete the Christian Service requirements specified by the Student Life Office.
10. The student must complete, during the semester of his or her graduation, the Bible content test of the Commission on Accreditation of the Association for Biblical Higher Education. (The test is administered twice in an academic year: first week of school in August; last week of school in May. Students should arrange to test during one of these weeks.)
11. All baccalaureate students in the School of Undergraduate Studies must complete, during their senior year, the ETS Proficiency Profile (ETSP) published by the Educational Testing Service (ETS). (The test is administered twice in an academic year: first week of school in August; last week of school in May. Students should arrange to test during one of these weeks.)



## Financial

12. The student must meet all financial obligations with the Finance Office and library.
13. If he or she has received federal financial aid, the student must complete an exit interview with the Financial Aid Office.

Failure to graduate due to incomplete degree requirements or for missing a deadline for completing degree requirements will not entitle the student to a refund of fees.

Prospective graduates who are not enrolled at MACU during their final semester but have outstanding coursework must receive approval from the Vice President for Academic Affairs to take courses at another institution to complete their degree requirements and provide in writing their plan for completing the outstanding coursework.



**Graduating in absentia.** All students graduating in May are expected to participate in the Baccalaureate and Commencement service unless a prior request to graduate *in absentia* has been approved. Students desiring to graduate *in absentia* must apply in writing to the Registrar no later than January 31. Requests submitted after January 31 will be charged a \$25 late fee (if granted). Students who fail to attend either service without permission will be charged the \$25 late *in absentia* fee and have their diploma withheld until paid.

## Academic Honors

**Dean's List.** All full-time students (12 or more credit hours) whose semester GPA is 3.50 or above are included on the Dean's List, issued each semester.

**Marshals.** The two eligible juniors with the highest and second-highest cumulative GPA at midterm in the spring will be the head and second marshals for the Baccalaureate and Commencement services. A student must have completed at least 60 hours at Mid-Atlantic Christian University and have a reasonable hope of graduating the following year to be eligible. Averages will be figured on all of the student's hours, both Mid-Atlantic Christian University and transfer, which are being counted toward graduation.

**Graduation honors.** Academic honors for baccalaureate and associate graduates are based on a student's cumulative GPA as shown below. Averages will include all work that is counted toward graduation. Students who already have a baccalaureate degree and complete only the Family Life Education Certificate will not be eligible for graduation honors.

Degree	Honor	Grade Point Average
Baccalaureate	<i>Cum Laude</i>	3.500 – 3.699
Baccalaureate	<i>Magna Cum Laude</i>	3.700 – 3.899
Baccalaureate	<i>Summa Cum Laude</i>	3.900 – 4.000
Associate	<i>Honors</i>	3.500 – 4.000

**Class honors: valedictorian and salutatorian.** The valedictorian and salutatorian of the graduating class will be the baccalaureate graduates (B.A. or B.S. only) with the highest and second-highest cumulative GPA at the end of their final semester, regardless of when they began their program or what class they have identified with socially. Averages include all work counted for graduation and at least 60 hours must be taken at Mid-Atlantic Christian University. These candidates will be notified of the honor

immediately after midterm during the spring, although final confirmation cannot be given until semester grades are assigned. Students who already have a baccalaureate degree and complete only the Certificate in Family Life Education program will not be eligible for these honors.

## Class Attendance

**Attendance.** Students are encouraged to attend every class session of the courses in which they are enrolled unless hindered by sickness, a family emergency, a school-sponsored activity, or some other extenuating circumstance. In such cases, it is the responsibility of the student to notify the instructor as soon as possible of the reason for the absence. If the absence is due to a school sponsored activity, the student must consult with the instructor before the absence to determine what arrangements for make-up need to be made.

It is the responsibility of each instructor to make clear in the course syllabus, which is distributed at the beginning of the semester, the exact attendance requirements for that course and any subsequent penalties that may be imposed for exceeding allowable absences. Faculty may choose to consider tardiness, arriving late or leaving early, as a factor in attendance as well. The final decision as to what, if any, action will be taken is up to the instructor. Students or instructors who encounter difficulties implementing an instructor's attendance policy may make appeal to the Vice President for Academic Affairs for resolution.

**Late Enrollees.** The University recognizes that in rare circumstances a student may be hindered from starting a course or an academic term at the scheduled start date. The following guidelines are to be followed for students who start a course or an academic term late.

- 1) No student may be added to a course after the equivalent of 2 weeks beyond the official start date of the course. This date will be published in the Academic Calendar (Last Day for Drop/Add). If the course is an 8-week online course, no student may be added after the first 3 days.
- 2) If the instructor has an attendance policy, the absences incurred between the official start date of the course and the enrollment of the student will not be counted against the student.
- 3) Any assignments missed must be completed no later than the equivalent of 4 weeks beyond the official start date of the course.

**Tests.** Except for extenuating circumstances, a student who attends class may not be excused from a test even if he or she was absent the previous meeting.

A student who is absent one class day and misses a test may have until class time the next day the class meets to complete a makeup test. A student who is absent two class days may have until the second time the class meets. A student who is absent three to five days may have one week from the day he or she returns to class. For absences of over a week, the student may have a period as long as the absence itself. The student is responsible for contacting the instructor to arrange a makeup test.

**Teacher tardiness.** If a teacher is late for a class session, students need wait only 15 minutes for him or her to arrive.

## Other Policies

**Academic grievances.** MACU has established three grievance procedures depending on the nature of the grievance. The procedures follow:

1. Standard Grievance Procedure – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the university's Student Handbook.
2. Academic Grievance – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, the right to participate in University sponsored activities, and policies and procedures outlined in the University catalog under "Academic Information" and "Programs of Study."
3. Sexual Harassment Grievance: student allegation of sexual harassment.

**Notes:** *If any of the above are committed against a student by another student instead of a university employee, the offended student should report the matter immediately to a university official, who will report it to the vice president for student services. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. The offending student will then be dealt with according to the Student Code of Conduct. Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).*

*"In writing" – the preposition phrase is defined as follows: a separate document (e.g., letter) either mailed to the university, delivered in person to the addressee, or attached to an email (attached either as a .doc, .docx, or .pdf). Letters must have a date on them and they must be signed. In the letter there must be the specific grievance, process used to date to attempt to resolve the grievance, and any evidence if appropriate.*

**Standard Grievance Procedure – see above in this catalog under "Student Life"**

### **Academic Grievance Procedure**

An Academic Grievance must be initiated within **one semester** of the completion of the course in question. If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **The Department Chair**—If the informal conference with the instructor does not resolve the grievance, the student may appeal in writing within five working days of the informal conference to the department chair/director/coordinator.
3. **Vice President for Academic Affairs**—If the grievance is not resolved in the meeting with the department chair, the student may appeal in writing within five working days to the vice president for academic affairs. If the grievance is not resolved by the vice president for academic affairs, the student has access to the Standard Grievance Procedure beginning with the Appeals Committee, which must be initiated in writing within five working days.
4. **Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the vice president for academic affairs, with the assistance of the department chair of that student's educational program, will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the vice president for academic affairs may decide that the student should be removed from class and/or the campus until the appeals process has ended.

**Sexual Harassment Grievance Procedure – See above in this catalog under "Student Life"**

**Conversion of non-degree work.** A student admitted as a non-degree or special student who later wishes to change to certificate- or degree-seeking status must complete all admission and competency

requirements required for that status. A student may convert into a certificate program up to six hours of appropriate credit earned at Mid-Atlantic Christian University or at another accredited college while in non-degree, non-certificate status. A student may convert into an associate degree program up to 12 hours, into a baccalaureate program up to 60 hours of appropriate credits earned while in a non-degree, non-certificate status.

## Transfer Coursework.

**DOCUMENTATION:** Students must submit official transcripts of all work done at other colleges.

**TRANSFER CREDIT RELEVANT TO THE DEGREE:** Mid-Atlantic Christian University will award credit to transfer collegiate coursework that is relevant to the student's declared program of study, if that coursework meets all other criteria for transfer credit.

In practice, coursework must satisfy requirements listed in the curriculum for the degree program as identified in one of the university's academic catalogs. The transfer coursework may represent work which does not exactly match a required course; e.g., other lab science courses may be accepted in lieu of Physical Science.

In the case of free electives in a program of study, the university will award credit for a wide variety of transfer coursework, as one means of promoting broad exposure to various disciplines, cultures, and ways of understanding.

The Registrar will make decisions on student transfer credit in consultation with the chair of the academic department for courses in which the equivalent course is taught at MACU. The Registrar may employ a list of commonly transferred courses for which such transfers are pre-approved by the appropriate department chairs.

**MINIMUM GRADE FOR A COURSE TO TRANSFER:** Mid-Atlantic Christian University will only transfer courses for which a student earned a grade of "C" or better.

### ORIGIN OF CREDITS:

**Accredited Institutions:** If an institution is accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (DOE), Mid-Atlantic Christian University accepts that accreditation as documentation that the coursework represents collegiate coursework taught by qualified faculty.

Each course will be evaluated individually as to its relevance, content, level of instruction, and equivalence to courses taught at Mid-Atlantic. Some or all of the following means may be used to make this determination, as appropriate: review of transcripts, review of college catalogs, review of course syllabi, and the professional judgment of the chair of the appropriate division of studies.

**Unaccredited Institutions:** If an institution is not accredited by an accrediting body recognized by CHEA or the DOE, the institution must provide documentation that the coursework represents collegiate coursework taught by qualified faculty. Such documentation will be evaluated by the academic administrators at Mid-Atlantic and kept on file in the registrar's office.

Each course will be evaluated individually as to its relevance, content, level of instruction, and equivalence to courses taught at Mid-Atlantic. Some or all of the following means may be used to make this determination, as appropriate: review of transcripts, review of college catalogs, review of course syllabi, analysis of historical experience with the institution, and the professional judgment of the chair of the appropriate division of studies. In some cases, examinations or completion of a prescribed amount of study at Mid-Atlantic may be utilized to help determine the preparedness of the transferring student. The University registrar will retain documentation in the student's

permanent file outlining the process used to validate credits accepted from unaccredited institutions.

**Transfer Credit from Associate Degrees & Vocational/Technical Colleges:** Course work that leads to the Associate of Applied Science degree that is vocational/ technical in content is normally not transferable (e.g., HVAC or cosmetology courses). However, MACU will consider transferring up to twelve (12) semester credit hours as elective hours if the coursework is designated by the originating institution as at least a 200 level course, are course(s) designated as CAA (Comprehensive Articulation Agreement) courses appropriate for transfer, or are CAA designated core courses that satisfy pre-major and general education requirements.

**TRANSCRIPTING TRANSFER CREDIT:** Institutions from which course credits originate are named on the Mid-Atlantic Christian University transcript. Grades for credit transferred from collegiate institutions are considered part of the student's grade point average.

**Credit by Exam.** The University makes proficiency exams available for an increasing number of courses. Those exams are two types: 1) exams offered externally through The College Board's CLEP (College Level Examination Program), 2) courses offered externally through The College Board's AP (Advanced Placement) program, and 3) exams offered externally through Defense Activity for Non-Traditional Educational Support (DANTES). These options are described below.

The University will award credit for up to 30 semester hours of College Level Examination Program (CLEP), Advanced Placement (AP), and DANTES (DSST) toward baccalaureate degrees and 15 semester hours toward an associate degree. Students with exceptional CLEP and/or AP scores may petition the Vice President for Academic Affairs to exceed the 30/15 hour limit. The University will accept appropriate scores on approved examinations as follows:

**Credit Awarded for CLEP Examinations:**

1. Credit from the tests may be used to fulfill specific courses, as part of a distribution/area/general requirement, or as free electives (without further specification) in the student's degree program.
2. The student must test at the end of the semester before he enrolls in courses for which the CLEP test (or equivalent course) is a pre-requisite.
3. A grade of P (pass) will be assigned following the successful completion of CLEP tests and the hours will not be used to calculate the student's grade point average (GPA). The minimum accepted score for all examinations is generally 50, except as noted in the listing below.
4. CLEP based credits may not duplicate previous college work that has been successfully completed.
5. The student pays no transfer fee to the University for CLEP credits, but does pay applicable testing and grading fees.
6. Students wishing to test out of a course through CLEP must do so before the end of the first semester of their senior year.
7. CLEP credit will not be granted for previously failed courses.

CLEP Examinations accepted for specific courses. All others may be used for electives, where relevant to the student's program of study. [...] – Only receive credit if CLEP test was taken before enrollment at MACU.

<b><u>CLEP Test</u></b>	<b><u>MACU Equivalent</u></b>	<b><u>Credit hours</u></b>
<b><u>Composition and Literature</u></b>		
American Literature	EN 332	3 hrs
[Analyzing and Interpreting Literature	EN 332	3 hrs]
English Literature	EN 332	3 hrs
College Composition Test	EN 101 and EN 102 (score 60)	3 or 6 hrs
<b><u>Science and Mathematics</u></b>		
College Algebra	MA 161	3 hrs

[College Mathematics	MA 151	3 hrs]
Precalculus	MA 171	3 hrs
Calculus	MA 181	4 hrs
Biology	BY 141	4 hrs
Chemistry	CH 151	4 hrs
Natural Sciences	PY 131	4 hrs

#### History and Social Sciences

Educational Psychology, Intro.	ED 244 (except Elem Ed majors)	3 hrs
History of the United States I	HS 251	3 hrs
History of the United States II	HS 251	3 hrs
Human Growth and Development	PS 227	3 hrs
Psychology, Intro.	PS 101	3 hrs
Sociology, Intro	SO112	3 hrs
Western Civilization I	HS 241	3 hrs
Western Civilization II	HS 242	3 hrs

#### Business

Financial Accounting	AU 201	3 hrs
Information Systems and Computer Applications	CS 090	proficiency
	& Gen Studies Elective	3 hrs
Principles of Management	BU 221	3 hrs
Principles of Marketing	BU 261	3 hrs

#### Foreign Language

French Language, Level 2 (score 59)	Language Component	9 hrs
Spanish Language, Level 2 (score 63)	Language Component	9 hrs
German Language, Level 2 (score 60)	Language Component	9 hrs

#### **Credit Awarded for AP Examinations:**

The University will accept AP scores of 3, 4, and 5 as follows:

1. To be considered for credit, students must ask the appropriate testing service to send MACU official test results.
2. Scores may be accepted in fulfillment of specific courses, as part of a distribution/area/general requirement, or as free electives in the student's degree program.
3. The recommended number of semester hours will be awarded per accepted score if the student uses it as a free elective; if he uses it in lieu of a specific course, the student will be awarded no more than the hours of the Mid-Atlantic course. In no instance may credit hours for one examination be divided between a specific course and elective hours.
4. There are no additional requirements or fees for receiving credit.
5. A grade of P (pass) will be assigned and the hours will not be used to calculate the student's grade point average (GPA).

Exam	Minimum Score	Awarded Credit for the Following Course(s)	Credit Hours Awarded
Art History	3	General Studies Elective	3
Biology	3	BY 141	4
Calculus AB	2	MA 181	4
Calculus BC	2	MA 181	4
Chemistry	3	CH 151	4
Computer Science AB	3	CS 090 (proficiency) & Gen Studies Elec	3
Computer Science A	3	CS 090 (proficiency) & Gen Studies Elec	3



Economics (micro or macro)	3	General Studies Elective	3
English: Language & Composition	4	EN 101, EN 102	6
Environmental Science	3	PY 201	4
European History	3	HS 242	3
Psychology	3	PS 101	3
Statistics	3	MA 213	3
United States Government and Politics	3	General Studies Elective	3
United States History	3	HS 251	3
World History	3	General Studies Elective	3

**Credit Awarded for DSST (DANTES Subject Standardized Tests):**

1. To be considered for credit, students must ask the appropriate testing service to send MACU official test results.
2. Scores may be accepted in fulfillment of specific courses, as part of a distribution/area/general requirement, or as free electives in the student's degree program.
3. The recommended number of semester hours will be awarded per accepted score if the student uses it as a free elective; if he uses it in lieu of a specific course, the student will be awarded no more than the hours of the Mid-Atlantic course. In no instance may credit hours for one examination be divided between a specific course and elective hours.
4. There are no additional requirements or fees for receiving credit.
5. A grade of P (pass) will be assigned and the hours will not be used to calculate the student's grade point average (GPA).

Exam	Minimum Score	Awarded Credit for the Following Course(s)	Credit Hours Awarded
Fundamentals of College Algebra	50/434	MA 161	3
Introduction to Computing	45/400	CS 090 (proficiency) & Gen Studies Elective	3
Introduction to World Religions	48/400	CC 384	3
Lifespan Developmental Psy	47	PS 227	3
Principles of Public Speaking	52	SC 171	3
Principles of Statistics	48/400	MA 213	3
Other exams may be considered for credit. The registrar in consultation with the VPAA will review the recommendations set by the American Council on Education (ACE) to determine if credit will be granted.			

**Credit by Demonstrated Competency (CDC).** CDC allows a student, in the School of Professional Studies at MACU, the opportunity to prepare a portfolio describing specific work activities and life experiences and then to document the learning that resulted from these experiences. Material for this portfolio can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training courses, and work experiences. Please note that it is the learning (and not merely experience) from these sources that is evaluated. Appropriate faculty members will evaluate the written portfolio and determine what credit might be warranted. Awarding of credit shall follow the Council for Adult and Experiential Learning (CAEL) standards. No more than 21 semester hours of credit may be awarded toward a degree via CDC. Students may petition for CDC credit after having earned 12 semester credits from MACU. Students will be assessed fees when they submit their portfolio.



The Credit by Demonstrated Competency fee is \$100 per credit hour applied for. There is also a \$150 portfolio evaluation fee. (For example: if a student applies for three credit hours, the cost will be \$450.) Please note that being awarded all credits for which a student has applied is not automatic. It is much like enrolling in a course. The student pays the tuition whether a passing grade is earned or not.

## **Correspondence/Distance Education.**

### Courses completed through MACU:

Certain degree and certificate programs may be completed via distance education. Degree programs not approved for online delivery restrict a student to no more than 49% of a degree program may be earned through MACU correspondence and distance education courses.

While a primary purpose of correspondence and distance education courses is to provide educational experience for non-resident students, resident students may need to enroll in such courses because of scheduling difficulties, program acceleration, or credits lost in transferring.

Before registering for an online distance education course a student must either: (1) pass the computer proficiency exam, (2) receive a passing grade in CS 090 Introduction to Computers or CS 135 Basic Computer Literacy, or (3) transfer credit in computers from another college or university. Under limited circumstances, as determined by the VPAA or Registrar, a student wishing to take an online distance education course may provide evidence of proficiency through alternate means.

Distance courses are not recommended for first time freshmen. Eligibility for first time freshmen to take distance courses will be determined by the VPAA.

### Courses completed through other institutions:

Relevant distance learning credit from a college accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) will be accepted toward degree and certificate programs.

For the student completing a self-paced correspondence or distance education course from another institution the student should consult with the Registrar about the academic validity of the particular courses and of the institution offering it. For candidates for graduation, certainty must be made that the final grade can be recorded in the Registrar's office 1 month prior to the anticipated graduation date.

Students completing correspondence and distance education courses through another accredited institution must earn a grade of "C" or better for the course to transfer and the grade earned will be used in computing the student's grade point average.

**Credit for Military Experience.** Military technical training will be evaluated on a case-by-case basis through the Registrar's office. The University will award credit for non-collegiate training in the military as follows: 1. The recommendations of the appropriate American Council on Education (ACE) publication will be used in conjunction with the course and credit equivalencies recommended in the materials accompanying the given veteran's military record; 2. The equivalent recommended by ACE must fulfill a requirement in the program which the student wishes to enter at Mid-Atlantic.

**Learning disabilities.** The Office of Learning Enhancement Services helps students with specific learning disabilities achieve their highest possible level of performance while attending Mid-Atlantic Christian University. These disabilities, whether physical or learning, are real disabilities that both the student and the University must take seriously. The University is committed to helping students with disabilities who can handle college-level work with or without the reasonable accommodations the University can provide.

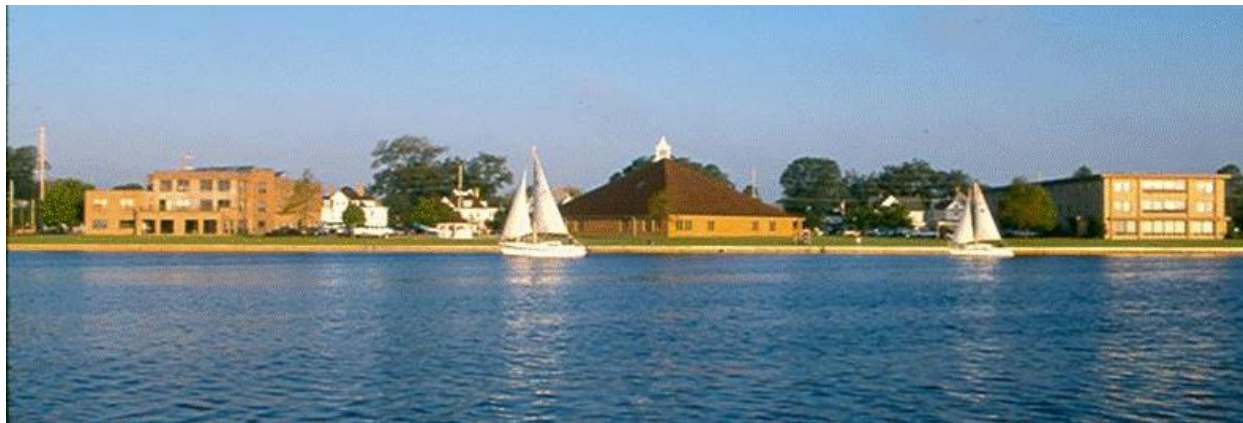
In order to receive reasonable accommodations for a learning disability, the student must submit official documentation of the specific learning disability. The documentation must be recent (within the last three years) and should include transitional testing during the student's senior year of high school. The documentation must contain the evaluator's name, the name of the test (Wechsler Adult Intelligence Scale or its equivalent, including IQ and other subtests), specific diagnosis, test scores, recommended accommodations, and a clinical summary. Students wishing more information or to request reasonable accommodations should contact the Director of Learning Enhancement Services.

**Student records.** Mid-Atlantic Christian University recognizes the importance of maintaining secure student records. The Family Educational Rights and Privacy Act of 1974 provides students, and, in some cases, parents, the right to review, inspect, and challenge the accuracy of information kept in their official records. Further information on this act and the University student records policy may be obtained by contacting the University Registrar.

**Transcripts.** The University Registrar will provide a transcript upon written request from the student. All enrolled students are entitled to one transcript per academic year without charge. Beyond that, there is a charge of \$8.00. For same day process a \$20.00 rush charge will be added. Ten working days should be allowed for processing.

Official transcripts have the University seal and signature of the Registrar. Official transcripts will be mailed directly to the employer, educational institution, or other designated organization. No transcripts will be issued if the student has an outstanding debt at the University. All semester grades, probation and suspension actions, degrees or certificates received, and academic honors are included on the transcript.

MACU holds the official academic records of the now closed Eastern Christian College, Bel Air, Maryland. Former students of Eastern Christian College should contact the MACU Registrar for official ECC Transcripts.



## Programs of Study

In keeping with its mission, Mid-Atlantic Christian University offers academic programs designed to transform ordinary people into extraordinary Christian leaders. Some programs are designed to enable a graduate to enter a career in vocational ministry directly after graduation. Other programs are designed primarily for those who want to do volunteer work in Christian service. Some programs prepare students for further studies in graduate school or seminary.

Students at Mid-Atlantic Christian University do not automatically become part of a specific program of study. To be accepted into a program certain criteria must be met.

**Criterion 1:** A student must meet the minimum admission standards to the University, as published in the appropriate university academic catalog.

**Criterion 2:** A student seeking a degree or certificate must file a Declaration of Program of Study form with the registrar's office.

**Criterion 3:** Some programs of study have additional requirements for admission. When this is the case, students must meet these requirements in addition to the requirements for admission to MACU.

## Catalog Requirements

Students must graduate under the program requirements published in the catalog in effect at the time of their initial enrollment, if that enrollment is continuous. If a student withdraws for two or more consecutive semesters and then returns, the catalog requirements current at the time of his or her return will be in effect. The student may need to take additional coursework to meet these requirements. Likewise, students who make a change in their program of study will be responsible for meeting the degree and other requirements shown in the catalog in effect at the time of the change. This may result in a change of anticipated graduation.

Each student is responsible for the proper completion of his or her academic program. Thus, each student is responsible for knowing the academic policies of the University, for maintaining good academic standing, and for meeting all graduation requirements. The Registrar and academic advisor will provide counsel, but the final responsibility rests with the student.

## Overview of Programs

Mid-Atlantic Christian University offers the following degrees and certificates: (1) two baccalaureate degree programs: the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.); (2) one associate degree program: the Associate of Arts (A.A.); and (3) one certificate program: Family Life Education Certificate. These programs are described in detail below.

The four-year degree programs, the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.), require a minimum of 120 semester hours of credit. The Bachelor of Arts and Bachelor Science degrees differ in that the Bachelor of Arts requires the completion of two years of study in a biblical language or in an approved modern language other than English.

For any degree or certificate program at least twenty-five percent (25%) of the required semester hours must be taken at MACU.

## Academic Rigor

The academic program at Mid-Atlantic Christian University is structured in a fashion that recognizes and intentionally builds academic expectations for performance depending upon the level of degree sought. The following principles and guidelines inform how degrees are structured at MACU.

<b>Associate Degree</b> This degree is awarded to students who have demonstrated:	<b>Baccalaureate Degree</b> This degree is awarded to students who have demonstrated:	<b>Master's Degree</b> This degree is awarded to students who have demonstrated:
A broad Arts and Sciences foundation in disciplines such as written and oral communication, history and humanities, natural sciences, social sciences, mathematics, and information technology.	A broader depth and breadth of the Arts and Sciences that includes studies in written and oral communication, world cultures and civilizations, history, religion, philosophy, languages and literature, natural sciences, social-behavioral sciences, mathematics, and information technology.	Advanced knowledge, skills, and competencies in a specific discipline.
Where applicable, foundational professional knowledge and skills.	A foundation and philosophical framework for practicing a chosen discipline or profession.	Advanced expertise in a specific discipline demonstrated by conducting advanced research.
Biblical foundations for a Christian worldview and faith integration.	A working knowledge of the Christian Scriptures, including the ability to study, interpret, proclaim, and apply the canon in a responsible manner.	A highly developed theological framework for exercising one's profession as a servant of Christ and integrating faith and knowledge.
Foundations for spiritual formation—that is, being with Christ, becoming like Christ, and participating in Christ's redemptive work.	An ethical and theological framework for exercising one's discipline or profession as a servant of Christ (faith integration).	Christian commitment evidenced by active discipleship and continued advancement in a profession as a servant/leader.
Some knowledge of the use of professional tools and literature in areas of study that require an associate degree.	General knowledge of the use of professional tools and literature, along with basic research skills.	Highly qualified in the use of professional tools and literature, along with advanced research skills.
Where applicable, foundational professional knowledge and skills.	Entry- and intermediate-level knowledge, skills, and competencies in a chosen discipline or profession.	Advanced competencies through multiple experiences in one's chosen discipline or profession.

Knowledge, skills, and competencies needed to pursue a bachelor's degree.	Knowledge, skills, and competencies needed to pursue a master's degree.	Knowledge, skills, and competencies needed to pursue a doctorate degree, professional credentials and/or license.
Basic habits and skills for lifelong learning, such as the ability to read, write, and speak clearly; think critically and develop reasoned arguments; locate and use information resources; utilize computer technology; and work well with others.	Highly developed habits and skills for life-long learning.	Use of highly developed skills and habits in reading, writing, researching, collaborating, and learning.
Basic ability to analyze and evaluate in order to reason through possible solutions.	The ability to analyze, evaluate, and be able to propose solutions based on the analysis and evaluation.	Advanced ability to analyze research and to add to the literature in a particular field of study by conducting well designed and meaningful research project.

## Academic Schools

The academic program at Mid-Atlantic Christian University is offered through two different schools. The School of Undergraduate Studies (SUS) is the traditional program of academic offerings. These degrees are primarily earned by traditional age college students and the courses are offered on-campus and online. The School of Professional Studies (SPS) is the degree completion program. These degrees are solely intended for the adult learner who has previous higher education experience and is seeking to finish a degree program. Courses in SPS are offered on-campus and online.

## Academic Departments

MACU's academic program is organized in four departments – Biblical Studies, Arts and Science, Christian Ministry, and Marketplace Ministry. Each department section lists the professors whose primary teaching assignments are in that department's curriculum.

## Core Curriculum

One distinction of Mid-Atlantic Christian University is that all students completing a baccalaureate or associate degree program will complete a general studies requirement and a biblical studies requirement.

The general studies requirement is presented in the "Department of Arts and Sciences" section. In a few limited cases a specific degree program may modify or specify certain course requirements in the general studies curriculum. In no case will the general studies requirement be less than 39 semester credit hours in the School of Undergraduate Studies. In the School of Professional Studies it is assumed that students

will transfer 33 out of the 36 required credit hours, distributed as indicated. In no case will the general studies requirement be less than 36 semester credit hours.

The biblical studies requirement for the School of Undergraduate Studies requires all students to complete either a 50-hour Biblical Exposition major or a 30-hour Biblical Studies major for four-year degrees. In the School of Professional Studies students complete a 30-hour Biblical Studies major or an 18-hour Biblical Studies minor. Generally speaking, the course of study a student will follow is pre-determined by one's major and/or minors.

## Degree Programs

Degree Program	CIP Code	On-Campus	On-line
<b>School of Undergraduate Studies</b>			
Certificate in Family Life Education	19.0704	X	X
AA: Biblical Studies	39.0201	X	X
BA: Applied Linguistics and Biblical Studies	16.0105	X	
BA: Biblical Exposition	39.0201	X	
BA: Business Administration – Organizational Leadership and Biblical Studies	52.0201	X	
BA: Business Administration – Sport Management and Biblical Studies	52.0201	X	
BA: Counseling & Psychology and Biblical Studies	42.2803	X	
BA: Cross-Cultural Ministry and Biblical Exposition	39.0301	X	
BA: General Ministry and Biblical Exposition	39.0604	X	
BA: Youth and Family Ministry and Biblical Exposition	39.0702	X	
BS: Biblical Exposition	39.0201	X	
BS: Biblical Studies (w/ A.A.S. Nursing in cooperation with COA)	39.0201	X	X*
BS: Biology and Biblical Studies	26.0101	X	
BS: Business Administration – Organizational Leadership and Biblical Studies	52.0201	X	X
BS: Business Administration – Sport Management and Biblical Studies	52.0201	X	X
BS: Counseling & Psychology and Biblical Studies	42.2803	X	
BS: Cross-Cultural Ministry and Biblical Exposition	39.0301	X	
BS: Elementary Education and Biblical Studies	13.1202	X	
BS: General Ministry and Biblical Exposition	39.0604	X	
BS: Science Education	13.1316	X	
BS: Youth and Family Ministry and Biblical Exposition	39.0702	X	
<b>School of Professional Studies</b>			
AA: Biblical Studies	39.0201	X	X
BS: Business Administration (with Minor in Biblical Studies)	52.0201	X	X
BS: Christian Ministry and Biblical Studies	39.0604	X	X

BS: Family Studies (with Minor in Biblical Studies)	19.0704	X	

X\* = COA nursing courses are not available online; only course work done at MACU.

Minors (these may be added to many of the programs above in SUS):

- Counseling
- Cross-Cultural Ministry
- Family Studies
- Military Science (Army ROTC)
- Nonprofit Administration
- Secondary Education



# Department of Arts and Sciences

(est. 1948)

The mission of the Department of Arts and Sciences is to instill within students the basic skills of mathematics, reading, writing, and oral communication required for successful Christian leadership and service in the church. The department will provide students with a foundation of knowledge considered essential for any educated person in professions throughout the world.

Courses offered by the Department of Arts and Sciences are listed in the "Course Descriptions" section under the following curricular areas: Biology (BY); Chemistry (CH); English (EN); History (HS); Interdisciplinary (ID); Linguistics (LI); Mathematics (MA); Music (MU); Physical Education (PE); Physics (PY); Sociology (SO); Speech Communication (SC).

## **General Studies Core**

Every student completing a baccalaureate degree completes the general studies curriculum which is comprised of 39/40 semester credit hours. The General Studies Core is designed to expose students to a breadth of knowledge that is considered essential for any educated person.

Students successfully completing the general studies curriculum will:

- 1) become sufficiently effective in the decoding and encoding of information and ideas through written and oral skills so that they will be prepared to engage meaningfully in personal, academic, and professional discourse [Communication & Rhetoric];
- 2) evaluate information and assertions based upon reason and develop logical argumentation to resolve problems and apply processes or information in new situations [Critical Thinking];
- 3) access, evaluate, synthesize, and utilize information from both print and digital media that promotes understanding while holding to the standards of academic and professional integrity [Information Literacy];
- 4) develop an informed awareness of and appreciation for the Christian worldview [Christian Identity and Worldview];
- 5) possess an understanding of the people and world through a study of, the humanities, natural, and social sciences [Breadth of Knowledge].

Course of Study for School of Undergraduate Studies:

Students must either take the proficiency exam for CS 090 Introduction to Computers and pass, or they must take the course for 0 credit hours (1 hour institutional credit) and pass the course. On-campus students must meet this requirement during the first semester of residence. On-line students must complete this requirement within the first 6 credit hours of courses.

### **Communication & Rhetoric**

6 hours

EN 101 English Composition I	3
SC 171 Fundamentals of Oral Communication	3

### **Critical Thinking**

12/13 hours

HS 241 Western Civilization I^	3
PS 101 General Psychology^	3
Choose One: ^	3/4
MA 1__ Math Course	3/4
BY/CH/PY ____ Lab Science Course	4
Choose One:	3
EN 332 American Literature	3
EN 334 Christian Literature	3
LI 317 Introduction to Linguistics	3

**Information Literacy**

6 hours

EN 102 English Composition II

3

Choose One:

3

CC 283 Historical Models of Christian Missions

3

HS 242 Western Civilization II

3

HS 251 Survey of US History

3

PS 341 Research and Statistics for Human Ser

3

**Christian Identity and Worldview**

12 hours

CC 181 Perspectives on the World Christian Movement

3

HS 211 Restoration History

3

ID 101 Christian Thinking: Developing a Christian Worldview

3

ID 103 Christian Formation: Developing the Spiritual Life

3

**Breadth of Knowledge**

3 hours

Choose 3 hours:

3

AS 161 Introduction to ASL I

3

BL 201 Hebrew I

3

BL 231 Greek I

3

BY 141 General Biology

4

BY 151 General Zoology

4

**\*\*CC 286 Cultural Anthropology****3\*\***

CC 283 Historical Models of Xn Missions

3

CH 151 General Chemistry I

4

CS 132 Advanced Microsoft World

1

CS 133 Microsoft Excel

1

CS 134 PowerPoint

1

CS 136 Microsoft Access

1

CS 137 Microsoft Publisher

1

EN 332 American Literature

3

EN 334 Christian Literature

3

FM 307 Human Sexuality

3

GM 251 Conflict Management

3

HS 147 Introduction to Archaeology

1

HS 148 Archaeological Techniques

1

HS 242 Western Civilization II

3

HS 247 Origins and Advancement of Islam

1

HS 251 Survey of US History

3

ID 102 Christian Living: Developing  
the Public Life

3

LI 317 Introduction to Linguistics

3

MA 151 Mathematics for the Liberal Arts

3

MA 161 College Algebra

3

PS 227 Developmental Psychology

3

PY 131 Physical Science

4

PY 151 Physics I

4

PY 201 Introduction to Earth Science

4

SO 112 The Family

3

**Students majoring in: General Ministry and Youth and Family Ministry majors MUST choose CC 286 Cultural Anthropology for their General Studies elective.**

When making choices in categories, courses may not be used to fulfill more than 1 requirement.  
A course that is required in a student's major may not be taken to fulfill General Studies requirements.

^ Indicates that the course meets the Southern Association of Colleges and Schools – Commission on Accreditation’s requirement for students to complete one course in the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. (See CR 2.7.3 of the *Principles of Accreditation*)

Bachelor of Arts students also complete 12 hours of biblical or modern languages. All 12 hours must be in the same language.

Course of Study for School of Professional Studies:

HS 211 Restoration History	3 hours
ID 101 Christian Thinking: Developing a Christian Worldview	3 hours

General Studies must total 36 hours, distributed as indicated below. The School of Professional Studies assumes that students will transfer 30 of the 36 hours from previous studies. Students not meeting the requirements below will have additional hours to complete.

EN xxx English Composition	6
EN xxx Literature	3
HS xxx History <sup>^</sup>	6
MA xxx Mathematics <sup>^</sup>	
or	
BY/CH/PY xxx Lab Science	3/4
Fine Arts	3 <sup>1</sup>
Social and/or Behavioral Science <sup>^</sup>	6
SC xxx Speech	3

<sup>1</sup>Students lacking a Fine Arts course at the time of initial enrollment may take ID 103 Christian Formation: Developing the Spiritual Life in lieu of a fine arts course. Christian Ministry majors may substitute any course that is designated a General Studies course in the School of Undergraduate Studies Catalog.

^ Indicates that the course meets the Southern Association of Colleges and Schools – Commission on Accreditation’s requirement for students to complete one course in the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. (See CR 2.7.3 of the *Principles of Accreditation*)

**Programs Offered in School of Undergraduate Studies:**

**B.A. – Major in Applied Linguistics and Major in Biblical Studies**

Advisor: Lee M. Fields, Ph.D.

This dual major program combines the best of MACU’s Biblical Studies Major and the Graduate Institute of Applied Linguistics’ Certificate in Applied Linguistics so that students completing this program will receive the fundamentals for beginning a cross-cultural career in Bible translation work. The advanced student will spend 7 semesters at MACU and one semester at GIAL in Dallas, TX. The program at GIAL is a modularized, integrated learning experience for committed students interested in the study of little known languages around the world, interacting with speakers of minority languages, and translating and developing written works in applied linguistics. Students are introduced to sociolinguistics, to phonetics, and to phonological, grammatical, and ethnographic analysis. Building on these fields, the student learns about acquisition of a second language and culture, as well as guidelines for collecting and managing field data.

Students who complete this program will graduate from MACU with a Bachelor of Arts degree with a double major (Applied Linguistics and Biblical Studies), and they will graduate from GIAL with a Certificate in Applied Linguistics. Graduates of the program will be considered by Pioneer Bible Translators (PBT) and SIL International to have met the minimum pre-field academic requirements for field service with these organizations.

*Special Enrollment Notification:* Before course work may begin at GIAL, GIAL requires that a prospective student has completed at least 60 hours of undergraduate study and maintained a cumulative GPA of 2.8.

Students successfully completing the Applied Linguistics major will:

- 1) develop and implement a plan for self-directed language and culture learning.
- 2) collect language data, organize it appropriately, and carry out initial linguistic analysis of that data.
- 3) collect cultural data, organize it appropriately, and carry out initial ethnographic analysis of that data.
- 4) identify and describe factors that are relevant to language development for language groups in multilingual societies.

Required Courses	126 Hours
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Biblical Studies Major	30 sem. hrs.
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General Studies	39 sem. hrs.
(General Studies Electives are covered by the language requirement.)	

Language		18 sem. hrs.
	Biblical or Modern	12
	Biblical	6

Applied Linguistics Major	33 sem. hrs.
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CC 286	Cultural Anthropology	3
CC 387	Cross-Cultural Communication	3
LI 317	Introduction to Linguistics.	3
LI 401	Principles of Articulatory and Acoustic Phonetics	3
LI 402	Principles of Phonological Analysis	3
LI 403a	Principles of Grammatical Analysis (a)	2
LI 403b	Principles of Grammatical Analysis (b)	2
LI 404	Language and Society	3
LI 405	Second Language and Culture Acquisition	5
LI 406	Field Methods and Linguistic Analysis	4
LI 407	Field Data Management	2

Open Electives	6 sem. hrs.
(Pioneer Bible Translators recommends that a student complete 1 NT and 1 OT exegesis course.)	

## **B.S. – Major in Biology (pre-professional) and Major in Biblical Studies**

Advisor: Gerald R. Woodworth, Ph.D.

The Bachelor of Science in Biology (pre-professional) will prepare students for further study in graduate and professional programs in areas such as genetics, microbiology, immunology, and health careers (for example: medicine, pharmacy, optometry, dentistry, or other health sciences). This degree is designed to accommodate a broad range of entrance requirements for many programs. Students should work closely with their assigned academic advisor to help prepare them for admission to the professional program of their choice.

*Special Enrollment Notification:* The Bachelor of Science in Biology major requires a minimum composite ACT of 21. Admission to the program by the sophomore year requires completion of BY 141 General Biology and BY 151 General Zoology with a minimum grade of C.

Students who do not have a minimum composite ACT of 21 may be admitted to the program by having a MACU cumulative GPA of 3.0 at the end of the freshman year and completing BY 141 General Biology and BY 151 General Zoology with a minimum grade of B.

ACT score of 21 equals 980-1010 for SAT (CR&M).

Students successfully completing the Biology (pre-professional) major will:

- 1) demonstrate a knowledge base within the study of biology.
- 2) understand the process by which biological data is gathered, analyzed and interpreted.
- 3) develop a foundation for understanding humans in relation to the living environment.
- 4) demonstrate personal integrity and an awareness of the ethical issues in the life sciences.
- 5) develop an internally consistent philosophy of life that integrates science and Scripture.
- 6) become competitive candidates for admission into professional schools.

Required Courses: 133 hours

Biblical Studies Major 30 sem. hrs.

General Studies 42 sem. hrs.

**Communication & Rhetoric** 6 hours

EN 101 English Composition I 3

SC 171 Fundamentals of Oral Communication 3

**Critical Thinking** 13 hours

HS 241 Western Civilization I 3

PS 101 General Psychology 3

MA 181 Calculus I 4

MA 213 Introduction to Statistics 3

**Information Literacy** 6 hours

EN 102 English Composition II 3

Choose One:

CC 283 Historical Models of Christian Missions 3

HS 242 Western Civilization II 3

HS 251 Survey of US History 3

**Christian Identity and Worldview** 9 hours

HS 211 Restoration History 3

ID 101 Christian Thinking: Developing a Christian Worldview 3

<b><u>Breadth of Knowledge</u></b>	8 hours
BY 168 Anatomy and Physiology I	4
BY 169 Anatomy and Physiology II	4

Support Courses: 24 sem. hrs.

BY 168 Anatomy and Physiology I	4 (Incorporated into GS)
BY 169 Anatomy and Physiology II	4 (Incorporated into GS)
MA 213 Introduction to Stats	3 (Incorporated into GS)
CH 151 General Chemistry I	4
CH 152 General Chemistry II	4
CH 301 Organic Chemistry I	4
CH 302 Organic Chemistry II	4
PY 151 Physics I	4
PY 152 Physics II	4

Major: 37 hours

BY 141 General Biology	4
BY 151 General Zoology	4
BY 201 Medical Terminology	3
BY 275 Principles of Microbiology	4
BY 231 General Botany	4
BY 323 Biochemistry	4
BY 341 Cell Biology	3
BY 351 Ecology	4
BY 371 Genetics	4
BY 481 Intro to Biological Research	3

*Special Graduation Requirements beyond University Requirements:*

1. Complete all required biology courses with a cumulative GPA of 2.5. Biology majors are allowed only one "D" in a required biology course for the degree.
2. Complete all related major support courses which include: mathematics, physics, anatomy and physiology, and chemistry with a minimum of a C average (2.0 on a 4.0 scale).

**B.S. – Major in Science Education (teacher licensure)**

Advisors: Gerald R. Woodworth Ph.D. and Cheryl A. Luton, Ph.D.

The science education major combines the best of the science courses and the education courses at MACU to prepare students to be secondary education science teachers. Students will be able to petition the NC Department of Public Instruction for a secondary education teaching license in "comprehensive science."

*Special Enrollment Notification:* Prior to the junior year students will need to be admitted to the teacher education program at MACU. Refer to this catalog for information about teacher education.

In addition to the teacher education program outcomes, students successfully completing the Science Education (teacher licensure) major will:

1. Develop the knowledge base and teaching competencies required for teacher licensure in the licensure area of "comprehensive science."

2. Develop professional preparation in the skills and methods of teaching science education at secondary levels.
3. Express an understanding of adolescent development.
4. Foster learning experiences which encourage leadership and cultivate creativity, investigation, testing of new ideas, and research.

Required Courses: 137 hours

Biblical Studies Minor 18 sem. hrs.

General Studies 37 sem. hrs.

**Communication & Rhetoric** 6 hours

EN 101 English Composition I 3  
SC 171 Fundamentals of Oral Communication 3

**Critical Thinking** 16 hours

BY 141 General Biology 4  
HS 241 Western Civilization I 3  
MA 171 Pre-Calculus 3  
MA 213 Introduction to Statistics 3  
PS 101 General Psychology 3

**Information Literacy** 6 hours

EN 102 English Composition II 3  
Choose One:  
CC 283 Historical Models of Christian Missions 3  
HS 242 Western Civilization II 3  
HS 251 Survey of US History 3

**Christian Identity and Worldview** 9 hours

HS 211 Restoration History 3  
ID 101 Christian Thinking: Developing a Christian Worldview 3  
ID 103 Christian Formation: Developing the Spiritual Life 3

Major: 50 hours

BY 151 General Zoology 4  
BY 231 General Botany 4  
BY 323 Biochemistry 4  
BY 341 Cell Biology 3  
BY 481 Intro to Biological Research 3  
CH 151 General Chemistry I 4  
CH 152 General Chemistry II 4  
PY 151 Physics I 4  
PY 152 Physics II 4  
PY 201 Intro to Earth Science 4

Electives (Choose 12 hours)

BY 168 Anatomy and Physiology I 4  
BY 169 Anatomy and Physiology II 4  
BY 275 Principles of Microbiology 4  
BY 351 Ecology 4  
BY 371 Genetics 4



CH 301 Organic Chemistry I	4
CH 302 Organic Chemistry II	4
BY 351 Ecology	4
BY 371 Genetics	4

Secondary Education Minor: 32 hours

# Department of Biblical Studies

(est. 1948)

The mission of the Department of Biblical Studies is to provide the student with a general knowledge of the Old and New Testaments and biblical doctrine and to equip the student with the resources for more in-depth study and lifelong learning. The focus of these studies will be on content, interpretation, and application. The goal of these studies will be personal spiritual growth, preparation for leadership roles in church ministry, and effective evangelism both locally and globally.

The Department offers two different majors for B.A. and B.S. degrees. Dependent upon which professional studies major and/or minor the student wishes to pursue will determine which Bible major the student has to complete.

Courses offered by the Department of Biblical Studies are listed in the "Course Descriptions" section under the following curricular areas: Biblical Languages (BL); General Bible (GB); New Testament (NT); Old Testament (OT); Theology (TH).

**Major in Biblical Exposition.** The Biblical Exposition Major is comprised of 50 semester credit hours.

Students successfully completing the Biblical Exposition Major will:

- 1) have a foundational knowledge of Old Testament people and events;
- 2) have a foundational knowledge of New Testament people and events;
- 3) have a foundational knowledge of the culture and geography of the biblical world;
- 4) demonstrate an ability to properly interpret a passage of Scripture;
- 5) write a plan for continued life-long learning in biblical and theological studies.

Course of study:

General Bible		11 sem. Hrs.
GB 102 Biblical Backgrounds	3	
GB 104 Biblical Language Tools	3**	
GB 201 Interpreting Biblical Literature	3	
GB 402 Senior Seminar	2	

\*\* Students who successfully complete 4 semesters of Biblical Hebrew or Biblical Greek may waive the GB 104 Biblical Language Tools course and substitute those hours for 3 hours of NT Epistle Electives.

Old Testament		12 sem. Hrs
OT 210 Early Hebrew History	3	
OT 321 Hebrew History Lit 1	3	
OT 322 Hebrew History Lit 2	3	
Select 1 from the following:		
OT 423 David Narrative Lit.	3	
OT 431 Psalms	3	
OT 441 Isaiah	3	
OT 447 Zechariah	3	

New Testament		18 sem. Hrs
NT 150 Life & Teachings of Jesus	3	
NT 261 Acts	3	
NT 270 Life and Teachings of Paul	3	
Select 1 from the following:		
NT 452 Matthew	3	

NT 453 Mark	3	
NT 454 Luke	3	
NT 455 John	3	
Select 6 hours from the following:		
NT 371 Romans	3	
NT 372 I & II Corinthians	3	
NT 373 Galatians	1	
NT 374 Prison Epistles	3	
NT 375 I & II Thessalonians	2	
NT 376 Pastoral Epistles	2	
NT 381 Hebrews	3	
NT 382 James	1	
NT 383 Epistles of Peter & John	2	
NT 384 Book of Revelation	3	
Theology		9 sem. Hrs.
TH 201 Biblical Doctrines	3	
Select 6 hours of Theology Electives		

**Major in Biblical Studies.** The Biblical Studies Major is comprised of 30 semester credit hours.

Students successfully completing the Biblical Studies Major will:

- 1) have a foundational knowledge of Old Testament people and events;
- 2) have a foundational knowledge of New Testament people and events;
- 3) have a foundational knowledge of the culture and geography of the biblical world;
- 4) demonstrate an ability to properly interpret a passage of Scripture.

Course of Study:

General Bible		6 sem. Hrs.
GB 102 Biblical Backgrounds	3	
GB 201 Interpreting Biblical Literature	3	
Old Testament		9 sem. Hrs.
OT 210 Early Hebrew History	3	
OT 321 Hebrew History & Lit I	3	
or		
OT 322 Hebrew History & Lit II		
Select 1 from the following:		
OT 423 David Narrative Lit.	3	
OT 431 Psalms	3	
OT 441 Isaiah	3	
OT 447 Zechariah	3	
New Testament		9 sem. Hrs.
NT 150 Life & Teachings of Jesus	3	
NT 261 Acts	3	
Select 3 hours from the following:		
NT 371 Romans	3	
NT 372 I & II Corinthians	3	
NT 373 Galatians	1	
NT 374 Prison Epistles	3	
NT 375 I & II Thessalonians	2	

NT 376 Pastoral Epistles	2
NT 381 Hebrews	3
NT 382 James	1
NT 383 Epistles of Peter & John	2
NT 384 Book of Revelation	3

Theology	6 sem. Hrs.
TH 201 Biblical Doctrines	3
Select 3 hours from Theology Electives	

**Minor in Biblical Studies.** The Biblical Studies Minor is comprised of 18 semester credit hours.

Students successfully completing the Biblical Studies minor will:

- 1) know the flow of biblical history including major persons and events;
- 2) understand and explain key doctrines of Scripture;
- 3) demonstrate the ability to study independently a passage of the Bible using proper methods and tools;
- 4) be able to use proper means to make appropriate applications from Scripture for personal devotion, for opportunities to proclaim Christ in settings of their chosen professions, and in volunteer service in the church.

Course of study:

OT 101 Old Testament Survey	3 hours
NT 101 New Testament Survey	3 hours
GB 201 Interpreting Biblical Literature	3 hours
TH 201 Biblical Doctrines	3 hours
Electives	6 hours
(Must be 300-400 level courses comprised of GB, NT, OT, TH)	



**Programs Offered in the School of Undergraduate Studies:**

**B.A. and B.S. – Major in Biblical Exposition**

Advisor: Lee M. Fields, Ph.D.

The purpose of the biblical exposition major unaccompanied by another major is to provide a degree track option for the student who is undecided in choosing a career path but desires a solid core of general studies and a Bible education.

Students successfully completing the Biblical Exposition Major will:

- 1) have a foundational knowledge of Old Testament people and events;
- 2) have a foundational knowledge of New Testament people and events;
- 3) have a foundational knowledge of the culture and geography of the biblical world;
- 4) demonstrate an ability to properly interpret a passage of Scripture;
- 5) write a plan for continued life-long learning in biblical and theological studies.

B.A. - Required Courses 120 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
Language	12 sem. hrs.
Open Electives	19 sem. hrs.

B.S. - Required Courses 120 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
Open Electives	31 sem. hrs.

**Associate of Arts in Biblical Studies**

Advisor: Ronnie J. Woolard, M.Div.

The Associate of Arts in Biblical Studies is designed for students who want a foundation in general studies, a substantial core of Biblical and Theological studies, and studies in a Christian service or ministry area. The degree prepares students to be more effective servants and leaders in the local church, Christian school, or other Christian organization. A student may complete professional studies for this degree from a subject area offered at Mid-Atlantic Christian University or from an approved subject area at another accredited college.

Students successfully completing the Associate of Arts in Biblical Studies will:

- 1) have a foundational knowledge of Old Testament people and events;
- 2) have a foundational knowledge of New Testament people and events;
- 3) have a foundational knowledge of the culture and geography of the biblical world.

## Course of Study:

63/64 Hours

Students must either take the proficiency exam for CS 090 Introduction to Computers and pass, or they must take the course for 0 credit hours (1 hour institutional credit) and pass the course. On-campus students must meet this requirement during the first semester of residence. On-line students must complete this requirement within the first 6 credit hours of courses.

## General Studies

30/31 sem. hrs.

EN 101	English Composition I	3
EN 102	English Composition II	3
HS 211	History of the Restoration Movement	3
ID 101	Christian Thinking: Developing a Christian Worldview	3
ID 103	Christian Formation: Developing the Spiritual Life	3
PS 101	General Psychology <sup>^</sup>	3
SC 171	Fundamentals of Oral Communication	3

	<i>Choose two of the following:</i> <sup>^</sup>	6
HS 241	Western Civilization I	
HS 242	Western Civilization II	
HS 251	Survey of US History	

	<i>Choose one of the following:</i> <sup>^</sup>	3 or 4
MA 1__	Math Course	3
BY/CH/PY __	Lab Science Course	4

## Biblical and Theological Studies

21 sem. hrs.

GB 102	Biblical Backgrounds	3
GB 201	Interpreting Biblical Literature	3
NT 150	Life & Teachings of Jesus	3
NT 261	Acts	3
NT 270	Life & Teachings of Paul	3
OT 210	Early Hebrew History	3
TH 201	Biblical Doctrines	3

## Professional Studies

9 sem. hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
	Professional Studies electives	6
	(Electives must be chosen from CC, CO, EE, FM, GM, LE, PM, WM)	

## Open Electives

3 sem hrs.

<sup>^</sup> Indicates that the course meets the Southern Association of Colleges and Schools – Commission on Accreditation's requirement for students to complete one course in the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. (See CR 2.7.3 of the *Principles of Accreditation*)

# Department of Christian Ministry

(est. 1948)

The mission of the Department of Christian Ministry is to equip students with practical skills and resources for effective Christian service in the local church and church related organizations through classroom instruction and field internships in the students' chosen area of ministry.

Courses offered by the Department of Christian Ministry are listed in the "Course Descriptions" section under the following curricular areas: Cross-Cultural Ministry (CC); Family Ministry (FM); General Ministry (GM); Preaching Ministry (PM); Worship Ministry (WM).

## **Programs Offered in the School of Undergraduate Studies:**

### **B.A. and B.S. – Major in Cross-Cultural Ministry and Major in Biblical Exposition**

Advisor: Claudio Divino, D.Min.

The purpose of the cross-cultural ministry major is to prepare students to serve the Lord Jesus Christ effectively in cross-cultural settings worldwide. The major is designed to build disciples of Jesus who will participate in God's global mission, whether through fulltime Christian ministry or through other vocations. The courses of the major are integrated so that students can develop practical skills of discipleship and leadership in order both to share the gospel and to disciple new leaders in other cultures through effective cross-cultural communication, Christian love, and sensitivity to local customs, combined with careful handling of biblical concepts. This major also lays a solid foundation for students wishing to pursue further formal training in missiology.

Students successfully completing the Cross-Cultural Ministry major will:

- 1) know the biblical basis, historical trends, and current situation in world missions;
- 2) learn how to learn another language and culture;
- 3) analyze the worldviews of major world religions and folk religions;
- 4) demonstrate practical skills of cross-cultural communication and sensitivity to other cultures;
- 5) develop a plan to communicate the gospel effectively in other cultures;
- 6) learn how to motivate others to support world missions.

#### B.A. - Required Courses

137 Hours

Biblical Exposition Major 50 sem. hrs.

Students are required to take TH 253 for one of their theology electives.

General Studies 39/40 sem. hrs.

Language 12 sem. hrs.

Cross-Cultural Ministry Major 36 sem. hrs.

CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 384	World Religions	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
CC 481	Strategies for World Evangelization	3



CO 201	Introduction to Counseling	3
GM 480-1-2	Internship	6
<i>Electives totaling 9 hours from the following:</i>		
CC 485	Introduction to Islam	3
CC 499	Directed Readings	1-3
CO 329	Cross-Cultural Counseling	3
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

#### B.S. - Required Courses

130 Hours

Biblical Exposition Major 50 sem. hrs.  
Students are required to take TH 253 for one of their theology electives.

General Studies 39/40 sem. hrs.

Cross-Cultural Ministry Major 36 sem. hrs.

CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 384	World Religions	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
CC 481	Strategies for World Evangelization	3
CO 201	Introduction to Counseling	3
GM 480-482	Internship	6
<i>Electives totaling 9 hours from the following:</i>		
CC 485	Introduction to Islam	3
CC 499	Directed Readings	1-3
CO 329	Cross-Cultural Counseling	3
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

Open Electives 5 sem. hrs.

### **B.A. and B.S. – Major in General Ministry and Major in Biblical Exposition**

Advisor: Claudio Divino, D.Min.

The General Ministry Major is a 36 hour course of study in which a student is able to choose between various ministry related classes. The major is designed to prepare servant leaders for a wide range of ministry opportunities available in the local church or a para-church organization. Included in the major is a six hour internship in an area of ministry.

Students successfully completing the General Ministry major will:

- 1) reflect upon their personal walk with God and gifts for ministry;
- 2) develop skills necessary for effective communication of God's word;
- 3) demonstrate knowledge of effective Christian leadership;
- 4) apply ministry skills necessary to fulfill their calling;
- 5) value the role of career Christian ministry and grasp their individual contribution to this work.

#### B.A. - Required Courses

137 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
Language	12 sem. hrs.
General Ministry Major	36 sem. hrs.

CO 201	Introduction to Counseling	3
GM 471	Ministry Seminar	3
GM 480-482	Internship	6
LE 212	Leadership	3
Choose One:		3
FM 229	Teaching for Spiritual Transformation	3
PM 271	Introduction to Preaching	3
	Professional Electives	18
(Electives must be chosen from CC, CO, FM, GM, PM, WM)		

B.S. - Required Courses 130 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
General Ministry Major	36 sem. hrs.

CO 201	Introduction to Counseling	3
GM 471	Ministry Seminar	3
GM 480-482	Internship	6
LE 212	Leadership	3
Choose One:		3
FM 229	Teaching for Spiritual Transformation	3
PM 271	Introduction to Preaching	3
	Professional Electives	18
(Electives must be chosen from CC, CO, FM, GM, PM, WM)		

Open Electives 5 sem. hrs.

### **B.A. and B.S. – Major in Youth and Family Ministry and Major in Biblical Exposition**

Advisor: Kendall S. Greene, Ed.D.

The Mid-Atlantic Christian University degree in Youth and Family Ministry will prepare the student for leadership in the local church, para-church or family education ministries and professions. There is an incredible need for individuals trained to work with students and their families through the life cycle. The Youth & Family Ministry Major enables graduates to develop the skill set to assist youth and families with the social, spiritual and developmental challenges facing the family today.

Students successfully completing the Youth and Family Ministry major will:

- 1) demonstrate the ability to plan programming and regular training in family life skills;
- 2) assess global and local needs of today's youth and their families;

- 3) develop programs that are sensitive to needs of the family;
- 4) develop professional skills useful for dealing with people and coworkers;
- 5) demonstrate godly character and professionalism;
- 6) demonstrate the ability to serve in a variety of leadership roles.

**B.A. Required Courses** 137 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
Language	12 sem. hrs.
Youth and Family Ministry Major	36 sem. hrs.

CO 201 Intro to Counseling	3
FM 201 Introduction to Family Ministry	3
FM 211 Parenting Models	3
FM 229 Teaching for Spiritual Transformation	3
FM 401 Legal and Administrative Issues in FM	3
GM 471 Ministry Seminar	3
GM 480-482 Internship	6
LE 212 Leadership	3
PS 227 Developmental Psychology	3
Choose One	3
FM 307 Human Sexuality	3
PM 271 Introduction to Preaching	3
Choose One	3
FM 235 Contemporary Youth Problems	3
FM 241 Introduction to Campus Ministry	3
FM 419 Children's Ministry	3

**B.S. Required Courses** 130 Hours

Biblical Exposition Major	50 sem. hrs.
General Studies	39/40 sem. hrs.
Youth and Family Ministry Major	36 sem. hrs.

CO 201 Intro to Counseling	3
FM 201 Introduction to Family Ministry	3
FM 211 Parenting Models	3
FM 229 Teaching for Spiritual Transformation	3
FM 401 Legal and Administrative Issues in FM	3
GM 471 Ministry Seminar	3
GM 480-482 Internship	6
LE 212 Leadership	3
PS 227 Developmental Psychology	3
Choose One	3
FM 307 Human Sexuality	3
PM 271 Introduction to Preaching	3
Choose One	3
FM 235 Contemporary Youth Problems	3

### **Certificate in Family Life Education**

Advisor: Kendall S. Greene, Ed.D.

The Certificate in Family Life Education is designed particularly for the student who desires to complete the course work necessary for meeting the standards and criteria required for the Provisional Certified Family Life Educator designation by the National Council on Family Relations (NCFR).

Certified Family Life Educator certification demonstrates training in each of NCFR's ten substance areas. Formal CFLE certification may be requested after two years in a family related profession.

**FAMILIES & INDIVIDUALS IN SOCIETAL CONTEXTS** Structures and Functions; Cultural Variations; Dating, Courtship, Marital Choice; Kinship; Cross-Cultural and Minority; Changing Gender Roles; Demographic Trends; Historical Issues; Work/ leisure & Family Relationships; Societal Relations

**INTERNAL DYNAMICS OF FAMILIES** Internal Social Processes; Communication; Conflict Management; Decision-making and Goal-setting; Normal Family Stresses; Family Stress & Crises; Special Needs in Families

**HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN** Prenatal; Infancy; Early and Middle Childhood; Adolescence; Adulthood; Aging

**HUMAN SEXUALITY** Reproductive Physiology; Biological Determinants; Emotional and Psychological Aspects of Sexual Involvement; Sexual Behaviors; Sexual Values and Decision-Making; Family Planning; Physiological & Psychological Aspects of Sexual Response; Influence of Sexual Involvement on Interpersonal Relationships

**INTERPERSONAL RELATIONSHIPS** Self and Others; Communication Skills; Intimacy, Love, Romance; Relating to Others

**FAMILY RESOURCE MANAGEMENT** Goal Setting and Decision-Making; Development and Allocation of Resources; Social Environment Influences; Life Cycle and Family Structure Influences; Consumer Issues and Decisions

**PARENT EDUCATION AND GUIDANCE** Parenting Rights and Responsibilities; Parenting Practices/Processes; Parent/Child Relationships; Variation in Parenting Solutions; Changing Parenting Roles Across the Life Cycle

**FAMILY LAW AND PUBLIC POLICY** Family and the Law; Family and Social Services; Family and Education; Family and the Economy; Family and Religion; Policy and the Family

**PROFESSIONAL ETHICS & PRACTICE** Formation of Social Attitudes and Values; Recognizing and Respecting the Diversity of Values; Examining Value Systems and Ideologies; Social Consequences of Value Choices; Ethics and Technological Changes; Ethics of Professional Practice.

**FAMILY LIFE EDUCATION METHODOLOGY** Planning and Implementing; Evaluation; Education Techniques; Sensitivity to Others; Sensitivity to Community Concerns and Values

## INTERNSHIP / PRACTICUM

To be admitted to the program, a student must have already completed, or be currently enrolled in, a baccalaureate degree program.

Students successfully completing the Certificate in Family Life Education will:

- 1) demonstrate the ability to plan programming and regular training in family life skills;
- 2) assess global and local needs of today's youth and their families;
- 3) develop programs that are sensitive to needs of the family;
- 4) develop professional skills useful for dealing with people and coworkers;
- 5) demonstrate an awareness and understanding of National Council on Family Relations' primary content areas;
- 6) demonstrate Godly character and professionalism;
- 7) demonstrate the ability to serve in a variety of leadership roles.

Required Courses	46 Hours
BU 141 Managing Personal Finance I	1
CC 286 Cultural Anthropology	3
CO 201 Intro to Counseling	3
CO 423 Marriage & Family Counseling	3
FM 201 Intro to Family Ministry	3
FM 211 Parenting Models	3
FM 229 Teaching for Spiritual Transformation	3
FM 307 Human Sexuality	3
FM 401 Legal and Administrative Issues in Family Ministry	3
FM 419 Children's Ministry	3
GM 471 Ministry Seminar	3
CO or GM 480-482 Internship	6
PS 227 Developmental Psychology	3
PS 355 Adult Lifespan and Diversity	3
TH 421 Ethics	3

The National Council on Family Relations (NCFR, [www.ncfr.org](http://www.ncfr.org)) is the only international program that certifies Family Life Educators. Family life education includes knowledge about how families interact and affect members in positive and negatives manners; the inter-relationship of the family and society; human growth and development throughout the life span; both the physiological and psychological aspects of human sexuality; the impact of money and time management on daily life; the importance and value of education for parenting; the effects of policy and legislation on families; ethical considerations in professional conduct; and a solid understanding and knowledge of how to work with, teach and/or develop curriculum for sensitive areas dealing with personal issues.

MACU is recognized by NCFR as an approved institution for Family Life education credentialing. This certification trains students to apply a family–systems, preventative, and educational approach for individual and family issues. Certification demonstrates training in each of the ten family life content areas designated by NCFR for Family Life Certification. Students pursuing this certification qualify for provisional licensure, abbreviated application process and reduced application fees.

Family life educators work in a variety of Christian and secular settings. They bring comprehensive family training to numerous employment sectors and job settings providing crucial training for the local church and community. Often, CFLEs work in the following venues:

- Practice – ministry, teaching, education, research/scholarship, program or curricula development

- Administration –ministry, leadership or management, organizing, coordinating, and
- Promotion - public policy, fundraising, lobbying, advocating for system change and awareness.

### **Minors**

#### Cross-Cultural Ministry 18 hours

CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
Choose Two:		
CC 384	World Religions	3
CC 481	Strategies for World Evangelization	3
LE 105	Business as Mission	3
TH 253	Theology of Missions	3

#### Family Studies 18 hours

FM 201	Intro to Family Ministry	3
FM 211	Parenting Models	3
FM 229	Teaching for Spiritual Transformation	3
FM 307	Human Sexuality	3
FM 401	Legal and Administrative Issues in Family Ministry	3
PS 227	Developmental Psychology	3

### **Programs Offered in the School of Professional Studies:**

#### **B.S. – Major in Christian Ministry and Major in Biblical Studies**

Advisor: Claudio Divino, D.Min.

The Christian Ministry Major is a 36 hour course of study in which a student is able to choose between various ministry related classes. The major is designed to prepare servant leaders for a wide range of ministry opportunities available in the local church or a para-church organization. Included in the major is a six hour internship in an area of ministry.

Students successfully completing the Christian Ministry major will:

- 1) reflect upon their personal walk with God and gifts for ministry;
- 2) develop skills necessary for effective communication of God's word;
- 3) demonstrate knowledge of effective Christian leadership;
- 4) understand and apply ministry skills necessary to fulfill their calling;
- 5) value the role of career Christian ministry and grasp their individual contribution to this work.

B.S. - Required Courses 120/121 Hours

Biblical Studies Major 30 sem. hrs.

General Studies

36/37 sem. hrs.

Christian Ministry Major

36 sem. hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
CO 201	Introduction to Counseling	3
GM 471	Ministry Seminar	3
GM 480-482	Internship	6
ID 103	Christian Formation: Developing	
	the Spiritual Life	3
LE 212	Leadership	3
Choose One:		3
FM 229	Teaching for Spiritual	
	Transformation	3
PM 271	Introduction to Preaching	3
	Professional Electives	12
Elective hours may be filled from any of the following course with the following prefixes: CC, FM, GM, PM, WM, (6 hours from CO), (3 hours from LE).		

Electives

18 sem. hrs.



# Department of Marketplace Ministry

(est. 1993)

The mission of the Department of Marketplace Ministry: The mission of the Department of Marketplace Ministry is to provide students with an educational experience that integrates faith, biblical knowledge, and skills training necessary to become leaders and innovators in both faith-based institutions and secular organizations. The goal is to provide education and experiences that will help students develop a heart's desire to serve individuals, families, and communities where they work in a way that will impact the world for Christ.

Courses offered by the Department of Marketplace Ministry are listed in the "Course Descriptions" section under the following curricular areas: Computer Science (CS); Counseling (CO); Education (ED); Leadership and Administration (LE); Military Science (MS); Psychology (PS).

## **Programs Offered in the School of Undergraduate Studies:**

### **B.A. and B.S. – Major in Business Administration and Major in Biblical Studies**

Advisor: Ascencion Gomez, D.S.L

The Mid-Atlantic Christian University degree in Business Administration will prepare you for leadership in organizations and institutions. The need for committed Christian leaders working in for-profit and not-for-profit organizations has never been greater. Excelling in leadership and administration requires the ability to think strategically and to make tough decisions. This requires confidence in one's ability and wise counsel. You will build that confidence with a Business Administration degree from MACU.

In the Business Administration program, students will learn management and leadership principles; gain confidence in strategic planning, systems development, research methods, financial accounting, ethics, spiritual development, best practices, and communication skills. Students will also grow in their understanding of God's Word, and its daily application in the area of leadership, as the student matures as a Christian leader. Since MACU is a faith-based university, students are challenged to consider using Business as a Mission.

Students completing the Business Administration major will:

- 1) know fundamental business strategies and policies;
- 2) use core business concepts and strategies to determine effective solutions to hypothetical and/or real life situations;
- 3) use fundamental management methods.

B.A. - Required Courses 135 Hours

Biblical Studies Major 30 sem. hrs.

General Studies 39/40 sem. hrs.

Language 12 sem. hrs.

Business Administration Major 42 sem. hrs.

AU 201 Principles of Financial Accounting 3

AU 202 Principles of Managerial Accounting 3

BU 101 Introduction to Business 3

BU 221 Principles of Business Management 3

BU 261 Principles of Business Marketing	3
BU 301 Business Law	3
BU 303 International Business	3
BU 321 Human Resource Management	3
BU 322 Organizational Behavior	3
BU 342 Corporate Finance	3
BU 402 Strategic Management	3
BU 480-482 Internship Sequence ++	6
LE 212 Leadership	3

++ Students will complete an internship that complements their declared concentration area.

#### Concentration (Must Choose One)

12 sem hrs.

##### Organizational Leadership

BU 214 Organizational Communication	3	
BU 311 Conflict Management for Business Managers	3	3
BU 331 Project Management	3	
LE 401 Leadership Development	3	

##### Sport Management

SM 201 Introduction to Sport Management	3	
SM 211 Sport Marketing	3	
SM 311 Sport Administration	3	
SM 321 Sport Legal Liability and Risk Management	3	3

#### B.S. - Required Courses

123 Hours

##### Biblical Studies Major

30 sem hrs.

##### General Studies

39/40 sem hrs.

##### Business Administration Major

42 sem hrs.

AU 201 Principles of Financial Accounting	3
AU 202 Principles of Managerial Accounting	3
BU 101 Introduction to Business	3
BU 221 Principles of Business Management	3
BU 261 Principles of Business Marketing	3
BU 301 Business Law	3
BU 303 International Business	3
BU 321 Human Resource Management	3
BU 322 Organizational Behavior	3
BU 342 Corporate Finance	3
BU 402 Strategic Management	3
BU 480-482 Internship Sequence ++	6
LE 212 Leadership	3

++ Students will complete an internship that complements their declared concentration area.

#### Concentration (Must Choose One)

12 semester hours

##### Organizational Leadership

BU 214 Organizational Communication	3	
BU 311 Conflict Management for Business Managers	3	3
BU 331 Project Management	3	
LE 401 Leadership Development	3	

Sport Management	
SM 201 Introduction to Sport Management	3
SM 211 Sport Marketing	3
SM 311 Sport Administration	3
SM 321 Sport Legal Liability and Risk Management	3

## **B.A. and B.S. – Major in Counseling & Psychology and Biblical Studies**

Advisor: Donald W. McKinney, M.A.

Christian counselors provide helping relationships for many individuals and families. The Counseling & Psychology program is designed to prepare students to enter graduate studies following their MACU education in order to prepare for a career as a school counselor, mental health professional, marriage and family counselor, clinical psychologist, or other type of professional counselor or psychologist; or to use their skills in career or volunteer service in the local church.

Students successfully completing the Counseling and Psychology major will:

- 1) master the terminology used in the field of psychology;
- 2) develop and express their own eclectic theory of counseling consistent with the Christian worldview;
- 3) know and express the differences between Christian and secular counseling;
- 4) demonstrate proficiency at using active listening responses;
- 5) have a working knowledge of how and when to use various counseling techniques;
- 6) demonstrate a fundamental understanding of statistics and research methods;
- 7) demonstrate an understanding of potential sexual problems couples may experience and how they may be resolved.

B.A. - Required Courses 123 Hours

Biblical Studies Major	30 sem. hrs.
General Studies	39/40 sem. hrs.
Language	12 sem. hrs.
Counseling and Psychology Major	36 sem. hrs.

CO 201	Introduction to Counseling	3
CO 212	Counseling Theories	3
CO 423	Marriage and Family Coun.	3++
CO 480-482	Internship Sequence	6
FM 307	Human Sexuality	3
PS 227	Developmental Psychology	3
PS 341	Research and Statistics for Human Services	3
PS 428	Abnormal Psychology	3++
CO or PS	Electives	9

Open Electives 6 sem. hrs.

B.S. - Required Courses 123 Hours

Biblical Studies Major	30 sem. hrs.
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General Studies 39/40 sem. hrs.

Counseling and Psychology Major 36 sem. hrs.

CO 201	Introduction to Counseling	3
CO 212	Counseling Theories	3
CO 423	Marriage and Family Coun.	3++
CO 480-482	Internship Sequence	6
FM 307	Human Sexuality	3
PS 227	Developmental Psychology	3
PS 341	Research and Statistics for Human Services	3
PS 428	Abnormal Psychology	3++
CO or PS	Electives	9

Open Electives 18 sem. hrs.

++ These courses may not be transferred from another institution. They must be taken from MACU.

### **Teacher Education**

Mid-Atlantic Christian University's mission is to impact the world by transforming ordinary people into extraordinary Christian leaders. Since teaching is a service-oriented career, teachers completing the elementary education program at MACU will graduate with not only the knowledge, skills and dispositions necessary to lead the educational world of the 21<sup>st</sup> century, but also with a heart's desire to serve the students, families, and communities where they teach. Students who enter this program of study will engage in a rigorous course load that combines University study with practical applications in elementary school settings.

Completing University requirements for a degree in Elementary Education enables students to submit their applications to the North Carolina State Department of Public Instruction in order to receive state licensure for teaching in public schools. State licensure enables the graduate to teach in the State of North Carolina in K-6. In addition, North Carolina has reciprocal teaching agreements with most other states, enabling graduates to teach in public schools outside of North Carolina.

Students successfully completing the Elementary Education Major will have the following characteristics stated in the form of student outcomes which are in line with the North Carolina Standards for Teacher Preparation, the NC Core Standards and demonstrated by evidences collected in electronic portfolios:

1. Knowledge – Students will demonstrate a broad knowledge of the concepts and skills related to the content they teach;
2. Pedagogy – Students will demonstrate understanding of research-based practices and methodology, including technology, that is both engaging, and developmentally appropriate for teaching a diverse population of students enhanced by a viable classroom management plan;
3. Leadership – Students will exhibit leadership skills needed to organize and manage the complex and dynamic environment of an elementary school---communicate, collaborate, think critically, solve problems, and be a life-long learner;
4. Assessment – Students will demonstrate an ability to use both formal and informal assessments that drives instruction resulting in positive impact on student learning
5. Reflection – Students will display the reflective skills needed to ensure the progress of each student;
6. Community – Students will establish caring relationships with students, their families, and the communities in which they live that demonstrate respect and maintain dignity in all situations.

Admission to Teacher Preparation Program: Becoming a student at Mid-Atlantic Christian University is the beginning of the process for becoming a teacher. The next step is to be accepted into the Teacher Preparation (Teacher Prep) Program.

Formal admission to the Teacher Prep/Licensure program usually occurs by the end of the sophomore year. *Students required to take the Praxis 1: Core Academic Skills for Teachers exams must pass these exams prior to becoming a junior (having earned 60 credits). Students who do not meet the state requirements for passing scores by the end of their sophomore year will be advised to change majors.* Students must submit to the director of teacher education the evidences for admission to the program. When the appropriate evidences have been submitted, the director will advise the university registrar that the student has met the prerequisites. Students will then be able to register for upper level education courses.

The evidences must include the following and will only be evaluated when all requirements are included:

1. A copy of the exams scores from the Praxis Core Academic Skills for Educators. Minimum scores established by the Department of Public Instruction for the State of North Carolina are as follows:

Test Name and Number	Approved Qualifying Score
Core Academic Skills for Educators: Reading (5712)	156
Core Academic Skills for Educators: Writing (5722)	162
Core Academic Skills for Educators: Mathematics (5732)	150
Composite Score	468

If individual test scores do not meet each requirement above, a combined score of 468 satisfies the requirement. Students who score the minimum score of 468 will be required to set up a plan for increasing their knowledge and skills in the areas in which they scored lower than the qualifying score.

Moreover, individuals with a total SAT score of 1100 (Verbal and Quantitative only) are exempt from Core Academic Skills testing requirements for teacher education program admission.

- Individuals with a total SAT score of less than 1100, but a score of at least 550 on the Verbal test are exempt from the Core Academic Skills tests in Reading and Writing.
- Individuals with a total SAT score of less than 1100, but a score of at least 550 on the Math test are exempt from the Core Academic Skills test in Mathematics.

Likewise, individuals with a composite ACT score of 24 are exempt from Core Academic Skills testing requirements for teacher education program admission.

- Individuals with a composite ACT score of less than 24, but with a score of at least 24 on the English are exempt from the Core Academic Skills tests in Reading and Writing.
- Individuals with a composite ACT score of less than 24, but a score of at least 24 on the Math test are exempt from the Core Academics Skills test in Mathematics.

The tests are computer-based, administered by the Educational Testing Service (ETS), and can be completed at a variety of testing centers at scheduled times during the year. (To register go to <http://www.ets.org/praxis>.) Students should identify Mid-Atlantic Christian University (#5427) when registering for Core Academic Skills for Educators tests.

Students who are required to take the Core Academic Skills for Educators tests will be required to take a one semester hour course called ED 237 Praxis Preparation Seminar, which will provide academic support to help them prepare for the exams. Education majors will be required to pass the Core Academic Skills tests before entering their junior year.

Students who do not achieve a passing score on one or more of the Core exams will work with their advisor on a plan that will prepare them for the licensure exam content. This plan might include scheduled work on the area of need in the Learning Center, evidence of the use of electronic resources, or participation in other growth opportunities.

2. Evidence of a cumulative GPA of at least 2.7.
3. Evidence of grades showing the successful completion of the following courses: ED 222 Foundations of Education, ED 244 Educational Psychology, EN 101 English Composition I, EN 102 English Composition II, ED 239 Practicum I, and ED128 Arts in the Classroom (Elementary Education). Each course must be passed with a 2.0 or better on a 4.0 point scale.

If for some reason a student is unable to complete the requirements for teacher preparation by the beginning of the junior year, he/she will be counseled to complete a different major leading toward graduation. The student's advisor will work with the student to choose the alternative major. Such majors may be Youth and Family Ministry or Counseling and Psychology.

#### Requirements for exit:

1. Satisfactory Completion of all program course requirements.
2. Submission of an Electronic Portfolio.

Mid-Atlantic Christian University teacher candidates will open a program-approved electronic portfolio (In this case TaskStream). The electronic portfolio includes a collection of evidences/artifacts and reflections documenting the candidate's development over time. Six major evidences as well as other significant pieces will be submitted associated with the education program classes. Each evidence will be scored by the teacher of the course in which the evidence is assigned, or the director of the teacher education program. A standard rubric for each evidence will be used for grading within the electronic portfolio. The evidences should reflect learning over time. It is a constructivist model. An example of this would be the progression from basic to professional in writing the initial lesson plans to the final plans. Lesson plans are submitted in various classes throughout the program. This is intended to show growth in the ability of the teacher candidate to design meaningful work for students. The finished electronic portfolio which includes various assignments, classroom performances, and the rubric scoring instruments will be evaluated as to whether the teacher candidate has met the goals of their education program at MACU and should be recommended for a North Carolina Teaching Licensure.

Teacher candidates will be given training to use the electronic portfolio. All requirements for the teacher education program will be clearly explained in the electronic portfolio. In addition the professors and the director of teacher education will assist the students in making this experience meaningful. Each evidence will be rubric scored. This process will yield indisputable evidence that the teacher candidate will be successful in making a positive impact on all his/her students, and therefore, is qualified to receive a teacher license.

Teacher candidates will be followed throughout their careers. The assumption is that teachers who remain in the classroom for a substantial amount of time have been better trained in their education programs. The University has created high expectations, rigorous course work, and extensive high-quality field experiences to ensure that a teacher candidate will be successful in the profession. An additional survey will be used for first or second year teachers to determine their prospective of what MACU could change to make the program stronger. This data will be used to improve the teacher education programs.

#### Requirements for Licensure:

During the student teaching term the teacher candidate should complete and gather the following:

1. An application for licensure
2. A transcript from the registrar's office in a sealed envelope with the registrar's signature written across the flap of the envelope
3. Required forms completed and signed by the appropriate people
4. Payment for the application fee may be paid using a credit card and the NCDPI Online Licensure System

The teacher candidate is responsible for sending the appropriate paperwork to the NC State Department of Public Instruction via the NCDPI Online Licensure System. Those seeking out-of-state licensure must complete the appropriate forms for that state. Specific questions may be directed to the Director of Teacher Education here at MACU.

The new Foundations of Reading test and General Curriculum tests are not a requirement to complete the elementary education program at MACU, but both are required by the State Board of Education in NC as part of the licensure process. Likewise, the General Science: Content Knowledge and the Principles of Learning and Teaching: Grades 7-12 tests are not a requirement to complete the science education program, but both are required by the State Board of Education in NC as part of the licensure process. For more information about the NC licensure exams go to <http://www.nc.nesinc.com>. For those intending to teach outside of NC some assistance will be provided in determining the licensure test requirements for the state. It is highly recommended to take all licensure tests early in be competitive in the job market.

### **B.S. – Major in Elementary Education and Major in Biblical Studies**

Advisor: Cheryl A. Luton, Ph.D.

B.S. - Required Courses 127 Hours

Biblical Studies Major 30 sem. hrs.

General Studies 44 sem. hrs.

BY 141	General Biology	4
EN 101	English Composition I	3
EN 102	English Composition II	3
HS 211	History of the Restoration Mov.	3
HS 241	Western Civilization I	3
HS 242	Western Civilization II	3
HS 251	Survey of United States History	3
ID 101	Christian Thinking: Developing a Christian Worldview	3
MA 151	Mathematics for the Liberal Arts	3
MA 161	College Algebra	3
PS 101	General Psychology	3
PY 131	Physical Science	4



SC 171	Fundamentals of Oral Comm.	3
Choose One:		3
EN 332	American Literature	3
EN 334	Christian Literature	3
LI 317	Introduction to Linguistics	3

#### Elementary Education Major

53 sem. hrs.

ED 128	Teaching Arts in the Classroom	2
ED 222	Foundations of Education	3
ED 237	Praxis Preparation Seminar	1
ED 239	Practicum I in the Elementary Classroom	1
ED 244	Educational Psychology	3
ED 322	Teaching Reading and Language Arts	3
ED 328	Teaching Science	2
ED 329	Teaching Math	3
ED 337	Children's Literature	3
ED 339	Practicum II in the Elementary Classroom	3
ED 431	Classroom Management	3
ED 432	Principles of Differentiating Instruction	2
ED 433	Special Needs Students	3
ED 434	Curriculum in the Elementary School	2
ED 435	Elementary School Literacy	4
ED 438	Teacher Preparation Seminar	1
ED 439	Student Teaching	11
LI 321	TESOL Materials & Methods	3

### **B.S. – Major in Biblical Studies (and A.A.S. Nursing)**

Advisor: Kathy R. Smith, RN

Mid-Atlantic Christian University has a cooperative agreement with the College of the Albemarle, so that interested students may receive training in both nursing and Bible. In a four-year program, students can earn an associate degree in nursing from College of the Albemarle, which can lead to a registered nurse license, and a Bachelor of Science degree in Biblical Studies from Mid-Atlantic Christian University.

The Associate Degree in Nursing (ADN) program at College of the Albemarle is accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, New York 10006, Telephone Number 1-800-669-1656, Fax 212-812-0393).

#### *Purpose and Objectives*

Mid-Atlantic Christian University's cooperative agreement with College of the Albemarle's nursing program seeks to engage in professional nursing education that promotes lifelong Christian service.

The purpose of the nursing program, as articulated by the College of the Albemarle, is to prepare students to be licensed as registered nurses. Upon completion of the program, students are eligible to take the National Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory scores on the NCLEX-RN will enable a student to become a registered nurse (RN).

In addition to the mission statements, general objectives, and requirements of both colleges, the objectives of the nursing program are to enable the student to do the following:

- Perform nursing functions in meeting the common health needs of patients in a variety of health care settings such as hospitals, nursing homes, clinics and doctors' offices.
- Understand basic biological and social science concepts and skills necessary for practice in beginning nursing positions.
- Develop nursing skills within a variety of clinical settings.

Due to MACU's specialized mission, this nursing education takes place in a context in which students are challenged to consider how they might use their training in cross-cultural ministry settings.

#### *Criteria for Admission*

Enrollment in the nursing program at the College of the Albemarle is limited. Therefore, admission to MACU does not guarantee entrance into the nursing program. Students must apply for admission to the ADN program at College of the Albemarle in addition to their application for admission to Mid-Atlantic Christian University. Normally students will apply for the nursing program during the fall semester of their sophomore year.

A criminal background check and / or drug testing may be required prior to participation in the clinical component of this program by the clinical site. Progress toward graduation might be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.

#### Course of Study 123 Hours

Biblical Studies Major 30 sem. hrs.

General Studies 50 sem. hrs

BY 168	Anatomy & Physiology I	4
BY 169	Anatomy & Physiology II	4
BY 275	Principles of Microbiology	4
CS 135	Basic Computer Literacy	2
EN 101	English Composition I	3
EN 102	English Composition II	3
HS 211	History of the Restoration	
	Movement	3
HS 241	Western Civilization I	3
HS 242	Western Civilization II	3
ID 101	Christian Thinking: Developing	
	a Christian Worldview	3
ID 103	Christian Formation: Developing	
	the Spiritual Life	3
MA 161	College Algebra	3
MA 213	Introduction to Statistics	3
PS 101	General Psychology	3
PS 227	Developmental Psychology	3
SC 171	Fundamentals of Oral	
	Communication	3

Nursing Courses at COA 43 sem. hrs.

NUR 111	Introduction to Health Concepts	8
NUR 112	Health – Illness Concepts	5
NUR 113	Family Health Concepts	5

NUR 114	Holistic Health Concepts	5
NUR 211	Health Care Concepts	5
NUR 212AB	Health System Concepts	2
NUR 212BB	Health System Concepts	3
NUR 213	Complex Health Care Concepts	10

### **Minors**

#### **Counseling 18 hours**

CO 201	Introduction to Counseling	3*
CO 212	Counseling Theories	3
CO 423	Marriage and Family Counseling	3
PS 227	Developmental Psychology	3
PS 428	Abnormal Psychology	3
	Counseling Elective	3

\* If Introduction to Counseling is a required course for the student's major, he or she will need to take an additional 3 hour elective.

#### **Military Science 18 hours**

This program provides Mid-Atlantic Christian University students the opportunity to participate in The U.S. Army Reserve Officers' Training Corps (ROTC) Program. ROTC offers college students the opportunity to earn a commission as officers in the U.S. Army, the Army National Guard, or the U.S. Army Reserve while pursuing a college degree. MACU students will take the necessary courses on the campus of Elizabeth City State University, in Elizabeth City, NC. Students who complete this program will graduate from MACU with a minor in military science.

MS 201	Applied Leadership and Management I	2
MS 202	Applied Leadership and Management II	2
MS 301	Leadership and Management I	3
MS 302	Leadership and Management II	3
MS 303	US Military History	3
MS 401	Adv. Leadership and Management I	2
MS 402	Adv. Leadership and Management II	3

MS 236 may be taken in lieu of MS 201 and MS 202

#### **Nonprofit Administration 19 hours**

AU 201	Principles of Financial Acc	3
BU 214	Principles of Management	3
BU 225	Nonprofit Management	3
BU 325	Principles of Development	4
BU 402	Strategic Management	3
LE 212	Leadership	3

#### **Secondary Education 32 hours**

ED 222	Foundations of Education	3
ED 237	Praxis Preparation Seminar (if needed)	1
ED 240	Practicum in the Secondary Classroom	1
ED 244	Educational Psychology	3
ED 325	Reading in the Content Area	3

ED 328	Teaching Science	2
ED 431	Classroom Management	3
ED 432	Differentiated Instruction	2
ED 436	Secondary Curriculum & Instruction	2
ED 438	Student Prep Seminar	1
ED 439	Student Teaching Experience	11

**Programs Offered in the School of Professional Studies:**

**B.S. – Major in Business Administration**

Advisor: Ascencion Gomez, D.S.L.

Students who enter this program will follow the pattern developed by the University whereby the student will receive a Bachelor of Science in Business Administration. The major is ideally suited for the working adult who wishes to develop his/her biblical understanding while assuming a greater role of leadership in a for-profit or a not-for-profit corporation. The coursework encourages both personal and spiritual growth by emphasizing Christian values, ethical principles and effective interpersonal communications. Students enroll in the program for many reasons, such as advancing or changing careers or preparing for further studies at the graduate level. Students will learn critical thinking and problem-solving skills, communication skills, teamwork and leadership strategies.

Students completing the Business Administration major will:

- 1) know fundamental business strategies and policies;
- 2) use core business concepts and strategies to determine effective solutions to hypothetical and/or real life situations;
- 3) use fundamental management methods.

B.S. - Required Courses 120/121 Hours

Biblical Studies Minor 18 sem hrs.

General Studies 36/37 sem hrs.

Business Administration Major 42 sem hrs.

AU 201 Principles of Financial Accounting	3
AU 202 Principles of Managerial Accounting	3
BU 101 Introduction to Business	3
BU 221 Principles of Business Management	3
BU 261 Principles of Business Marketing	3
BU 301 Business Law	3
BU 303 International Business	3
BU 321 Human Resource Management	3
BU 322 Organizational Behavior	3
BU 342 Corporate Finance	3
BU 402 Strategic Management	3
BU 480-482 Internship Sequence <sup>1</sup>	6
LE 212 Leadership	3

<sup>1</sup> Students will have three options for fulfilling the Internship Sequence.

Option 1, students complete the internship sequence as designed. The sequence involves the application of business administration skills and principles in supervised work situations, as

described in the course syllabus. The student, upon completion of 300 hours of work will submit a summary paper and evaluations to satisfy the requirements of the sequence.

or

Option 2, for students with appropriate prior experience with documentation: The student submits a "portfolio of prior experiences" in accordance with the requirements specified in the catalog for CDC. This portfolio will document the student's prior learning experiences in business, leadership, management, or any related field. The portfolio, much like a resume, will be accompanied by a summary narrative. If the student portfolio and narrative are deemed appropriate, the student will be given 3 hours of credit. The student will then take an additional 3 hour course of the student's choosing from the following course prefixes: BU, LE, SM.

or

Option 3, for students lacking appropriate prior experience: The student will take BU 491 Business Administration Practicum. This course involves the application of business administration skills and principles in supervised work situations, as described in the course syllabus. The student, upon completion of the 150 hours of work will submit a summary paper to satisfy the requirements of the course. The student will then take an additional 3 hour course of the student's choosing from the following course prefixes: BU, LE, SM.

Electives

24 sem. hrs.

### **B.S. – Major in Family Studies**

Advisor: Kendal S. Greene, Ed.D.

Students who enter this program will follow the pattern developed by the University whereby the student will receive a Bachelor of Science in Family Studies and a minor in Biblical Studies. The major is ideally suited for the student who wishes to develop his/her biblical understanding while assuming a greater role of leadership in a family related profession. The degree allows a student to complete the course work necessary for meeting the standards and criteria required for the Provisional Certified Family Life Educator designation by the National Council on Family Relations (NCFR). The Certified Family Life Educator (CFLE) program encourages applications from all professionals with course work and experience in family life education including formal teaching, community education, curriculum and resource development, health care, military family support, counseling, and ministry.

CFLE certification demonstrates training in each of NCFR's ten substance areas. Formal CFLE certification may be requested after two years in a family related profession.

**FAMILIES & INDIVIDUALS IN SOCIETAL CONTEXTS** Structures and Functions; Cultural Variations; Dating, Courtship, Marital Choice; Kinship; Cross-Cultural and Minority; Changing Gender Roles; Demographic Trends; Historical Issues; Work/ leisure & Family Relationships; Societal Relations

**INTERNAL DYNAMICS OF FAMILIES** Internal Social Processes; Communication; Conflict Management; Decision-making and Goal-setting; Normal Family Stresses; Family Stress & Crises; Special Needs in Families

**HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN** Prenatal; Infancy; Early and Middle Childhood; Adolescence; Adulthood; Aging

**HUMAN SEXUALITY** Reproductive Physiology; Biological Determinants; Emotional and Psychological Aspects of Sexual Involvement; Sexual Behaviors; Sexual Values and Decision-Making; Family Planning; Physiological & Psychological Aspects of Sexual Response; Influence of Sexual Involvement on Interpersonal Relationships

**INTERPERSONAL RELATIONSHIPS** Self and Others; Communication Skills; Intimacy, Love, Romance; Relating to Others

**FAMILY RESOURCE MANAGEMENT** Goal Setting and Decision-Making; Development and Allocation of Resources; Social Environment Influences; Life Cycle and Family Structure Influences; Consumer Issues and Decisions

**PARENT EDUCATION AND GUIDANCE** Parenting Rights and Responsibilities; Parenting Practices/Processes; Parent/Child Relationships; Variation in Parenting Solutions; Changing Parenting Roles Across the Life Cycle

**FAMILY LAW AND PUBLIC POLICY** Family and the Law; Family and Social Services; Family and Education; Family and the Economy; Family and Religion; Policy and the Family

**PROFESSIONAL ETHICS & PRACTICE** Formation of Social Attitudes and Values; Recognizing and Respecting the Diversity of Values; Examining Value Systems and Ideologies; Social Consequences of Value Choices; Ethics and Technological Changes; Ethics of Professional Practice.

**FAMILY LIFE EDUCATION METHODOLOGY** Planning and Implementing; Evaluation; Education Techniques; Sensitivity to Others; Sensitivity to Community Concerns and Values

#### **INTERNSHIP / PRACTICUM**

Family life education focuses on healthy family functioning within a family systems perspective and provides a primarily preventive approach. The skills and knowledge needed for healthy functioning are widely known: strong communication skills, knowledge of typical human development, good decision-making skills, positive self-esteem, and healthy interpersonal relationships. The goal of family life education is to teach and foster this knowledge and these skills to enable individuals and families to function optimally. Family life education professionals consider societal issues including economics, education, work-family issues, parenting, sexuality, gender and more within the context of the family. They believe that societal problems such as substance abuse, domestic violence, unemployment, debt, and child abuse can be more effectively addressed from a perspective that considers the individual and family as part of larger systems. Knowledge about healthy family functioning can be applied to prevent or minimize many of these problems. Family life education provides this information through an educational approach, often in a classroom-type setting or through educational materials.

Student Learning Outcomes: The outcomes for the major in Family Studies are that the graduate will be able to:

- 1) demonstrate the ability to plan programming and regular training in family life skills;
- 2) assess global and local needs of today's youth and their families;
- 3) develop programs that are sensitive to needs of the family;
- 4) develop professional skills useful for dealing with people and coworkers;
- 5) demonstrate an awareness and understanding of National Council on Family Relations' primary content areas;
- 6) demonstrate Godly character and professionalism;
- 7) demonstrate the ability to serve in a variety of leadership roles.

B.S. Required Courses

127/128 Hours

Biblical Studies Minor

18 sem. hrs.

\* Students cannot use TH421 as an elective because it is required below in the FS Major.

General Studies

36/37 sem. hrs.

Family Studies Major	45 sem. hrs.
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BU 141 Managing Personal Finance I	1
CC 286 Cultural Anthropology	3
CO 201 Intro to Counseling	3
CO 423 Marriage & Family Counseling	3
FM 201 Intro to Family Ministry	3
FM 211 Parenting Models	3
FM 229 Teaching for Spiritual Transformation	3
FM 307 Human Sexuality	3
FM 401 Legal and Administrative Issues In Family Ministry	3
FM 419 Children's Ministry	3
FM 480-482 Internship in Family Studies	5
GM 471 Ministry Seminar	3
PS 227 Developmental Psychology	3
PS 355 Adult Lifespan and Diversity	3
TH 421 Ethics	3

Electives	31 sem. hrs.
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## U.S. Army Reserve Officers' Training Corps (ROTC) Program

Mid-Atlantic Christian University offers ARMY ROTC through a cross-enrollment agreement with Elizabeth City State University. What this means is that students register for Army ROTC just like other courses at MACU, pay tuition at MACU, and the MACU transcript will show those courses, but students will attend classes at Elizabeth City State University or in accordance with their schedule.

Elizabeth City State University is the host campus for the Viking Battalion ROTC Program. The ROTC Offices are located in the ROTC Building (#115).

The purpose of the Army Reserve Officers Training Corps is to enable college students to pursue a course of study which will prepare them professionally and spiritually, upon graduation, for appointment as officers in the United State Army, Army Reserve, or Army National Guard.

The Military Science curriculum consists of two two-year courses. First, the Basic Course consists of eight semester hours taken during freshman and sophomore years. It covers such subjects as the Army organization, military customs and traditions, leadership development, basic military skills, and physical training. In addition, a variety of outside social and professional enrichment activities are available. All necessary ROTC textbooks, uniforms, and other essential materials for the Basic Course are furnished at no cost. After completion of the Basic Course, students who have demonstrated the potential to become Army officers and who have met the physical and scholastic standards are eligible to enroll in the Advanced Course.

ROTC applicants need a 2.0 unweighted GPA to enter the program.

Students who are unable to complete the on-campus Basic Course may attend the Army's Leader Training Course, an intensive 28-day summer camp (in lieu thereof) between their sophomore and junior years. The Professor of Military Science may also waive all or part of the Basic Course requirement based on prior military experience or Junior ROTC experience.

Once students have satisfactorily completed the Basic Course, they may apply for enrollment in the Advanced Course. If selected for enrollment in the Advanced Course, the student signs a contract with the United States Government in which s/he agrees to complete the course of instruction, attend the advanced summer camp, and accept a commission in the reserve or active components of the U.S. Army for a period as specified by the Secretary of the Army. The Advanced Course includes instruction in organization and management, tactics, ethics and professionalism, and further leadership development. All necessary textbooks and uniforms in the Advanced Course are also furnished to students. The Advanced Course requires four complete semester courses plus attendance at the Leadership Development and Assessment Course (LDAC), a 32-day advanced training camp at Fort Lewis, Washington, during the summer following the junior year. LDAC gives cadets the chance to practice what they've learned in the classroom, and introduces them to Army life "in the field." Students must also satisfactorily complete an approved military history course. Students must be U.S. Citizens to contract into the Advanced Course.

Currently the Secretary of the Army has specified that for scholarship students a contract is for a period of eight years, which consist of four years on active duty, either in the Regular Army, Army National Guard or U.S. Army Reserve. The cadet is also required to perform an additional four years in the Inactive Ready Reserve, which consist of maintaining information with no drill requirement. Non-scholarship students may serve three years on active duty and five years in the Inactive Ready Reserve.

Army ROTC offers 2-, 3-, and 4-year scholarships that pay full tuition and fees. Students can apply at any time from their senior year in high school to the second semester of their sophomore year in college. Scholarship applicants need a 2.5 unweighted GPA and a 19 ACT or 920 SAT score. The scholarship covers three years (possibly 3.5 years) of either tuition or boarding costs (not both). All scholarship students also earn \$300-\$500 monthly stipend while in school, and an annual allowance of \$900 for books and

miscellaneous fees. These scholarships are awarded on a competitive basis. In addition, qualified non-scholarship cadets are eligible for a tuition reduction if participating in ROTC.

## Programs at Local Colleges

Many Christians volunteer for Christian service while earning a livelihood in a secular career. Mid-Atlantic Christian University helps to educate such workers by providing opportunities for students to live and study on the Mid-Atlantic Christian University campus, while at the same time completing a program of study at a secular college or university. This allows students to receive the benefits of a Bible college education while simultaneously preparing for another career.

Mid-Atlantic Christian University enjoys a close working relationship with the other institutions of higher learning in Elizabeth City, both of which are conveniently located less than two miles from the Mid-Atlantic Christian University campus. College of the Albemarle (COA) is a North Carolina State Community College offering over 40 two-year technical, vocational, and college-transfer programs of study. Elizabeth City State University (ECSU), a member of the University of North Carolina system, offers four-year degrees in over 40 majors. Students who pursue this option are responsible for applying and enrolling at the other institution and are subject to that college's admission requirements.

If a student would like to pursue a program or degree at College of the Albemarle or Elizabeth City State University, but would still like to take advantage of the Christian atmosphere on the Mid-Atlantic Christian University campus, he or she should contact the office of Student Life at MACU for housing options and guidelines.

# Course Descriptions

In support of its mission, Mid-Atlantic Christian University offers the following courses of instruction.

The alphabetical prefix before each course indicates the subject area to which the course belongs (for example, EN=English). Courses numbered in the 100's are generally for freshmen; 200-level courses for sophomores; 300-400 level for upperclassmen. Courses numbered less than 100 are developmental and carry institutional credit only. In these courses credits are not transferable and they do not apply toward graduation but do count toward enrollment status for such purposes as determining eligibility for housing and financial aid. Some courses list prerequisites that must be taken before a student can enroll in the course.

## Accounting (CIP: 52.0301)

### **AU 201. Principles of Financial Accounting.**

**3 hours**

Elementary financial accounting concepts and procedures used in the preparation of financial statements; elementary financial statement analysis; and use of financial accounting information for special-purpose decision making.

**Prerequisite:** a college level math course

### **AU 202. Principles of Managerial Accounting.**

**3 hours**

This course focuses on the use of accounting information to report managerial performance and to facilitate business decisions.

**Prerequisite:** AU 201 with a grade of C- or higher.

## Biblical Language

### **Biblical Hebrew (CIP: 16.1102)**

#### **BL 201. Hebrew I.**

**Class Hours: 3**

**Lab Hours: 1**

**Total Credit Hours: 3**

Introduction to the grammar of Biblical Hebrew. Emphasis on vocabulary, forms, and basic syntax; includes reading of Hebrew text aloud. No knowledge of foreign languages is assumed.

#### **BL 202. Hebrew II.**

**Class Hours: 3**

**Lab Hours: 1**

**Total Credit Hours: 3**

Continuation of the study of Hebrew grammar; completion of the strong verb and overview of weak verbs. Reading selected Hebrew prose texts.

**Prerequisite:** BL 201 or equivalent approved by instructor.

#### **BL 301. Hebrew III.**

**Class Hours: 3**

**Lab Hours: 1**

**Total Credit Hours: 3**

Equipping students to move from Hebrew text to sermon or lesson outline by beginning study of syntax, vocabulary building and emphasis on reading skills.

**Prerequisite:** BL 202 or equivalent.

#### **BL 302. Hebrew IV.**

**Class Hours: 3**

**Lab Hours: 1**

**Total Credit Hours: 3**

Continued development of skills from BL 301 with added skills of lexical analysis (word study), elementary procedures of textual criticism, and literary analysis of prose Hebrew texts; poetic texts studied as time permits.

**Prerequisite:** BL 301 or equivalent.

## **Biblical Greek (CIP 16.1202)**

**BL 231. Greek I.** **Class Hours: 3** **Lab Hours: 1** **Total Credit Hours: 3**  
Study of the forms and elementary grammar of nominal parts of speech (nouns, adjectives, pronouns); introduction to the verb; elementary vocabulary. Students will translate New Testament Greek, beginning early in the term with simple texts.  
**Prerequisite:** EN 101 or GB 104, or permission of instructor.

**BL 232. Greek II.** **Class Hours: 3** **Lab Hours: 1** **Total Credit Hours: 3**  
Study of the forms and elementary grammar of verbals (finite verb, participles, infinitives); elementary vocabulary. Students will translate New Testament Greek throughout the course.  
**Prerequisite:** BL 231 or equivalent approved by instructor.

**BL 331. Greek III.** **Class Hours: 3** **Lab Hours: 1** **Total Credit Hours: 3**  
Equipping students to move from original text to sermon or lesson outline by study of syntax, translation of variety of New Testament texts, and building vocabulary.  
**Prerequisite:** BL 232 or equivalent.

**BL 332. Greek IV.** **Class Hours: 3** **Lab Hours: 1** **Total Credit Hours: 3**  
Continued development of skills learned in BL 331; elementary textual criticism and word studies as the final tools needed for competent exegesis.  
**Prerequisite:** BL 331 or equivalent.

## **Biology**

**BY 141. General Biology.** (CIP: 26.0101) **Class Hours: 3** **Lab Hours: 2** **Total Credit Hours: 4**  
An introductory study of biological science. This course includes an investigation of the basic principles of the study of life including: molecular biology, cell structure and function, genetics, and ecology.

**BY 151. General Zoology.** **Class Hours: 3** **Lab Hours: 2** **Total Credit Hours: 4**  
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.

**BY 168. Anatomy and Physiology I.** (CIP: 26.0403) **Class Hours: 3** **Lab Hours: 2** **Total Credit Hours: 4**  
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

**BY 169. Anatomy and Physiology II.** (CIP: 26.0403) **Class Hours: 3** **Lab Hours: 2** **Total Credit Hours: 4**  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.  
**Prerequisite:** BY 168

**BY 201. Medical Terminology. Class Hours: 3 Lab hours: 0 Total Credit Hours: 3**

This course provides the basic knowledge of medical language that students need to communicate clearly and understand communication from other health care team members. Exercises are included that help students memorize word parts and their meanings so they can combine parts to form medical terms. New terms and abbreviations reflect advances in technology and changes in health care delivery systems, providing the student with the most up-to-date terminology.

**BY 231. General Botany. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This course is intended to provide an introduction to plant biology. Topics include plant structure and physiology, development, classification, diversity, and the roles plants play in ecological systems. Emphasis will be placed on the plant kingdom in terms of structure, ecology, and exploring the nature of the major plant biomes.

**BY 275. Principles of Microbiology. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

A study of microorganisms with an emphasis placed on pathogenesis, principles of immunity and resistance to disease. Content of the course will include a study of microbial cell structure, physiology, environmental requirements, growth, modes of reproduction and genetics. The lab time will introduce students to the basic microbiological techniques used in the laboratory for the isolation, growth and/or identification of medically important bacteria, fungi, and parasites.

**Prerequisite:** BY 169 or BY 141 with a grade of C or higher.

**BY 323. Biochemistry. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

An introduction to cellular chemistry with topics presented in association with biological systems. Topics include protein structure and enzyme function, carbohydrate, lipid and amino acid metabolism, nucleic acid synthesis and function and genetic engineering.

**Prerequisite:** CH 302

**BY 341. Cell Biology. Class Hours: 3 Lab hours: 0 Total Credit Hours: 3**

This course is an introduction to the regulation of cellular structure and function at the molecular level with an emphasis on the integration of biological and chemical aspects at the molecular level.

**Prerequisites:** BY 323 and CH 152 with a grade of C or higher.

**BY 351. Ecology. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This course introduces students to modern ecology concepts. Topics include: adaptation of organisms to the environment; factors that influence the distribution and abundance of species; population structure, laws of thermodynamics and regulation; community development (succession), structure and function; food webs, energy flow, and nutrient cycling.

**Prerequisites:** BY 151 and BY 231 with grades of C or higher

**BY 371. Genetics. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

A basic knowledge of Mendelian genetics and inheritance will be presented with such topics as meiosis, cytogenetics and population genetics. Emphasis is placed on DNA organization, protein synthesis, gene control and recombinant DNA technology and human genetic disorders.

**Prerequisites:** BY 141 and CH 152 with a grade of C or higher

**BY 481. Intro to Biological Research. Class Hours: 3 Lab hours: 0 Total Credit Hours: 3**

This course will provide the student with beginning experience to the methodology of biological research, experimental design and scientific writing. Topics range from ecology and the environment to genetics, evolution and ethics in biological issues. Students will work in a one-on-one arrangement with an assigned science professor.

## Business Administration

### **BU 101. Introduction to Business.** (CIP: )

**3 hours**

This course is designed as an introduction to business. Students are introduced to major topics within business administration, such as economics, global competition, and entrepreneurship, human resource management, marketing, finance, informational systems, and ethics.

### **BU 141. Managing Personal Finances I.** (CIP: 19.0401)

**1 hour**

This course is designed to give the student a basic understanding of how to manage personal finances from a Biblical perspective. Major topics include: implementing a financial plan, budgeting for consumption and savings, stewardship issues, and debt planning. 8-week course, 1st half of semester.

### **BU 142. Managing Personal Finances II.** (CIP: 19.0401)

**1 hour**

This course is designed to give the student a basic understanding of how to manage personal finances from a Biblical perspective. Major topics include: investments bonds, mutual funds, taxes, and more. 8-week course, 2nd half of semester.

### **BU 214. Organizational Communication.** (CIP: 09.0901)

**3 hours**

Students examine how the leader's behaviors and decisions send messages to people throughout their organization. They analyze the concept of organizational culture, how it develops, and the effect it has on the leader and people in the organization. Students learn the best practices in organizational communication and they learn how leaders can bring about change in organizations with care and responsibility for the people being led.

### **BU 221. Principles of Business Management.** (CIP: 52.0201)

**3 hours**

Develops the student's own Biblical worldview of what management is through examination of current theories. Managers learn to do things correctly. In this course, there is heavy application of experiences through cases and experiential exercises. Course includes a major segment on Christian management in business and other organizations, with an opportunity to analyze one's own management style.

### **BU 225. Nonprofit Management.** (CIP: 52.0206)

**3 hours**

This course is designed to give the student a basic understanding of how to start, manage and lead a nonprofit organization. Major topics include the major principles of management, understanding the nonprofit, board development, working with and managing people, how to start-up, marketing, financial management, understanding financial statements, fundraising.

**Prerequisite:** LE 211

### **BU 261. Principles of Business Marketing.** (CIP: 52.1401)

**3 hours**

This course provides an introduction to marketing activities of organization and individuals. It focuses on formulating viable market objectives, assessing opportunities, evaluating ethical issues, and developing a marketing strategy. The course also emphasizes a global orientation and the development of problem solving skills.

### **BU 301. Business Law.** (CIP: 22.0205)

**3 hours**

To excel in business today, business managers must understand and adapt to three major disciplines: law, ethics, and business legal organizations. Students will gain knowledge of contracts, the Uniform Commercial Code, administrative regulations, dispute resolutions modalities, and international business law. Ethical business behavior will be stressed throughout the course. Students will be provided suggested guidelines for being successful and ethical simultaneously. Business legal organizations will be explored providing students a broad overview of shareholder protections, tax implications, and management styles.



**BU 303. International Business.** (CIP: 52.1101)**3 hours**

An introduction to globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace.

**BU 311. Conflict Management for Business Managers.** (CIP: )**3 hours**

This course is designed to enhance the student's ability to deal with individual, intragroup, and intergroup conflicts. The course examines ways to prevent escalation while minimizing harmful consequences and improving group relations.

**BU 321. Human Resource Management.** (CIP: 52.1001)**3 hours**

Introduces the student to the human resources/personnel functions. Topics covered include: recruitment, assessment, compensation, motivation, appraisal, development, legal environment, labor relations, employee relations, etc. Emphasis on how managers can deal with and utilize the human resources function.

**BU 322. Organizational Behavior.** (CIP: 52.1003)**3 hours**

The course equips the student to evaluate group culture within an organization. This course will show how and why organizations behave in certain manners. The student will also learn how to effectively introduce change into an organization system and how to develop appropriate infrastructure to allow for the best organizational achievement possible.

**BU 331. Project Management.** (CIP: 52.0211)**3 hours**

The purpose of this course is to enable students to design a project plan, from start to completion, enabling them to lead a team through the process of project management. The course will provide practical tools for leading such a team in a real-world workplace environment.

**BU 342. Corporate Finance.** (CIP: 52.0801)**3 hours**

A study of the financial forms of business organization, with special attention to the corporation and its advantages and disadvantages; capital stocks and bonds; budgeting; dividend policy; failure and reorganization; financial accounting; and cash flows.

**BU 402. Strategic Management.** (CIP: 52.0211)**3 hours**

Strategic management is concerned with how an organization sets its direction, chooses its activities, establishes its position in a competitive market, and defends that position. This course will give students tools and concepts for developing and managing strategies. Throughout the duration of the course, students will research an organization of their choice in order to produce a strategic recommendations report.

**BU 480-482. Business Administration Internship: Orientation, Experience, Evaluation.** (CIP: 52.01)

On the job training under the direction of a field mentor. Any preparation provided by outside agencies will not replace the prescribed MACU sequence.

**Prerequisite:** approval of program advisor (0, 0, 6 credits)

**BU 491. Business Administration Practicum.****3 hours**

This course involves the application of business and leadership skills and principles in supervised work situations. The student, upon completion of the 150 hours of work, will submit a summary paper to satisfy the requirements of the course.

## Chemistry

**CH 151. General Chemistry I. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This course is a study of the basic principles of matter, including stoichiometry, atomic theory, bonding theories, gas laws, and acid/base theory. Laboratory experiments will emphasize lecture concepts and be an integral part of the course.

**Prerequisite:** Recommend 1 year of high school algebra

**CH 152. General Chemistry II. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This is a continuation of CH 151. Advanced topics covered in this course include: equilibria, acids and bases, complexes, sparingly soluble compounds, thermodynamics, kinetics, electrochemistry, and solution theory. Descriptive inorganic chemistry is also introduced. Laboratory exercises will emphasize lecture concepts and be an integral part of the course.

**Prerequisite:** MA 171 and CH 151 with a grade of C- or higher.

**CH 301. Organic Chemistry I. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This course is an introduction to the study of organic compounds. The structure, nomenclature, synthesis and reactions of the major classes of organic compounds are studied, along with the major themes of reaction mechanisms and spectroscopic methods of identification.

**Prerequisite:** CH 152 with a grade of C- or higher.

**CH 302. Organic Chemistry II. Class Hours: 3 Lab Hours: 2 Total Credit Hours: 4**

This is a continuation of CH 301. Topics of study will include reactions of aldehydes, ketones, phenols and alcohols.

**Prerequisite:** CH 301 with a grade of C- or higher.

## Computer Science

**CS 090. Introduction to Computers. (CIP: 11.0101)**

**Class Hours: 0 Lab Hours: 2 Total Credit Hours: 1**

Overview of computer concepts with intermediate word processing and an introduction to the spreadsheet. Credit students only. (Counts toward GPA but does not fulfill degree requirements toward graduation.)

**CS 132. Advanced Microsoft Word. Class Hours: 0 Lab Hours: 2 Total Credit Hours: 1**

Advanced projects in Word 2013, including creating calendars, tables, graphic designs, online invoice forms, and brochure layout.

**CS 133. Microsoft Excel. Class Hours: 0 Lab Hours: 2 Total Credit Hours: 1**

Introduction to building worksheets, creating formulas, amortization schedules, workbook linking, charting, data analysis, and sales predictions.

**CS 134. PowerPoint. Class Hours: 0 Lab Hours: 2 Total Credit Hours: 1**

PowerPoint 2013 terminology, procedures necessary to create a presentation document, slide presentation. Insertion of charts, graphs, and multimedia effects will be explored.

**CS 135. Basic Computer Literacy. (CIP: 11.0101)**

**Class Hours: 1 Lab Hours: 2 Total Credit Hours: 2**

An introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems.

**CS 136. Microsoft Access.****Class Hours: 0****Lab Hours: 2****Total Credit Hours: 1**

Introduction to the relational database with emphasis on linking tables, creating queries, and producing custom reports.

**CS 137. Microsoft Publisher.****Class Hours: 0****Lab Hours: 2****Total Credit Hours: 1**

Covers the basics of Microsoft Publisher, a program for people who want to create professional-looking publications without having to know design. Use of templates, flyers, brochures, postcards, invitations, and pamphlets.

**Prerequisite:** CS 090 or competence.

## **Counseling** (CIP: 42.2803)

**CO 201. Introduction to Counseling.****3 hours**

A study of basic counseling techniques and application to a wide range of problems. Following a cursory examination of the various theories of counseling, this course will concentrate on the characteristics of an effective counselor and the skills and techniques necessary to the process of helping.

**CO 212. Counseling Theories.****3 hours**

Study of a wide range of current practices with emphasis upon effective strategies.

**CO 228. Crisis Counseling.****3 hours**

An examination of paradigms of crisis counseling that can be used in either Christian or secular settings. Emphasizes practical techniques that can be used by ministers and other professional counselors.

**CO 325. Group Counseling.****3 hours**

This course will provide students with an introductory level understanding of the knowledge and skills needed to lead small groups. The course will cover the theories and best practices of group counseling and principles of group dynamics.

**Prerequisite:** CO 201.

**CO 329. Cross-Cultural Counseling.****3 hours**

Designed to help students develop cross-cultural counseling skills by becoming aware of cultural differences. An emphasis is placed on self-awareness.

**CO 423. Marriage and Family Counseling.** (CIP: 51.1505)**3 hours**

Theory and practice of marriage and family counseling, including a systemic approach to family therapy.

**Prerequisite:** CO 201.

**Special Note:** Students who are Counseling and Psychology majors may not transfer this course from another institution.

**CO 480-482. Counseling Internship: Orientation, Experience, Evaluation.**

This course offers the student the opportunity to use the knowledge and skills learned in the classroom in an approved setting such as a church, school, nursing home, or hospital under the supervision of a trained individual approved by the University.

**Prerequisite:** approval of program advisor (0, 0, 6)

**CO 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## Cross-Cultural Ministry

### **CC 181. Perspectives on the World Christian Movement.** (CIP: 39.0301)

**3 hours**

This introduction to world missions includes five topics in survey form: the biblical basis of missions, the historical development of missions, the cultural aspect of world missions, strategy for fulfilling the Great Commission, and the current situation and future trends of world missions.

### **CC 283. Historical Models of Christian Missions.** (CIP: 39.0301)

**3 hours**

For over two millennia, Christians have been preaching the gospel in diverse cultures through diverse methods. This course analyzes the main methods used in world missions and the results that each method has produced. Models of mission used through the centuries are critiqued biblically with a goal of discovering models that are appropriate for today's missionaries. Offered alternate years: Fall 2017, 2019

### **CC 286. Cultural Anthropology.** (CIP: 45.0204)

**3 hours**

This course allows students to understand the diverse cultures of the world through participant observation of the culture's life cycle and subsystems. With a goal of being able to learn another language and culture in order to translate the Bible, share the gospel in local languages, and plant churches with indigenous leaders, the student will learn tools of analysis for cultures developed from anthropology.

### **CC 384. World Religions.**

**3 hours**

Through a study of worldviews, the student is introduced to major world religions and folk religions. Comparison is made between the worldviews of Islam, Buddhism, Hinduism, Chinese religion, Shintoism, Spiritism, Secularism, and Christianity. The goal is to find ways that the gospel can be shared with maximum communication in each context. Offered alternate years: Spring 2018, 2020

### **CC 387. Cross-Cultural Communication.** (CIP: 39.0301)

**3 hours**

Tools of cultural anthropology are used to understand how to communicate with a person of another language and culture for the purpose of Christian witness. Through cultural analysis, the use of appropriate media is discussed.

### **CC 388. Missionary Life and Work.** (CIP: 39.0301)

**3 hours**

Practical aspects of becoming a missionary and living and working in another culture are covered in this course. Beginning with choosing a field, support-raising, motivating local churches to form partnerships with the missionary, and selecting a mission agency, the course walks the missionary candidate through the steps necessary to maintain a healthy life and relationships in mission fields. Group and family dynamics are discussed as well as relations with indigenous people. Finally, reentry to life in the United States is covered. Offered alternate years: Spring 2017, 2019

### **CC 481. Strategies for World Evangelization.** (CIP: 39.0301)

**3 hours**

This course is the capstone course for Cross-Cultural Ministry. Beginning with a general review of the biblical basis, historical trends, and current situation in world missions, strategizing is added as the final component of missiology. Emphasis is placed on the apostolic strategy of church planting and formation of disciples who can train others, especially in cross-cultural settings. Offered alternate years: Fall 2017, 2019

### **CC 485. Introduction to Islam.**

**3 hours**

Study of major non-Christian religions that shape the thinking and lives of people in contemporary society. Considering the historic development, the characteristic beliefs and practices, and the impact of these faiths in America and around the world with a view to promoting appreciation for Christianity and effective inter-religious communication.

### **CC 499. Directed Readings & Research.** (CIP: 39.0301)

**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## Education

### **ED 128. Teaching the Arts in the Classroom.** (CIP: 13.1302)

**2 hours**

Examines the use of the arts to enhance learning in the elementary classroom.

### **ED 222. Foundations of Education.** (CIP: 13.0901)

**3 hours**

Presents a comprehensive overview of the foundation of education in the United States. It is an interdisciplinary attempt (incorporating the historical, political, economic, legal, social, philosophical, and curricular foundations) to provide students with a clear understanding of the teaching profession and the issues and controversies confronting American education today. Students will develop personal codes of ethics and conduct. Students taking this course must have their own transportation to complete field assignments in an area school, or plan to do field experiences during the fall or spring break.

### **ED 237. Praxis Preparation Seminar**

**1 hour**

This course is designed to fully prepare education majors for Praxis Core Academic Skills for Educators Test. Candidates will critically analyze the basic components of the Praxis tests including requirements, test formats, guidelines for answering and scoring these tests, and test-taking strategies in conjunction with effective pedagogical procedures.

### **ED 239. Practicum I in the Elementary Classroom** (CIP: 13.1202)

**1 hour**

Practicum I is an observation and analysis of the elementary school and classroom experience. The teacher candidate will be located in a local school setting for a total of 30 hours during the semester.

### **ED 240. Practicum in the Secondary Classroom** (CIP: 13.1202)

**1 hour**

Practicum I is an observation and analysis of the secondary school and classroom experience. The teacher candidate will be located in a local school setting for a total of 30 hours during the semester.

### **ED 244. Educational Psychology.** (CIP: 42.2806)

**3 hours**

The study of how students learn. This course addresses student motivation; memory and cognition; and emotional, social, and character development by focusing on the principles of a learner-centered classroom. These principles are coupled with brain-based research to help students develop strategies that meet the individual needs of their learners.

### **ED 322. Teaching Reading and Language Arts.** (CIP: 13.1315)

**3 hours**

This course provides candidates with an overview of the important aspects of elementary reading instruction. Practical information about the process and content of teaching reading as well as the theoretical background and research base for best practices are explored. The content of this course will prepare candidates to help elementary-aged students develop phonemic awareness, phonics, fluency, vocabulary, and comprehension skills that will enable them to be successful in the classroom and enjoy reading for personal pleasure.

**Prerequisite:** Admission to the Teacher Preparation Program.

### **ED 325. Reading in the Content Area.**

**3 hours**

Teacher candidates who are preparing to be secondary teachers will closely consider content area reading and writing. There will be an emphasis on the assessment of student reading, cognitive strategies in reading, and incorporating reading skills through student-centered instruction. A field experience will allow teacher candidates to reflect on theories, strategies, and practices in classroom lessons.

**Prerequisite:** Admission to the Teacher Preparation Program.

### **ED 328. Teaching Science.**

**2 hours**

This course is an overview of the concepts, skills, and strategies used to teach science. Emphasis is placed on using developmentally appropriate materials and methods that develop inquiry and problem-solving strategies, investigation skills, and exploration of phenomena. Candidates receive hands-on experience in

planning, implementing, and evaluating instruction through lesson development and the use of technology. Integrating curriculum and cooperative learning are also explored.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 329. Teaching Math.**

**3 hours**

This course provides an overview of the concepts, skills, and strategies used to teach elementary math. Emphasis is placed on using developmentally appropriate materials and methods that develop inquiry and problem-solving strategies. Candidates receive hands-on experience in planning, implementing, and evaluating instruction through lesson development and the use of technology. Integrating curriculum and cooperative learning are also explored.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 337. Children's Literature.** (CIP: 23.1405)

**3 hours**

This course is a study of children's literature including an overview of the history, genres, and topics appropriate for children in pre-school through grade 6. Traditional and modern works are read and critiqued. Emphasis is placed on evaluation and presentation of literature for children across the curriculum so as to instill not only an appreciation of knowledge and value gained from literature but also the aesthetic pleasure gained from reading and sharing literature.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 339. Practicum II in the Elementary Classroom.** (CIP: 13.1202)

**3 hours**

Second field experience in public school settings for at least 90 hours under MACU supervision. In addition, instruction and follow-up will occur. Lessons will be designed with the cooperating mentor teacher and at least one lesson will be evaluated.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 431. Classroom Management.#**

**3 hours**

An examination of classroom management techniques and the development of skills necessary to foster a supportive learning environment as well as examination of system problems and solutions within traditional education settings.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 432. Principles of Differentiating Instruction.#** (CIP: 13.0301)

**2 hours**

This course presents an overview of the potential learning differences that exist within the classroom. It focuses on designing instruction that meets the needs of a diverse population including modes of cognitive processing, multiple intelligences, cultural backgrounds, learning disabilities, and gifted learners.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 433. Special Needs Students.#** (CIP: 13.1001)

**3 hours**

An introduction to all disabilities in special education. Characteristics and needs of students with disabilities, legislation, litigation, inclusion, and the role of the classroom teacher as a member of the IEP team.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 434. Curriculum in the Elementary School.#** (CIP: 13.0301)

**2 hours**

This course will focus on mathematics, science, and social studies. Interdisciplinary units and content appropriate pedagogical approaches will be utilized.

**Prerequisite:** Admission to the Teacher Preparation Program.

**ED 435 Elementary School Literacy.#** (CIP: 13.1315)

**4 hours**

This course focuses on teaching literacy in the elementary school, including reading, writing, speaking, listening, and viewing. Concepts introduced in EDU 322, Teaching Reading and Language Arts, will be applied in the elementary partnership field experience during this course. Reading in the content area and assessing to inform instruction are included.

**Prerequisite:** ED 322 and Admission to the Teacher Preparation Program.



**ED 436 Secondary Curriculum and Instruction.#****2 hours**

Teacher candidates will study teaching techniques and resource materials for teaching secondary content area specific to their academic concentration. Emphasis will be placed on ensuring that candidates understand the competencies high school students are expected to acquire, and teaching strategies that are unique to the content area. This course is to be taken during the "Partnership" semester when the candidate has a placement in a secondary classroom.

**Prerequisite:** Admission to the Teacher Preparation Program.

# These courses will be taken concurrently with approximately 225 hours of Practicum III or "Partnership" field experience. If necessary, one semester of courses may be taken between the Partnership semester and Student Teaching. Only one course may be taken during partnership that is not a regular part of the program if schedules allow. This additional course must be approved by the Director of Education and be the last course needed to proceed to student teaching.

**ED 438. Teacher Preparation Seminar. (CIP: 13.1202)****1 hour**

This course assists candidates in their preparation for, participation in, and evaluation of ED 439. Special attention is given to preparation for taking PRAXIS II. This course is taken concurrently with ED 439.

**Prerequisite:** successful completion of all coursework for graduation.

**ED 439. Student Teaching Experience. (CIP: 13.1202)****11 hours**

This is the capstone experience for teacher candidates. Candidates will participate in 10 weeks of student teaching in an assigned classroom.

**Prerequisite:** successful completion of all coursework for graduation.

## English

**EN 035. Study Skills Seminar.****1 hour**

The primary focus of the course is to facilitate each student's academic and personal growth by presenting needed study and self-management skills. Required for all students admitted provisionally and recommended for students whose competency test scores, SAT/ACT scores, high school GPA, and class ranking suggest they may be at risk for failure. Credit students only. (Counts toward GPA but does not fulfill degree requirements toward graduation.)

**EN 036. Basic English Lab. (CIP: 23.1301)****0 hours**

This lab runs concurrent to EN101 for students whose placement scores for English indicate that additional attention needs to be given in developing skills necessary for college success in reading and writing. Required for all students whose competency test scores indicate developmental work is needed. No tuition will be charged but a lab fee will be assessed.

**EN 101. English Composition I. (CIP: 23.1301)****3 hours**

First of a two-semester course designed to assist students in the writing of proficient prose. This section of the course emphasizes analysis of such components of rhetorical essays as audience, organization of evidence, purpose, voice, thesis development, and tone. The course focuses on a variety of rhetorical patterns.

**Course Note:** Students whose competency/placement score indicates a need for developmental work in reading and writing will be required to concurrently register for EN036.



**EN 102. English Composition II.** (CIP: 23.1301)**3 hours**

Second semester of a course designed to assist students in the writing of proficient prose. Students may be divided into and taught in two sections on the basis of writing ability. Introduces the rhetorical pattern of argumentation and persuasion and implements the skills mastered in EN 101 through comprehensive research.

**Prerequisite:** EN 101.

**EN 332. American Literature.** (CIP: 23.1402)**3 hours**

Overview of American literature from the Colonial to the Contemporary periods. Various genres of literature are analyzed within each period including essays, short stories, poetry, novels, slave narratives, and plays.

**Prerequisite:** EN 102.

**EN 334. Christian Literature.** (CIP: 23.1499)**3 hours**

Overview of selected authors and works from the early church fathers to present-day fiction. Various genres of literature are analyzed, including letters, short stories, allegory, poetry, and novels.

**Prerequisite:** EN 102.

**EN 336. British Literature.** (CIP: )**3 hours**

The British Literature course examines literary pieces that reflect the evolution of Western civilization. The course begins with 7<sup>th</sup> century epic poem, Beowulf as a representative piece from Old English literature. However, the focus of the class will be on Medieval British literature that addresses religious themes, courtly love, and chivalry. Some of the authors on the reading list include Chaucer, Milton, Austen, Dickens, Shakespeare, Shelley, Joyce, and Wilde. This course has a dominant reading component with reflective writing as a supporting element and an oral presentation.

**Prerequisite:** EN 102.

## Family Ministry

**FM 201. Introduction to Family Ministry.** (CIP: 39.0702)**3 hours**

Examination of foundational issues in youth and family ministry, including developing a philosophy of family ministry, components of a balanced family ministry program, and how to begin a new youth or family ministry.

**FM 211. Parenting Models.** (CIP: 42.2811)**3 hours**

Strategies and techniques for parenting are numerous in our society. This course offers students insight to assist parents in the challenge of raising children in a culture that is consistently changing. The challenge of parenting throughout the life-cycle requires flexibility, adaptation, responsibility and managing changing roles to assure effectiveness. Offered alternate years: Fall 2018, 2020

**FM 229. Teaching for Spiritual Transformation.** (CIP: 39.0401)**3 hours**

This course will use a hands-on approach to exploring various resources and methods used to present the scripture to students and families. Specific areas of exploration will include resources for teaching, teaching through small groups, mentoring, and interactive teaching techniques. Guest lecturers who are professionals in family ministry will further cover relevant areas of methodology.

**FM 235. Contemporary Youth Problems.** (CIP: 39.0702)**3 hours**

This course is designed to acquaint the student with problems young people face. The student will do individual research and report on certain problems. Outside speakers may share insights concerning youth problems. Offered alternate years: Spring 2019, 2021

**FM 307. Human Sexuality.** (CIP: 42.2811)**3 hours**

This course offers a Christian perspective regarding the physical, emotional, and spiritual ramifications of the diversity that exists in society. Appreciation and respect for diversity in sexuality is developed. The course explores the positive, negative, and precautionary measures that enable rational and moral decisions while discovering God's gift of sexuality and individuality of each person.

**FM 401. Legal and Administrative Issues in Family Ministry.** (CIP: 39.0702)**3 hours**

The family is the basic social unit of society. Some of our earliest laws were enforced in an attempt to protect and preserve families. This course explores the interwoven connection of families with public policy and laws. Basic Administrative theory and practice that protects the church and its families are explained in detail. Offered alternate years: Fall 2017, 2019

**FM 419. Children's Ministry.** (CIP: 39.0702)**3 hours**

A course examining the principles and methods for effective ministry to children, birth through fifth grade. Special attention will be given to discipline, teaching, worship, and evangelism.

**FM 480-482. Internship in Family Studies: Orientation, Experience, Evaluation.**

On the job training under the direction of a field mentor in the area of family studies. Any preparation provided by outside agencies will not replace the prescribed MACU sequence.

Prerequisite: approval of program advisor (0, 0, 5 credits)

**FM 499. Directed Readings & Research.** (CIP: 39.0702)**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

**General Bible** (CIP: 39.0201)**GB 102. Biblical Backgrounds.** (CIP: 30.2202)**3 hours**

A study of the geographical, political, social, and cultural setting of the world of the Old and New Testament. This course seeks to provide students with background that will enhance their understanding of biblical texts and affirm their historical reliability.

**GB 104. Biblical Language Tools.****3 hours**

Equips students of the English Bible to study more effectively by using new tools that begin to bridge the language gap between the original languages and the English Bible without learning the biblical languages. Elements of biblical languages, use of print and computer tools linking English Bible readers to the original languages, and application of these.

**GB 201. Interpreting Biblical Literature.****3 hours**

A practical study of the tools, principles, and methods of literary interpretation necessary for proper application of Scripture and for the production of exegetical papers, sermons, and lessons.

**Prerequisite/corequisite:** EN 101.

**GB 402. Senior Seminar in Bible.****2 hours**

A senior course designed to draw together the various courses and experiences that students have had which relate to Bible study and preparation to communicate the Biblical truth.

**GB 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## General Ministry

### **GM 251. Conflict Management.** (CIP: 30.2801)

**3 hours**

Students explore the dynamics of conflict throughout the lifecycle. The course focuses on the causes, reasons and types of conflict resolution that are needed in the family and ministry environments. Special consideration is used for family and multicultural situations.

### **GM 471. Ministry Seminar.** (CIP: 39.0602)

**3 hours**

This course provides essential information for the student preparing to enter into Christian ministry. Topics included are family life, applying and interviewing for ministry, communication in ministry, conflict management, as well as finances and taxes for the minister. Also covered are practical aspects of ministry such as hospital visitation, calling, and time management.

### **GM 480-482. Internship in Christian Ministries: Orientation, Experience, Evaluation.** (CIP: 39.0602)

On the job training under the direction of a field mentor in the student's chosen area of ministry. Any preparation provided by outside agencies will not replace the prescribed MACU sequence.

**Prerequisite:** approval of program advisor (0, 0, 6 credits)

### **GM 499. Directed Readings & Research.** (CIP: 39.0602)

**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## History

### **HS 147. Introduction to Archaeology: Quest for the Past.** (CIP: 45.0301)

**1 hour**

Traces the development of the quest for the past from its pursuit by pilgrims and treasure hunters through its development as a scientific enterprise. Highlights individuals, sites, and discoveries that have helped to inform our understanding of the Biblical past in the Holy Land.

### **HS 148. Archaeological Techniques: Hands-On History.** (CIP: 45.0301)

**1 hour**

Introductory study of archaeological field excavation and laboratory methods. Students will be expected to record, draw, and photograph "recovered artifacts" from an excavation and materials from the land of the Bible.

### **HS 211. History of the Restoration Movement.** (CIP: 38.0203)

**3 hours**

Origin, history, present trends, and prospects of the Restoration Movement that began in the nineteenth century.

### **HS 241. Western Civilization I.** (CIP: 30.2201 and 30.1301)

**3 hours**

A survey of the political, religious, and social history of the Western world from the Roman Republic to the Renaissance, c. AD 1500.

### **HS 242. Western Civilization II.** (CIP 54.0103 and 54.0102)

**3 hours**

A survey of the political, religious, and social history of Western civilization from the Northern Renaissance, c. AD 1500 to the present.

### **HS 247. Origins and Advancement of Islam.** (CIP: 38.0205)

**1 hour**

An overview of the origins, beliefs, and advancement of the world's second fastest growing religion. This course aims to help students understand the worldview and practices of Muslims with a view to facilitating appropriate Christian interaction.

**HS 251. Survey of United States History.** (CIP: 54.0102)**3 hours**

A survey of the major themes and most significant events and people of American history from European contact through the end of the Cold War.

**HS 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## Interdisciplinary

**ID101. Christian Thinking: Developing a Christian Worldview.** (CIP: 38.0001)**3 hours**

Students are introduced to the concept of “worldview” and are led to see, from a theological and historical perspective, how different worldviews have arisen and how they continue to structure the modern mind and society. In addition, students learn how to assess cultural influences on human experiences, behavior, and belief systems and develop heightened empathy and respect for individuals from cultures different from their own.

**ID103. Christian Formation: Developing the Spiritual Life.** (CIP: 39.0602)**3 hours**

This course offers an overview of convictions and life dynamics involved in effective Christian living and service. Included is a study of the eternal purpose of life, the promotion of personal spiritual growth through discipline and development of spiritual gifts, talents, and passions for a deliberate life of service to God through sharing the love and message of God with people.

## Leadership and Administration

**LE 212. Leadership.** (CIP: 52.0213)**3 hours**

Leadership is influence. Spiritual leadership is influencing an organization to pursue a spiritual vision. Servant leadership allows for appropriate and effective leadership in all organizations. This course will review multiple Biblical case studies and review the current best practices in leadership. Students will have the opportunity to create a strategic map for the development of spiritual leadership in a faith-based organization or servant leadership in a non-faith-based organization.

**LE 401. Leadership Development.** (CIP: 52.0213)**3 hours**

This course will cover how to develop leaders in organizations. The development of future leaders is paramount to the long-term success of any organization. Students will learn how to recruit, develop, and maintain appropriate leadership for organizations.

**Prerequisite:** LE 212.

**LE 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## Linguistics

### **LI 317. Introduction to Linguistics.**

**3 hours**

This course is an Introduction to linguistics as a tool for describing the English language including the psychological system of language and the internalized, unconscious knowledge that enables a speaker to produce and understand utterances. Content will cover the study of the major concepts involving pragmatics, phonemic transcription, semantic and syntax structures, morphological analysis, and first-language acquisition theory.

**Prerequisites:** EN 102.

### **LI 321. TESOL Materials and Methods.**

**3 hours**

Introduction to methods for teaching English to speakers of other languages. Historical perspective and current trends are presented. Specific language skills are addressed, along with assessment methods, and selection of teaching materials. Attention will be placed on sensitivity to cultural diversity and the role it plays in teaching English Language Learners. Observation of ESL classroom activities is required.

**Prerequisite:** EN 102.

### **LI 401. Principles of Articulatory and Acoustic Phonetics.**

**3 hours**

Using an augmented subset of the International Phonetic Alphabet (IPA), students will be able to identify, mimic, and transcribe sounds and prosodies in normal human speech and to describe the mechanisms by which a speaker produces these sounds. Students will also be introduced to basic techniques of acoustic analysis. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 4302.

### **LI 402. Principles of Phonological Analysis.**

**3 hours**

By the end of this course, students will be able to recognize the difference between phonetic (etic) and phonological (emic) data and identify phonological hierarchy and intonation in data. They will be able to recognize the use of distinctive features, natural classes and phonetic plausibility; identify phones in complementary distribution, free variation and contrast in identical / analogous environment; recognize major phonological processes and common conditioning environments, including adjacent segments, syllables and larger prosodic units; and apply concepts of tone analysis, and morphophonemics to data. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 4303

**Prerequisite:** LI 401 Principles of Articulatory and Acoustic Phonetics

### **LI 403a. Principles of Grammatical Analysis (a).**

**2 hours**

By the end of Principles of Grammatical Analysis (a), students will be able to write a brief description of a grammatical topic; identify constituent structure, syntactic categories and grammatical relations within a sentence; analyze data in terms of a set of phrase structure rules and a lexicon; distinguish between indicative, imperative and interrogative sentences; distinguish between types of objects and obliques; and analyze the structure of noun phrases and verb phrases. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 4410a.

### **LI 403b. Principles of Grammatical Analysis (b).**

**2 hours**

By the end of Principles of Grammatical Analysis (b), students will be able to write a brief description of a grammatical topic; divide words into constituent morphemes; distinguish between inflectional and derivational morphemes; analyze case and agreement systems; and identify passive and recursive structures. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 4410b.

**Prerequisites:** LI 403a Principles of Grammatical Analysis (a)

**LI 404. Language and Society.****3 hours**

This course considers the relationship between language and society. After successfully completing the course, students will be able to articulate the multilingual nature of the world's societies, the function(s) of language(s) in nations, and how different languages are used alongside one another, including the idea of diglossia. They will also be able to identify the factors influencing the choice among language varieties for national and educational use. In addition, students will be able to explain how language attitudes and domains of language use influence the long-term maintenance and/or shift of language(s) in society. They will be able to discuss how all the aforementioned may possibly affect a language development program for a given linguistic community. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is LD 4350.

**LI 405. Second Language and Culture Acquisition.****5 hours**

Students will learn to identify and apply their own language and culture learning styles; manage language learning; use appropriate techniques and activities to develop second language competence at the novice level while working with a native speaker in language learning sessions. They will be able to describe techniques and activities suitable for language learning at more advanced levels. Building on awareness of their own cultural values, they will be able to describe and will begin to implement strategies for dealing appropriately with differences in cultural values. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is LD 4505.

**Prerequisites:** LI 401 Principles of Articulatory and Acoustic Phonetics (may be taken concurrently) and LI 403a Principles of Grammatical Analysis (a)

**LI 406. Field Methods and Linguistic Analysis.****4 hours**

By the end of Field Methods and Linguistic Analysis, students will be able to elicit, record and transcribe linguistic data by working with a speaker of a nonwestern language; use external sources plus the elicited data to formulate explanatory hypotheses; test those hypotheses against available data and refine them. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 5406.

**Prerequisites:** LI 401 Principles of Articulatory and Acoustic Phonetics, LI 402 Principles of Phonological Analysis, LI 403b Principles of Grammatical Analysis (b), LI 405 Second Language and Culture Acquisition

**Co-requisite:** LI 407 Field Data Management

**LI 407. Field Data Management.****2 hours**

After completing this course, students will be able to use computational tools for managing and presenting phonological, textual and lexical data collected in linguistic field research. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is AL 5207.

**Prerequisites:** LI 401 Principles of Articulatory and Acoustic Phonetics, LI 402 Principles of Phonological Analysis, LI 403b Principles of Grammatical Analysis (b), LI 405 Second Language and Culture Acquisition

**Co-requisite:** LI 406 Field Methods and Linguistic Analysis

**LI 408. Oral Tradition and Literature.****3 hours**

Upon completion of this course, students will be aware of different genres of oral traditions and their roles in various cultures. Both written and unwritten languages have such traditions, so students will learn to describe their process of transmission, particularly in predominantly oral societies. Students will also learn and identify with oral methods of communication as they tell and collect oral traditions and histories. The basic outcomes of the course therefore focus upon hearing stories, re-telling them in various settings, and recording at least one story digitally. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics. GIAL course number is LD 5357.

**Special Note:** This course is only available to students who meet the following criteria: 1) taking 2 bi-mesters to complete GIAL requirements; 2) transferring from MACU CC 286 Cultural Anthropology; 3) need to take an additional course to meet full-time student status in the first bi-mester.



## Mathematics

### **MA 012. Basic Mathematics.** (CIP: 27.0101)

**Class Hours: 3      Lab Hours: 0      Total Credit Hours: 3**

Basic Math is designed to assist students who have not had adequate mathematical training. The goal of the course is to provide basic skills in numerical operations that are necessary for balancing check books, filing taxes, or keeping accounts. The course prepares students for College Algebra. Credit students only. (Counts toward GPA but does not fulfill degree requirements toward graduation.)

### **MA 151. Mathematics for the Liberal Arts.** (CIP: )

**Class Hours: 3      Lab Hours: 0      Total Credit Hours: 3**

This course teaches students to make applications of algebraic concepts, including functions, graphs, and conversions; applications of two-dimensional, three-dimensional, and coordinate geometry; and applications of a variety of concepts from statistics and probability. Deductive thinking skills are taught through the extensive use of word problems involving these mathematical concepts.

**Prerequisite:** MA 012 or placement or permission of the instructor.

### **MA 161. College Algebra.** (CIP: 27.0102)

**Class Hours: 3      Lab Hours: 0      Total Credit Hours: 3**

College Algebra is designed to help students do practical problem solving using mathematics. It involves solving algebraic equations, plotting graphs, understanding functions, operating with polynomials, and working with roots, logarithms, and exponents.

**Prerequisite:** MA 012 or placement or permission of the instructor.

### **MA 171. Pre-Calculus.**

**Class Hours: 3      Lab Hours: 0      Total Credit Hours: 3**

This course includes operations with polynomials, simplifying rational expressions, solving linear and quadratic equations, solving systems of equations, working with trigonometric functions, using trigonometric identities.

**Prerequisite:** MA 161 or placement or permission of the instructor.

### **MA 181. Calculus I.**

**Class Hours: 3      Lab Hours: 2      Total Credit Hours: 4**

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

**Prerequisite:** MAT 171 or placement or permission of the instructor.

### **MA 213. Introduction to Statistics.** (CIP: )

**Class Hours: 3      Lab Hours: 0      Total Credit Hours: 3**

A study of data analysis and statistical inference. Topics include descriptive statistics, an introduction to probability, continuous and discrete random variables, probability distributions, basic sampling techniques, confidence intervals, hypothesis testing with small and large samples, linear regression and correlation, and an introduction to the analysis of variance.

**Prerequisite:** MA 161 or higher or permission of the instructor.

## Military Science

### **MS 101. Basic Military Science I**

**2 hours**

Study of the mission of the Reserve Officers' Training Corps and an orientation to the organization and roles of the U.S. Army, customs and traditions of the service, leadership, and basic first aid. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC. The student incurs no military service obligation by taking this course.



**MS 102 Basic Military Science II****2 hours**

Study of basic map reading, military correspondence, preventative medicine, and first aid. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC. The student incurs no military service obligation by taking this course.

**MS 201 Applied Leadership and Management I****2 hours**

Study of basic military skills, organization for teamwork, and practical application to develop leadership and management techniques. Instruction emphasizes self-discipline, knowledge of military subjects, and development of military skills. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC. The student incurs no military service obligation by taking this course.

**MS 202 Applied Leadership and Management II****2 hours**

Study of Army leadership doctrine, oral and written communication, basic military skills, and practical application to develop leadership skills. Instruction emphasizes self-discipline and application of military knowledge during realistic practical exercises. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC. The student incurs no military service obligation by taking this course.

**MS 236 Leader's Training Course****4 hours**

4-week summer course conducted at a military installation. Provides training in lieu of the Basic Course and is designed to qualify students for the ROTC Advanced Course. Application for Basic Camp must be made to the Office of Military Science at Elizabeth City State University.

**MS 301 Leadership and Management I****3 hours**

Instruction in military leadership, physical training, military training, and land navigation. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC.

**Prerequisite:** Basic Course or equivalent credit.

**MS 302 Leadership and Management II****3 hours**

Study of infantry small-unit tactics, oral and written communication, advanced military skills, and practical application to develop leadership skills. Instruction emphasizes teamwork, self-discipline, confidence, and application of leadership skills during realistic practical exercises. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC.

**Prerequisite:** Basic Course or equivalent credit.

**MS 303 U.S. Military History****3 hours**

Survey of American military history from 1759 to present. Study of the American attitude toward war, the European influence, civil-military relationships and the impact of technology on operations and tactics. May be taken by non-cadets for elective course credit without military obligations. Offered at Elizabeth City State University, Elizabeth City, NC.

**MS 401 Advanced Leadership and Management I****2 hours**

Study of military training, Army officer professionalism and ethics, and the conduct of unit meetings and conferences to develop leadership and management techniques. Instruction emphasizes the importance of prior preparation and self-confidence during realistic practical exercises. One and one-half hours of Leadership Laboratory per week. Offered at Elizabeth City State University, Elizabeth City, NC.

**Prerequisites:** MS 301,302.

**MS 402 Advanced Leadership and Management II****3 hours**

Leadership and management in the contemporary military environment, including oral communications, the administration of Military Justice, the rules of war, and an orientation to U.S. Army personnel support activities. Improves student's ability to prepare effective staff studies, battle analysis, and briefings. Learn military commanders, strategies, and tactics. Leadership Laboratory periods continue to develop the practical experiences begun in earlier courses. Offered at Elizabeth City State University, Elizabeth City, NC.

**Prerequisite:** MS 401.

**Music****MU 151. Voice.** (CIP: 50.0908)**1 hour**

Individual instruction; objectives set according to student's desire and performance level. Credit students only. May be repeated for credit.

**MU 153. Beginning Piano.** (CIP: 50.0907)**1 hour**

Individual instruction; objectives set according to student's desire and performance level. Credit students only. May be repeated for credit.

**MU 165. Intermediate Piano.** (CIP: 50.0907)**1 hour**

Individual instruction; objectives set according to student's desire and performance level. Credit students only. May be repeated for credit.

**Prerequisite:** Audition. (A student must be able to read and play both staves with ease and accuracy at grade level 2 or above in the James Bastien Musicianship for the Older Beginner series or similar piano course.)

**New Testament** (CIP: 39.0201)**NT 101. New Testament Survey.****3 hours**

An intermediary level survey of the background, contents, and theology of the 27 books of the New Testament. Emphasis is on understanding how the NT is understood in its own context and yet speaks to contemporary situations as Christians.

**Special Note:** This course is limited to students completing the Biblical Studies minor.

**NT 150. Life and Teaching of Jesus.****3 hours**

A study of the person, work, and ideas that Jesus taught His followers as recorded in the Gospels. This course seeks to challenge students to be disciples of Jesus through focusing on His example and teaching about love and interacting with the socially marginalized.

**NT 261. Acts of the Apostles.****3 hours**

The founding and early history of the church, with emphasis upon model conversions and other doctrinal passages.

**NT 270. Life and Teaching of Paul.****3 hours**

An introduction to the letters of the Apostle Paul focusing on the background and key teachings with attention to their theological relevance for the church.

**Prerequisite:** NT 261

**NT 371. Romans.****3 hours**

An exegetical study of the Apostle Paul's letter to the Church at Rome, noting the problems of introduction, the origins of the Roman church, and the epistle's relationship to the gospel proclaimed by Paul.

**Prerequisite:** GB 201.

**NT 372. 1 & 2 Corinthians.****3 hours**

An exegetical study of Paul's letters to Corinth, applying the Corinthian church problems to the present day.

**Prerequisite:** GB 201

**NT 373. Galatians.****1 hour**

An introduction to and exegesis of Paul's letter to the Galatians focusing on Paul's apostolic identity, the relationship between Jews and Gentiles, and Paul's view of the Law.

**Prerequisite:** GB 201

**NT 374. Prison Epistles.****3 hours**

An introduction to and exegesis of Ephesians, Philippians, Colossians, and Philemon, stressing the relationship of these letters to broad themes in Paul's teaching.

**Prerequisite:** GB 201.

**NT 375. 1 & 2 Thessalonians.****2 hours**

Exegesis following background lectures with special attention given to related scriptures on the second coming of Christ.

**Prerequisite:** GB 201.

**NT 376. Pastoral Epistles.****2 hours**

An introduction to and exegesis of 1 Timothy, 2 Timothy, and Titus, focusing on church polity, roles in the church, and Paul's philosophy of ministry.

**Prerequisite:** GB 201.

**NT 381. Epistle to the Hebrews.****3 hours**

An exegetical study of the contents and meaning of the epistle in relation to the student's own personal Christian experience.

**Prerequisite:** GB 201.

**NT 382. James.****1 hour**

A careful study of the problems of introduction and the exegesis of the epistle featuring a practical focus.

**Prerequisite:** GB 201.

**NT 383. Epistles of Peter & John.****2 hours**

Exegesis of the epistles emphasizing practical application and examining useful preaching and teaching themes in these letters.

**Prerequisite:** GB 201.

**NT 384. Book of Revelation.****3 hours**

An introduction to and exegesis of the Book of Revelation.

**Prerequisite:** GB 201.

**NT 452. Matthew.****3 hours**

A survey of the background and distinct theological perspective of Matthew's Gospel followed by exegesis of selected texts.

**Prerequisite:** GB 201.

**NT 453. Mark.****3 hours**

A survey of the background and distinct theological perspective of Mark's Gospel followed by exegesis of selected texts.

**Prerequisite:** GB 201.

**NT 454. Luke.****3 hours**

A survey of the background and distinct theological perspective of Luke's Gospel followed by exegesis of selected texts.

**Prerequisite:** GB 201.

**NT 455. John.****3 hours**

A survey of the background and distinct theological perspective of John's Gospel followed by exegesis of selected texts.

**Prerequisite:** GB 201.

**NT 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

**Old Testament** (CIP: 39.0201)**OT 101. Old Testament Survey.****3 hours**

An intermediary level survey of the background, contents, and theology of the 39 books of the Old Testament. Emphasis on understanding how the OT is understood in its own context and yet speaks to our contemporary situations as Christians.

**Special Note:** This course is limited to students completing the Biblical Studies minor.

**OT 210. Early Hebrew History.****3 hours**

Examines the first five books of the Old Testament for their value as a record of the origin of the universe and all life, the development of civilization, and the birth of the people of Israel, with special emphasis on the mighty acts of God as a source of revelation.

**OT 321. Hebrew History and Literature I.****3 hours**

Traces the sequence and significance of Hebrew history from the conquest of Canaan to the division of the Israelite nation, including a survey of the wisdom and poetic literature of the Hebrew Bible.

**OT 322. Hebrew History and Literature II.****3 hours**

Traces the sequence and significance of Hebrew history from the division of the Israelite nation to the return from Babylonian exile and restoration of the Judean state, including a survey of the historical context and content of each of the literary prophets of the Hebrew Bible.

**OT 423. David Narrative Literature.****3 hours**

This course studies the life of David as treated in 1 Samuel 16:1-2 Samuel 5:5, with parallel biblical sources. In addition to historical concerns, this course applies the principles of studying narrative to the David story, so that students can understand and proclaim the lessons the authors of Scripture intended.

**Prerequisite:** GB 201.

**OT 431. Psalms.****3 hours**

This course surveys the book of Psalms. Introductory matters such as authorship, date and canonicity are treated briefly. Study includes major themes and study of a selection of individual psalms. Emphasizes learning to interpret and apply properly in personal life and sermon/lesson preparation.

**Prerequisite:** GB 201.

**OT 441. Isaiah.****3 hours**

Introduction and content of Isaiah. Attention given to difficult or controversial passages, the place of Isaiah in the New Testament, the coming Messiah, and Isaiah's message to the church today.

**Prerequisite:** GB 201.

**OT 447. Zechariah.****3 hours**

This course is a study of the prophet Zechariah. Special attention is given to the apocalyptic sections of the book with an emphasis on helping students learn to interpret prophetic literature and apply lessons to the church.

**Prerequisite:** GB 201.

**OT 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## Physics

**PY 131. Physical Science.** (CIP: 40.01)**Class Hours: 3****Lab Hours: 2****Total Credit Hours: 4**

An introductory course that explores the fundamental principles of physics, chemistry, and astronomy.

**Prerequisite:** MA 012 or competence.

**PY 151. Physics I.****Class Hours: 3****Lab Hours: 2****Total Credit Hours: 4**

The introduction of a two-semester survey of classical and modern physics, focusing on the motion of solids and fluids as governed by Newton's Law, the conservation laws of energy, momentum, and angular momentum. Other topics include mechanics of solids and fluids, heat, wave motion, electricity, magnetism and modern physics.

**Prerequisite:** MA 161 or equivalent.

**PY 152. Physics II.****Class Hours: 3****Lab Hours: 2****Total Credit Hours: 4**

This course is a continuation of PY 151 and covers the quantum mechanics of simple systems, atoms, and molecules; covering electrostatics, electrical circuits, magnetism, Maxwell's Equations, electromagnetic radiation, light and sound.

**Prerequisite:** PHY 151 with a grade of C- or higher.

**PY 201. Introduction to Earth Science.****Class Hours: 3****Lab Hours: 2****Total Credit Hours: 4**

An introduction to the physical processes that shape the Earth's surface. Internal processes (plate tectonics, volcanism, earthquakes, mountain building) and external processes (weather and climate, weathering, mass wasting, erosion) are investigated so that the pattern of landforms around the world can be better understood. The Earth's structure, materials, and history are also covered.

## Preaching Ministry

 (CIP: 39.0602)

As an institution Mid-Atlantic Christian University endeavors to remain faithful to the principles and practices prescribed and demonstrated in the New Testament. In light of apostolic teaching, inspired by God, the university endeavors to remain consistent with the apostolic tradition and to prepare men for leadership roles including but not limited to preachers and elders. Since we believe these roles to be male-held positions in the Church, courses whose purpose is how to write and deliver sermons will be open to male students only. This particular policy seeks to be based upon our best understanding of what the Bible teaches regarding leadership roles in the Church.

The University maintains that there are no differences of worth or importance to God or to His Church between male and female. Both genders are seen as having key roles in the Church. This policy is in no way intended to portray such a difference, only to be consistent with Scripture regarding roles men and women may fill in the Church. The University believes these principles to be applicable to all generations, regardless of current philosophies. Numerous examples

of women serving faithfully in evangelistic settings and teaching of other women and young people abound in Scripture. However, we believe it is clear that the task of preaching is reserved for men.

**PM 262. Preaching for Growing Churches.**

**1 hour**

An overview of the unique demands and challenges of preaching in a church intent on growing numerically and spiritually. With an emphasis on the application of biblical principles, this course focuses on how to establish a mind-set of growth in the life of the congregation.

**PM 271. Introduction to Preaching.**

**3 hours**

Introduction to the theory and practice of the preparation and delivery of sermons, with emphasis on topical and textual messages.

**Prerequisite:** SC 171.

**Pre or Corequisite:** GB 201.

**PM 273. Narrative Preaching.**

**1 hour**

An overview of the history of 'story-telling' in preaching, principles for preaching from narrative material, and first person preaching.

**PM 274. Preaching on Sensitive Issues.**

**1 hour**

An examination of the unique or special components to be considered when speaking on sensitive issues such as sanctity of life, family and marriage issues, and in response to tragic events.

**Prerequisite:** PM 271.

**PM 275. Preaching for Special Occasions.**

**1 hour**

An overview of principles for preparing and presenting messages for special speaking opportunities including ordination services, dedication services, special days of the year, and non-church speaking engagements.

**PM 276. Thematic and Series Preaching.**

**1 hour**

An exploration of principles and methods for planning sermon series based on topical themes or Bible books.

**PM 277. Connecting With Your Audience.**

**1 hour**

The importance of audience targeting and segmenting in the course of sermon preparation; the transparency of the preacher in preaching.

**PM 278. Use of Media in Preaching.**

**1 hour**

Basic principles for effective use of media in preaching, including but not limited to the use of Power-Point and video. Copyright requirements for use of media.

**PM 371. Introduction to Church Growth.**

**2 hours**

A study of the universal principles for church growth including a study of the biblical principles of church growth, obstacles to growth, and strategizing for growth.

**PM 372. Expository Preaching.**

**3 hours**

Theory and practice of expository preaching through research, organization, delivery, and criticism of expository sermons.

**Prerequisites:** GB 201 and PM 271.

**PM 373. Church Planting.**

**1 hour**

An overview of current trends and methods of church planting. Includes on-site visit to a new church and meetings with the church planting staff.

**Prerequisite:** PM 371.

**PM 374. Small Group Ministry.****1 hour**

An examination of small group dynamics and how small group ministry supports the mission of the church in evangelism and edification.

**Prerequisite:** PM 371.

**PM 375. Introduction to Urban Ministry.****1 hour**

An introduction to the theology and need for urban church ministry. Emphasis on ministry across cultural, racial, and economic lines. Includes on-site visits to urban settings.

**Prerequisite:** PM 371.

**PM 376. Church Growth in the Smaller Church.****1 hour**

Methods and strategies to energize smaller churches for implementing growth principles to build effective ministry.

**Prerequisite:** PM 371.

**PM 377. Outreach Strategies.****1 hour**

Principles for planning an effective outreach strategy for the local church including advertising, marketing, and special events.

**Prerequisite:** PM 371.

**PM 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## Psychology

**PS 101. General Psychology. (CIP: 42.01)****3 hours**

Considers scientific study of human behavior; facility in use of terminology and concepts; emphasis upon personal awareness.

**PS 227. Developmental Psychology. (CIP: 42.2703)****3 hours**

A study of human development throughout the lifespan, with an emphasis on how a knowledge of developmental stages is essential for people in a variety of occupations from education and counseling to health care and other areas of human service.

**Prerequisite:** PS 101.

**PS 312. Social Psychology. (CIP: 42.2707)****3 hours**

Social Psychology is a survey course designed to familiarize students with major theories, concepts, and methods of social psychology. The course will explain how an individual's thoughts, feelings, and behavior are influenced by the presence of other people.

**Prerequisite:** PS 101.

**PS 341. Research and Statistics for Human Services. (CIP: 45.0102)****3 hours**

This course introduces a wide variety of common statistical techniques that are used in research in the fields of education and human services.

**PS 355. Adult Lifespan and Diversity. (CIP: 19.0702)****3 hours**

This course identifies the diverse responsibilities, opportunities, and challenges that adult's face through the lifecycle. Students explore the demographic trends and family systems that impact aging, families, marriage, and culture. Offered alternate years: Spring 2014, 2016

**Prerequisite:** PS 227.



**PS 428. Abnormal Psychology.** (CIP: 42.2810)**3 hours**

Abnormal Psychology is a capstone course for the Counseling and Psychology major. Students will study dysfunctional behaviors by examining the causes, preventions, and treatments.

**Prerequisites:** senior status or permission of instructor.

**Special Note:** Students who are Counseling and Psychology majors may not transfer this course from another institution.

## Sociology

**SO 112. The Family.** (CIP: 19.0704)**3 hours**

The family as a sociological institution; consideration of experiences looking toward marriage and the establishment of a Christian home or the enhancement of one already begun.

## Speech Communication

**SC 171. Fundamentals of Oral Communication.** (CIP: 09.0101)**3 hours**

Basic theory and practice of oral communication, focusing on research, organization, and delivery.

## Sport Management

 (CIP: 31.0504)**SM 201. Introduction to Sport Management.****3 hours**

This course provides information about the administration of athletic, fitness, and wellness facilities, and proper organizational, administrative, supervisory, and leadership procedures will be covered. Topics include, but are not limited to: sport industry segment, intercollegiate athletics, professional sport, fitness, recreation, budgeting, facility management, legal issues, record keeping, insurance, and technology in these settings.

**SM 211. Sport Marketing.****3 hours**

Examines the theoretical and practical implications of marketing in the sports industry by presenting a framework to help explain and organize the strategic marketing process. Offers a growing appreciation on the globalization of sports and an understanding of the ethical issues emerging in sports and their impact on sport marketing decisions.

**SM 311. Sport Administration.****3 hours**

Principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Includes key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

**SM 321. Sport Legal Liability & Risk Management.****3 hours**

Introduction to the legal issues in sport. Study of safety, negligence and liability in sport. Explores how the legal system, principles of legal liability, contract law, and government regulation apply to sport. Designed to help teachers, coaches, facility managers, program directors, etc. develop the knowledge and skills to recognize and eliminate dangerous situations before they become a problem. Students are exposed to many legal concepts impacting sport.

## **Theology** (CIP: 39.0601)

### **TH 201. Biblical Doctrines.**

**3 hours**

The basic teaching of Scripture regarding revelation, God, man, sin, angels, Christ, salvation, the Holy Spirit, and the second coming.

### **TH 253. Theology of Missions.**

**3 hours**

This course develops a biblical theology of world missions by considering what the Bible says about missions from Genesis to Revelation. The unifying theme of the kingdom of God will be used to integrate biblical ideas about God's mission in the world.

### **TH 311. Christian Evidences.**

**3 hours**

Equips the student to demonstrate the reasonableness of his or her faith through an examination of philosophical and historical objections to that faith.

### **TH 312. Science and the Bible.**

**3 hours**

Study of the conflict and harmony between science and Scripture; emphasis upon scientific and Biblical evidence for Creation and the Flood.

### **TH 331. American Denominations and Cults.**

**3 hours**

A study of the history, characteristic beliefs, and practices of the major American denominations and cults in the light of Biblical revelation.

### **TH 421. Ethics.**

**3 hours**

An examination of the Biblical basis for making ethical decisions. Building on the foundation of God's revelation to Moses, the prophets, Jesus, and the apostles, students will apply these teachings to issues ranging from personal moral responsibility; to major social issues facing the world today; and in business/organizational leadership context. Students explore the theological and Biblical foundations that determine the nature of ethical leadership by discerning the ethical foundations evident in the lives of great leaders. Students learn how the person/leader's values and beliefs affect decision-making by identifying key factors involved in ethical decision-making. Finally, students assess and apply the concepts of organizational and social responsibility by looking at real world problems.

### **TH 499. Directed Readings & Research.**

**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

**Prerequisite:** permission of instructor.

## **Worship & Music Ministry** (CIP: 39.0501)

### **WM 251. What is Worship?**

**3 hours**

Examines corporate and private worship in the Bible, the essence of relationship in worship, overcoming barriers that hinder worship, and personally establishing worship as a lifestyle. Emphasis on developing the spiritual character of the leader and members of worship ministry teams; personal intimacy with God.

### **WM 351. Creating Paths to Worship.**

**3 hours**

How to design and plan corporate worship services, relate songs musically and spiritually, discover art, music and other resources helpful to corporate worship; develop different venues to drive home a spiritual theme, practically produce the details of the service; how to evaluate worship services both before and after; how to balance needs of the long-time church member and the new person.

## Finances

Mid-Atlantic Christian University strives to provide an affordable Christian education to those seeking to serve the Lord. Thanks to the generous gifts of individuals and churches the University is able to minimize the student's out-of-pocket costs for tuition.

### Tuition

#### 2017-18 Basic Charges

	Fall	Year
<b>On-Campus School of Undergrad Studies</b>		
Room & Board (minimum)	4,300.00	8,600.00
Tuition for 16 hours @ \$440.00/hr.	<u>7,040.00</u>	<u>14,080.00</u>
	\$11,340.00	\$22,680.00
<b>On-Campus School of Professional Studies</b>		
Room & Board (minimum)	4,300.00	8,600.00
Tuition for 16 hours @ \$400.00/hr.	<u>6,400.00</u>	<u>12,800.00</u>
	\$10,700.00	\$21,400.00

A one-time non-refundable application fee of \$30 must be paid when applying for admission.

### Textbooks and Other Expenses

Students should purchase textbooks prior to the beginning of class. Textbook requirements are listed on the university's online bookstore located on the Mid-Atlantic Christian University website. The cost of books and supplies varies with the number of hours and particular courses for which a student is registered.

Certain courses require extensive supplemental notes. Charges for supplemental notes will be placed on the student bill and distributed by the instructor during the first session of class.

Other expenses will include transportation, entertainment, laundry, clothing, cosmetics, medical and dental expenses, and personal needs.

### Schedule of Tuition and Fees

The current schedule is also available online at: [www.macuniversity.edu](http://www.macuniversity.edu)

#### Course Charges for School of Undergraduate Studies

On-Campus/Online Tuition Fee, per hour.....	440.00
Audit Fee, per hour .....	50.00

#### Course Charges for School of Professional Studies

On-Campus/Online Tuition Fee, per hour.....	400.00
Audit Fee, per hour .....	50.00

#### Room and Board, per semester<sup>a</sup>

	Room	Board	Total
double	2,100.00	16 meal plan 2,200.00	4,300.00
single	2,600.00	16 meal plan 2,200.00	4,800.00

### Private Music Instruction Fees

Piano/Voice Lesson (*in addition to credit hour charge*) ..... 160.00

### Confirmation/Housing Fee

Housing Fee for on-campus students ..... 100.00

(*Refundable for fall semester if requested by June 1*)

(*Refundable for spring semester if requested by January 1*)

Scholarship Confirmation Fee (selected scholarships)..... 250.00

### New Student Fees

University Application (*credit students only*) ..... 30.00

Orientation Charge for on-campus students

Students entering fall semester ..... 175.00

(*Refundable for fall semester if requested by August 1*)

Students entering spring semester ..... 50.00

(*Refundable for spring semester if requested by January 1*)

### Miscellaneous Fees

Drop/Add Fee (*change of schedule – per slip*) ..... 20.00

Financial Aid Application Fee..... 50.00

(*Waived for new students and those completing paperwork by deadlines*)

Graduation Fee ..... 100.00

Late/Deferred Payment ..... 35.00

Late Registration Fee

(*continuing students, 8 or more hours*)..... 100.00

Meal Plan Waiver ..... 100.00

Transcript, request ..... 8.00

Same Day (Rush) ..... 20.00

<sup>a-</sup> The room charge covers only the official days the dorms are open. Any student granted permission to stay in the dorm during university breaks will be charged a daily rate.

The board charge, 16 meals per week, includes breakfast, lunch, and supper, Monday through Friday, and brunch on Saturday.

Meals are not served on Saturday evening or Sundays, and the cafeteria is closed for vacation periods (see official days in previous paragraph). Refunds are not made for meals missed. All students living in the dorms are required to pay the board charge.

## Payment Options

Every student who completes the enrollment process enters into a contract and is indebted for the total semester costs. No student will be considered registered until a payment option has been selected and the required minimum payment has been made.

The University offers three payment options:

1. Full payment option. Payment for each semester is due in full on registration day of that semester. The University accepts payment by cash, check, and credit card. If the student has pre-registered, payment may be made in advance.
2. Deferred payment option. For students unable to make full payment on registration day, the University offers a Deferred Payment Plan. This payment plan carries a \$35.00 processing fee. The Deferred Payment Plan requires:
  - a. Signing of a Promissory Note
  - b. Down payment of 50% of your outstanding balance on registration day. (Outstanding balance equals total charges less verified grants, loans, church support, and scholarships.)
  - c. Payment of remaining balance per the following schedule:

One third in 30 days; One third in 60 days; Balance in 90 days

Students not meeting financial obligations under the above plan will be denied this payment option the following semester.

3. Monthly payment option (through Tuition Management). Tuition Management Systems offers families several Monthly Payment Options to help manage education expenses. The No Interest Monthly Payment Option enables families to spread all or part of annual expenses over 10 equal monthly payments at a cost of \$55.00 annually. There is no interest or other charges. Additionally, low interest unsecured and home equity monthly payment options, federally backed loans and life insurance coverage are available. For information, visit Tuition Management Systems at their web site, [www.afford.com](http://www.afford.com), or call 1-800-722-4867. Or, contact the Mid-Atlantic Christian University Financial Aid Office at 1-866-996-MACU (1-866-996-6228).

## **Delinquent Accounts**

Student accounts must be paid in full before final exam week of each semester.

The University reserves the right to withhold semester examinations, grade reports, and transcripts from any continuing student whose financial obligations have not been met. Grades for the semester in question will be reported as "I" (Incomplete) until their account is cleared.

Students who fail within two weeks of the end of Final Exams to pay the outstanding charges and take the exams will forfeit any examinations being withheld. Such students will be subject to collection and legal fees incurred by Mid-Atlantic Christian University, if such action is deemed necessary.

Likewise, the University will not confer a degree or certificate upon any student who has not paid all debts (including fines) in full.

If a student has registered for the next semester and not met their financial obligations for the prior semester, he or she will be dropped from registration and all financial aid will be removed. The student will be able to re-register once their account is cleared; however, there is no guarantee that the same courses will be available.

## **Transcripts**

All enrolled students are entitled to one transcript per academic year without charge. Beyond that, there is a charge of \$8.00 each. An additional fee of \$20 will be charged for same day rush requests. (See the Academic Policies section for more information).

## **Schedule Change**

Schedule changes initiated by the student through the Office of the Registrar, after the two-week drop/add period, will be charged a change of schedule fee per form and will be charged or credited for the net change in enrolled hours. If the change results in an additional charge to the student's account, then payment arrangements must be made under the Payment Options listed above before the change in enrollment is effective. (See the Academic Policies section of this catalog for additional information.)

## **Withdrawal**

If students find it necessary to change their schedule after the first two weeks of a semester, or if they withdraw or are suspended from the University before the completion of a semester, several procedures must be followed to be eligible for a refund on tuition, room, and board.

**Official University withdrawal.** Procedures for official withdrawal from the University are detailed in the Academic Policies section of this catalog. The date of official withdrawal will be used to determine the amount of the refund. Refunds for students who are asked to withdraw will be completed using the same refund formula as students who withdraw voluntarily. Please refer to the following section on Refunds.

**Unofficial University withdrawal.** Failure to follow official withdrawal procedures will result in refund calculations based on the date the school determines the student ceased attendance.

**Course withdrawal.** There is no tuition refund for withdrawal from courses after the first two weeks (drop/add period) of classes, or its equivalency. No course may be withdrawn from after the tenth week of the semester (or its equivalency).

See additional information in the section titled “Schedule Changes” in the Academic Information section of this catalog.

Failure to complete any of the required procedure may result in forfeiture of applicable funds.

## Refund Policies

**Withdrawal refund and repayment policy.** “Refund” refers to money paid toward school charges that must be returned to the financial aid sources and/or the student. Mid-Atlantic Christian University will calculate all tuition refunds (regardless if the student was a recipient of Title IV funds) based on “The Return of Title IV” regulations (R2T4) by the Department of Education.

Once the appropriate refund amount has been determined, the refund will be allocated in the federally required order. Mid-Atlantic Christian University will distribute or return the funds within the 45-day requirement. Any outstanding balance on the student’s account will be the responsibility of the student.

If other charges and/or fines are applied to the student’s account after a refund is determined, the student will be responsible for those charges and/or fines.

The student may be required to repay a portion of Title IV funds to the Department of Education. If this is the case, the Finance Office will notify the student of the amount.

**Institutional refund policy.** For all students, MACU Foundation Scholarships and Institutional Scholarships will be refunded on the percentage basis used in Federal Aid withdrawal calculations.

**Refund recipients.** If a refund is due to a lender, the Office of Student Accounts will prepare a check to be returned to the lender for the full amount of the refund, indicating which loans should be credited.

If a refund is due to the student, the Office of Student Accounts will inform the student and prepare a check to be returned to the student for the full amount of the refund.

**Refunds for veterans.** For eligible individuals under Department of Veterans Affairs (DVA) subsidy, the school will conform to DVA regulations.

**Refunds for tuition.** Tuition will be refunded on the percentage basis used in Federal Aid withdrawal calculations.

**Refunds for room and board.** Room and board will be refunded on the percentage basis used in Federal Aid Withdrawal calculations.

**Student account overpayment refund policy.** When a student's account has a credit balance the student may fill out a refund request at the Finance Office. No refund will be processed until after the drop/add period in each semester is over.

## Financial Aid

The University is pleased to work with students and their parents in providing financial aid to supplement the financial resources of the family. All requests for assistance should be directed to the Financial Aid Office at the University.

Several different kinds of financial assistance are available through MACU:

- Grants – Awarded on the basis of need; not to be repaid
- Loans – Most are need-based; must be repaid, usually over a long period of time at a low rate of interest
- Employment – Available on and off campus
- Scholarships – Available to those students who meet the requirements

Additionally, students may use other types of financial assistance, such as the GI Bill or Vocational Rehabilitation.

### Steps in the Financial Aid Process

Mid-Atlantic Christian University (MACU) uses only one application and one essay for most financial aid offered at the University, certain scholarships require a separate application. Completing these two items and submitting them to the Financial Aid Office at MACU on or before the February 1 priority filing date will give the student consideration for all financial aid available at MACU.

1. All persons desiring financial aid must submit the Free Application For Federal Student Aid (FAFSA). This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after October 1 for the school year beginning in the fall of that year. Applicants and students should submit the FAFSA no later than February 1 for priority financial aid consideration. Mid-Atlantic Christian University's school code for use on the FAFSA is 014101. Paper forms are available from the Financial Aid Office upon request. Submit the paper FAFSA directly to the University's Financial Aid Office for immediate processing.
2. All students applying for admission to MACU will be asked to submit a short essay (one paragraph to one page in length) as a part of the admission application explaining their career and personal goals and how an education at MACU would help them meet those goals. This essay will be used by the scholarship committee as the MACU scholarship application. This essay must be submitted by February 1 for the fall semester and by November 1 for the spring semester for priority financial aid consideration. Students applying for Presidential 252, Luke 252, and Christian Character Leadership scholarships have separate applications which may be found on the university website.
3. In some cases, the Financial Aid Office is required by the federal government to verify information the student supplied on the student's FAFSA. If this is necessary, the Financial Aid Office will contact the student by the email address listed on the FAFSA to obtain the documents needed to complete the financial aid file.
4. Once all items have been received, the University's Financial Aid Office will design a financial aid package that best suits the student's needs. The personal financial aid package will be emailed to the student in the form of an award letter/package. To indicate acceptance of the award, the student must sign the award letter and return it to the Mid-Atlantic Christian University Financial Aid Office. A hard copy of the financial aid package is available upon request.



5. All students applying for financial aid must have an official copy of their final high school transcript or its equivalent on file with the University (and college transcripts if applicable). The Financial Aid Office will review these transcripts before allowing financial aid to be applied to a student's account after the drop/add period is over.

## Grants

(Gifts which do not have to be repaid)

**NC Need Based Scholarship.** A student must be a North Carolina state resident, be federal PELL eligible (EFC: 0-15,000), and be enrolled for at least 9 credit hours each semester to receive this state scholarship. Rates published for 2017-2018 have amounts designated for students taking 9, 12, and 15 hours, (students in SPS have a reduced eligibility amount). The student's state residency will be verified by NCSEAA (the application can be found at [ncresidency.org](http://ncresidency.org)). The amount of the grant is determined yearly by the NC State government and applied directly to the student's account each semester. **Dual-enrollment with any other college will require a financial aid consortium agreement to be completed and on file in the student's financial aid file before the scholarship is awarded, if applicable.**

**Federal Pell Grant.** The University participates in the Pell Grant Program. Applicants and students pursuing a degree or certificate are eligible to apply for this grant. A Free Application for Federal Student Aid (FAFSA) must be submitted to apply for this grant. The amount of the grant is determined by the student's need for such financial assistance as established by the U.S. Department of Education from the answers submitted on the FAFSA. The amount of award for students holding less than a full-time status will be prorated accordingly. Once Pell Grant monies have been received, the University credits the student's account.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** Another grant program Mid-Atlantic Christian University participates in is the FSEOG Program. Each year the Department of Education allots each approved school a set amount of money for this program. Awards are made based on the need of the individual. Individuals must complete a Free Application for Federal Student Aid (FAFSA) to be considered for this grant. Students with the greatest need are given first priority in receiving these funds on a first come, first serve basis according to the FAFSA processed date. Once FSEOG monies have been received, the University credits the student's account.

**MACU Need-Based Grants.** Each year the Board of Trustees of the University designates money from the general fund to be used as grants to students in need. Individuals must complete a Free Application for Federal Student Aid (FAFSA) to be considered for this grant. The amount of money awarded varies from year to year. The University credits the student's account each semester with one-half of the verified annual award. These funds are awarded on a first come, first serve basis until the funds are depleted.

## Loans

(Funds which must be repaid)

The University participates in the Federal Direct Loan Program (DL). The program offers the Stafford Loan to eligible students and the PLUS Loan to eligible parents.

**Stafford Loan.** Eligible students may apply for subsidized or unsubsidized Stafford Loans. These low-interest loans are insured by the federal government. Students must first complete the Free Application for Federal Student Aid (FAFSA) to determine loan eligibility. While receiving the loan, students must be enrolled at half-time status or more (6 or more hours) and must remain in good standing. Once approved, the lending agency will deduct an origination fee from the loan amount and deliver one-half of the remaining amount to the University each semester. Upon receipt of these funds, the student's account will be credited. A loan entrance counseling session and Master Promissory Note (MPN) must be completed online at [www.studentloans.gov](http://www.studentloans.gov) before the loan(s) can be processed by the MACU Financial Aid Office.

**PLUS Loan.** The PLUS Loan is offered to the parents of students who may need additional funds to finance their child's education. While receiving the loan, students must be enrolled at half-time status or more (6 or more hours) and must remain in good standing. Once approved, the lending agency will deduct an origination fee from the loan amount and deliver one-half of the remaining amount to the University each semester. Upon receipt of these funds, the student's account will be credited. A loan application PLUS Master Promissory Note (PLUS MPN) must be completed online [www.studentloans.gov](http://www.studentloans.gov). Then the school certification form will be sent to the parent by the financial aid office for return before the loan can be processed and disbursed.

## Student Employment

The Financial Aid Office together with the Finance Office can advise students on several types of employment opportunities within the MACU community.

**Church employment.** Many churches within commuting distance use the services of college students in various kinds of ministry. Interested students should address their inquiries to the Vice President for Student Services.

**On-campus employment.** Opportunity for on-campus employment exists, and every attempt is made to provide such jobs to students who desire to work. The students are paid an hourly wage.

Students must complete a FAFSA and an MACU Application for Student Employment to work on campus. Applications can be obtained from the Finance Office and should be completed as early as possible.

MACU participates in the Federal Work-Study (FWS) program. In this program, MACU agrees to make employment reasonably available, to the extent of available funds, to all eligible students. In most cases, such employment will be on-campus; however, some off-campus employment positions may be included in the program.

**Off-campus employment.** While there is no substitute for personal job solicitation by the student, the Vice President for Student Services will assist Mid-Atlantic Christian University students in obtaining employment in the area. However, first-semester freshmen are discouraged from working off-campus.

## Scholarships

(Awards for recognition of achievement or need)

**Students in the School of Professional Studies are not eligible for Institutional Scholarships.**

All applicants and students wishing to be considered for scholarships for the following school year must submit the Mid-Atlantic Christian University Admission Essay and a FAFSA no later than February 1. While funds may be available after this date, students are encouraged to observe the February 1 priority filing date. Funds are limited and will be distributed on a first come first served basis after February 1.

Some scholarships may not be used in conjunction with other scholarships and awards. Each scholarship has its own stipulations and restrictions. Failure to meet these conditions may result in forfeiture of the scholarship.

Disbursements are normally divided equally between the two semesters. Students will receive the higher of all awarded institutional scholarships (no stacking of these scholarships will be allowed). For complete details, contact the MACU Financial Aid Office, or visit the financial aid section located in the online MACU catalog.

*Alumni Dependent Scholarships.* Awarded to children of alumni (defined as anyone who has passed one or more courses for college credit) from MACU, RBC or Eastern Christian College.

*Bible Bowl Scholarships.* Awards for Bible Bowl participants and tournament winners.

*Christian Character and Leadership Scholarships.* Awarded to two students per each high school per year. Students self-identify scholarship interest and high school counselors make final recommendations. Student must exhibit outstanding character and leadership. A separate application is available on the MACU website and is due on April 1<sup>st</sup>.

*Graduate/Admission Counselor Scholarships.* Awarded on the recommendation of an alumni or MACU admission counselor. Student must be full accept, take 15 credit hours per semester and maintain a minimum 2.5 term or cumulative GPA.

*International Scholarships.* Awards for students from other countries who meet specific criteria.

*International Missionary Scholarships.* Awards for immediate family members (dependents) of a United States family serving in an international setting who meet specific criteria.

*Merit-Based Scholarships.* A limited number of awards for students who demonstrate academic excellence. Application must be made by March 1<sup>st</sup> – see complete details in the financial aid section of the online MACU catalog.

*Need-Based Scholarships.* Awards made on the basis of financial need, in varying scholarship amounts.

*Mid-Atlantic Christian University Foundation Scholarships.* Annual awards from Mid-Atlantic Christian University's scholarship endowment, with varying eligibility criteria. An application is made available to enrolled SUS students in February with an application deadline of March 1<sup>st</sup>.

*Presidential 2:52 and Luke 2:52 Scholarships.* A limited number of full tuition and half tuition scholarships. Must apply by April 1<sup>st</sup> – see complete details in the financial aid section of the online MACU catalog. A separate application is available on the MACU website.

*State/National Christian Convention Scholarships.* Awards for winners of state and national Christian convention contests in preaching, music, and public speaking.

*Senior Adult Scholarships.* All students 55 and older will receive a scholarship equivalent to 40% of total tuition costs when payment in full is made on registration day.

*Spouse Scholarships.* For students married prior to their first enrollment at MACU; one spouse is awarded free tuition up to the one half the number of hours his/her full-time spouse is paying.

## Other Financial Assistance

**GI Bill.** Active duty military personnel, members of the reserve, members of the National Guard, veterans and children of deceased or disabled veterans may be eligible to receive monthly payments. Descriptions of these benefits may be found at the Department of Veteran Affairs website: [www.gibill.va.gov](http://www.gibill.va.gov). Application should be made at a local Veterans Administration office as soon as the student receives his letter of acceptance from the University. The MACU Registrar will send an Enrollment Certification to the VA office after the first day of classes.

If the student is eligible for VA benefits, it will be a minimum of six weeks before the arrival of the first check. The student is still responsible for the entire amount of his school bill.

**Vocational Rehabilitation.** Students with a physical disability may obtain grants-in-aid through the Division of Vocational Rehabilitation. Information must be obtained from the Director of Vocational Rehabilitation in the student's home area.

## Federal Financial Aid and Satisfactory Academic Progress

Federal regulations require the University to establish and apply reasonable Standards of Satisfactory Academic Progress for students receiving Title IV funds (Pell Grant, FSEOG Grant, Federal Work-Study, and all Federal loans). Mid-Atlantic Christian University students receiving Federal Financial Aid must make satisfactory academic progress toward a degree or certificate as set forth in this policy. Satisfactory academic progress includes both quantitative and qualitative standards.

**Quantitative standard - PACE.** The minimum number of hours a student must successfully complete (pass/earn) each semester is 75% of the credit hours attempted each semester.

The following grades are used in computing the percentage of course work completed: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and W. A grade of I (Incomplete) will impact the quantitative standard of satisfactory academic progress and should be completed as soon as possible. Course repeats can affect the quantitative standard. Basic Studies work will not affect the quantitative standard. All withdrawals will impact the student's pace (course completion ratio per semester - meaning the required minimum 75% completion rate to maintain federal aid eligibility).

**Qualitative standard.** Each full and part-time student must achieve the following minimum cumulative GPA:

At the end of the first semester	1.75
second semester (and all remaining semesters of program enrollment)	2.00

The following grades are used in computing a cumulative GPA: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Course repeats could impact the GPA. Withdrawals during the Drop/Add period, grade of W, and Basic Studies work will not impact the cumulative GPA, but will impact the student's pace (course completion ratio per semester).

For transfer students, both hours transferred into the student's program of study at Mid-Atlantic Christian University and the hours taken at MACU will be used to determine satisfactory academic progress for financial aid purposes. Any transfer student admitted on academic probation will automatically be placed on Financial Aid Warning.

**Financial Aid Warning and Ineligibility.** Students who do not meet the quantitative and/or qualitative standard have one semester financial aid warning in which they may receive financial aid. Transfer students admitted on academic probation will automatically be placed on Financial Aid Warning. During the semester of warning, they must regain the above standards to continue receiving federal financial aid. If they regain these standards, then they will be in "good standing" and their federal financial aid eligibility will continue. If, after a semester on financial aid warning a student does not regain these standards, federal financial aid will no longer be available (student becomes ineligible for federal financial aid). (See Reinstatement Policy below.)

**Appeal process.** Satisfactory progress requirements outlined above may be waived based on extenuating circumstances that might affect the student's performance, such as illness, injury to student, or death in the family. Any student who feels there are extenuating circumstances prevailing in his case may file an appeal for an exception by making a written request to the MACU Financial Aid Office. The appeal request must be submitted 30 days prior to the student's possible return to the university. Documents showing the student's extenuating circumstances must be included with the written appeal request. Such documentation may include, but is not limited to, such items as doctor's notes, medical records, third party letter/s explaining details, etc. Financial Aid Administrator will bring the appeal before the Appeals Committee to make a decision on the student's case within seven (7) days. At the committee's discretion, a waiver may be granted to the student to maintain his or her financial aid eligibility. The appeal decision will be given to the student in writing within seven (7) days of the date the determination is made. If the waiver is granted, the student will be placed on Financial Aid Probation for one semester. If at the end of this probation semester the student meets both quantitative and qualitative requirements, the student will regain federal financial aid eligibility and be back in "good standing." If the student fails to meet both requirements, the student will become ineligible for federal financial aid and forfeit all future federal financial aid.

**Reinstatement policy.** If a student who is ineligible for financial aid due to the reasons listed above, completes a semester and is once again in compliance with the above qualitative and quantitative standards, the student is eligible to apply for financial aid reinstatement. The student should submit a written request for reinstatement and a FAFSA to the MACU Financial Aid Office.

**Completion limits.** Students must complete their certificate or degree programs within the following number of semesters:

	<i>Full-time</i>	<i>Part-time</i>
Bachelor of Arts or Science	12 semesters	24 semesters
Associate Degree	6 semesters	12 semesters
Family Life Education Certificate	5 semesters	10 semesters

When a student has received aid for the maximum number of semesters for his program, he will not receive federal financial aid for any subsequent semesters.

According to new guidelines a student is ineligible for financial aid when it becomes mathematically impossible for him to complete his program within 150% of its length as an undergraduate program. An appeal could be possible in certain situations, please see the financial aid office for more information.

# Directory

## Board of Trustees

Roger A. Brady, 2012* General USAF (Ret.); speaker, author, teacher	Raleigh, NC 2018•
Richard A. Clark, 2014* Vice President of External Relations / Chief Advancement Officer, Johnson University	Knoxville, TN 2017•
Wyett H. Colclasure II, 2005*, Secretary Senior Associate, Booz Allen Hamilton (Ret.)	Salem, IL 2019•
Larry D. Cooper, D.V.M., 2009* Veterinarian, Pasquotank Animal Hospital	Elizabeth City, NC 2018•
Katherine L. Croft, 2015* Alumni Association Past President; Organizational Development Analyst for the City of Greensboro, NC	Greensboro, NC 2018•
Royce E. Everette, Jr., 2012*, Vice Chairman President, Time Investment Corporation	Greenville, NC 2018•
Darrell L. Hairston, 2017* Senior Minister, Washington Shores Church of Christ	Orlando, FL 2020•
Spenser M. Haskett, 2015* Associate Minister, Avalon Church of Christ; Alumni Association President-Elect	Portsmouth, VA 2018•
Gregory D. Hand, 1997*, Chairman Senior Minister, Pleasant Hill Christian Church	Gasburg, VA 2019•
Dave Hileman, 2013*, Assistant Secretary Associate Director, Waypoint Church Partners	Raleigh, NC 2019•
Gene M. Langley, 1990* LUTCF, Senior Account Agent, Allstate Insurance Company (Ret.); Stateside Field Rep Ezekiel Fish	Chesapeake, VA 2017•
John W. Maurice, 2017* Interim President, Mid-Atlantic Christian University	Elizabeth City, NC
William C. McCracken, 1997* Detective Sergeant, Richmond Police Department (Ret.)	Chester, VA 2019•
Dave Milam, 2011* Design Strategist, Visioneering Studios	Keller, TX 2017•
David B. Presley, D.Min., 2016* Quality Analyst for Citi, Gary, TN	Churchill, TN 2019•
Michael S. Prior, J.D., 2015* President, Financial Planning Ministry	Anaheim, CA 2018•
Daryl Reed, 2016* Senior Minister, DC Regional Church of Christ	Silver Springs, MD 2019•
Jonita D. Shoaff, 2012* Harford Community College – Program Coordinator at the W.A.G.E.	Bel Air, MD 2018•
W. Keith Tankard, 1992* Financial Consultant and Owner, Coastal Financial Services	Bath, NC 2018•

J. Whitney Wallingford, J.D., 2015\* .....Lexington, KY  
 Founder and Attorney, Wallingford Law 2018•

Steve Wiley, 2016\* .....Chesapeake, VA  
 Regional Director, Transgroup Global Logistics 2019•

Robert W. Yancy, 2016\* .....Maidens, VA  
 Alumni Association President; Lead Pastor, Velocity Christian Church 2019•

Legal Counsel: John D. Leidy, J.D., .....Elizabeth City, NC

[\*Began as trustee, •Present term expires]

*Emeriti:*

Benjamin H. Allen, 1985-2015  
 James A. Bennett, 1985-2011  
 Ralph K. Bennett, 1977-2002  
 George W. BonDurant, 1948-1986  
 Hilton O. Chesson, 1962-1990  
 C. Meredith Fisher, 1962-1979  
 William A. Griffin, 1986-2006  
 John H. Hufton, 1982-1990  
 Henry Clay Owney, 1958-2004  
 Charles G. Presley, 1977-2005  
 Harry W. Pritchett, 1950-1979  
 David E. Rhodes, 1959-1989  
 Marvin E. Rose, 1962-1999  
 Redden H. Shavender, 1950-1976  
 Kenneth C. Swain, 1958-1989  
 Harold C. Turner, Sr., 1948-1985  
 Rebecca T. West, 1989-2009  
 Pattie A. Wilkinson, 1950-1960  
 Guy Woolard, 1967-1992



## Administration and Staff

### President's Office

John W. Maurice, Interim President

Melissa I. Lewis, President's Secretary



### Academic Affairs

Kevin W. Larsen, Ph.D., Vice President for Academic Affairs

Yolanda K. Teske, Registrar

Nancy E. Duffer, Administrative Assistant to the VPAA

Michelle R. Searce, Administrative Assistant to the Registrar



### Finance

Carol M. Stuart, Vice President for Finance

Jenny E. Rowland, Financial Aid Administrator

Cheryl D. Lindsley, Receptionist



### Institutional Advancement

John W. Maurice, Vice President for Institutional Advancement

Nicole A. Sershen, Secretary



### Student Services

Kendall S. Greene, Ed.D., Vice President for Student Services

Daniel C. Smith, Enrollment Director

## **Admissions**

Garrett D. Lewis, Admissions Counselor  
Brittany N. Meinsen, Admissions Counselor  
Martin J. Riley, Assistant Enrollment Director

## **Athletics**

Andrew Meneely, Athletic Director  
Allen Harris, Men's Basketball Coach  
Ascencion Gomez, Men's Soccer Coach  
Kellie Kessler, Women's Volleyball Coach  
Charles M. Troxell III, Women's Basketball Coach  
Kendall Williams, Golf Coach

## **Distance Education**

Patrik Skultety, Instructional Designer and LMS Administrator

## **Institutional Research and Effectiveness**

Kevin W. Larsen, Director

## **Library**

Kenneth D. Gunselman, Associate Librarian and Library Director  
Alice K. Andrews, Library Director's Assistant; Technical Services and Acquisitions

## **Student Life**

Andrew A. Bromm, Student Life Director  
Donald W. McKinney, Counselor  
Tina K. Pharr, Counselor  
Kaylin S. Shields, Residence Hall Director PAP  
Lisa B. Williams, Residence Hall Director HCT

## **Services**

## **Facilities**

Richard J. Lindsley, Maintenance  
Susan W. Outlaw, Housekeeping Supervisor

## Faculty

### *Full-Time Faculty*



**Claudio Da Fonseca Divino**, Associate Professor of Cross-Cultural Ministry and Chair of Christian Ministry (2014). Seminário Teológico Evangélico do Brasil; B.Th., Faculdade Batista Teológica de São Paulo; M.Div. and D.Min., Emmanuel Christian Seminary; additional graduate studies from Hope International University.



**Lee M. Fields**, Professor of Bible and Chair of Biblical Studies (1997). B.S.E. (Secondary) Physical Science, Emporia State University; M.Div. in New Testament, Cincinnati Christian University; M.Ph. in Hebraic and Cognate Studies and Ph.D. in Hebraic and Cognate Studies with concentration in Judaic Studies in the Greco-Roman Period, Hebrew Union College-Jewish Institute of Religion.



**Ascencion "A.G." Gomez**, Associate Professor of Management (2015). B.S. in Aviation Management, Southern Illinois University; M.A. in Management and M.A. in Health Service Management, Webster University; D.S.L. in Coaching, Regent University; additional graduate studies from Norfolk State University.



**Kendall S. Greene**, Professor of Family Ministry (2006). B.S. in Bible, Cincinnati Christian University; Teaching Certificate (English), College of Mount Saint Joseph; M.Min., Kentucky Christian University; M.Ed. Milligan College; Ed.D. in Leadership, Saint Mary's University. Certified Family Life Educator – National Council on Family Relations.



**Kenneth D. Gunselman**, Associate Librarian and Library Director (2013). B.A. in Communication Arts, Oral Roberts University; M.S. in Education, Indiana University; M.S. in Library Science, The University of North Texas.



**Cheryl A. Luton**, Associate Professor of Elementary Education and Director of Teacher Education (2013). B.S. in Elementary Education, Towson University; M.Ed. in Elementary Education, Elizabeth City State University; Ph.D. in Education, Capella University.



**Donald W. McKinney**, Associate Professor of Counseling, College Counselor, and Chair of Marketplace Ministry (2000). B.S., Western Illinois University; M.A. in Counseling and Guidance, Wright State University. Certified Family Life Educator – National Council on Family Relations.



**Abigail R. Mirau**, Assistant Professor of English Composition, (2015). B.S. in General Ministry and Biblical & Theological Studies, Crossroads College; M.A. in English and Creative Writing, Southern New Hampshire University.



**Patrik Skultety**, Assistant Professor of Management and LMS Administrator & Instructional Designer (2014). Bachelors in Applied Biology, M.B.A. in Business Management, Ph.D. in Environmental Management, Slovak University of Agriculture in Nitra.



**Katherine R. Smith**, Instructor of English Composition and Director of Learning Enhancement Services (2012). B.S. in Nursing, Biola University; graduate course work in English and Creative Writing, Southern New Hampshire University.



**Robert W. Smith**, Professor of Bible and History and Chair of Arts and Sciences (2003). B.A. in Bible and Missions, M.A. in Ancient Near Eastern Studies, and M.Div. in Theology and Apologetics, Cincinnati Christian University; M.A. in Ancient History and Ph.D. in Ancient History with supplementary fields in Medieval European, Modern American and African History, Miami University.



**Gerald R. Woodworth**, Assistant Professor of Biology (2017). B.S. in Biology, Bryan College; M.S. in Environmental Science, University of Tennessee at Chattanooga; Ph.D. in Environmental Science, University of Virginia.



**Ronnie J. Woolard**, Professor of Bible (1974). B.A. in Bible, Mid-Atlantic Christian University; M.A. in Old Testament, Lincoln Christian University; M.Div. in Theology, Cincinnati Christian University.

## ***Faculty Emeritus***



**S. Elizabeth BonDurant**, Professor of Music Emerita (1963). B.A. in Bible, Mid-Atlantic Christian University; M.A. in Bible, Abilene Christian University; M.C.M. in Voice, Southern Baptist Theological Seminary.

## ***Adjunct Faculty***

**Bobby K. Adams**, Physical Science (2013). B.S. in Chemistry, Longwood University; M.S. in Chemistry, West Virginia University; additional graduate hours in physics from Montana State University and University of North Carolina at Greensboro.

**A. Eugene Andrews, Jr.**, Ministry (1989). B.A. in Bible, Mid-Atlantic Christian University; M.Min. in Preaching and M.Div. in Practical Studies, Cincinnati Christian University; D.Min., Liberty Baptist Theological Seminary.

**R. Bane Angles**, Ministry (2013). B.A. in Practical Ministries, Bluefield College of Evangelism; M.A. in Practical Ministry and M.Div. in Leadership, Cincinnati Christian University; D.Min., Ashland Theological Seminary.

**Michael G. Anglin**, New Testament (1995). B.S. in Industrial and Systems Engineering, The Georgia Institute of Technology; M.A. in New Testament Preaching and Exposition, Johnson University; graduate studies in mathematics, Old Dominion University, University of Iowa, University of Virginia, Norfolk State University.

**Corey N. Auen**, History (2013). A.A. in Biblical Studies, B.A. Biblical Studies and Worship Ministry, M.A. Biblical Studies: Cultural Settings, and M.Div. in Church History, Cincinnati Christian University; additional graduate hours in Worship from Robert E. Webber Institute for Worship Studies.

**Kimberly A. Bracey**, Math (2014). B.S. in Business Administration, M.N.S. (Mathematics), Southeast Missouri State University.

**Mary-Lynn Chambers**, English (2015). B.A. in Sociology, University of Western Ontario; M.A. in English, concentration in Technical and Professional Communication; Ph.D. in Rhetoric, Writing, and Professional Communication; Certificate in Multicultural/Transnational Literature, Eastern Carolina University.

**George H. Cox**, Education (2016). B.S. in Science Education with a concentration in Chemistry and M.A. in Education (Science Education), East Carolina University; Ed.D. in Curriculum and Instruction, Liberty University (ABD).

**Evan S. Fiedler**, Biology (2013). B.S. in Biology, Virginia Polytechnic Institute and State University; D. C., Sherman Chiropractic College; M.Ed. in Education Administration, Grand Canyon University; M.S. in Biological Sciences, Clemson University.

**Rob P. Fleenor**, Old Testament (2014). B.B.L. in New Testament and B.Th., Ozark Christian College; M.A.R. in Bible (Old Testament), Cincinnati Christian University; Ph.D. in Old Testament, Asbury Theological Seminary (ABD).

**Peggy T. Gomez**, Math (2017). Associate in Science (Education), Tidewater Community College; B.A. in Elementary Education, Virginia Wesleyan College; M.S. in Education, Old Dominion University; additional graduate hours in Math from Norfolk State University.

**Shelley R. Greene**, Education (2010). B.S. in Health Care Administration, Milligan College; M.A.T. in Elementary Education, Liberty University.

**Allan B. Harris, Sr.**, Special Education (2016). B.A. in Human Services/Social Work, Siena Heights University; M.Ed. in General Education / Special Education Endorsement and Ed.S. in Curriculum and Instruction, Cambridge College.

**David S. King**, Counseling (2012). B.B.A in Management, The College of William and Mary; M.A. in Community Counseling, Regent University; Ph.D. in Psychology, Capella University. Licensed Professional Counselor Supervisor (LPCS), State of North Carolina.

**Kevin W. Larsen**, New Testament. Vice President for Academic Affairs and Director of Institutional Research and Effectiveness (2005). B.A. in Pastoral Ministry, Nebraska Christian College; M.A. in Biblical Studies and M.Div., Cincinnati Christian University; graduate studies in Church History at Westminster Theological Seminary; Ph.D. in Biblical Studies, The Catholic University of America.

**Melissa I. Lewis**, Oral Communication. President's Secretary (1972). B.A. in Bible, Mid-Atlantic Christian University; M.A. in Communications, Stephen F. Austin State University.

**Curtis J. McGinnis**, Ministry (2013). A.A. and B.A. in General Studies and Biblical Studies & Theology, Crossroads College; M.A. in Practical Ministry and M.Div., Cincinnati Christian University; D.Min. in Church Leadership (Organizational Systems), Bethel University.

**R. Russell Mack**, Old Testament. (2013). B.A. in Theology, Baptist Bible College; M.A. in Old Testament Literature, Alliance Theological Seminary; M.Ph. in Hebrew Bible and Cognate Studies and Ph.D. in Hebrew Bible and Cognate Studies, Hebrew Union College-Jewish Institute of Religion.

**Richard J. Meister**, Linguistics (2012). B.A. in Applied Linguistics and Biblical Studies, Mid-Atlantic Christian University; Undergraduate Certificate in Applied Linguistics and M.A. in Applied Linguistics, Graduate Institute of Applied Linguistics.

**James L. Owens**, Biology (2017). B.S. in Zoology, Elizabeth City State University; M.D., East Carolina University School of Medicine. Board Certified American Academy of Family Medicine.

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**D. Clay Perkins**, Leadership (2006). B.A. and B.Th., Atlanta Christian College; M.Min. and M.Div., Cincinnati Christian University; Certificate of Advanced Graduate Studies and Ph.D., Organizational Leadership, Regent University.

**Sandra S. Perkins**, Piano (2008). B.S. in Music & Secretarial Science, Atlanta Christian College.

**Tina K. Pharr**, Counseling (2016). B.A. in Psychology, University of South Alabama; M.A. in Religious Studies with concentration in Marriage and Family Counseling, University of Mobile. Licensed Professional Counselor (LPC), State of North Carolina. Licensed Mental Health Counselor (LMHC), State of Florida. Additional Graduate work in Counseling from Capella University.

**Robert B. Reese**, Cross-Cultural Ministry (2008). B.S. in Mathematics, Harding University; M.S. in Mathematics, Northwestern University; M.A. in Missiology, Fuller Theological Seminary; Ph.D. in Missions, Mid-America Baptist Theological Seminary.



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**Lisa M. Renz**, Business Administration (2015). B.A. in Business Administration (Management), M.B.A., Saint Leo University; Ph.D. in Organizational Leadership, Regent University.

**Matthew K. Rice**, Business Law (2016). B.S. in Administration of Justice, Liberty University; J.D., Regent University.

**Eddy F. Sanders**, Biblical Studies (2013). B.A. in Biblical Studies, Point University; M.A. in Old Testament, M.Div. in General Bible, Lincoln Christian University; D.Min. in Preaching the Literary Forms of the Bible, Biola University – Talbot School of Theology.

**Joshua D. Sawyer**, Math (2014). B.S.P.H. in Biostatistics, University of North Carolina: Chapel Hill; M.A. (Education/Curriculum and Instruction), University of Phoenix.

**Helen M. Scott**, TESOL (2016). B.S. in Bible and Theology, Mid-Atlantic Christian University; M.A. in TESOL, Lincoln Christian University; Undergraduate Certificate Applied Linguistics, Graduate Institute of Applied Linguistics.

**Zuzana Skultetyova**, Accounting (2015). Masters, Ing. in Economics (Accounting and Audit), Slovak University of Agriculture in Nitra. Additional course work at College of the Albemarle in business administration.

**Robert B. Spruill**, Biblical Studies (2014). B.A. in Bible, Mid-Atlantic Christian University; M.A. in Biblical Studies, concentration in Christian Doctrine and History, Regent University.

**Matthew A. Stead**, Biblical Studies (2014). B.S. in Business Administration, West Virginia University; B.A. in Biblical Languages, Ohio Valley College; M.Div. in Greek New Testament, Abilene Christian University; Th.M. in New Testament, Westminster Theological Seminary; D.Min. in Spiritual Formation, Azusa Pacific University.

**Carol M. Stuart**, Computer Science. Vice President for Finance (1988). B.S. in Bible, Mid-Atlantic Christian University; M.A. in Management, Regent University; graduate studies in computer science, Portland State University, Old Dominion University, Nova Southeastern University.

**Debra E. Touhey**, Finance (2017). B.B.A. in Finance, Florida International University; M.S. in Accountancy, University of Phoenix; M.A. in Management and Leadership, Liberty University; D.B.A. in Financial Management, Northcentral University.

**Barbara Ann Bullis Williams**, Elementary Education (2011). B.A. in English and Elementary Education, Milligan College; M.Ed. in Reading Education K-12, George Mason University; Ed.D. in Educational Leadership (Curriculum and Instruction), East Carolina University.

**Teri P. Woolard**, Counseling (2014). B.S. in Biblical Studies, Mid-Atlantic Christian University; M.A. in Clinical Mental Health Counseling, Regent University.



## Contact Information

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Facsimile: 252.334.2071

Admissions  
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Toll-Free: 866-996-MACU (6228)  
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For information concerning: Contact

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Recruitment Director of Enrollment  
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Library matters Director of Library Services  
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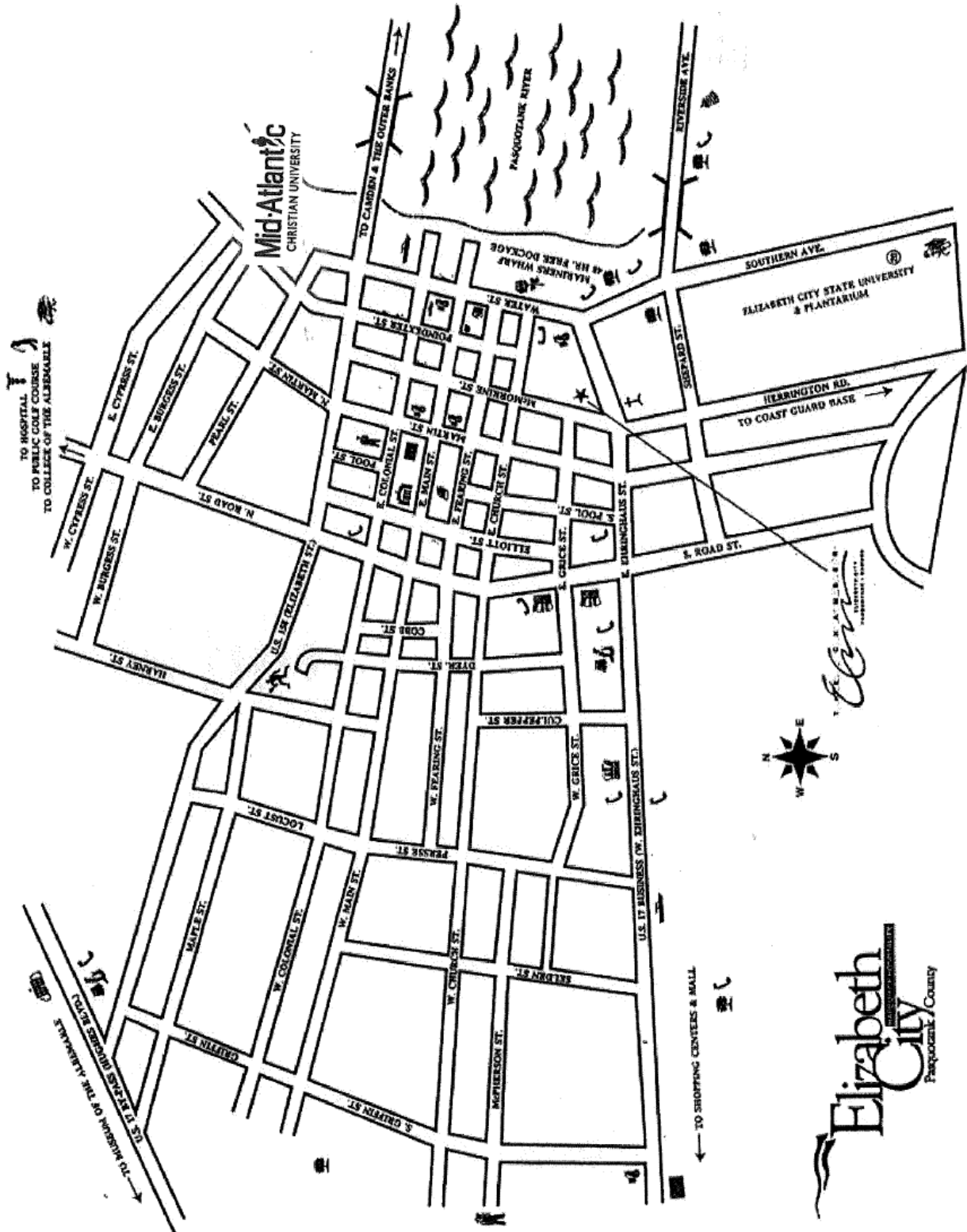
Gifts, estate planning Vice President/Institutional Advancement  
252.334.2034, [john.maurice@macuniversity.edu](mailto:john.maurice@macuniversity.edu)

## Visitor Information

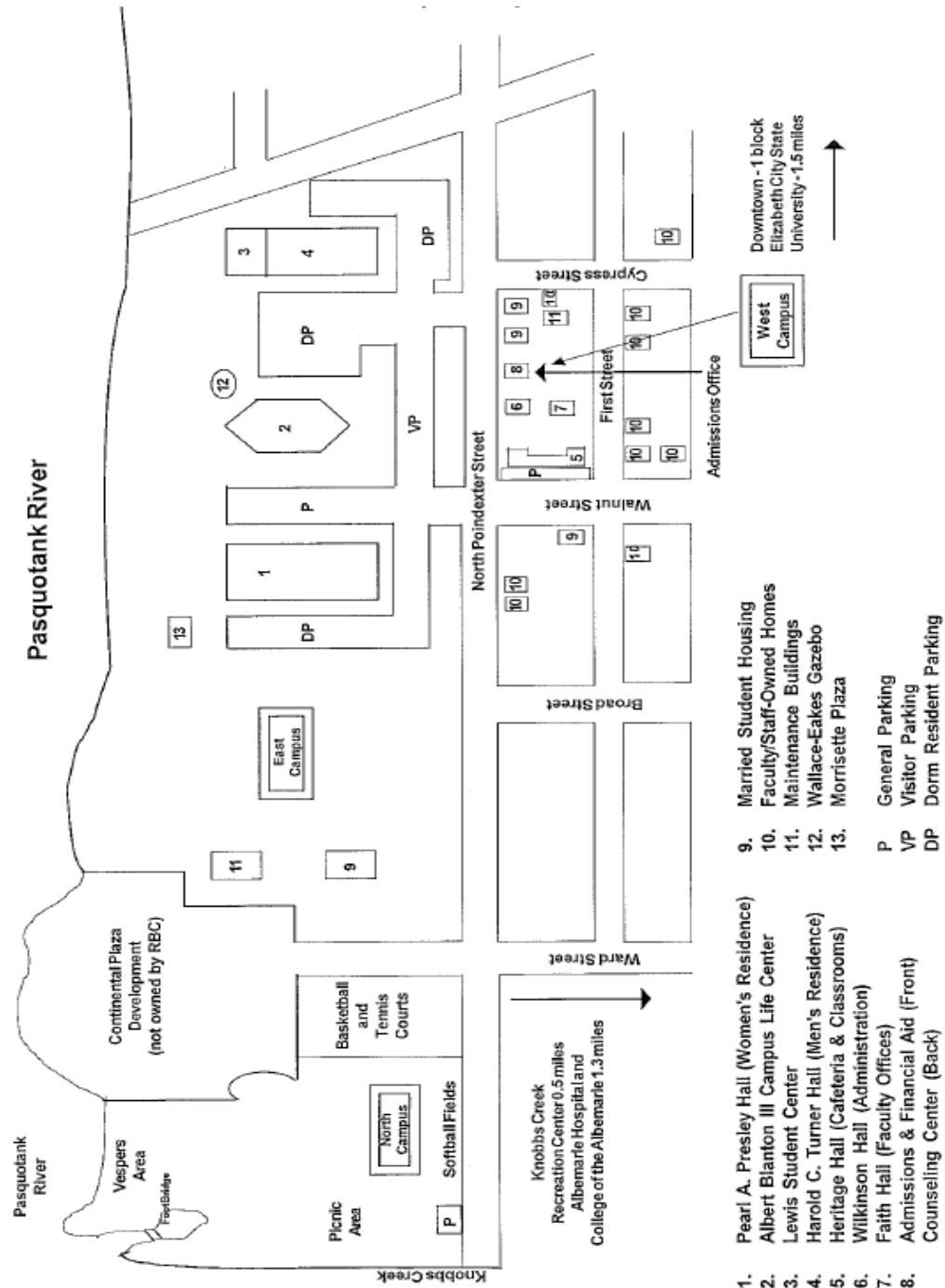
Visitors are welcome at any time. Our chapel services are open to all at 9:30 a.m. on Tuesday and 8:00 p.m. on Wednesday while school is in session.

Office Hours. During the school year offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## Elizabeth City Map



# Campus Map



## Academic Calendar - On-Campus (subject to change)

	2017-2018	2018-2019	2019-2020
Early Fall Intensives	Aug 14-18	Aug 13-17	Aug 12-16
Intent to Graduate Application for January	Aug 15	Aug 15	Aug 15
Dorms Open: New Students	Aug 18	Aug 17	Aug 16
New Student Orientation	Aug 18-20	Aug 17-19	Aug 16-18
Dorms Open: Continuing Students	Aug 20	Aug 19	Aug 18
Final Fall Registration	Aug 21	Aug 20	Aug 19
Classes Begin, (2 p.m.)	Aug 21	Aug 20	Aug 19
Last Day for Drop/Add	Sept 4	Sept 3	Sept 2
Mid-Term Week	Oct 9-13	Oct 8-12	Oct 7-11
Fall Break (No Classes)	Oct 16-20	Oct 15-19	Oct 14-18
Final Grades Due for Fall Intensives (noon)	Oct 18	Oct 17	Oct 16
Early Registration for Spring Semester	Nov 3	Nov 2	Nov 1
Last Day to Withdraw from Courses (Grade W)	Nov 6-21	Nov 5-20	Nov 4-15
Thanksgiving Break (No Classes)	Nov 22-24	Nov 21-23	Nov 27-29
Final Exams	Dec 11-15	Dec 10-14	Dec 9-13
Dorms Close	Dec 16	Dec 15	Dec 14
Intent to Graduate Application for May	Dec 15	Dec 14	Dec 13
Final Grades Due (noon)	Dec 19	Dec 18	Dec 17
Early Spring Intensives	Jan 8-12	Jan 7-11	Jan 6-10
Dorms Open: New Students	Jan 12	Jan 11	Jan 10
New Student Orientation	Jan 13-14	Jan 12-13	Jan 11-12
Dorms Open: Continuing Students	Jan 14	Jan 13	Jan 12
Final Spring Registration	Jan 15	Jan 14	Jan 13
Classes Begin (2 p.m.)	Jan 15	Jan 14	Jan 13
Last Day for Drop/Add	Jan 29	Jan 28	Jan 27
Mid-Term Week	Mar 5-9	Mar 4-8	Mar 2-6
Spring Break (No Classes)	March 12-16	March 11-15	March 9-13
Final Grades Due for Spring Intensives (noon)	March 14	March 13	March 11
Intent to Graduate Application for August	March 15	March 15	March 16
Rally/Homecoming			
Last Day to Withdraw from Courses (Grade W)	March 30	March 29	March 27
Early Registration for Summer and Fall Semester	April 9-20	April 8-19	April 6-17
Easter Break (No Classes)	March 30 – April 2	April 19-22	April 10-13
Final Exams	May 7-11	May 6-10	May 4-8
Final Grades Due for Graduating Students (noon)	May 8	May 7	May 5
Graduate Supper (6:00 p.m.)	May 11	May 10	May 8
Commencement (10:00 a.m.)	May 12	May 11	May 9
Dorms Close	May 13	May 12	May 10
Final Grades Due (noon)	May 15	May 14	May 12

## Academic Calendar - Online (subject to change)

	2017-2018	2018-2019	2019-2020
Intent to Graduate Application for January Session A	Aug 15 Aug 21 – Oct 15	Aug 15 Aug 20 – Oct 14	Aug 15 Aug 19 – Oct 12
Registration Deadline (5 pm ET)	Aug 16	Aug 15	Aug 14
Drop Deadline (5 pm ET)	Aug 25	Aug 24	Aug 23
Withdraw (Grade W) (5 pm ET)	Sept 22	Sept 21	Sept 20
Grades Due	Oct 18	Oct 17	Oct 16
Session B	Oct 23 – Dec 17	Oct 22 – Dec 16	Oct 21 – Dec 14
Registration Deadline (5 pm ET)	Oct 18	Oct 17	Oct 16
Drop Deadline (5 pm ET)	Oct 27	Oct 26	Oct 25
Withdraw (Grade W) (5 pm ET)	Nov 27	Nov 23	Nov 22
Grades Due	Dec 19	Dec 18	Dec 17
Intent to Graduate Application for May	Dec 15	Dec 14	Dec 13
Session C	Jan 15 – Mar 11	Jan 14 – Mar 10	Jan 13 – Mar 7
Registration Deadline (5 pm ET)	Jan 10	Jan 9	Jan 8
Drop Deadline (5 pm ET)	Jan 19	Jan 18	Jan 17
Withdraw (Grade W) (5 pm ET)	Feb 16	Feb 15	Feb 14
Grades Due	Mar 14	Mar 13	Mar 11
Intent to Graduate Application for August	Mar 15	Mar 15	Mar 16
Session D	Mar 19 – May 13	Mar 18 – May 12	Mar 16 – May 9
Registration Deadline (5 pm ET)	Mar 14	Mar 13	Mar 11
Drop Deadline (5 pm ET)	Mar 23	Mar 22	Mar 20
Withdraw (Grade W) (5 pm ET)	April 20	April 19	April 17
Grades Due	May 15	May 15	May 12
Graduate Supper (6:00 p.m.)	May 11	May 10	May 8
Commencement (10:00 a.m.)	May 12	May 11	May 9
Session E	June 4 – July 28	June 3 – July 26	June 1 – July 25
Registration Deadline (5 pm ET)	May 30	May 29	May 27
Drop Deadline (5 pm ET)	June 8	June 7	June 5
Withdraw (Grade W) (5 pm ET)	July 6	July 5	July 3
Grades Due	July 31	July 30	July 28

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