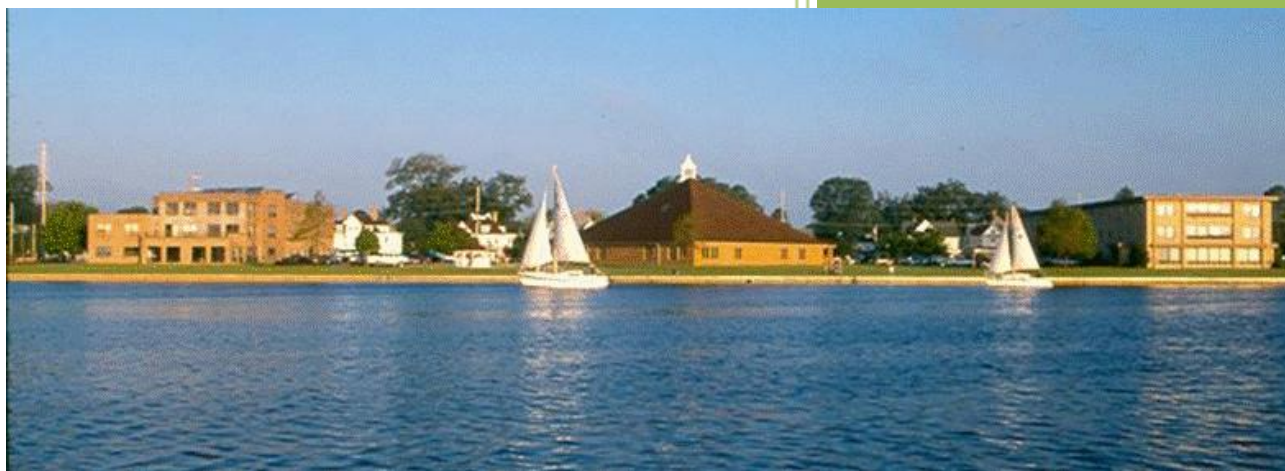


# 2012- 2013

## Mid-Atlantic Christian University Catalog for the School of Professional Studies



This catalog is for Students in MACU's  
Degree Completion Programs

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## **General Information**

### **The University Mission**

Mid-Atlantic Christian University is an undergraduate 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 preachers 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, and baccalaureate 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 associations 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 program(s) of study offered by Mid-Atlantic Christian University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15 (c) for exemption from licensure with respect to continuous operation since July 1, 1972 and under provision of section (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

## **Rates of Graduation**

The graduation rate after six years for Mid-Atlantic Christian University 2004 fall cohort of first-time, degree-seeking students was 36.6%. 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, its service-learning program, and its extracurricular activities. Academic work is designed to provide intellectual growth and maturity. The service-learning program is designed to integrate instruction with practical experience in Christian service. 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 Commission on Colleges of the Southern Association of Colleges and Schools (SACS). 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 president on June 30, 2006, and D. Clay Perkins, Ph.D., became the third president on July 1, 2006. 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.

## 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.

## Campus Life

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 MACU student is required to pledge that he or she will refrain from the use of tobacco and alcohol on campus, and pledge not to purchase, possess or use illegal drugs, as well as abide by all rules in the Adult Learner Handbook. 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 representatives from each class. The committee plans numerous activities that enhances and improves university life.

**Social life.** Mid-Atlantic Christian University 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.



## 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.

Campus ministers are 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, a Missions Emphasis Week brings a guest missionary speaker to campus. The University Alumni Association sponsors a MACU Rally and Homecoming in the spring.

**Christian Service.** Upon graduation, students 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.

The service-learning courses inform, clarify, illustrate, and stimulate additional thought about academic topics covered in the classroom. They also encourage students to value service and social responsibility to the community. Structured time for students to reflect on service experiences is provided through journaling or reflection papers, along with regular discussions with field supervisors and peers in class.

Students in Vantage Point, who are not enrolled in a Service-learning course for a particular semester, 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. Upon completion of the project, the student will provide documentation from a superior that they have completed their hours and a brief written 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

**Church Involvement and Spiritual Formation.** Mid-Atlantic Christian University believes it is imperative that each student be involved in a local congregation. Thus, Vantage Point students are to write a Spiritual Formation Plan at the beginning of each semester, outlining their intended church involvement and other steps in continued spiritual growth. At the end of the semester, these students are to reflect and evaluate their Spiritual Formation Plan, making appropriate revisions for the following semester.

**Christian Leadership Experience.** MACU expects participation in planning and leading a church service of some kind is a vital part of the educational experience. This provides students with the opportunity to develop and demonstrate some of the educational outcomes expected of the University's graduates. Two units of leadership experience are required for students in the Vantage Point Program. This may include but is not limited to Sunday morning worship, Sunday school, evening services, or small group lessons. Students will report this to the Student Life Office via e-mail.

**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 Enrollment 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 Enrollment 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.

**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, and flag football. The Presley Hall lobby offers ping-pong and pool tables, and weightlifting and exercise equipment is located in the HCT 2<sup>nd</sup> floor 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 Nags Head, North Carolina, and Virginia Beach, Virginia, which are within an hour's drive of the campus.

**Athletics.** The University is a member of the Shenandoah and Chesapeake Athletic Conference. Team members must be in good academic standing (i.e., not on probation or admitted under provisional status) as stated in the Academic Policies section of the catalog.

**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 expected to attend the Graduation Reception and Commencement.

**Recruitment teams.** The Enrollment 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.** Like most campuses, parking space is limited. Thus, the following areas have been designated:

- a. Commuting students: back of Heritage Hall (except designated spaces) and Poindexter Street up to the crosswalk in front of HCT.
- b. On-campus dorm residents: Students may use available parking around PAP and HCT, except for designated spaces.
- c. On-campus married students: assigned spaces in front of Old Presley and Myers Village.

When the designated areas are full, extra parking places are available on the strip connecting the dorms and in the dorm lots.

**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 ministers, 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 Albemarle Hospital, 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, alcohol, and drugs are prohibited.

**Student housing.** Eighteen on-campus apartments (from one to three bedrooms) are available to adult learners; those interested in renting these should contact the VPES. Students over the age of 23 may choose to live in the dormitory, but are required to adhere to the dormitory regulations

**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**

The University encourages students to communicate grievances by speaking to the proper personnel as listed in the Student Handbook. A complainant may, however, choose to write a letter. The letter must specify the nature of the grievance and must be dated and signed.

If a student believes that his grievance has not been properly addressed, he may appeal to the vice president of the administrative division involved in the grievance. If the grievance involves a vice president, the student should consult another vice president or the president. A final appeal, if necessary, may be made to the president, whose decision will be final. If the grievance involves the president, the student should consult one of the four vice presidents.

# Admissions

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

## 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.

## 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. Normally this will be accomplished by transfer credit from an accredited institution of higher education. Students who cannot document computer proficiency must enroll in CS 131 Introduction to Computers or CS 135 Basic Computer Literacy their first semester at MACU.

## Application Process

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

### 1. Application for admission

Students may obtain an application form from the Office of Admissions or may apply online: <http://macu.sugarmapleinteractive.com>

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

### 3. Reference form

Applicants must demonstrate good character. Our preferred method is a Church Reference Form completed by a minister or leader at your church. Applicants may obtain a Church Reference Form from the Office of Admissions or may download one online under Admissions in the "Complete the Application Process" tab. A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form.

If an applicant is not able to provide a Church Reference, a Character Reference Form may be completed by an employer, supervisor, or professor who can attest to the applicant's character. Applicants may

obtain a Character Reference Form from the Office of Admissions or may download one online under Admissions in the “Complete the Application Process” tab.

#### **4. College and University transcripts**

Students must submit official transcripts to the School of Professional Studies Admissions Office from all colleges or universities previously attended. Transcripts should reflect class rank and cumulative GPA. Minimum guidelines for acceptance are a GPA of 2.0 on 4.0 scale.\* **Note:** *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.*

#### **5. 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.

### **Returning Students**

Students 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 student has attended any other college or university since leaving MACU they must also submit those college or university transcript(s). 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.

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. 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 Life and submit this letter with their application for admission. Students dismissed for academic reasons must receive written permission from the Vice President for Academic Affairs and submit this letter with their application for admission. Students who have previous financial obligations to the university must clear their accounts in order to re-enroll.

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

Students may obtain an application form from the Office of Admissions or may apply online: <http://macu.sugarmapleinteractive.com>

#### **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. Our preferred method is a Church Reference Form completed by a minister or leader at your church. Applicants may obtain a Church Reference Form from the Office of Admissions or may download one online under Admissions in the “Complete the Application Process” tab. A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form.

If an applicant is not able to provide a Church Reference, a Character Reference Form may be completed by an employer, supervisor, or professor who can attest to the applicant's character. Applicants may

obtain a Character Reference Form from the Office of Admissions or may download one online under Admissions in the “Complete the Application Process” tab.

#### **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. 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.

*\* The University may grant probational acceptance to students whose records do not conform to these guidelines but who do exhibit potential for success. (See Academic Policies section of this catalog.)*

#### **Submit application materials to:**

**School of Professional Studies 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 does not discriminate on the basis of race, sex, color, or national or ethnic origin in the recruitment and admission of students or in the operation of any of its programs and activities.

**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.



**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), (2) the student is in good standing at that college, 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 contact the University Registrar.

Only coursework with a grade of “C” or better is eligible for transfer credit. A student's grade point average for graduation will be computed on all college work used in fulfilling program requirements.

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)

## **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 will be applied towards housing (for dormitory students) or tuition charges (for non-dormitory students) and will be credited on registration day. This deposit is non-refundable after May 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.

The University offers a medical insurance plan for students. Participation in this plan is mandatory for full-time students. Part-time students not having medical insurance are encouraged to enroll in this plan. The annual premium is added to the student's account. Students who are otherwise covered by health insurance may apply to have their participation in this coverage waived.

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

### **4. Housing Information**

Applicants 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 and commuter students.

Students should submit the orientation fee to the Vantage Point Office of Admissions prior to enrollment. This fee may be refunded if requested by August 1 for the fall semester or January 1 for the spring semester.

**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.

If competency testing is required the Vantage Point Office of Admissions will notify applicants concerning testing dates. Testing results and course requirements will be mailed to applicants.

**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:

**School of Professional Studies 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>  
Email: [admissions@macuniversity.edu](mailto:admissions@macuniversity.edu)



# 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 advisors.
3. Contact advisors 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 advisors immediately with concerns about academic progress in particular classes 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 sign the form to approve the proposed schedule. Students in more than one professional program must meet with the advisor of each program.

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 all 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 if he or she attends 70% of the class sessions; otherwise the transcript will record a withdrawn notation (W).

The grade for an audit course is 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.

**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.

## 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. There is a \$20.00 change fee assessed per transaction form submitted.

No course may be added after the second week of the semester.

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 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. 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 PACE completion percentage 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.

**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 on probation may not enroll for more than 15 hours (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.

Classification	Semester hours completed
Freshman	0 to 27 semester hours
Sophomore	28 to 59 semester hours
Junior	60 to 91 semester hours
Senior	92 or more semester hours

**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 Probation.** Students must 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
- Participate in intercollegiate athletics
- 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 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.

### **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.



- 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 Enrollment 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.

## 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  
\*I

Audit; no credit  
Work Incomplete

NP	Not Passing (Basic Studies)
P	Passing (Basic Studies)
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. Semester grades are recorded on permanent transcripts and are furnished to students on request.

Disputes about grades must be resolved by the end of the next semester. 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.

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 D or F 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. The 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
Personal Evangelism	+ 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.



**Unpaid accounts and examinations.** Students who have an unpaid University account or outstanding library charges may not take final examinations, or have final grades posted to their official transcript. Such students must receive clearance from the Finance Office before taking examinations. A student's failure to clear his or her account will result in the student receiving Incompletes (I) for all courses (see Deadline for submission of work).

**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, 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.
2. The student must successfully complete two units of Christian leadership experiences for a four-year degree. Students must successfully complete one unit of Christian leadership experience for a two-year degree.

### **Academic**

3. The student must satisfactorily complete the prescribed studies in his or her chosen curricular program.
4. The student must have a cumulative GPA of at least 2.00.
5. 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.
6. The student must document an adequate final score for any CLEP test six weeks prior to graduation.
7. The student must take at least 25% of the degree or certificate coursework at Mid-Atlantic Christian University.
8. The student must file an "Intent to Graduate" for degree or certificate and pay the required graduation fee by the published deadline.
9. The student graduating in May will participate in the Commencement Service.
10. The student must complete the Christian Service requirements specified by the Student Life Office.
11. 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.)

## 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.

**Graduation honors.** Academic honors for baccalaureate graduates are based on a student's cumulative GPA as shown below. Averages will include all work that is counted toward graduation.

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

**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 64 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.

## 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/Adds).
- 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 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.** When students have a question or problem concerning a course, they are encouraged to go to the teacher of the course. If the student does not believe the teacher has responded adequately, or if there are matters the student believes he or she cannot discuss with the teacher, the student is encouraged to speak to the Vice President for Academic Affairs.

If a grievance concerns the Vice President for Academic Affairs, or if the student feels that the vice president does not adequately address the concern, he may appeal to the president. The decision of the president is final.

Although the University believes the best policy is to discuss a grievance with the teacher involved, the student may write a letter stating the grievance. The letter must state the specific grievance, date, and time, and the letter must be signed. The addressee will respond to the student within five days of receiving the letter.

**Proficiency Exams.** 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), and 2) courses offered externally through The College Board's AP (Advanced Placement) program. Both of these options are described below.

The University will award credit for up to 30 semester hours of College Level Examination Program (CLEP) and Advanced Placement (AP) toward baccalaureate degrees. Students with exceptional CLEP and/or AP scores may petition the Vice President for Academic Affairs to exceed the 30 hour limit.

### **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. 1-12 semester hours of credit will be awarded per accepted score, as noted below.
4. A grade of P (pass) will be assigned and the hours will not be used to calculate the student's grade point average (GPA). The minimum accepted score for all examinations is 50, except as noted in the listing below.
5. The work may not duplicate previous college work that has been successfully completed.
6. The student pays no transfer fee to the University, but does pay applicable testing and grading fees.
7. Students wishing to test out of a course through CLEP must do so before the end of the first semester of their senior year.

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 161	3 hrs]
Calculus	MA 161	3 hrs
Precalculus	MA 161	3 hrs
Biology	SI 231	4 hrs
Chemistry	SI 211	4 hrs
Natural Sciences	SI 211	4 hrs
<b><u>History and Social Sciences</u></b>		
Educational Psychology, Intro.	ED 244	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
<b><u>Business</u></b>		
Financial Accounting	LE 302	3 hrs
Information Systems and Computer Applications	CS 131	1 hr
Principles of Management	LE 211	3 hrs
Principles of Marketing	LE 231	3 hrs
<b><u>Foreign Language</u></b>		
French Language, Level 2	Language Component (score 59)	12 hrs
Spanish Language, Level 2	Language Component (score 63)	12 hrs
German Language, Level 2	Language Component (score 60)	12 hrs

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

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

1. 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.
2. 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, he will be awarded no more than the hours of the Mid-Atlantic Christian University course. In no instance may credit hours for one examination be divided between a specific course and elective hours.
3. There are no additional requirements for receiving credit.
4. A grade of P (pass) will be assigned; the hours will not count in the student's GPA.
5. The student pays no fee to Mid-Atlantic Christian University.

In 2012-13 the AP Examinations accepted by MACU included:

<b><u>AP Test</u></b>	<b><u>MACU Equivalent</u></b>	<b><u>Credit hours</u></b>
Art History	MU 157	(3 hrs)
Biology	SI 231	(4 hrs)
Calculus AB	MA 161	(3 hrs)
Calculus BC	MA 161	(3 hrs)
Chemistry	SI 211	(4 hrs)
English: Language and Composition	EN101/EN102	(6 hrs)
English: Literature and Composition	EN101/EN102	(6 hrs)
Environmental Science	SI 211	(4 hrs)
European History	HS 241/242	(6 hrs)
History: United States	HS 241/242 or HS 251	(6 hrs)
Music Theory	MU157	(3 hrs)
Psychology	PS101	(3 hrs)

Credit hours represent credit hours of the equivalent course(s) at Mid-Atlantic Christian University.

**Credit by Demonstrated Competency (CDC).** CDC allows a student 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:

No more than 49% of a degree or certificate 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 131 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.

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. Students who have taken exams through the DANTES examination program may have those exams evaluated through a similar process as the CLEP exams listed above.

**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.

**Cellular phones.** The University prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off and cannot be taken out during class.

**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 \$5.00 for each request, a \$2.00 charge for each recipient. 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.

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.

Mid-Atlantic Christian University offers the following degrees through the School of Professional Studies: the Associate of Arts (A.A.) and the Bachelor of Science (B.S.). The Associate of Arts (A.A.) requires a minimum of 64 semester hours of credit. The Bachelor of Science (B.S.) requires a minimum of 120 semester hours of credit.

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

## Academic Departments

MACU's academic program is organized in four departments – Biblical Studies, Arts and Science, Christian Ministry, 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 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 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 in the School of Professional Studies requires all students to complete an 18-hour Biblical Studies minor.

## **Degree Programs**

Associate of Arts: Biblical Studies

Bachelor of Science

Majors:

- Christian Ministry
- Family Studies
- Organizational Leadership

Minor:

- Military Science (Army ROTC)

# 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.

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

Students successfully completing the Biblical Studies major should:

## Content

1. Be able to state and defend the inerrancy and infallibility of Scripture.
2. Know the flow of biblical history, including all the major persons and events.
3. Understand and explain major doctrines of Scripture.
4. Understand and evaluate various Christian and non-Christian belief systems in light of Scripture.

## Interpretation

5. Develop intermediate skills to use and evaluate tools for Bible study.
6. Demonstrate the ability to study independently a passage of the Bible using proper methods and tools.

## Application

7. Be able to use proper means to make appropriate applications from Scripture for personal devotion, for opportunities to proclaim Christ in the settings of their chosen professions, and in volunteer service in the church.
8. Grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service.
9. Reveal an understanding of the need for further learning in biblical and theological studies.

## 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 322 Hebrew History & Lit II	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		9 sem. Hrs.
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	
Select 1 from the following:		
NT 452 Matthew	3	
NT 453 Mark	3	
NT 454 Luke	3	
NT 455 John	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 should:

- 1) know the flow of biblical history including major persons and events;
- 2) understand and explain key doctrines of Scripture;
- 3) develop basic skills to use and evaluate tools for Bible study;
- 4) demonstrate the ability to study independently a passage of the Bible using proper methods and tools;
- 5) 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;
- 6) grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service;
- 7) reveal an understanding of the need for further learning in biblical and theological studies.

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:**

**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:

- 8) know the flow of biblical history including major persons and events;
- 9) understand and explain key doctrines of Scripture;
- 10) develop basic skills to use and evaluate tools for Bible study;
- 11) demonstrate the ability to study independently a passage of the Bible using proper methods and tools;
- 12) 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;
- 13) grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service;
- 14) reveal an understanding of the need for further learning in biblical and theological studies.

Course of Study:

64 Hours

General Studies 25 sem. Hrs.

CS 131	Introduction to Computers	1
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
SC 171	Fundamentals of Oral Communication	3
<i>Choose one of the following:</i>		3
PS 101	General Psychology	
SO 112	The Family	
<i>Choose one of the following:</i>		3 or 4
MA 161	College Algebra (3)	
SI 211	Physical Science (4)	
General Studies Electives		3 or 2

Biblical and Theological Studies 23 sem. Hrs.

GB 102	Biblical Backgrounds	3
GB 104	Biblical Language Tools	2
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 14 sem. Hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
GM 171	Ministry Formation	3
	Professional Studies electives	8

Open Electives 2 sem. Hrs.

## 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: English (EN); History (HS); Linguistics (LI); Mathematics (MA); Music (MU); Physical Education (PE); Science (SI); Sociology (SO); Speech Communication (SC).

### General Studies Core

## HS 211 Restoration History

3 hours

General Studies must total 36 hours, distributed as indicated below. The Vantage Point program assumes that students will transfer 33 of the 36 hours from previous studies. Students not meeting the requirements below will have additional hours to complete.

CS xxx Computer Science 1<sup>1</sup>

EN xxx English Composition 6<sup>2</sup>

<i>EN xxx Literature</i>	3
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EN xxx Literature	5
HS xxx History	6 <sup>3</sup>

MA xxx College Mathematics

*or*

SI xxx Lab Science 3

<i>Fine Arts</i>	3
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<i>Social and/or Behavioral Science</i>	6
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SC xxx Speech	3
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<i>General Studies Electives</i>	2
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<sup>1</sup>Students who test out of CS 131 increase their General Studies Electives by one hour.

<sup>2</sup>One English Composition course must include a research paper component.

<sup>3</sup>History courses that qualify must include a significant (3000 word) writing component for each three hour course and ideally are comprised of a two course sequence of World, Western or American History.

# 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:**

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

Advisor: Robbie D. Phillips, 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) examine and reflect upon their personal walk with God and gifts for ministry;
- 2) understand and appreciate non-Christians around the world;
- 3) understand effective communication with non-Christians;
- 4) demonstrate basic skills for conducting counseling;
- 5) demonstrate knowledge of effective Christian leadership;
- 6) understand and apply ministry skills necessary to fulfill their calling;
- 7) value the role of career Christian ministry and see their individual contribution to this work.

B.S. - Required Courses 120 Hours

Biblical Studies Major 30 sem. hrs.

General Studies 36 sem. hrs.

Christian Ministry Major 36 sem. hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
CO 201	Introduction to Counseling	3
GM 171	Ministry Formation	3
GM 271	Personal Evangelism	3
GM 471	Ministry Seminar	3
GM 480-482	Internship	6
LE 212	Leadership	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: American Sign Language (AS); Computer Science (CS); Counseling (CO); Education (ED); Leadership and Administration (LE); Military Science (MS); Psychology (PS).

## **Programs Offered:**

### **B.S. – Major in Family Studies and Minor in Biblical 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 outside of a traditional paid church staff position. 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. 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.

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) Analyze the multifaceted needs of families in society;
- 2) Identify points of potential conflict within the family and know how to apply conflict resolution skills;
- 3) Distinguish the various stages of human development through the life cycle;
- 4) Distinguish the various stages of human development through the life cycle;
- 5) Appreciate the value of all people and learn to listen and observe individual needs;



- 6) Explain the realities of financial responsibility in the family;
- 7) Analyze various models for parenting;
- 8) Explain current trends in family law;
- 9) Articulate a healthy code of ethics for ministry;
- 10) Describe age appropriate teaching methods;
- 11) Have practical abilities to advocate for families.

#### B.S. Required Courses

127 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 sem. hrs.

#### Family Studies Major

42 sem. hrs.

CO 201 Intro to Counseling	3 hrs
CO 423 Marriage & Family Counseling	3 hrs
FM 201 Intro to Family Ministry	3 hrs
FM 211 Parenting Models	2 hrs
FM 231 Family Ministry Resources & Meth	2 hrs
FM 307 Human Sexuality	3 hrs
FM 401 Legal and Administrative Issues In Family Ministry	3 hrs
FM 419 Children's Ministry	3 hrs
FM 480-482 Internship in Family Studies	5 hrs
GM 471 Ministry Seminar	2 hrs
LE 205 Managing Personal Finance I	1 hr
SO 112 Family	3 hrs
PS 227 Developmental Psychology	3 hrs
PS 355 Adult Lifespan and Diversity	3 hrs
TH 421 Ethics	3 hrs

#### Electives

31 sem. hrs.

### **B.S. – Major in Organizational Leadership and Minor in Biblical Studies**

Advisor: Kurtis L. Kight, M.B.A.

Students who enter this program will follow the pattern developed by the University whereby the student will receive a Bachelor of Science in Organizational Leadership. 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 Organizational Leadership major will:

- 1) integrate and apply a biblical worldview into leadership and management;
- 2) apply an integrated approach to leadership and management;
- 3) demonstrate a proficiency in the knowledge of organizational and management theory and behavior;
- 4) discover and apply strong ethical and moral behavior, rich spiritual development, and learning as a lifelong process;
- 5) know and apply best practices in leadership and management;

- 6) demonstrate an understanding of the financial skills needed to manage an organization.

B.S. - Required Courses

120 Hours

Biblical Studies Minor

18 sem hrs.

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

General Studies

36 sem hrs.

Organizational Leadership Major

36 sem hrs.

GM 251	Conflict Management	3
LE 211	Management	3
LE 212	Leadership	3
LE 214	Organizational Communication	3
LE 231	Marketing Fundamentals	3
LE 302	Organizational Finance	3
LE 301	Organizational Behavior	3
LE 401	Leadership Development	3
LE 402	Strategic Management	3
TH 421	Ethics	3
	Practicum	3 <sup>1</sup>

Choose One:

CC 385	Cross-Cultural Communication	3
LE 105	Business as Mission	3

<sup>1</sup> Students will have two options for fulfilling the Practicum.

Option 1, for students with appropriate prior experience: 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 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.

or

Option 2, for students lacking appropriate prior experience: The student will take LE 491 Leadership Practicum. This course involves the application of leadership 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.

Electives

30 sem. hrs.

## **Minors**

### **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 236	Leader's Training Course	4
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

## **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.

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. 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.

# Course Descriptions

In support of its mission, Mid-Atlantic Christian University offers the following courses of instruction for programs in the Vantage Point program.

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. Some courses list prerequisites that must be taken before a student can enroll in the course.

## Computer Science

### **CS 131. Introduction to Computers.**

**1 hour**

Overview of computer concepts with intermediate word processing and an introduction to the spreadsheet. Lab.

## Counseling

### **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 423. Marriage and Family Counseling.**

**3 hours**

Theory and practice of marriage and family counseling, including a systemic approach to family therapy. Prerequisite: CO 201.

## Cross-Cultural Ministry

### **CC 181. Perspectives on the World Christian Movement.**

**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 387. Cross-Cultural Communication.**

**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.

## English

### **EN 036. Basic English.**

**3 hours**

Preparatory course for those needing to develop reading, writing, and thinking skills necessary for college success. Required for all students whose competency test scores indicate developmental work is needed. A passing grade is prerequisite to EN 233. Credit students only. (Pass/Fail. 3 institutional credit hours.)

### **EN 101. English Composition I.**

**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. Focus is on the following rhetorical patterns: process analysis, division and classification, comparison and contrast, cause and effect, and definition. Prerequisite: EN 036 or competence.

**EN 102. English Composition II.**

**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.

## **Family Ministry**

**FM 201. Introduction to Family Ministry.**

**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.**

**2 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 lifecycle requires flexibility, adaptation, responsibility and managing changing roles to assure effectiveness. Offered alternate years: Fall 2012, 2014

**FM 231. Family Ministry Resources and Methods.**

**2 hours**

A hands-on approach to exploring various resources and methods used to present a dynamic and uplifting youth program grounded in evangelism, discipleship, fellowship, worship, and service. Specific areas of exploration include professional journals; interactive teaching techniques; and resources for counseling, technology, Bible teaching, and program planning for youth and family. Offered alternate Years: Spring 2013, 2015

**FM 307. Human Sexuality.**

**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. Offered alternate years: Spring 2013, 2015.

**FM 401. Legal and Administrative Issues in Family Ministry.**

**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 2013, 2015

**FM 419. Children's Ministry.**

**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. Distance.

**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.

Prerequisite: approval of program advisor (0, 0, 5 credits)

## General Bible

### **GB 102. Biblical Backgrounds.**

**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 103. Bible Lands and Lifeways.**

**3 hours**

Multimedia exploration of the geography and cultures of the Bible, incorporating on-site videos, interactive maps, and a variety of learning tools to help students learn their way around the Holy Land. Distance. May be taken in lieu of GB 102.

### **GB 104. Biblical Language Tools.**

**2 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. (Required for BS Degree only in Biblical Exposition major)

### **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.

## General Ministry

### **GM 171. Ministry Formation.**

**3 hours**

An overview of life dynamics involved in successful Christian ministry. Included is a study of spiritual disciplines, growth and development, and spiritual gifts.

### **GM 271. Personal Evangelism.**

**3 hours**

An examination of New Testament principles of evangelism as well as various methods of evangelistic outreach. Focus on strategies and techniques for reaching prospects who have varied theological and cultural backgrounds.

Prerequisite/corequisite: TH 201.

### **GM 471. Ministry Seminar.**

**2/3 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.**

On the job training under the direction of a field mentor in the student's chosen area of ministry.

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

## History

### **HS 211. History of the Restoration Movement.**

**3 hours**

Origin, history, present trends, and prospects of the Restoration Movement that began in the nineteenth century.



**HS 241. Western Civilization I.****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.

## **Leadership and Administration**

**LE 105. Business as Missions.****3 hours**

"BAM," as it is often called today, is the concept of using a business as a cross-cultural outreach tool. It is entrepreneurship in a cross-cultural setting with the purpose of building a profitable business as a platform for missions. Students will review contemporary case studies of BAM. Students will consider the unique opportunity afforded when business is considered as a mission, as well as the challenges of globalization, business planning, and strategic management.

**LE 205. Managing Personal Finances I.****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.

**LE 211. Management.****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.

**LE 212. Leadership.****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 214. Organizational Communication.****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.

**LE 231. Marketing Fundamentals.****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.

**LE 302. Organizational Finance.****3 hours**

Provides the student with the basic skills and principles related to understanding the financial reports of a nonprofit organization. Topics include budgeting, reporting, and assessing the financial performance for the organization.

Prerequisites: LE 211.

**LE 303. Organizational Behavior.****3 hours**

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.

Prerequisites: PS 101.

**LE 401. Leadership Development.****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.

Prerequisites: LE 212.

**LE 402. Strategic Management.****3 hours**

The capstone course for the Leadership and Administration major. Students integrate knowledge and skills learned in previous courses to demonstrate the ability to lead an organization. The student will conduct a management audit of an organization and develop a report with recommendations for improving that organization.

Prerequisites: LE 302, LE 303, LE 401.

**LE 491. Leadership Practicum.****3 hours**

This course involves the application of 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.

## Mathematics

**MA 012. Basic Mathematics.****3 hours**

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. (Pass/fail. 3 institutional credit hours)

**MA 161. College Algebra.****3 hours**

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. It is a General Studies requirement of the university that contributes to the development of reasoning skills and the use of procedures. Prerequisite: MA 012 or competence.

## Military Science

**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.

**New Testament****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.

**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 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.

## **Old Testament**

**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.

**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.

## **Psychology**

**PS 101. General Psychology.****3 hours**

Considers scientific study of human behavior; facility in use of terminology and concepts; emphasis upon personal awareness.

**PS 227. Developmental Psychology.****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 355. Adult Lifespan and Diversity.****3 hours**

This course identifies the diverse responsibilities, opportunities, and challenges that adults face through the lifecycle. Students explore the demographic trends and family systems that impact aging, families, marriage, and culture. Offered alternate years: Spring 2010, 2012

Prerequisite: PS 227.

## Science

**SI 211. Physical Science.****4 hours**

An introductory course that explores the fundamental principles of physics, chemistry, and astronomy. Three hours lecture, two hours of laboratory per week.

Prerequisites: MA 012 or competence.

**SI 212. Physical Science Lab.****0 hours**

Must register simultaneously with SI 211.

**SI 231. Principles of Biology.****4 hours**

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. Three hours lecture, and two hours of laboratory per week.

Prerequisites: MA 012 or competence.

**SI 232. Principles of Biology Lab.****0 hours**

Must register simultaneously with SI 231.

**SI 251. Earth Sciences Introduction.****3 hours**

Earth science including physical and historical geology, meteorology and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

Prerequisites: MA 012 or competence.

**SI 252. Earth Sciences Lab.****1 hours**

Must register simultaneously with SI 251.

## Speech Communication

**SC 171. Fundamentals of Oral Communication.****3 hours**

Basic theory and practice of oral communication, focusing on research, organization, and delivery.

## Sociology

**SO 112. The Family.****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.

# Theology

## **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 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 351. Theology and Culture.**

**3 hours**

This course will prepare students to understand a culture in terms of the underlying worldview that is expressed in its forms and activities. Students will become able to understand cultures, cultural activities (especially entertainment), and individuals through the worldviews they reflect. This understanding will find both points of criticism and "common ground" for redemptive friendship, evangelism, and edification.  
Prerequisites: TH 201

## **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. Through debates and writing, 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 433. Calvinism.**

**1 hour**

This course will present the teachings of the theological system known as Calvinism, and will evaluate them in the light of Scripture. The main focus will be on the doctrine of divine sovereignty, and on the TULIP concept of sin and salvation.

## **TH 441. Theology of the Holy Spirit**

**2 hours**

A study of the nature and work of the Holy Spirit, and how He interacts with the individual Christian and the church corporate.  
Prerequisites: TH 201

## **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.



## 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

#### 2012-13 Basic Charges

	Fall	Year
Room & Board (minimum)	3,790.00	7,580.00
Tuition for 16 hours @ \$285.00/hr.	<u>4,560.00</u>	<u>9,120.00</u>
	\$ 8,350.00	\$16,700.00

A one-time non-refundable application fee of \$30 must be paid when applying for admission.

### Textbooks and Other Expenses

Textbooks should be purchased 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 your 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.

### Medical Insurance

The University offers a voluntary plan, through UnitedHealthcare Student Resources to students enrolled in 9 or more credit hours. The annual premium is \$1,462.00. You can contact the finance office for procedures to enroll.

### Schedule of Tuition and Fees

The current schedule is also available online at: [www.macuniversity.edu](http://www.macuniversity.edu)

#### Course Charges

Tuition Fee, per hour .....	285.00
Audit Fee, per hour .....	100.00

#### Health Insurance per year (New rate to be determined July 1)

Basic Health & Accident Insurance <sup>a</sup> .....	1400.00
	<i>estimated</i>

**Room and Board, per semester<sup>b</sup>**

	<b>Room</b>		<b>Board</b>		<b>Total</b>
double	2,000.00	16 meal plan	1,790.00		3,790.00
single	2,800.00	16 meal plan	1,790.00		4,590.00

**Private Music Instruction Fees**

Piano/Voice/Guitar Lesson (*in addition to credit hour charge*) ..... 160.00

**Housing Confirmation**

Room Confirmation Fee ..... 100.00

(Refundable for fall semester if requested by May 1)

(Refundable for spring semester if requested by January 1)

**New Student Fees**

University Application (*credit students only*) ..... 30.00

**Orientation Charge**

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

Transcript, request ..... 5.00

Per Recipient ..... 2.00

Same Day (Rush) ..... 20.00

<sup>a-</sup> Basic Health and Accident insurance is offered on a voluntary basis to students enrolled for 9 or more credit hours.

<sup>b-</sup> The room charge covers only the official days the dorms are open. Any student granted permission to stay in the dorm during Christmas Break 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 pre-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 \$5.00 per request and \$2.00 per recipient. 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, during the two-week drop/add period, will be charged a change of schedule 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 becomes aware that the student has ceased to attend. This could be the last day of the semester unless there are extenuating circumstances.

**Course withdrawal.** There is no tuition refund for withdrawal from courses after the first two weeks (drop/add period) of classes. No course may be withdrawn from after the tenth week of the semester.

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 30-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 Wallace-Eakes 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. Room deposits, less any expenses for damages, cleaning, etc., will be refunded upon completion of the Room Vacating Form with the Vice President for Enrollment Services and inspection of the room.

**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.

If a credit balance is the result of a payment from a church, a refund request cannot be processed without an authorizing letter or phone call to the Finance Office from the church.

## Financial Aid

The University is pleased to work with students and their families 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

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 all financial aid offered at the University. 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 January 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.
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 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 it and return it to the Mid-Atlantic Christian University Financial Aid Office.

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.

## 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: 0-10,000), and be enrolled for at least 9 credit hours each semester to receive this state scholarship. Awards in this program will be based on the "Low Cost" payment schedule due to the reduced tuition rate for the School of Professional Studies. Full-time students will be eligible for the full award, 3/4-time students (at least 9 hours) will be awarded at the ¾-time award. The student's state residency will be verified by the MACU Financial Aid Office. 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.**

**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. Once FSEOG monies have been received, the University credits the student's account.

## 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.

**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 sessions and the loan application (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.

## Student Employment

The Financial Aid Office together with the Business 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 Dean of Students.

**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 Financial Aid 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 Life will assist Mid-Atlantic Christian University students in obtaining employment in the area.

## 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	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 Financial Aid Administrator will bring the appeal before the Appeals Committee to make a decision on the student's case. At the committee's discretion, a waiver may be granted to the student to maintain his or her financial aid eligibility. 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 Science	12 semesters	24 semesters
Associate of Arts	6 semesters	12 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.

# Directory

## Board of Trustees

Benjamin H. Allen, 1985*	Newport News, VA
M. Scott Askew, 2012*	Pantego, NC
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William C. McCracken, 1997*	Chester, VA
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D. Clay Perkins, Ph. D., 2006*	Elizabeth City, NC
Jean F. Pruett, D.Hsc., LPC, RN, 2011*, Assistant Secretary	Winston Salem, NC
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[\*Began as trustee]

### *Emeriti:*

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 George W. BonDurant, 1948-1986  
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 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 Turner West, 1989-2009  
 Pattie A. Wilkinson, 1950-1960  
 Guy Woolard, 1967-1992

## Administration and Staff



### President's Office

D. Clay Perkins, Ph.D., President  
William A. Griffin, Assistant to the President  
Melissa I. Lewis, President's Secretary



### Academic Affairs

Kevin W. Larsen, Ph.D., Vice President for Academic Affairs  
Yolanda A. Teske, Registrar  
Judy M. Jones, Administrative Assistant to the VPAA  
Charlea A. Cormode, Administrative Assistant to the Registrar  
A. Eugene Andrews, D.Min., Internship Director  
Katherine R. Smith, Learning Enhancement Services Director



### Development

W. Keith Wood, Vice President for Development  
Emmett P. Murphy, Assistant Vice President for Development  
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### Enrollment Services

Kendall S. Greene, Ed.D., Vice President for Student Services  
Daniel C. Smith, Enrollment Director and Residence Hall Director



### Finance

Kurtis L. Kight, Vice President for Finance  
Carol M. Stuart, Assistant Vice President for Finance & Information Systems Director  
Lisa W. Pipkin, Financial Aid Administrator  
Nathan A. Stuart, Systems Administrator  
Cheryl D. Lindsley, Receptionist

## **Admissions**

Julie A. Fields, Enrollment Services Specialist  
Garrett D. Lewis, Enrollment Counselor  
Jonathan A. Thayer, Enrollment Counselor

## **Athletics**

Neal O. Alligood, Athletic Director and Men's Basketball Coach  
Mike T. Cisero, Women's Basketball Coach

## **Institutional Research and Effectiveness**

Kevin W. Larsen, Director

## **Library**

Patricia S. Griffin, Interim Library Director  
Alice K. Andrews, Library Director's Assistant; Technical Services and Acquisitions

## **Student Life**

Donald W. McKinney, Counselor  
J. Chris Stanley, Campus Minister  
Andrea A. Strawderman, Student Life Administrator

## **Services**

### **Housekeeping**

Lori A. White, Housekeeping Supervisor  
Richard J. Lindsley, Housekeeper

### **Maintenance**

Phillip N. Alligood, Superintendent of Buildings and Grounds

## Faculty

### *Full-Time Faculty*



**Lee M. Fields**, Professor of Bible and Chair of Biblical Studies (1997). B.S. E. (Secondary) Physical Science, Emporia State University; M.Div. in General Bible, Cincinnati Christian University; M.Ph. in Hebraic and Cognate Studies, Hebrew Union College-Jewish Institute of Religion; Ph.D. in Hebraic and Cognate Studies with concentration in Judaic Studies in the Greco-Roman Period, Hebrew Union College-Jewish Institute of Religion.



**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.



**Kurtis L. Kight**, Assistant Professor of Organizational Leadership (1991-98, 2004). B.S. in Adult Education, Old Dominion University, M.B.A., Regent University.



**Donald W. McKinney**, Associate Professor of Counseling, College Counselor, and Chair of Education and Human Services (2000). B.S., Western Illinois University; M.A. in Counseling and Guidance, Wright State University. Certified Family Life Educator – National Council on Family Relations.



**Robbie D. Phillips**, Associate Professor of Preaching (2010). B.A. in Preaching and Biblical Studies, Hope International University; M.Div. Emmanuel School of Religion; D.Min. in Preaching, Spiritual Formation and Leadership, Asbury Theological Seminary; graduate studies Lincoln Christian University.



**Robert B. Reese**, Associate Professor of Cross-Cultural Ministry and Chair of Christian 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.



**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.



**Barbara Ann Bullis Williams**, Associate Professor of Elementary Education and Director of Teacher 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.



**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***

**Leon Reed Adams**, Sociology (2010). B.A. in Psychology, University of North Carolina (Chapel Hill); M.A. in Sociology-Criminology, University of Maryland, College Park; Ph.D. in Sociology and Criminology, Florida State University. Certified Professional Sociological Practitioner – American College of Certified Forensic Counselors.

**A. Eugene Andrews, Jr.**, Preaching (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.

**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 Bible College; graduate studies in mathematics, Old Dominion University, University of Iowa, University of Virginia, Norfolk State University.

**Troy A. Backhuus**, Psychology (2010). B.S. in Christian Education, Nebraska Christian College; M.A. in Counseling, Grace University; Ph.D. in Counseling Education and Supervision, Regent University. Certified Professional Counselor (CPC) and Licensed Mental Health Practitioner (LMHP), State of Nebraska.

**Gary J. Brink**, Counseling (2012). B.S. in Youth Ministry and Bible, Northwestern College; M.Div. in Christian Education, Golden Gate Baptist Theological Seminary; M.A. in Marriage and Family Therapy, Southern Nazarene University; D.Min. in Marriage and Family Studies, Bethel University. Licensed Marriage and Family Therapist (LMFT), State of Minnesota.

**Doug W. Carter**, History (2008). B.A. in Christian Ministry, Mid-Atlantic Christian University; M.A. in Church History, Cincinnati Christian University; graduate studies in History at University of Kentucky; graduate studies in Counseling at Old Dominion University.



**Larry E. Chouinard**, New Testament (2011). A.A., Mt. Diablo Community College; B.A., Southern University; M.Div., Harding Graduate School of Religion; Ph.D. in New Testament, Fuller Theological Seminary.

**John B. Davenport**, Leadership (2010). B.S. in Communications, Appalachian State University; M.B.A., Averett University; Ph.D. in Organizational Leadership (ABD), Regent University.

**Loren D. Deckard**, New Testament (2009). B.A. in Ministry and M.A. in New Testament, Lincoln Christian University.

**Darrell L. Hairston**, Leadership (2011). B.S. in Christian Ministry, Mid-Atlantic Christian University; M.Div., Virginia Union University.

**Keith C. Jones**, Business (2008). B.S. in Business Administration, Northeast Missouri State University; M.B.A. Northwest Missouri State University; Ph.D. in Marketing, University of Memphis.

**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.

**Kelly W. Lacy**, Sociology (2012). B.S. Church Leadership, Southeastern University; M.A. Ministerial Leadership, Southeastern University; M.Ed. in Educational Leadership, Regent University; M.A. in Sociology, East Carolina University (in progress).

**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.

**David F. McCants**, Leadership (2008). B.S. in Bible, Mid-Atlantic Christian University; M.B.A., Regent University.

**Stuart S. Paul**, Biblical Studies (2012). B.A. in Biblical and Theological Studies, Mid-Atlantic Christian University; M.Div. in Biblical Studies, Cincinnati Christian University.

**D. Clay Perkins**, Leadership. President of the University (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.

**Carol M. Stuart**, Computer Science. Assistant 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.

**Cindy S. Thomas**, Psychology. B.S. in Bible, Mid-Atlantic Christian University; M.S. in Education (Counseling), Old Dominion University. Licensed Professional Counselor (LPC) and Licensed Clinical Addictions Specialist (LCAS), State of North Carolina.

**Michael Shane Wood**, Leadership (2011). B.S.L. and B.Th. Ozark Christian College; M.Div., Lincoln Christian University; Ph.D. in Organizational Leadership, Regent University.

## Contact Information

Surface Mail: Mid-Atlantic Christian University  
715 N. Poindexter Street  
Elizabeth City, NC 27909

Web Site: [www.macuniversity.edu](http://www.macuniversity.edu)  
Switchboard: 252.334.2000  
Facsimile: 252.334.2071

Admissions  
Local: 252.334.2028  
Toll-Free: 866-996-MACU (6228)  
E-mail: [admissions@macuniversity.edu](mailto:admissions@macuniversity.edu)

For information concerning: Contact

Pulpit supply, alumni matters Assistant to the President  
252.334.2001, [bill.griffin@macuniversity.edu](mailto:bill.griffin@macuniversity.edu)

Faculty personnel, curriculum Vice President/Academic Affairs  
252.334.2009, [kevin.larsen@macuniversity.edu](mailto:kevin.larsen@macuniversity.edu)

Admissions Enrollment Services Specialist  
252.334.2028, [admissions@macuniversity.edu](mailto:admissions@macuniversity.edu)

Testing Testing Coordinator  
252.334.2086, [judy.jones@macuniversity.edu](mailto:judy.jones@macuniversity.edu)

Transcripts Registrar  
252.334.2029, [yolanda.teske@macuniversity.edu](mailto:yolanda.teske@macuniversity.edu)

Financial aid Financial Aid Administrator  
252.334.2020, [lisa.pipkin@macuniversity.edu](mailto:lisa.pipkin@macuniversity.edu)

Student accounts, finances Assistant Vice President/Finance  
252.334.2010, [carol.stuart@macuniversity.edu](mailto:carol.stuart@macuniversity.edu)

Student welfare, residence matters Vice President/Student Services  
252.334.2019, [ken.greene@macuniversity.edu](mailto:ken.greene@macuniversity.edu)

Residence Hall Director  
252.334.2013, [dan.smith@macuniversity.edu](mailto:dan.smith@macuniversity.edu)

Overnight housing Vice President/Student Services  
252.334.2019, [ken.greene@macuniversity.edu](mailto:ken.greene@macuniversity.edu)

Recruitment Vice President/Student Services  
252.334.2019, [ken.greene@macuniversity.edu](mailto:ken.greene@macuniversity.edu)

Library matters Director of Library Services  
252.334.2046, [@macuniversity.edu](mailto:@macuniversity.edu)

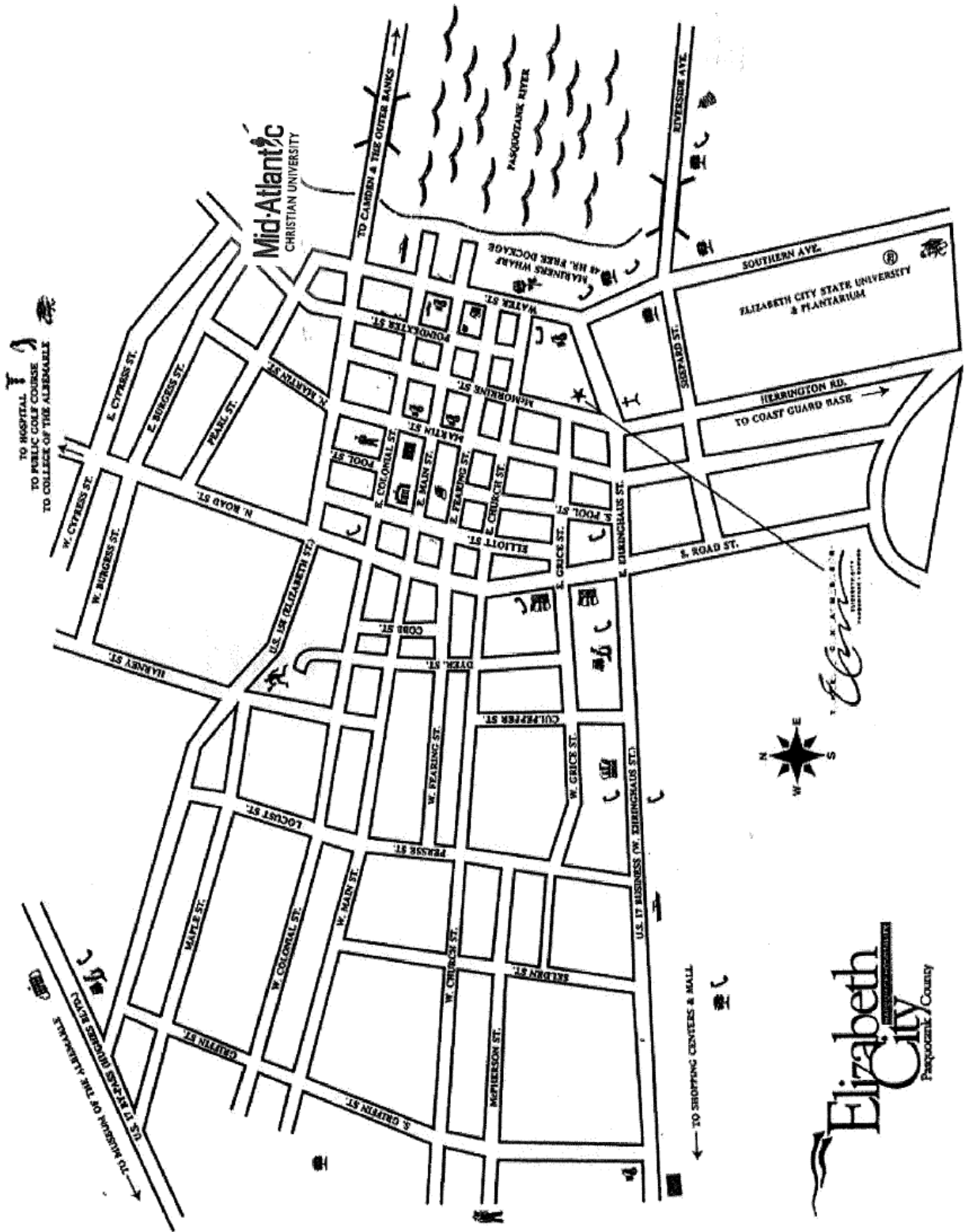
Gifts, estate planning Vice President/Development  
252.334.2025, [keith.wood@macuniversity.edu](mailto:keith.wood@macuniversity.edu)

## **Visitor Information**

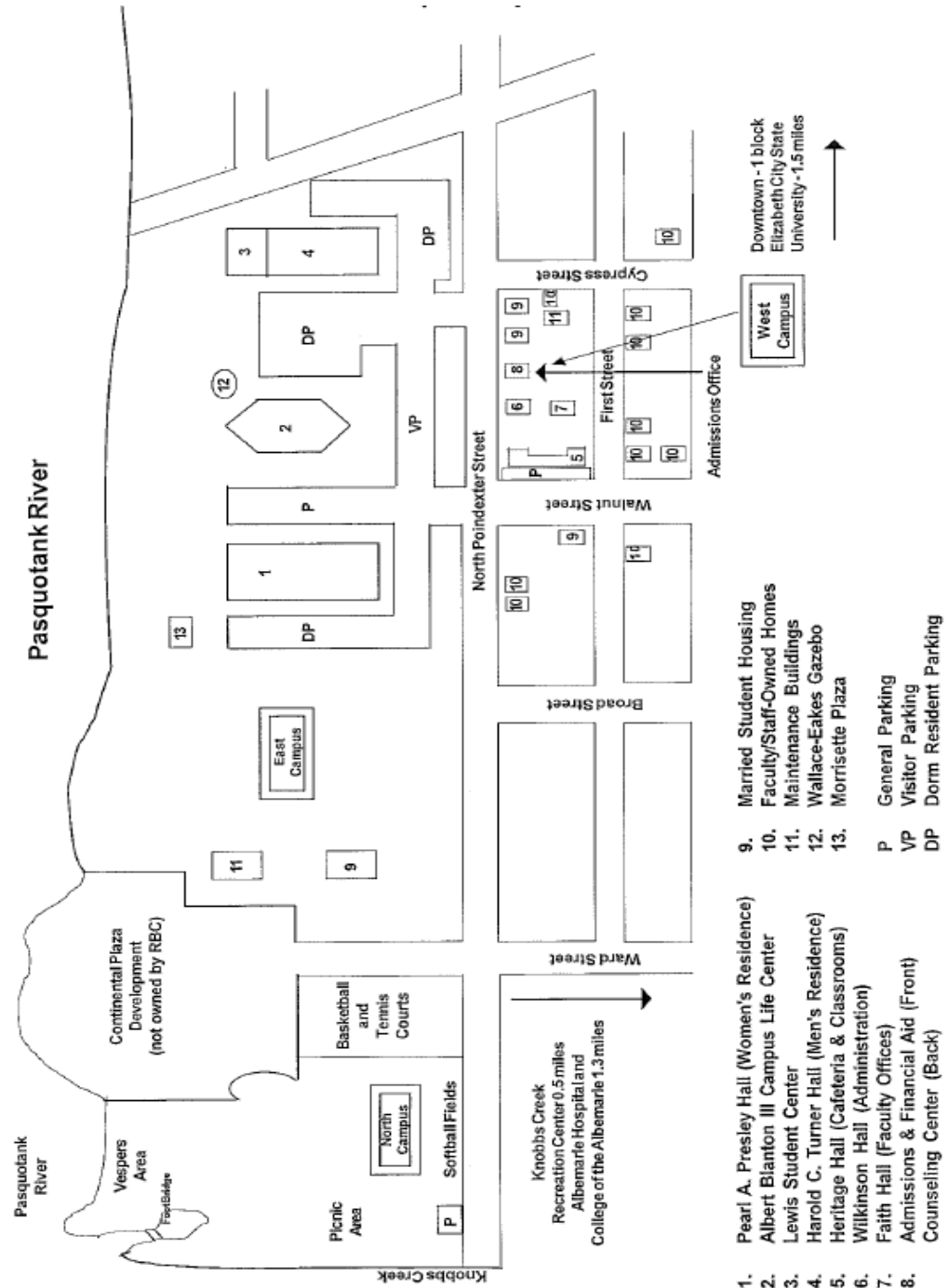
Visitors are welcome at any time. Our chapel services are open to all at 9:30 a.m. on Tuesday and 10:00 a.m. on Wednesday while school is in session.

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 (subject to change)

	2012-2013	2013-2014	2014-2015
Early Fall Intensives	Aug 13-17	Aug 12-16	Aug 11-15
Intent to Graduate Application for January	Aug 15	Aug 15	Aug 15
Dorms Open: New Students	Aug 17	Aug 16	Aug 15
New Student Orientation	Aug 17-19	Aug 16-18	Aug 15-17
Dorms Open: Continuing Students	Aug 19	Aug 18	Aug 17
Final Fall Registration	Aug 20	Aug 19	Aug 18
Classes Begin, (5 p.m.)	Aug 20	Aug 19	Aug 18
Last Day for Drop/Add	Sept 3	Sept 2	Sept 1
Mid-Term Week	Oct 1-5	Sept 30 – Oct 4	Sept 29 – Oct 3
Fall Break (No Classes)	Oct 8-12	Oct 7-11	Oct 6-10
Final Grades Due for Fall Intensives (noon)	Oct 10	Oct 9	Oct 8
Early Registration for Spring Semester	Oct 22 – Nov 2	Oct 28 – Nov 8	Oct 27 – Nov 7
Last Day to Withdraw from Courses (Grade W)	Nov 2	Nov 1	Oct 31
Thanksgiving Break (No Classes)	Nov 21-23	Nov 27-29	Nov 26-28
Final Exams	Dec 10-14	Dec 9-13	Dec 8-12
Dorms Close	Dec 15	Dec 14	Dec 13
Intent to Graduate Application for May	Dec 14	Dec 13	Dec 15
Final Grades Due (noon)	Dec 18	Dec 17	Dec 16
Early Spring Intensives	Jan 7-11	Jan 6-10	Jan 5-9
Dorms Open: New Students	Jan 11	Jan 10	Jan 9
New Student Orientation	Jan 12-13	Jan 11-12	Jan 10-11
Dorms Open: Continuing Students	Jan 13	Jan 12	Jan 11
Final Spring Registration	Jan 14	Jan 13	Jan 12
Classes Begin (5 p.m.)	Jan 14	Jan 13	Jan 12
Last Day for Drop/Add	Jan 28	Jan 27	Jan 26
Mid-Term Week	Feb 25 – Mar 1	Feb 24-28	Feb 23-27
Spring Break (No Classes)	March 4-8	March 3-7	March 2-6
Final Grades Due for Spring Intensives (noon)	March 6	March 5	March 4
Intent to Graduate Application for August	March 15	March 14	March 16
Gospel Rally (No Classes Thursday Afternoon or Friday)	March 14-15	March 14-15	March 19-20
Early Registration for Summer and Fall Semester	March 25 – April 5	March 31 – April 11	March 30 – April 10
Last Day to Withdraw from Courses (Grade W)	March 29	March 28	March 27
Easter Break (No Classes)	April 1-2	April 21-22	April 6-7
Final Exams	May 6-10	May 5-9	May 4-8
Final Grades Due for Graduating Students (noon)	May 7	May 6	May 5
Graduate Supper (6:00 p.m.)	May 10	May 9	May 8
Commencement (10:00 a.m.)	May 11	May 10	May 9
Dorms Close	May 12	May 11	May 10
Final Grades Due (noon)	May 14	May 13	May 12
Summer Session Intensives	May 13-17	May 12-16	May 11-15
Final Grades Due (noon)	Aug 2	Aug 1	July 31

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