

A Message from the President



Dear Student,

This book holds the blueprint for an exciting adventure in your life. As you browse through the following pages, you will notice that Kansas City College and Bible School is an institution that is dedicated to the success of its students. The leaders of the school are especially interested in helping each aspiring young person to develop spiritually and socially as well as intellectually.

Our mission is to develop servant leaders who embrace holiness of heart and life, and are equipped with a biblical worldview, an understanding of Wesleyan/Arminian theology, and practical tools for ministry, thus enabling them to build the local church at home and abroad. To accomplish this mission we continually strive to improve the educational environment and instruction. By equipping young people for life and not neglecting the spiritual nurture of the individual we believe that we are truly doing our part in building the local church at home and abroad.

No matter what career you hope to pursue, you will benefit from enrolling at Kansas City College and Bible School. You will benefit spiritually, socially, economically, and intellectually. You will face your future with a balanced view of the world. You will be prepared to either take advanced studies in the field of your career selection or immediately embark upon the development of your life's work. The benefits you receive from excellent instructors who care about you as a person are of paramount importance.

I invite you to seriously consider joining the ranks of others who have found Kansas City College and Bible School to be an excellent place to get started in life.

A handwritten signature in cursive script, appearing to read "Gayle Woods".

Gayle Woods, D.Min.
President

Kansas City College and Bible School

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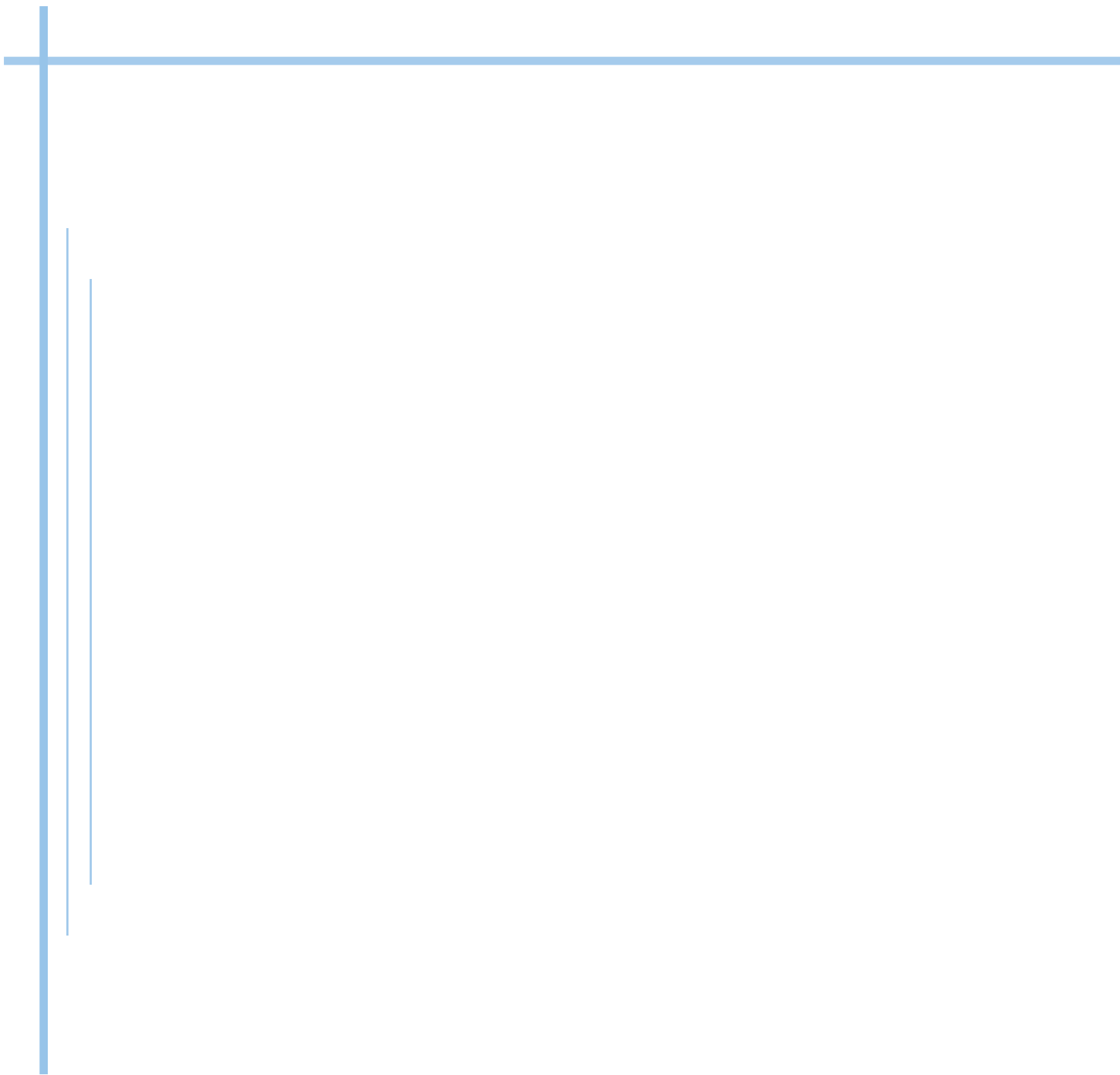


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First Semester

KCCBS CALENDAR

Second Semester

July 2008

31 Applications due

August 2008

- 9 Dormitory opens
- 15 Registration (9:00 11:00 a.m.)
Bible Knowledge Entrance Exam (11:15 a.m.)
Writing Skills Entrance Exam (1:00 p.m.)
Late Registration Fee in effect at noon
- 18 Classes begin
- 20 Welcome Wednesday
- 29 Last day to register for credit

September 2008

- 1 Labor Day (no classes)
- 16 Ministers' Conf. begins (no classes 16-19)
- 22 Classes resume

October 2008

November 2008

- 26 Thanksgiving Vacation begins at 2:30 p.m.

December 2008

- 1 Classes resume
- 15 Exams begin (15 - 18)
Christmas Vacation begins after exams

January 2009

- 5 Interim session begins
- 16 Interim classes end at 2:30 p.m.
- 19 Registration for second semester (9:00 a.m.)
Late Registration Fee in effect at noon
- 19 Interim finals - afternoon
- 20 Classes begin

February 2009

- 2 Last day to register for credit
- 16 Presidents' Day (no classes)

March 2009

- 13 Spring Break begins at 2:30 p.m.
- 23 Classes resume

April 2009

- 10 IHC Break begins at 2:30 p.m.
- 15 Classes resume

May 2009

- 18 Final exams begin (18 - 20)
- 22 Commencement (7:30 p.m.)
- 26 General Camp begins (May 26 -31)

June 2009

2008-2009

Note: The dates on this calendar are subject to change at the discretion of the administration.

General Info

Mission Statement

Kansas City College and Bible School exists to develop servant leaders who embrace holiness of heart and life, and are equipped with a biblical worldview, an understanding of Wesleyan/Arminian theology, and practical tools for ministry, thus enabling them to build the local church at home and abroad.

Affiliation

Although KCCBS is affiliated with the Church of God (Holiness), it welcomes and actively recruits students of various denominations and backgrounds.

Objectives

The principle objectives of KCCBS are to enable students to

Respond positively to the call and the claims of the gospel and the ensuing life of discipleship.

Demonstrate a basic knowledge of the classical disciplines taught from a Christian world view.

Exhibit a basic knowledge of the faith and practice of the Christian church from a Wesleyan-Arminian perspective, and develop a fuller understanding of and commitment to God's Word in its entirety.

Display moral character based on Christian principles; form personal, scriptural convictions; and practice Christian social graces.

Apply the knowledge and skills necessary to accomplish the duties of their professions.

Statement of Faith

Section 1. GOD - We believe there is one God, who is infinite, sovereign, eternal, and the creator

of everything. He is holy in His attributes and His nature. He is triune in His essential being and is biblically revealed as Father, Son, and Holy Spirit. (Ps. 90:2; Matt. 3:16, 17)

Section 2. JESUS CHRIST - We believe Jesus Christ is very God and very man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. (John 1:1, 14, 18; Phil. 2:5-8)

Section 3. HOLY SPIRIT - We believe the Holy Spirit is a divine person sent to indwell, guide, teach, and empower the believer, and to convince the world of sin, of righteousness, and judgment. (John 16:7-15; Acts 1:8)

Section 4. THE BIBLE - We believe the Old and New Testaments are the inerrant, infallible, inspired Word of God as originally given. They were written by men who were guided by the Spirit, and as such they stand as the only authority on God's plan for the salvation of mankind. The Bible is the only rule of faith and practice for Christians. (2 Tim. 3:16-17)

Section 5. MAN - We believe man was originally created in the image and likeness of God; he fell through disobedience, thereby incurring both physical and spiritual death. All men are born with a sinful nature, are separated from God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; that of the believer is everlasting joy and bliss. (Gen. 1:26-27; Rom. 3:10-18, 23; Rom 6:23 Ps. 53:1; Rom. 8:7)

Section 6. SALVATION - We believe salvation has been provided through Jesus Christ for all men. Those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Eph. 2:8-9; Rom. 5:1)

Section 7. ENTIRE SANCTIFICATION - We

believe it is the will of God that each believer should be entirely sanctified whereby at a time subsequent to their new birth in Jesus Christ they are cleansed of the nature of sin and filled with the Holy Spirit. By this experience of God's grace they are then empowered for continued growth, holy living, fruitful witness and effective service in their relationship with Christ. This is both a crisis and a progressive experience. (1 Thess. 5:23-24; Rom. 6:6; Rom. 12:1, 2)

Section 8. DIVINE HEALING - We believe in divine healing. Prayer for the sick and anointing with oil are taught in the Scriptures, and are privileges for the Church in this present age. (James 5:14,15)

Section 9. THE CHURCH - We believe the Church consists of all those who believe in the Lord Jesus Christ. Through the merits of His blood, they are born into the family of God and remain in it so long as they are walking in the light. The Lord Jesus Christ is the Head of the Church, which is His body. Our chief purpose is to worship and serve Him. Christ has commissioned the Church to proclaim the Gospel to all the world. In addition, the local church is a body of believers who join together for edification through the inspired Word, for prayer and fellowship, and the observance of the ordinances of baptism and the Lord's Supper. (Eph. 1:22-23; 5:23-30)

Section 10. RESURRECTION - We believe that those who die in Christ are immediately present with Him, while those who die in sin suffer the torments of hell awaiting the final judgment. We believe there shall be a bodily resurrection of the just and of the unjust: for the former a resurrection unto life and for the latter a resurrection unto final judgment. (Luke 16:19-26; 1 Thess. 4:15-17; Rev 20:12-15)

Section 11. ESCHATOLOGY - We believe the second coming of the Lord Jesus Christ is a vital doctrine of the Bible and is the vibrant hope of the church. This coming will be a visible, personal

return for the Church. Since there is no method of predicting when He will return, the incentive for active holy living is magnified. (Acts 1:11; 1 Thess 4:15- 17)

Administration

Gayle Woods

President
B.A., B.Th., M.Div., D.Min.

Donald L. Englund

Academic Dean
*B.A., M.A. Biblical Languages,
M.A. Linguistics*

William O. Cook

Director of Finance

Dorothy Purtle

Registrar
B.A. English, B.A. Music Education

Board of Trustees

*Mark Avery, *Chairman*
*Rodney Davis, *Vice-Chairman*
*Dwight Purtle, *Secretary*
*Marley McLerran, *Finance Comm. Chairman*
Sung Yeon Choi
Jeff Collins
Larry DeOrnellis
Matt Lee
Chad Pollard
Wayne Skeen II
Ralph Wheeler
Greg Wright

**Executive Committee*

Recognitions and Affiliations

Kansas City College and Bible School holds applicant status with the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Ste. 26, Orlando, FL 32822-1781.; 407.207.0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such

qualities as may provide a basis for achieving candidate status within four years.

KCCBS is recognized by . . .

1. An act of the Kansas Legislature in 1982, H.B. 2923.
2. The Veterans' Administration for the training of veterans.
3. The Justice Department for the training of international students.

KCCBS qualifies for listing in the *Transfer Credit Practices* of the American Association of Collegiate Registrars and Admissions Officers and the *Kansas Directory of Schools of Higher Education*.

KCCBS is recognized by regionally accredited universities as offering degrees that are accepted for entrance into a master's degree program. Formal and current cooperative credit transfer arrangements are in place with various neighboring institutions such as the following: University of Kansas, Johnson County Community College, MidAmerica Nazarene University, University of Missouri at Kansas City, Truman University, and Nazarene Theological Seminary.

Since 1969, it has been classified by the American Association of Collegiate Registrars and Admission Officers as a college whose credits are transferable assuming the student does acceptable work in the college to which he transfers. This provision makes it possible for KCCBS students to transfer to virtually any college in the United States. Generous considerations have been given by various colleges in the Midwest, as well as other parts of the country.

College Facilities

The Kansas City College and Bible School campus is made up of six major buildings. The Cowen Memorial Auditorium houses administrative offices and the auditorium/gymnasium which includes a full-size basketball court.

The Palmer Educational Center includes the

Watkins Memorial Library, the Dale Yocum Memorial Library, a science lab and twelve additional classrooms.

Shaver Hall houses a 78-person-capacity dormitory, two resident educator apartments, a guest room, a staff apartment, the campus dining hall and kitchen, student lounges, and dormitory laundry facilities.

A college classroom building provides for four classrooms and two offices.

The Chapel building houses a sanctuary which seats 300 people, as well as additional classrooms.

Library and Technology

The Watkins Memorial Library, located on the upper floor of the Palmer Classroom Building, serves both the high school and college departments of KCCBS. The purpose of the academic library is to provide necessary research materials for students and faculty to support the curriculum of KCCBS and to provide a variety of materials for recreational reading.

The campus has WiFi networks for classrooms and dorms.

Library Hours

Watkins Memorial Library is open when school is in session for the following hours:

8:30 a.m. - 3:30 p.m., Monday - Friday

6:00 - 9:00 p.m., Monday, Tuesday, and Thursday

Library Resources

Print Materials

Volumes: more than 21,000, including some in all major divisions of the Dewey Decimal classification.

Periodicals: More than 40 periodicals and newspapers

Non-print Materials

DVD's videos, cassette tapes

CD libraries: Jeremiah Lifeworks, Thomas Nelson Bible Study, Quick Verse, Expositor's Bible Commentary, Lucado Lifeworks, Logos Scholars', McArthur Lifeworks, PC Bible Study, Spanish Learning Suite

Technical Resources

Internet availability; 6 computers, five printers, one copier

Research Tools

On-line catalog. User-friendly software is used to catalog, locate, and check out books and materials. Library personnel

are available to assist students with research methods. Catalogs for other libraries: Johnson County catalog, available on the web, indexes, resources for many area libraries, including Johnson County Public Libraries, Johnson County Community College Library, Kansas City (MO) Public Library, Missouri Public Library, and the Nazarene Theological Seminary Library.

e-Sources

ProQuest, Infotrac, NetLibrary eBooks, Business and Management Practices, Routledge Religion eCollection, Bible Centre are all available (with password codes) to KCCBS students.

History of KCCBS

Kansas City College and Bible School had its beginning in the Church of God (Holiness) at 29th and Askew in Kansas City, Missouri. There had been a growing concern that the young men and women of the Churches of God (Holiness), who were called to ministry, should have a proper place to prepare. The church building and some rented facilities nearby provided the campus from 1938 to 1941 for what was originally named the Kansas City Bible College.

In the summer of 1941, the school, realizing that it needed to expand, moved to its present location at 74th and Metcalf in Overland Park, a residential community in the southern part of the greater Kansas City area. The campus of about twenty acres provided a spacious setting for the school. Since that time, several tracts of land have been allocated for other purposes; for example, one for the College Church and the other for the Herald and Banner Press, leaving about eleven acres in our present campus.

The original campus had six buildings, including a fifty-six-room dormitory, an administration building, a kitchen/dining room, and three dwellings. In 1947 a chapel and classroom building was erected. In 1957 a classroom building was built to house the high school.

A major building program was launched in 1965 with the erection of a 46-room dormitory with kitchen and dining room facilities on the lower level, a two-story classroom building with almost 20,000 square feet of floor space, and a multipurpose auditorium used for camp

meetings and other general assemblies. Physical education facilities and office space are also provided. With the completion of these buildings, the old administration building and the kitchen and dining hall were razed.

One cannot view the present campus and facilities of Kansas City College and Bible School without knowing that through the dedicated labors and consecrated money of many, God has wrought a miracle. Kansas City College and Bible School remains dedicated to the training of men and women for holy life and service, making an impact on our world today.

Completion/Placement Rates

In compliance with the Student Right-to-Know Act, the college has determined that the completion rate for full-time, first-time students entering in the fall of 2002 was 33%. The employment placement rate for the 2005 graduating class is 100%. Further information is available upon request.

Notice of Nondiscriminatory Policy as to Students:

Kansas City College and Bible School admits students of any race, color, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, gender, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Although Kansas City College and Bible School is affiliated with the Churches of God (Holiness), it is nondenominational and will accept students of various religious persuasions as long as they are willing to abide by the principles and policies of the school.

The Administration reserves the right to amend the policies stated in this catalog through normal academic channels without prior notification.

Admissions Info

Admission Policy

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Entrance Requirements

Applicants must be high school graduates with a minimum of 18 units. However, students who have not had the opportunity to complete their high school training may be admitted by successfully passing the General Educational Development (G.E.D.) test. Students presenting a G.E.D. must be at least 18 years of age. Other special admissions will be considered.

Kansas City College and Bible School does not accept students nor employ persons who are known to be homosexual.

All high school seniors are urged to take the American College Test (ACT), the Scholastic Aptitude Test (SAT), or an equivalent test and request that test scores be forwarded to the Admissions Office. Kansas City College and Bible School has been assigned the code number **1478** for the ACT Test and **5937** for the SAT in the admissions testing program. These tests are sug-

gested for admission and are helpful in giving academic guidance to a student.

1. Fill out the application form. Obtain a copy of your immunization record, and mail it, along with your application to KCCBS at the address in the oval below.

2. Request the appropriate people to fill out the reference forms and mail them directly to the school.

The required forms are these:

- a. **Pastor/Youth Pastor Reference**
- b. **Academic/Professional Reference**
- c. **Character Reference**

(Check the forms for instructions.)

3. Request that a copy of your high school transcript be sent to the Office of Admissions. Transcripts must be submitted from the high school from which you graduated and from any colleges you have attended.

Address all correspondence to
Office of Admissions
Kansas City College and Bible School
7401 Metcalf
Overland Park, KS 66204

4. When all of the application forms have been received and evaluated, you will receive a letter informing you of your admission status.

Transfer Students

Students transferring credits from other recognized colleges and universities will be allowed credit for all work done at a "C" (2.0) level and above, so long as the courses are in keeping with our curriculum offerings. However, it should be recognized that credit accepted from

another institution may or may not be applicable to specific degree programs. The college reserves the right to make the decision regarding applicability. Credit accepted from another institution will become a part of the permanent record of the student. Official transcripts must be sent directly to the Office of the Registrar from each college and university attended.

Application for Re-admission

Any student who maintains a resistant attitude toward school standards or spiritual life may be denied entrance during the following semester.

Any student whose schooling has been discontinued for reasons of poor conduct, attendance, or progress may apply for re-admission in any subsequent semester. The application will be favorably considered if there is evidence to show that the cause of the deficiency has been removed.

A student who discontinues attendance at KCCBS for one or more semesters must apply for re-admission. Application forms are printed in the back of this catalog or are available in the registrar's office.

International Students

Kansas City College and Bible School welcomes international students who seek to be trained and equipped for effective Christian service. Please note the following requirements:

1. The prospective college student must have completed twelve years of primary and secondary school prior to admission.

2. The process for securing a student visa can be complicated and time-consuming. Prospective students should plan to have their applications in to KCCBS several months in advance. We recommend that international students begin classes at the beginning of the academic year in August.

3. KCCBS policy requires that married foreign students must be accompanied by their spouses in order to be accepted as students.

More details are available on the website.

Procedure for Admission as an International Student

The prospective international student will receive a student packet containing the catalog, an application, and personal reference forms.

1. The application must be completed and returned to KCCBS with a \$100.00 non-refundable fee.

2. The personal reference forms must be completed by each of the following:

- ♦ the student's pastor
- ♦ a teacher or school administrator who knows the student well
- ♦ an adult friend or acquaintance.

Please do not give reference forms to relatives.

If the student's pastor is a relative, that form should be given to a church leader.

3. Official transcripts must be sent to KCCBS from the high school of graduation and from any college(s) attended.

4. After the student has been accepted by the KCCBS admissions committee, a required Affidavit of Support form will be sent to the prospective student. The student or a sponsor must complete the form, which validates sufficient financial resources for the student's expenses. (The approximate costs for each year of college, which includes room, meals, tuition, books, and fees is \$10,000.) This amount is due upon enrollment.

5. Upon the college's approval of the Affidavit of Support form, an I-20 is issued to the student.

6. The student must apply for a student visa from the nearest United States Embassy. At that time, the embassy will advise the student concerning all the requisites and regulations.

Student Life Info

Student Life Activities

Kansas City College and Bible School believes that student life activities are an important part of a student's education. Some of these activities provide the student an opportunity to channel skills and learning into practical experience. Other activities are for enjoyment and relaxation and give students the opportunity to fellowship with classmates. It is intended that all of these activities be Christ-honoring and have a part in developing the spiritual lives of our students. The following are some of the activities which are provided outside of the classroom.

Religious Life

There are several local Churches of God (Holiness) in the area which provide regular and special services. All dormitory students are encouraged to attend one of these. However, we recognize that students come to KCCBS from various denominations and may wish to continue their affiliations. We wholeheartedly encourage this.

Regular attendance at Sunday School and church services is required. There are many opportunities for our students to participate in the ministry of the local churches.

Chapel services are held twice a week. These are general chapels, under the supervision of the chapel committee and directed by the college president. The chapel service consists of congregational, group, or individual singing, Bible readings, prayer, and a devotional.

All students who live on campus, or who are enrolled in at least five (5) credit hours per semester, or who have a class immediately before or after chapel are required to attend chapel.

Campus Organizations

Students are encouraged to participate in extracurricular and cocurricular activities. A number of organizations on campus provide opportunities for such involvement.

The **Student Council** represents the interests of the student body and, under the direction of a sponsor, gives leadership and assistance in the planning of student activities. Each school year, council officers and a representative from each class are elected to this organization by the student body.

Student body class organizations—freshman, sophomore, junior, and senior—meet occasionally for the purpose of planning class events and fund-raising activities. Class officers are elected annually at the beginning of the school year.

Spiritual Formation/New Student Orientation

College freshmen and all transferring students taking six or more daytime hours are required to take the Spiritual Formation/New Student Orientation class. The New Student Orientation section of the class is held at the beginning of the school year. After acquainting new students with the philosophy, policies, and procedures of KCCBS, the class will study topics such as note taking, study habits, test-taking skills, and personal relationships. Spiritual Formation will meet for one class period weekly throughout the fall semester.

Spiritual Formation is a series of weekly sessions designed to establish the foundational aspect of spiritual maturity in all areas of the student's experience. While spirituality is stressed and incorporated in every classroom and extracurricular activity at KCCBS, we feel the necessity of helping each student begin his/her academic and professional career with a heart for God. Thus, the spiritual formation class will help

guide the student in the classical disciplines of the spiritual life (i.e., prayer, meditation, personal and corporate worship, etc.).

Field Education

(Internship for Religion Majors)

The Field Education program is designed to allow the religion major to acquire and fulfill “hands-on” experience related to his/her field of emphasis. Each religion major must complete four semesters of field education requirements. Three semesters must be served as an intern under the guidance/supervision of a dedicated pastor in a local church.

Field Education I, which must be taken prior to II, III, and IV, consists of various seminars and involves some community/church service or field work.

Field Education II, III, and IV must begin during the student’s junior year or the summer preceding the junior year. Each semester is designed with a different level of requirements, allowing for a progressive development of practical training and experience. Field Education II and III will be the same for all religion majors. Field Education IV will focus mainly on the student’s degree emphasis. Students may not enroll for more than one Field Education credit at a time with the exception that II and III may be taken concurrently during a summer.

The overall philosophy for the field education program is based on the age-old principle of learning by doing under supervision. *“And He chose twelve that they might be with Him and that He might send them forth (to preach)”* (Mark 3:14).

The goals of the program are as follows:

1. Goals for the field supervisor are to
 - Mentor
 - Disciple
 - Demonstrate
2. Goals for the student are to
 - ♦ Practice, explore, and reflect upon the

profession of ministry.

- ♦ Discover personal identity in Christ as a Christian, in addition to identity as a Christian minister.

- ♦ Capitalize on the opportunity to actually serve Christ and His Church while preparing academically for full-time Christian service.

- ♦ Develop a pattern of thinking theologically about ministry and evaluating performance in order to constantly improve his/her service.

Directed Student Ministries

(For Non-religion Majors)

The Directed Student Ministries (DSM) program identifies and develops opportunities for Christian service or field work that go hand in hand with formal studies in preparation for effective service. Christian education is characterized by the place given to practical training. Credit earned for DSM is one-half credit per semester. There is no tuition charge for DSM credit.

Kansas City College and Bible School requires six (6) semesters of DSM credit for graduation with a non-religion B.A. degree and one (1) to two (2) semesters for completion of A.A. programs. For education majors, four (4) of the six required semesters will be fulfilled in the Education Practicum requirement.

Housing and Food Services

One vital source of personal development is community living and group involvement. Most students live in the dormitory and take their meals in the cafeteria. However, if a student feels that other arrangements need to be made, he or she may submit a written petition to the Student Development Committee requesting permission to live off campus. Permission may be granted by the Student Development Committee for various reasons, such as the following:

- When an employer requires that the

- student live at the place of employment.
- When the student has relatives in the local area who will provide housing
 - When the student has health problems which necessitate off-campus housing.

The Student Development Committee will take into consideration the following factors when making its decision:

- Spiritual condition of the student
- Personal/social status of the student (chapel attendance, discipline record, etc.)
- Financial responsibility of the student
- Age of the student

If the student is younger than twenty-one, a notarized letter from the parents/guardians must be submitted to the Student Development Committee before permission will be granted. Submission of such a letter does not ensure that permission will be granted. Students under twenty-one must reapply at the beginning of each semester for off-campus housing. They may be granted a ten-day grace period to get the parental letter of permission.

At the beginning of each semester, **new** students who qualify for exceptions but do not have a letter of permission from their parents will be granted a ten-day grace period during which they will be expected to obtain the needed document.

If the student is not satisfied with the decision of the Student Development Committee, a written appeal may be made to the Administrative Committee.

Students should check with the residence deans for room assignments. Requests for rooms and roommates are honored when possible. Unless requested otherwise, and as space permits, students will automatically be assigned private rooms.

Each dormitory student is required to furnish his own pillow, bed linens, blankets, towels, etc. Beds, dressers, desks and chairs, closets, and curtains or blinds are furnished by the college. Students are expected to maintain their rooms in satisfactory condition.

The college is not responsible for loss or damage of personal property due to fire, storms, floods, or thefts.

The college reserves the right to inspect all residential areas and take all necessary steps to ensure that the facilities are being appropriately maintained.

Health Services

A licensed nurse is on call twenty-four hours a day, seven days a week. The nurse is also prepared to make referrals to a selected list of medical doctors.

The Student Accident and Health Fee covers the cost of providing a secondary accident insurance policy. Student accident insurance will pay for most reasonable and customary charges for care required for injuries incurred in an accident. Included are medical and surgical treatment, hospital confinement, drugs and medicines, ambulance expense, and dental treatment for sound natural teeth up to the amounts specified by the policy. This may change periodically. Students may review the policy in the business office. This is a secondary policy and may pay for services not covered by other policies covering the student.

Vehicles

The operation of vehicles on campus by KCCBS students is not a right, but a privilege granted by the college. The privilege may be rescinded at any time if the student abuses it or becomes a problem to campus personnel or to the local police.

All vehicles must be registered with the business office. Students who bring their vehicles to college must produce proof of liability insurance. The college also strongly recommends that the student carry collision insurance.

Behavior Guidelines

Philosophy of Discipline — A Biblical Approach

We attempt at KCCBS to understand and interpret all that we do from a Christian perspective. The conviction that God has created man and the world is fundamental to our Christian philosophy of life.

Individuals, organizations, and communities accordingly develop rules as a guide toward their goals. Rules also help to put into practice our basic moral and social principles. The necessity for rules, evident in everyday life, is rooted in the nature of man and society as creations of God. We adopt specific rules on the basis of our theological position and basic moral principles as well as social and cultural influences.

Beyond the general revelation about man and society, the genuine Christian regards the Bible as the specially revealed Word of God and as his final rule of faith and practice.

The Bible identifies some things as right and some as wrong (Ex. 20:1-17; Ps. 19; Matt. 5:17-20; Rom. 7:7 - 8:4; II Tim. 3:16, 17). Some of our rules have to do with unchanging moral laws.

The Bible also informs us that it is wrong to disobey government, except in the most unusual circumstances when civil obedience would conflict with obedience to God. Civil law is therefore binding on the Christian today, as it was in biblical times (Rom. 13:7; I Peter 2:11-17). Some of our rules have to do with civil law.

The Bible instructs that it is wrong to do what is inexpedient or imprudent because of the damaging consequences, even though the action is not wrong in itself. Christian liberty must act wisely in these matters, going the second mile in love (Acts 15:1-31; Rom. 14; I Cor. 8-10). Some of our rules reflect judgments of prudence based on a consideration of the consequences to the individual or the college rather than the

right or wrong of a practice. We must keep in mind that prudence involves concern for our influence on the college itself, the conservative holiness constituency we serve, the educational community, and the larger society of which we are a part.

Rules, then, are to be viewed not as legalistic impositions that degrade the person, nor as a means to self-justification, but rather as an attempt to do what is right, to act out of love, to consider the effect of what we do on ourselves and other persons, to pursue our goals in an orderly fashion, and so to glorify God in all that we do. For the Christian, God's grace through the indwelling Holy Spirit enlivens and motivates this kind of life (I Cor. 6:15-20; Rom. 8:2-5).

Standards of Conduct

Students, by virtue of their enrollment, become citizens of the KCCBS community and agree to live within the stated standards of conduct of the college. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the college. Students enrolled at the college should exercise the courteous consideration and self-discipline which are necessary to make it possible to achieve the aims and objectives of the college.

In keeping with the philosophy of the college, the following standards are expected of all students:

- ♦ Christian principles of morality should govern every personal relationship.
- ♦ Profane language, gambling, and attendance at movie theaters and dances is not permitted.
- ♦ Stealing or abuse of another's property is not tolerated.
- ♦ Disorderly assembly or disruptive activity is prohibited.
- ♦ The possession, use, or distribution of alcoholic beverages, tobacco, illegal drugs, or obscene literature is strictly prohibited.
- ♦ Persons who are found to be homosexual will not be allowed to continue enrollment.

Because we realize that by defiling our bodies we also defile the creation of God, the use of alcohol or nonmedicinal or illicit drugs by employees or students of Kansas City College and Bible School is strictly prohibited. The unlawful possession, use, and/or distribution of drugs and alcohol by students or employees on the property of or at activities sponsored by Kansas City College and Bible School is forbidden and those in violation will be appropriately disciplined.

No code of conduct, no matter how lengthy, could list all the matters in which choices and decisions must be made. What has been attempted here is to give students a generalized overview of what will be expected of them. More specific information relating to student conduct can be found in the *College Student Handbook*.

Dress Code

Good grooming is the standard of dress at KCCBS. The student is expected to dress with simplicity (not going beyond means), modesty, and cleanliness. Dress should always present a pleasing appearance which does not draw undue attention to itself, thus emphasizing the more important qualities of personality. Personal appearance should not disrupt the mood or atmosphere of the activity being attended.

The dress code is in effect at all times. Off-campus students must be properly attired when on campus, no matter what occasions their return to campus. Special events may require appropriate attire, which will be announced. Any exceptions must be approved by the Administration.

Women's Appearance

Our women students are to wear skirts and dresses that will cover the knees well in all positions normally assumed, with modest necklines, and with sleeves that come to the elbow when the arms are hanging loosely at the sides.

The wearing of slacks, pantsuits, or tight-fitting or sheer dresses or blouses is not permitted. Hose must be worn at all times unless the legs are covered, except that athletic socks and

loose-fitting culottes (not to resemble shorts in any way) may be worn during PE classes, when participating in athletics, and on special student activity days. The wearing of ornamental jewelry or decorative cosmetics is prohibited. Not permitted are blush, lip color, eye shadow, mascara, eye liner, and rouge. A light application of foundation may be used to cover blemishes. All women students are to refrain from cutting their hair, even during breaks when the student is under the authority of her parents.

Men's Appearance

Our men students are to wear dress shirts or neat sport shirts with collars, and with sleeves that come to the elbow. Shirts are to be buttoned and tucked in, if so designed. Trousers that are neat and properly fitted are to be worn. Belts are to be worn if the trousers are designed with belt loops. No sweats or running pants may be worn except when the student is engaging in athletic activities.

Hairlines are to be kept above the eyebrows, off the ears, and neatly trimmed in the back. Hair should be sufficiently trimmed to avoid a shaggy appearance. Sideburns may be no longer than the bottom of the ear opening and are to be kept straight (not flared). Sideburns, beards, and mustaches must be kept neatly trimmed.

Other Guidelines

In addition to the above, the following guidelines are to be observed:

1. Students enrolled in performance groups may be required to adhere to dress codes peculiar to that group.

2. Extreme fashion fads, whether of dress or hair style, should not be followed. The rule of thumb is this: If you are unsure of the appropriateness of something you wish to do or wear, refrain until you have discussed it with the dean of students.

Marriage

College students are not permitted to marry during the academic year except when the parents have given written notification to the academic dean and the president of the college, and when such arrangements have been made well in advance. Infraction of this regulation subjects offenders to suspension from school. Older students may qualify for exceptions. Please consult with the Student Development Committee.

Suspension

Any student who persists in violating the standards and regulations of campus conduct, as formulated by the governing body, or who persistently fails to manifest the accepted qualities of ladies and gentlemen, will be subject to suspension from this school. The *Student Handbook* details the procedural steps involved in suspension.

Grievance and Due Process

The student is afforded a grievance policy which outlines the steps to be taken to address a concern the student may have. The college has also set forth the manner in which due process will be effected. See the *Student Handbook* for the particulars on both of these concerns. Copies are available from the dean of students.

Educational Rights

The college adheres to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) which guarantees students the right to know what information the college maintains about themselves and the right to ensure the accuracy of that information. Students also have the right to know who has access to files of information and for what purpose. In most cases, students may instruct the college concerning the distribution of their personal information outside the college.

Financial Info

Per-Hour Tuition Schedule

| | |
|-------------------------------|---------------|
| Regular | \$ 115 |
| Independent Study | 200 |
| Audit | 60 |

All prices listed in this catalog are subject to change without notice at the discretion of the KCCBS administration and/or Board of Trustees.

Payment Plans

The following three options are available for payment of accounts:

- ◆ Prepayment in full at the beginning of the semester.

- ◆ Payment through the monthly **F.A.C.T.S.** plan. This plan involves signing an automatic withdrawal agreement. Details are available in the business office. This option is not available for sponsors of foreign students who have foreign bank accounts. (Fee charged by the FACTS company)

- ◆ Tuition and residence fees may be paid by credit card through PayPal. Contact the school or see the KCCBS website for information. Allow two weeks for payment to be received by KCCBS. Mark the payment as tuition and fees instead of a donation! (Surcharge)

Important: Textbooks, supplies, and fees other than the residence fee cannot be charged on the student account, but must be paid in full at registration. **KCCBS does not accept credit or debit cards.**

Independent Study Fees

Tuition for independent study is a flat \$200 per credit hour and does not qualify for any reductions.

Residence Fee

The residence fee for dorm students is \$2,350 per semester. This fee includes room and meals.

Timeliness of Payment

All payments due the school are to be kept current. If payments are not kept current, either or both of the following steps may be taken until satisfactory arrangements are approved by the business manager:

1. The student will not be permitted to continue at the college.
2. The student will not be permitted to enroll for the following semester.

Other policies in effect are as follows:

1. Students owing the college at the end of the academic year will not be permitted to enroll for another semester without making satisfactory financial arrangements with the business manager.
2. Students may not receive grades for any semester's work nor have credit for their work transferred to another institution at any time unless their school bills are paid.
3. Graduating students must have their accounts paid in full before receiving their diplomas.

Refund Schedule for Residence Fee

Refunds for the residence fee are prorated as of the date the cancellation is received in the business office. The deposit will be refunded within 30 days after a student withdraws or graduates provided there are no fines and no furniture or room damage. If the student owes a balance, the deposit will be applied to it.

Refund Schedule for Tuition and Private Lessons*

| | |
|------------------------------------|-----|
| By end of 1st full week of classes | 90% |
| By end of 2nd full week of classes | 80% |
| By end of 3rd full week of classes | 60% |
| By end of 4th full week of classes | 40% |
| By end of 5th full week of classes | 25% |
| By end of 6th full week of classes | 10% |

The date for calculating refunds is the date that the drop slip is returned with proper signatures to the office of the registrar. Refunds are not given for payments on private lessons or tuition after the sixth week.

**Students receiving Veterans' Administration benefits who find it necessary to withdraw before the end of the term will receive a pro rata refund for tuition and fees.*

Costs for Fall 2008

The average first-time, full-time resident student can expect to pay the following during the 2007 fall semester:

Tuition, Residence Fee (per semester)

| | |
|---|----------|
| Tuition, per credit hour..... | 115.00 |
| Residence fee (dorm room and meals) | 2,350.00 |

One-time Fees

| | |
|---|--------|
| Room deposit (refundable) | 50.00 |
| Application fee for international student | 100.00 |

Registration, Graduation, and Transcript Fees

| | |
|---|-------|
| Priority registration fee, each semester | 25.00 |
| Regular registration fee, each semester..... | 50.00 |
| Add/drop fee, per occurrence | 10.00 |
| Graduation fee (e.g., diploma, cap, gown) | 60.00 |
| Transcript fee (after first transcript)..... | 5.00 |

Miscellaneous Fees (per semester)

| | |
|---------------------------------------|--------|
| On-campus student services fee | 150.00 |
| Off-campus student services fee | 125.00 |
| Air conditioner fee..... | 65.00 |
| Technology fee | 25.00 |
| General appliance fee | 25.00 |
| Internet fee | 25.00 |
| Men's basketball fee | 100.00 |
| Vehicle permit fee | 10.00 |
| Private music lessons..... | 150.00 |
| Lab fee (per class)** | 25.00 |
| Materials fee (per class)** | 10.00 |

Please note that listed charges are subject to change without notice.

* Students who meet the application deadline will pay the priority application fee.

Those who apply after the deadline will pay the regular application fee.

** The lab or materials fees are only for those classes which have fees. Such classes are noted in the descriptions of the classes in the catalog beginning on page 39.

Refund Schedule for Independent Study Classes

Refunds for classes taken independently will be paid according to the following schedule.

| | |
|------------------------------------|-----|
| Within one week of enrollment | 75% |
| Within two weeks of enrollment | 50% |
| More than 2 weeks after enrollment | 0% |

Student Employment

Students are encouraged to seek employment when their financial circumstances require it. If a student must work full-time (forty hours per week), he is expected to carefully plan his work schedule, course loads, and class schedules with the assistance of his academic advisor.

KCCBS students have very little difficulty acquiring employment in the greater Kansas City area.

Financial Assistance

To be eligible for financial assistance at KCCBS, the student must meet any threshold requirements and must maintain “satisfactory academic progress” (see p. 28 - 29 for further information).

Grants

Vocational Rehabilitation Grants are offered through many states to residents who have a disability that is a handicap to employment. Further information may be obtained by contacting the Division of Vocational Rehabilitation at the State Department of Education in the student’s home capital.

The **Bureau of Indian Affairs** offers grants to American Indian students. This is handled on a tribe-by-tribe basis. The prospective student is encouraged to check with the educational officer of his specific tribe to see if they participate in this program. Eligibility requirements often include requirements such as demonstrated financial need and satisfactory academic progress. Additional information and the application materials are

available through the area agency office holding records of the student’s tribal membership.

Benefits

The **Social Security Administration** pays monthly benefits to dependent unmarried students whose parents have become eligible for Social Security benefits or whose parent is deceased. Further information is available from any Social Security Administration Office.

Veterans’ Education Benefits are approved for all the programs at Kansas City College and Bible School. Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms available from any local or regional Veterans’ Administration Office.

War Orphans’ and Widows’ Benefits are offered to many children of veterans who died or were permanently and totally disabled in or as a result of service in the Armed Forces of the United States. Widows and wives may also qualify if the veteran-husband is deceased or permanently and totally disabled from service-connected causes. Further information is available from any local or regional Veterans’ Administration Office.

Scholarships

KCCBS Merit Scholarships

Kansas City College and Bible School offers two different merit scholarships to graduating high school seniors: Presidential Gold Merit, and Presidential Silver Merit. Awards values for the various levels are detailed below. Application for scholarships should be made to the KCCBS admissions office. The student will need a letter of recommendation from the high school principal or administrator regarding the student’s academic achievement and a letter of character reference from his or her pastor.

Merit scholarship recipients* will receive the following awards for eight academic semesters of continuous enrollment if the student remains eligible.

The **Presidential Gold Merit Scholarship*** awards \$1,250 for tuition and residential fees

(room and meals) for each consecutive semester, with the student carrying 12 credit hours and living in the dorm.

The **Presidential Silver Merit Scholarship*** grants \$1,000 for tuition and residential fees (room and meals) for each consecutive semester with the student carrying 12 credit hours and living in the dorm.

In order to qualify for a merit scholarship, the student must meet or exceed the minimum cumulative GPA (on a 4.0 scale) for all high school work as listed below, and be accepted as a student at KCCBS. In addition, that GPA must be maintained in order to keep the scholarship in force.

Presidential Gold Merit, GPA of 3.5 or above

Presidential Silver Merit, GPA of 3.25 or above

The student must enroll at KCCBS for the fall semester immediately following high school graduation, carry a minimum of 12 hours and live in the dorm.

The Morey Shaver Scholarships* are in honor of Mrs. Morey Shaver. These need-based scholarships of \$1,000 per semester are available to students who do not otherwise qualify for merit scholarships or KCCBS grants, when the following criteria are met:

1. a. There are three or more dependents in the home who are under the age of 21 or are currently full-time college students and the total annual income of the family is less than \$50,000.

b. There are two dependents in the home who are under the age of 21 or are currently full-time college students and the total annual income of the family is less than \$40,000.

c. There is one dependent in the home who is under the age of 21 and the total annual income of the family is less than \$30,000.

2. Certification of financial need is required. A statement in writing from the head of home will be accepted.

3. The student must enroll at KCCBS for the

*Each student is eligible to receive only one KCCBS-sponsored scholarship or grant (e.g., the Gold Merit, Silver Merit, Morey Shaver, Pastor's Scholarship, and Administrator's Scholarship) during any one given semester.

fall semester immediately following high school graduation, carry a minimum of 12 hours and live in the dorm.

4. In addition, in order to maintain eligibility, the recipient may not have had a reduction in any semester grade due to poor class attendance. (See attendance policy.)

KCCBS Scholarship Grants** of \$500 per semester may be offered to students who do not otherwise qualify for the Presidential Gold or Silver or Morey Shaver Scholarships.

1. **Pastor's Scholarship*** – Pastors may, by a letter of recommendation, designate a student who by Christian character and desire to serve Christ become eligible for a \$500 per semester scholarship (See conditions below).

2. **Administrator's Scholarship*** – School Administrators or their designees may recommend a scholarship to those students who by circumstance, desire and Christian character are deemed eligible. Such scholarships are for \$500 per semester.

*Each student is eligible to receive only one KCCBS-sponsored scholarship or grant (e.g., the Gold Merit, Silver Merit, Morey Shaver, Pastor's Scholarship, and Administrator's Scholarship) during any one given semester.

The **Angeline Faith Lowery Memorial Scholarship** is sponsored by the Reuben H. Lowery family. This scholarship is for a worthy elementary education major. The applicant must be a Christian, have completed at least sixty hours, be carrying a full load, and have a cumulative GPA of 3.0 or higher. Additionally, the applicant must have shown competency in classroom rapport in at least two practicum classes taken at Overland Christian Grade or Noah's Ark Preschool and Child Care Center. The recipient is chosen by the Lowery family.

The **Dr. E.W. Roy Scholarship** is presented to students pursuing the Bachelor of Arts in Religion degree. Candidates must have excellent scholastic credentials, must be outstanding in Christian character as manifested in school and

social life, and must indicate a comprehensive understanding and application of traits and abilities necessary for full-time Christian work. The candidate must be taking a minimum of twelve college hours per semester at KCCBS.

A candidate will be selected by a committee comprised of the Administrative Committee, the chairman of the Division of Bible and Theology, and the registrar. The amount of the award will also be determined by this committee and be contingent on the funds available and the needs of the student.

The **Hertha Roy Scholarship** is a one-time award given to an international student or missions student. Candidates must have excellent scholastic credentials, must be outstanding in Christian character as manifested in school and social life, and, in the case of international students, must be planning to return to their homeland after graduation.

A candidate will be selected by the Administrative Committee. The amount of the award will also be determined by this committee, and will be contingent on the funds available as well as the needs of the student.

The **Edna Gildersleeve Scholarship** is presented to a student majoring in secondary education with a focus in English, or to an elementary education major, and is in the amount of \$150.00. The recipient must be outstanding in academics and in Christian character. The award's recipient will be chosen by the Academic Committee.

The **L.B. Query Family Ministerial or Missions Scholarship** is a one-time award to a ministerial or missions major from a Church of God (Holiness) background in the amount of \$500.00. The student must have no semester grade up to and including the semester the scholarship is awarded that is lower than a C. The recipient will be selected by the KCCBS faculty and approved by the Query family.

The **L.B. Query Family Christian Education Scholarship** is awarded once a year to an education major from a Church of God (Holiness)

background, and is in the amount of \$500.00. The student must have no semester grade up to and including the semester the scholarship is awarded that is lower than a C. The recipient will be selected by the KCCBS faculty and approved by the Query family.

The **L.B. Query Family Music Major or Minor Scholarship** is awarded once a year to a music major or minor from a Church of God (Holiness) background, and is in the amount of \$500.00. The student must have no semester grade up to and including the semester the scholarship is awarded that is lower than a C. The recipient will be selected by the KCCBS faculty and approved by the Query family.

The **Dr. Ruby Hughes Scholarship** is awarded to a foreign student who demonstrates financial need. The recipient is chosen by the KCCBS faculty.

The **Ruby Mays Scholarship** is awarded to a student with a major in Christian education, preferably with an emphasis in secondary English. The recipient is chosen by Ruby (Mays) Rice.

The **Mamie Alvine Scholarship** is awarded to a student who demonstrates good character and financial need. The recipient is chosen by the KCCBS faculty.

The **Castillo Scholarship** is presented to a minority student and is need-based. The scholarship is by application, and the recipient(s) are selected by Mr. Castillo. Applications are available in the KCCBS administrative offices.

The **Holloway Dycus Scholarship** is awarded to a ministerial or missions major. The recipient is selected by the Administrative Committee.

The **Larry Warford Scholarship** is awarded to students attending Church of God (Holiness) schools at the high school or college level. It is administered by the Church of God (Holiness) foundation board. An interested student should contact the administrator of the local Church of God (Holiness) school, or contact a KCCBS administrator for a KCCBS scholarship application. If information is not available there, contact

the foundation board secretary at the address below:

Foundation Board Secretary
Church of God (Holiness)
P.O. Box 4244
Overland Park, KS 66204

The **Cordelia Williams Memorial Scholarship** is made available by the Daniel Williams family. The recipient will be chosen by the Williams family. The award amount may vary.

The **Winfred Pugh Memorial** scholarship sponsored by the Pugh family. The recipient, a ministerial student of excellent Christian character with good grades, will be chosen by the family. The award amount may vary.

Important note: Students enrolled in six or more credit hours during any single enrollment period who withdraw from total enrollment, or fail to successfully complete any credit hours, will automatically be excluded from being eligible for continuing financial aid.

Notice of Nondiscriminatory Policy as to Students:

Kansas City College and Bible School admits students of any race, color, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, gender, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Although Kansas City College and Bible School is affiliated with the Churches of God (Holiness), it is nondenominational and will accept students of various religious persuasions as long as they are willing to abide by the principles and policies of the school.

Academic Info

Catalog of Reference

Students will graduate under the requirements of the catalog in effect when they begin their program. If the student withdraws from KCCBS and later re-enrolls after more than one semester of academic inactivity, he will graduate under the catalog in effect at the time of his re-enrollment, or a newer catalog placed in effect while he is registered as a student.

Student Responsibilities

The administration and faculty of KCCBS attempt to outline clearly and advise consistently concerning requirements for graduation and the student's progress in meeting these requirements. Part of the student's personal development, however, is the recognition and acceptance of responsibilities in meeting all graduation requirements. The student is expected to take initiative to follow through in the completion of all requirements and details of the academic program.

Classification of Students

Each student's academic classification is determined at the beginning of the fall semester, and will remain at that level throughout that school year. One is considered a full-time student when enrolled for twelve or more hours per semester.

The following classifications are used for both full-time and part-time students:

- Freshman..... 0 - 29 hours
- Sophomore 30 - 59 hours
- Junior..... 60 - 89 hours
- Senior at least 90 hours

Student Class Load/Overload

Sixteen college hours for each semester constitutes a normal student load. To enroll for more than sixteen hours, a student must secure the written approval of his program coordinator. To enroll for more than eighteen hours, the student must secure the written approval of the academic dean. Should a student later show his inability to successfully carry his excess hours, this permission may be revoked.

A maximum class load of twelve hours is recommended for students who are employed twenty-five or more hours per week.

Grading System

The academic work of the student is graded in accordance with the system listed below:

| | |
|-----------------------|--------------------|
| A... Exceptional..... | 90 - 100 |
| B... Above Average .. | 80 - 89 |
| C... Average..... | 70 - 79 |
| D... Below Average .. | 60 - 69 |
| F ... Failing | Below 60 |
| W | Withdrawal |
| I | Incomplete |
| CR | Credit |
| NC | No Credit |
| AU | Successful Audit |
| UA..... | Unsuccessful Audit |

A grade of "F" indicates failure and necessitates a satisfactory repetition of the course before credit can be allowed. A grade of "W" is recorded when a student has withdrawn after the second meeting of any class and before the beginning of the tenth week.

A grade of "I" indicates incomplete work and is to be given only when extenuating circumstances prevent the student from completing the course work during the semester. It is the student's responsibility to arrange with the instructor for the completion of the course. Re-enrollment in the course would not normally be required for successful completion. Course work needed to

remove the “I” grade is expected to be completed not more than thirty days following the end of the semester. All “I” grades will be changed to “F” on the student’s transcript if the instructor has not initiated a grade change within thirty days following the end of the grading period for which the “I” was given.

A grade of “CR” is given if the student successfully completes a class for which no letter grade is given. If the student fails to successfully complete such a class, a grade of “NC” is given.

A grade of “AU” is given if the student successfully audits a class (attends at least two-thirds of the sessions). If the student fails to successfully audit a class, a grade of “UA” is given.

Auditing Classes

A student auditing a class does not receive an academic letter grade and may, but is not required to, fulfill the course requirements. The person who audits a course is not permitted to obtain credit for the course except by taking the course later by regular enrollment and meeting all the requirements for credit. Students auditing classes must attend two-thirds of the class sessions before the course is entered on the transcript as a successful audit. Credit registration cannot be converted to audit status at any time, and audit registration cannot be changed to credit registration. Financial aid will not pay for courses completed by auditing.

Class Attendance

The student is allowed one unexcused absence for each credit hour of the individual course. The semester grade for that class will be lowered one letter for each unexcused absence over the allowable limit. Students must be especially careful concerning night classes which meet only once per week. For those classes, each class period is, in essence, three class periods (for a three-hour class). Therefore, the student is only allowed one unexcused absence. In the previous example, the second unexcused absence could lower his grade three letters.

Any student desiring to be excused from a previously-missed class must obtain that excuse from the instructor at the next attended class. The instructor may excuse or not excuse the absence or refer the matter to the academic dean.

Any student who is absent from more than 20% of the regularly-scheduled sessions of any class will not receive credit for that class. Time scheduled away from class in an official capacity of deputation may be exempted from this stipulation by a decision of the Administrative Committee. Students are required to be present for the required class final exam if at all possible. Exceptions are granted only by advance permission from the academic dean and the payment of the required fee.

Tardy Policy

A student is tardy whenever he is not in his seat when class roll is taken. Three tardies will constitute one absence. It is the student’s responsibility to notify the teacher immediately after class concerning the reason for the tardy. Consistent tardies to class or chapel are unacceptable. In most cases, this is considered to be a behavioral and self-discipline problem rather than an academic problem. In the case of such behavior, the student will be referred to the Student Development Committee for consultation and/or corrective action.

A student who misses more than twenty minutes of the class is considered absent rather than tardy. It should be noted that in the case of evening courses, it behooves the student to come to class as soon as possible since one meeting of the class is treated as more than one session.

Residency Requirements

A minimum of thirty semester hours in residence with a minimum GPA of 2.0 must be completed before a student may graduate from KCCBS. Eight of these thirty semester hours must be in the field in which the student is majoring. Not more than six of the final thirty hours may be transferred from another school, and then only by petition.

Repeat Courses

A student may repeat five courses or a maximum of seventeen semester hours of work in which he has “D” or “F” grades. Although the former grade will remain on the transcript, only the last grade will be used in determining the student’s GPA.

A student may take a class for credit which was earlier audited without its being counted in this seventeen-hour maximum.

Withdrawal

Students who desire to withdraw from a class must first secure the appropriate form from the registrar’s office and follow the procedure outlined by that form. Students may withdraw from a class prior to the second class meeting with no reflection of this on their permanent record. Students who withdraw from classes after the second class meeting but before the beginning of the tenth full week of the semester will receive a grade of “W” on their permanent record. After the beginning of the tenth week, the professor must assign a regular letter grade for the class. This does not apply to students who, because of an emergency, are required to drop all courses.

Those students who leave school without consulting the academic dean and the business manager and without filling out a “Withdrawal from College” form (available at the administrative offices) will be considered as currently enrolled and shall be regarded as absent until they have properly withdrawn from school. Until students are officially withdrawn from school, their current expenses shall continue to be charged.

Any student who has been dropped from all of his individual courses because of absences without adequate excuses will be considered officially withdrawn from the school on the date he was dropped from his last course.

Adding Classes for Credit

Check the calendar for the last day to enroll

for credit for a class. Exceptions must be approved by the appropriate division chairman in consultation with the course instructor.

Late Registration

All students are expected to be present and to complete registration within the time allotted for this purpose. A daily fee is charged students who enroll after the regular registration period. No registrations for regular classes are accepted after the stated deadline, except with permission of the academic dean.

Independent Study Policy

Students are allowed to take a total of nine hours of independent study in their college program. This privilege will be afforded mainly to seniors who are unable to pick up a particular class at its scheduled offering. It should be noted that the nature of some classes does not allow for independent study (e.g., Conducting). Students are also discouraged from taking independently the classes which are considered foundational to their programs. Independent study tuition paid by students who later elect to take the class as a regular on-campus class will not apply toward the tuition for the on-campus class.

The student must obtain permission from the academic dean to enroll in the independent study course, and then complete the independent study request form and obtain the necessary signatures.

As soon as the registrar notifies the cooperating professor that the student has enrolled and that necessary financial arrangements have been made, the professor can release the course materials to the student.

The student will be responsible for completing the class requirements within the two terms following enrollment for the course. For this purpose, the fall semester, spring semester, and the summer break will each be considered one term. At the end of the two terms, in most cases the grade that has been earned at that point will be given.

Transcripts

The office of the registrar handles all requests for transcripts. Official transcripts bear an embossed seal of the college, and the signature of the registrar. Unofficial transcripts are not signed and do not bear the seal. An official transcript with the college seal imprinted is normally not issued to a student or former student, but is sent directly to another institution, or to an official of an organization, at the student's request. Requests for transcripts must be made in writing and signed by the student.

A transcript cannot be issued to or for a student indebted to this college until payment has been made. One transcript is furnished each student without charge. Subsequent requests must be accompanied by the \$5.00 fee. The transcript will not be sent until the fee has been paid.

Academic Advisors

Each student is assigned to an academic advisor who teaches in the department in which the student plans to major. The academic advisor gives the student counsel in choosing his courses and planning his college career.

KCCBS "College Now" Program

The KCCBS "College Now" program is designed to provide high school seniors who are maintaining a grade point average of 3.0 or higher with the opportunity of taking advantage of the unique educational opportunities offered at KCCBS. The program offers these students the option of taking college level courses for both high school and college credit. The student may take no more than twelve credit hours within the academic year, except by permission.

Students who desire to participate in this program and who have maintained the required GPA for their most recent year of high school must fill out the College Now Program Application form and pay both the high school tuition and college registration, tuition, and fees. In addition, it will be the student's responsibility to obtain the signature of the teacher of the college class

he is requesting as well as the signatures of the high school principal and the academic dean. It will also be the responsibility of the student to apprise the business office that he is enrolling in the KCCBS "College Now" program at the time he pays his tuition and fees.

Semester Honor Rolls

All students carrying twelve hours or more who maintain the following GPA's will receive special recognition for their academic achievement as follows:

| | |
|--------------------------|-----|
| President's Honor Roll | 4.0 |
| Dean's Honor Roll | 3.5 |
| College Merit Honor Roll | 3.0 |

No student with an "I" (incomplete) will be placed on the honor roll lists.

Graduation with Honors

Students receiving a bachelor's degree from this college with a GPA of 3.70-3.79 will have conferred upon them the distinction of graduating *Cum Laude*. Students attaining a GPA of 3.80-3.89 will have conferred upon them the distinction of graduating *Magna Cum Laude*, and those with a GPA of 3.90 and above will be honored as graduating *Summa Cum Laude*. The basis for graduation with honors is that the required GPA be for both the cumulative GPA and for the last sixty hours.

Announcement of these honors will be made during the commencement exercises.

Graduation Clearance

Each candidate for a degree is responsible for meeting all requirements for graduation. The faculty advisor approves the courses designed to meet divisional and major programs. The office of the registrar reviews all other requirements, including semester-hour totals, residency, and GPA.

1. All degree requirements for specific pro-

grams as listed in this catalog must be met.

2. The student must maintain an overall GPA of 2.0 or higher.

3. The student must maintain a GPA of at least 2.5 in his or her major area. (Major area for this purpose is the Professional Field requirements plus the Major Emphasis core area, i.e., *Pastoral Emphasis*.)

4. Six semesters of DSM must be successfully completed by non-religion-major B.A. candidates (Education Practicum requirements fulfilled in a Christian elementary school will count toward the six required DSM requirements) and one or two semesters of DSM by most A.A. candidates.

5. All religion B.A. candidates must complete four semesters or two summers of the field education program.

6. All financial obligations must be satisfied in the business office.

7. Clearance must be given to each prospective graduate by the administrative offices, including the dean of students, the registrar, and the library.

8. Any “incompletes” in courses to be counted toward graduation requirements must be cleared by April 15.

9. Applications for degree candidacy will be evaluated by the faculty but will also be reviewed by the Board of Trustees.

Student of the Year

An outstanding college student is chosen as the Student of the Year and announced at the closing of school. This student, chosen by the college student body and college faculty, must have at least a 3.0 cumulative GPA; must be outstanding in achievements of offices held in classes, clubs, or athletics; must be outstanding in his Christian character as manifested in

school and social life; must be taking a minimum of twelve college hours or enough to complete degree requirements; and must be enrolled for at least his second semester at KCCBS. No student may be elected two years in a row, but may be re-elected after at least a one-year lapse.

Esther Adams Award

This award is presented to a ministerial student or missions major who meets the following criteria: The student must have completed a minimum of seventy-five hours prior to the semester in which he is chosen, must be carrying a minimum of twelve hours in the semester of nomination or enough to complete degree requirements, must have a cumulative GPA of 2.5 or above, and must indicate a comprehensive understanding and application of traits and abilities necessary for full-time Christian work. No student is eligible during his first semester of work at KCCBS. No student may be elected twice. The recipient of the Esther Adams Award is chosen by the college faculty.

Satisfactory Academic Progress

It is mandatory for all students to be making satisfactory academic progress while taking classes at KCCBS. The student is encouraged to consult his teacher and/or academic advisor at the earliest sign of difficulty. The faculty is committed to assisting students in being academically successful at KCCBS.

Criteria for Satisfactory Academic Progress

1. Students enrolled in six or more credit hours during any single enrollment period who withdraw from total enrollment, or fail to successfully complete any credit hours, will automatically be excluded from being eligible for continuing financial aid.

2. Students must successfully complete three-fourths of all credit hours attempted while in attendance at KCCBS — up to a maximum

of 175 hours.

3. Students must attain a minimum cumulative grade point average (GPA) based on the number of credit hours completed, as noted below.

| <i>Successfully Completed Hours</i> | <i>Minimum Cumulative GPA</i> |
|-------------------------------------|-------------------------------|
| 1 - 12..... | 1.5 |
| 13 - 24..... | 1.6 |
| 25 - 36..... | 1.7 |
| 37 - 48..... | 1.8 |
| 49 - 60..... | 1.9 |
| 61 - Up..... | 2.0 |

4. Students who have attempted more than 175 credit hours and have not completed the requirements for a degree or transfer program are no longer considered to be making satisfactory academic progress.

Courses in which a grade of “F” or “W” are recorded count toward the total hours attempted. However, of these grades, only the “F” is included in the computation of the cumulative grade point average. Likewise, if a student retakes a course for which he has received a failing grade, both attempts at the class count toward the total hours attempted, whereas, only the last grade is included when computing the GPA. Self-paced courses which are not completed by the end of the second term following enrollment will record a grade of “F” at the close of the second term. For this purpose, fall semester, spring semester, and summer break will each be considered one term.

Academic Probation

Students who are deficient in either percentage of hours completed or in cumulative grade point average will be placed on Academic Probation. Any student on Academic Probation will not be permitted to participate in any non-academic college activities and will be restricted to a twelve-credit-hour course load during the probationary period.

Any student who has been on Academic Probation for two semesters and has not success-

fully maintained the minimum cumulative grade point average will be declared scholastically ineligible and the permanent record will reflect this declaration. This student must withdraw from KCCBS for one semester, after which the student may reapply for admission. The administrative committee will make the decision whether or not to readmit the student, and under what conditions.

RELIGION - MINISTERIAL

Upon the completion of a ministerial Bachelor of Arts program, the student should be able to

1. Confidently express God's calling on his/her life.
2. Display a passion for ministry.
3. Demonstrate a compassion for people.
4. Exercise effective leadership in the local church.
5. Competently interpret and proclaim the Word of God.
6. Responsibly plan various services conducted in the local church.
7. Counsel from a Christian perspective.
8. Apply theoretical information received in the classroom to specific ministry opportunities.

Bachelor of Arts in Religion Major in Pastoral Ministries

Bible and Theology

| | |
|---|---------------|
| Bible Electives | 12 hrs |
| New Testament Literature | 3 |
| Old Testament Literature | 3 |
| Hermeneutics | 3 |
| Theology of Holiness (Systematic Theology I)..... | 3 |
| Doctrine of the NT Church (Systematic Theology II) ... | 2 |
| Systematic Theology III..... | 3 |
| Systematic Theology IV..... | 3 |
| Apologetics | 3 |
| TOTAL | 35 hrs |

Professional Core

| | |
|-------------------------------|-------|
| Personal Evangelism..... | 2 hrs |
| Local Church Administration | 3 |
| Introduction to Counseling .. | 3 |

| | |
|--------------------------------|---------------|
| Principles of Leadership | 2 |
| Intro. to Christian Worship... | 2 |
| DSM..... | 1 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| Field Education III | 1 |
| Field Education IV | 1 |
| Problems in Counseling | 3 |
| Prin/Church Growth/Planting | 3 |
| TOTAL | 23 hrs |

General Education

| | |
|---|---------------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech | 3 |
| Literature elective | 3 |
| Math elective..... | 3 |
| Science elective..... | 3 |
| History elective | 3 |
| General Psychology | 3 |
| Principles of Sociology | 3 |
| Introduction to Philosophy... 3 | |
| Church History..... | 3 |
| New Testament Greek I..... | 5 |
| New Testament Greek II | 5 |
| History Church of God (Hol.)* | 2 |
| Phys. Ed./Fine Arts electives | 2 |
| Senior Seminar..... | 2 |
| TOTAL | 50 hrs |

* Non-Church of God (Holiness) students may take Denominational History.

Pastoral Emphasis

| | |
|--|---------------|
| Homiletics | 3 |
| Pastoral Ministry | 3 |
| Expository Preaching/Lab... 2 | |
| Evangelistic Preaching/Lab . 2 | |
| Inductive Preaching/Lab | 2 |
| Electives * | 5 |
| *Choose one from each of the following areas: | |
| Missions | |
| Christian Education (Can be Intro. to Youth Ministry) | |
| TOTAL..... | 17 hrs |

Program Grand Total — 125 hours

Bachelor of Arts in Religion Major in Youth Ministry

Bible and Theology

| | |
|---|---------------|
| Bible electives | 12 hrs |
| New Testament Literature | 3 |
| Old Testament Literature | 3 |
| Hermeneutics | 3 |
| Theology of Holiness (Systematic Theology I)..... | 3 |
| Doctrine of the NT Church (Systematic Theology II) ... | 2 |
| Systematic Theology III..... | 3 |
| Systematic Theology IV..... | 3 |
| Apologetics | 3 |
| TOTAL | 35 hrs |

Professional Core

| | |
|--------------------------------|---------------|
| Personal Evangelism..... | 2 hrs |
| Local Church Administration | 3 |
| Introduction to Counseling .. | 3 |
| Principles of Leadership | 2 |
| Intro. to Christian Worship... | 2 |
| DSM..... | 1 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| Field Education III | 1 |
| Field Education IV | 1 |
| Prin.Church Growth/Planting | 3 |
| Problems in Counseling | 3 |
| TOTAL | 23 hrs |

General Education

| | |
|---|------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech..... | 3 |
| Literature elective | 3 |
| Math elective..... | 3 |
| Science elective..... | 3 |

| | |
|-------------------------------|---------------|
| History elective | 3 |
| General Psychology | 3 |
| Principles of Sociology | 3 |
| Introduction to Philosophy... | 3 |
| Church History | 3 |
| History Church of God (Hol.)* | 2 |
| Phys.Ed./Fine Arts electives | 2 |
| Senior Seminar..... | 2 |
| TOTAL | 40 hrs |

* Non-Church of God (Holiness) students may take Denominational History.

Youth Ministry Core

| | |
|--|---------------|
| Homiletics | 3 hrs |
| Contemporary Ethical Issues | 3 |
| Human Development | 3 |
| Intro. to Youth Ministry | 3 |
| Preaching elective/Lab..... | 2 |
| Leading Bible Studies & Discipling New Christians | 2 |
| Church Education Methods.. | 2 |
| Pastoral Ministry | 3 |
| Youth Programming | 3 |
| Electives..... | 3 |
| TOTAL..... | 27 hrs |

Program Grand Total — 125 hours

Note: Courses and programs listed in this catalog are subject to change through normal academic channels. New programs, courses and changes in existing course work are initiated by the cognizant departments or programs, approved by the appropriate division head, the academic committee, and the academic dean. Information concerning changes may be obtained by contacting the academic dean or the registrar.

***Associate of Arts in Religion
Pastoral Ministry Emphasis***

Bible and Theology

| | |
|--------------------------------|---------------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs..... | 3 |
| Hermeneutics | 3 |
| Theology of Holiness..... | 3 |
| Bible electives..... | 6 |
| TOTAL | 21 hrs |

General Education

| | |
|---|-----------------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech..... | 3 |
| Math elective..... | 3 |
| Principles of Sociology | 3 |
| General Psychology | 3 |
| Philosophy elective | 3 |
| Phys.Ed./Fine Arts electives | 2 |
| DSM..... | .5 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| TOTAL | 26.5 hrs |

Pastoral Ministry

| | |
|--------------------------------|---------------|
| Homiletics..... | 3 hrs |
| Pastoral Ministry..... | 3 |
| Personal Evangelism..... | 2 |
| Church Growth/Planting | 2 |
| Intro. to Youth Ministry | 3 |
| Missions elective..... | 3 |
| Christian Ed. elective..... | 2 |
|Preaching elective | 2 |
| Church History..... | 3 |
| TOTAL | 23 hrs |

Program Grand Total - 70.5 hours

***Associate of Arts in Religion
Youth Ministry Emphasis***

Bible and Theology

| | |
|--------------------------------|---------------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs..... | 3 |
| Hermeneutics | 3 |
| Theology of Holiness..... | 3 |
| Bible electives..... | 6 |
| TOTAL | 21 hrs |

General Education

| | |
|---|-----------------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech..... | 3 |
| Math elective..... | 3 |
| Principles of Sociology | 3 |
| General Psychology | 3 |
| Introduction to Philosophy .. | 3 |
| Phys.Ed./Fine Arts electives | 2 |
| DSM..... | .5 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| TOTAL | 26.5 hrs |

Youth Ministry

| | |
|---|---------------|
| Homiletics..... | 3 hrs |
| Pastoral Ministry..... | 3 |
| Personal Evangelism..... | 2 |
| Preaching elective | 2 |
| Intro. to Youth Ministry | 3 |
| Leading Bible Studies/ Discipling New Christians | 2 |
| Church Growth & Planting .. | 2 |
| Intro. to Christian Worship... | 2 |
| Youth Programming..... | 3 |
| TOTAL | 22 hrs |

Program Grand Total - 69.5 hours

RELIGION - BIBLICAL STUDIES

Upon the completion of a Bachelor of Arts in Biblical Studies program, the student should be able to

1. Competently interpret the Word of God.
2. Demonstrate proficiency in the preparation and delivery of Bible studies and Sunday School lessons.
3. Articulate a worldview from a biblical perspective that reflects Wesleyan/Arminian theology
4. Apply theoretical information received in the classroom to specific ministry opportunities.

Bachelor of Arts in Religion Major in Biblical Studies

Bible and Theology

| | |
|---|--------|
| Bible Electives | 22 hrs |
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Hermeneutics | 3 |
| Christian Beliefs | 3 |
| Theology of Holiness (Systematic Theology I) | 3 |
| Apologetics | 3 |

Total 40 hours

Professional Core

| | |
|------------------------------|-------|
| Personal Evangelism..... | 2 hrs |
| Local Church Admin..... | 3 |
| Intro. to Counseling | 3 |
| Principles of Leadership . | 2 |
| Ldg Bible Stds/Dscplng.. | 2 |
| Directed Student Ministry I | .5 |
| Directed Student Ministry II | .5 |
| Field Education I..... | 1 |

| | |
|--------------------------|---|
| Field Education II | 1 |
| Field Education III..... | 1 |
| Field Education IV..... | 1 |
| Prin/Chrch Growth/Plntng | 3 |
| Total 20 hours | |

General Education

| | |
|---|------|
| New Student Orientation/ Spiritual Formation ... | 1 hr |
| English Composition I ... | 3 |
| English Composition II... | 3 |
| Speech..... | 3 |
| Literature elective | 3 |
| Math elective..... | 3 |
| Science elective..... | 3 |
| History elective | 3 |
| General Psychology | 3 |
| Principles of Sociology ... | 3 |
| Intro. to Philosophy..... | 3 |
| Church History..... | 3 |
| History of the Church of God (Holiness) * | 2 |

* Students from other denominations may take denominational history.

| | |
|-----------------------------|---|
| P.E./Fine Arts electives .. | 2 |
| Senior Seminar..... | 2 |

Total 40 hours

Ministry Emphasis

| | |
|---|----|
| Homiletics (Preaching or Non-preaching) | 3 |
| Pastoral Ministry..... | 3 |
| Cross-cultural Communic. | 3 |
| Church Ed. Methods | 2 |
| Choice of one of the following: Child Evangelism 2 <u>or</u> Expository Preaching 2 | |
| Electives..... | 12 |

(For electives, choose from the following areas: Missions, Pastoral Ministry, Christian Education, Youth Ministry, Bible languages.)

Total 25 hours

Program Grand Total 125 hrs

***Associate of Arts in Religion
Biblical Studies Emphasis***

Bible and Theology

| | |
|--------------------------------|--------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs..... | 3 |
| Hermeneutics | 3 |
| Theology of Holiness..... | 3 |
| Bible electives | 10 |
| TOTAL | 25 hrs |

General Education

| | |
|---|----------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech | 3 |
| Math elective..... | 3 |
| Principles of Sociology | 3 |
| General Psychology | 3 |
| Philosophy elective | 3 |
| Phys.Ed./Fine Arts electives | 2 |
| DSM..... | .5 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| TOTAL | 26.5 hrs |

Pastoral Ministry

| | |
|--|--------|
| Homiletics: Preaching or Non-preaching..... | 3 hrs |
| Ldg Bible Stds/Dscplng | 2 |
| Personal Evangelism..... | 2 |
| Intro to Christian Worship.... | 2 |
| Intro. to Youth Ministry | 3 |
| Cross-Cultural Communica. | 3 |
| Church Ed. Methods | 2 |
| Child Evangelism..... | 2 |
| TOTAL | 19 hrs |

Program Grand Total - 70.5 hours

RELIGION - MISSIONS

Upon the completion of a Bachelor of Arts with an emphasis in missions, the student should be able to

1. Confidently express God's call on his/her life.
2. Display a passion for ministry.
3. Demonstrate a compassion for people.
4. Exercise effective leadership in a cross-cultural setting.
5. Competently interpret and proclaim the Word of God.
6. Counsel from a Christian perspective.
7. Apply theoretical information received in the classroom to specific ministry opportunities.
8. Identify the tasks and respond to the needs involved in world evangelism.

Bachelor of Arts in Religion Major in Missions

Bible and Theology

| | |
|---|---------------|
| Bible electives | 12 hrs |
| New Testament Literature | 3 |
| Old Testament Literature | 3 |
| Hermeneutics | 3 |
| Theology of Holiness (Systematic Theology I)..... | 3 |
| Doctrine of the NT Church (Systematic Theology II) ... | 2 |
| Systematic Theology III..... | 3 |
| Systematic Theology IV..... | 3 |
| Apologetics | 3 |
| TOTAL..... | 35 hrs |

Professional Core

| | |
|--------------------------------|---------------|
| Personal Evangelism..... | 2 hrs |
| Homiletics | 3 |
| Local Church Administration | 3 |
| Introduction to Counseling .. | 3 |
| Prin.Church Growth/Plnting | 3 |
| Principles of Leadership | 2 |
| Intro. to Christian Worship... | 2 |
| DSM..... | 1 |
| Field Education I..... | 1 |
| Field Education II | 1 |
| Field Education III | 1 |
| Field Education IV | 1 |
| TOTAL | 23 hrs |

General Education

| | |
|---|---------------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II..... | 3 |
| Speech | 3 |
| Literature elective | 3 |
| Math elective..... | 3 |
| Science elective..... | 3 |
| History elective | 3 |
| General Psychology | 3 |
| Principles of Sociology | 3 |
| Introduction to Philosophy... | 3 |
| Church History | 3 |
| History/Church of God (Hol.)* | 2 |
| Phys.Ed./Fine Arts electives | 2 |
| Senior Seminar..... | 2 |
| TOTAL | 40 hrs |

* Non-Church of God (Holiness) students may take Denominational History.

Missions Core

| | |
|--------------------------------|---------------|
| Open academic electives | 9 hrs |
| History of Missions..... | 3 |
| Introduction to Missions | 2 |
| Cultural Anthropology | 3 |
| World Religions | 3 |
| Cross-Cultural Commun. | 3 |
| Preaching electives/Lab | 4 |
| TOTAL | 27 hrs |

Program Grand Total - 125 hours

*Associate of Arts in Religion
Missions Emphasis*

Bible and Theology

| | |
|--------------------------------|--------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs | 3 |
| Theology of Holiness | 3 |
| Bible electives | 6 |
| Hermeneutics..... | 3 |
| TOTAL | 21 hrs |

General Education

| | |
|--|----------|
| New Student Orientation/ Spiritual Formation..... | 1 hr |
| English Composition I | 3 |
| English Composition II | 3 |
| Speech | 3 |
| Math elective | 3 |
| Principles of Sociology | 3 |
| General Psychology..... | 3 |
| Philosophy elective..... | 3 |
| Phys.Ed./Fine Arts electives..... | 2 |
| DSM | .5 |
| Field Education I | 1 |
| Field Education II..... | 1 |
| TOTAL | 26.5 hrs |

Missions Core

| | |
|-------------------------------|--------|
| Open academic electives | 4 hrs |
| History of Missions | 3 |
| Introduction to Missions..... | 2 |
| Cultural Anthropology..... | 3 |
| World Religions..... | 3 |
| Cross-Cultural Communication | 3 |
| Homiletics | 3 |
| Preaching elective/Lab | 2 |
| TOTAL | 23 hrs |

Program Grand Total - 70.5 hours

TEACHER EDUCATION PROGRAMS

Students who complete the Bachelor of Arts in Elementary program will be able to

1. Develop and articulate a personal, Christian philosophy of education.
2. Effectively plan instruction and manage classroom situations using the skills and requisite knowledge he or she has gained.
3. Demonstrate proficiency in the use of educational technology and media.
4. Make an informed decision about certification and develop a plan based on that decision.

Bachelor of Arts in Elementary Education

Bible and Theology

| | |
|--------------------------------|---------------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Bible electives | 15 |
| Christian Beliefs..... | 3 |
| Theology of Holiness | 3 |
| Hermeneutics | 3 |
| TOTAL | 30 hrs |

Professional Field

| | |
|-------------------------------|---------------|
| Philosophy/Chr. School Ed. . | 3 hrs |
| Classroom Org/Management | 2 |
| Educational Psychology | 3 |
| Educational Measurement.... | 3 |
| Human Development | 3 |
| Child Evangelism..... | 2 |
| Education Practicum I..... | 1 |
| Education Practicum II | 1 |
| Education Practicum III | 1 |
| Education Practicum IV | 1 |
| Supervised Teaching | 6 |
| TOTAL | 26 hrs |

General Education

| | |
|---|------|
| New Student Orientation/ Spiritual Formation | 1 hr |
| English Composition I | 3 |
| English Composition II | 3 |
| Speech | 3 |
| Introduction to Literature | 3 |
| Math elective..... | 3 |
| Science electives | 7 |
| World Geography | 3 |
| American History to 1877.... | 3 |
| General Psychology | 3 |
| Introduction to Philosophy... | 3 |
| P.E. or Fine Arts electives | 2 |
| DSM | 3 * |
| Senior Seminar..... | 2 |

In addition, *two* of the following three classes:

| | |
|-------------------------------|---------------|
| American Nat'l Government | 3 |
| American History from 1877 | 3 |
| Principles of Sociology | 3 |
| TOTAL | 48 hrs |

*A total of six semesters. One-half credit is earned for each semester of DSM.

Elementary Education

| | |
|------------------------------|---------------|
| Art Methods | 2 hrs |
| Health/P.E. Methods..... | 2 |
| Music Methods..... | 2 |
| Children's Literature | 3 |
| Science Methods | 2 |
| Language Arts Methods | 2 |
| Social Studies Methods..... | 2 |
| Math Methods | 3 |
| Reading Methods | 3 |
| Diag/Remed of Reading Diff.3 | |
| TOTAL | 24 hrs |

Program Grand Total - 128 hours

This program is not designed to prepare a student for teaching in a secular school setting or to prepare him or her for state certification in elementary education.

Early Childhood Education Certificate Program

The Early Childhood Education Certificate program will benefit students seeking employment in early childhood care and education programs, or for those currently employed in the field as care givers, teachers, or administrators who desire to upgrade their skills and increase their knowledge in this area of study.

1. The student will develop and articulate a personal, Christian philosophy of education as it pertains to infants, toddlers, and the young child up to eight years of age.

2. The student will effectively plan instruction and manage classroom situations using the skills and requisite knowledge s/he has gained.

Semester One

| | |
|---|------|
| New Student Orientation/Spiritual Formation | 1 hr |
| Foundations/Early Childhood Ed. | 3 |
| Early Childhood Curriculum I.... | 3 |
| Early Childhood Development... | 3 |

Interim/Summer

| | |
|-------------------------------------|---|
| Child Evangelism | 2 |
| Child Health, Safety, Nutrition.... | 3 |

Semester Two

| | |
|----------------------------------|---|
| Early Childhood Curriculum II .. | 3 |
| Parenting..... | 2 |
| Infant and Toddler Ed/Care | 3 |

Classes to be arranged:

| | |
|----------------------------|------|
| English Composition I..... | 3 |
| Speech | 3 |
| Business Math | 3 |
| Practicum/Internship | 1/3* |

| | |
|--|---|
| Choice of one of the following: | 3 |
| New Testament Literature | |
| Old Testament Literature | |

PROGRAM TOTAL 36/38 hrs**

*The one-hour practicum class will be required of those students who do not plan to pursue further training. Students who plan to transfer should opt for the three-hour internship. Prerequisite: Courses listed under Semester One.

** Total hours dependent upon the student's choice of practicum or internship.

Music

The goal of the music department is to provide a basic foundation for the student that enables him or her to minister musically in the local church. Students who complete the requirements for the Associate of Arts in Church Music or the Associate of Arts in Worship Leadership should be able to

- ♦ Serve effectively in the local church music program.
- ♦ Lead or assist in leading the local congregation in worship after responsible and prayerful preparation each week.
- ♦ Collaborate with the pastor and other musicians to provide opportunities for members of the local church to use their musical gifts in Christian ministry -individually, in ensembles, and corporately.
- ♦ Select music that is meaningful and appropriate for the worship of God, that exhibits a solid biblical philosophy, and that shows good aesthetic judgment.

In the area of music, we offer the Associate of Arts in Worship Ministry. Requirements for the program are listed in the next column.

Associate of Arts in Worship Ministry

Bible and Theology

| | |
|--------------------------------|---------------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs | 3 |
| Theology of Holiness | 3 |
| Hermeneutics | 3 |
| TOTAL | 15 hrs |

General Education

| | |
|--|---------------|
| New Student Orientation/ Spiritual Formation..... | 1 hr |
| English Composition I..... | 3 |
| English Composition II | 3 |
| Speech | 3 |
| Math elective | 3 |
| Principles of Sociology | 3 |
| General Psychology..... | 3 |
| Philosophy elective..... | 3 |
| DSM | 1 * |
| TOTAL | 23 hrs |

* DSM is one-half credit per semester.

Worship Leadership

| | |
|----------------------------------|---------------|
| Intro to Christian Worship | 2 hrs |
| Worship Leadership Skills..... | 2 |
| Music Theory I* | 4 |
| Hymnology and Church Music | 2 |
| Intro to Music History/Lit | 3 |
| Conducting | 2 |
| Admin./Philosophy of Music ... | 2 |
| Choral/Instru. Methods/Church | 2 |
| Piano <i>or</i> Guitar | 2 |
| Voice | 2 |
| Music organization | 3 |
| Pastoral Ministry | 3 |
| Worship Practicum | 1 |
| TOTAL | 30 hrs |

Program Grand Total — 68 hours

General Studies Program

The student who completes the General Studies program will be able to

1. Display a solid base of knowledge in general education.
2. Make an informed decision and develop a plan regarding further study at a more advanced level.
3. Apply the theoretical information received in the classroom in his chosen field of ministry.

Associate of Arts in General Studies

Bible and Theology

| | |
|--------------------------------|--------|
| New Testament Literature | 3 hrs |
| Old Testament Literature | 3 |
| Christian Beliefs | 3 |
| Theology of Holiness | 3 |
| Hermeneutics | 3 |
| TOTAL | 15 hrs |

General Education

| | |
|--|--------|
| New Student Orientation/ Spiritual Formation..... | 1 hr |
| English Composition I..... | 3 |
| English Composition II | 3 |
| Speech | 3 |
| Math elective | 3 |
| Social Science elective | 3 |
| General Psychology..... | 3 |
| Phys.Ed. or Fine Arts Electives | 2 |
| DSM | 1 |
| TOTAL | 22 hrs |

General Studies

| | |
|---------------------------|--------|
| General Studies electives | 31 hrs |
|---------------------------|--------|

Program Grand Total— 68 hours

Division of Bible and Theology

Division Chair, Glenn D. McClure

The objective of the Division of Bible and Theology is to provide systematic and comprehensive training in the Word of God and other subjects related to effective Christian service. In order to accomplish this purpose, our aim is to fulfill the following:

1. Lead all students to develop a Christian world view.
2. Provide all students with an adequate foundation of Bible truth and doctrine.
3. Provide the student with the requisite knowledge and skills to be an effective Christian witness in this present world.
4. Foster a commitment to a life of personal piety and ever-deepening devotion to God.

Biblical Languages

RBL 215

New Testament Greek I

An introductory study of New Testament Greek, including intensive drill in vocabulary, conjugations, declensions, and grammatical constructions.

RBL 225

New Testament Greek II

A continuation of New Testament Greek I. A special emphasis is placed on translation. Prerequisite: RBL 215

RBL 313

Advanced New Testament Greek I

A course designed for students who have completed two semesters of New Testament Greek. Involved is a review and expansion of vocabulary and grammar. Stress is placed on translation, exegesis, and interpretation in addition to reading in the Greek New Testament text. Prerequisites: RBL 215 and 225

RBL 323

Advanced New Testament Greek II

A continuation of RBL 313. Selected New Testament materials will be examined to illustrate syntactical principles. Prerequisite: RBL 313

Church History

RCH 313

Church History

A course that concentrates on the historical and providential circumstances bringing into existence the Christian Church, and continues through the Reformation to the present. An emphasis is on major theological developments and on significant leaders and events.

RCH 222

Denominational History

Explores the origin and development of any particular denomination and its doctrinal distinction.

RCH 332

History of the Church of God (Holiness)

A study of the development of the constituency of the Church of God (Holiness) and its historical relation to the holiness movement.

RCH 342

The Cults

An analysis of the pseudo-Christian religions that are encountered in today's pluralistic world. Attention is given to their rise and development, their basic beliefs, and how they compare with the historic understanding of the Scriptures. Stress is laid on personal preparation to lead adherents of the cults into a relationship with Christ.

Theology

RTH 213

Christian Beliefs

An elementary study of the principles underlying the Christian faith. Doctrines such as the inspiration of Scripture, sin, redemption, sanctification, and eschatology are treated with special attention. In addition, a study of Christian ethics is included.

RTH 223

Theology of Holiness (Systematic Theology I)

The basics of the doctrine of entire sanctification as taught by the Wesleyan theologians. Scriptural and theological statements are integrated with experiential insights for the purpose of clarification.

RTH 232

Doctrine of the N.T. Church (Systematic Theology II)

This course deals with the study of the plan and purpose of the Church as revealed in the Scriptures. It includes a study of the nature, attributes, order, and ordinances of the New Testament Church.

RTH 313

Systematic Theology III

A study of the "province of theology," which includes relations and sources of theology, revelation, and the inspiration and canonization of Scripture. The doctrine of the Father is also a major part of this section with special emphasis on His nature and attributes, the Trinity, and cosmology, anthropology, and hamartiology.

RTH 323

Systematic Theology IV

The major portion of this course is the study of Christology and the atonement. Also included is the doctrine of the Holy Spirit, including Christian righteousness and sonship.

RTH 423

Apologetics

A study of the evidences of Christianity, including the proofs for God's existence, the reliability and inerrancy of the Bible, the deity of Christ, and the problem of evil. Practical methods of relating these to the non-Christian are given special attention. Recommended (but not required) prerequisite: Introduction to Philosophy.

RTH 483

Old Testament Theology

Principles and methods of Biblical theology as applied to the Old Testament.

General Bible

RGB 112

Music in the Bible

A survey of music in the Bible. Principles from the Bible which pertain to music are discussed.

RGB 223

Introduction to Biblical Studies

An introductory class designed for non-ministerial majors equipping the student with the proper tools and background in Bible study and exegetical skill needed to succeed in further English Bible study courses.

RGB 243

Hermeneutics

A study of the methods and principles used in properly interpreting the Bible. Special focus is placed on the history of, and processes involved in, interpreting doctrinal, parabolic, typical, prophetic, narrative, apocalyptic, and devotional passages. Emphasis is given to a model of interpretation which will assist in sermon preparation, Bible teaching, and personal witnessing.

Old Testament Studies

ROT 113

Old Testament Literature

A panoramic study of the Old Testament from Genesis to Malachi with special emphasis placed on God's redemptive purposes for all mankind as seen in the history of Israel. Each book is viewed within its historical and cultural setting as well as in its broad outline in an effort to assist the student in mastering its teachings. Important Bible geography is also emphasized throughout the course.

ROT 222

Genesis

A concentrated study of the first book of the Bible, with special focus on the first eleven chapters. Prerequisite: RGB 243 *or* RGB 223

ROT 223

Pentateuch

A thorough study of the first five books of the Bible, Genesis through Deuteronomy, with special emphasis on God's redemptive purpose in the call of Abraham. The subsequent establishment of Israel as the chosen people receives specific treatment. These books are viewed in their cultural and historical settings.

ROT 232

Historical Books I

This is a study of the narrative and historical data in the books of Joshua through Ruth. The first section covers the period of the conquest and the period of the judges as presented in the books of Joshua, Judges and Ruth.

ROT 242

Historical Books II

A continuation of Historical Books I. This is a study of the narrative and historical data found in the books of First Samuel through Esther. This section covers the single monarchy, the divided kingdom, the captivity, and the return of the Jews. The relationship between the prophets and the kingdoms of Israel and Judah is noted.

ROT 252

Ruth

This is a concentrated study of the book of Ruth which shows God's providence, the kinsman-redeemer concept, and the ancestry of David.

ROT 262

Ezra/Nehemiah/Esther

This is a study of the captivity and return of the Jews to their homeland. Emphasis is placed on the

historical setting, the faithfulness and providence of God, and leadership principles. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 342

Zechariah

This is a concentrated study with special emphasis on both historical and Christological values found in Zechariah. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 352

Isaiah

An introduction to the origin and development of Old Testament prophecy. Detailed study is given to the prophecy of Isaiah, with special consideration given to the quotations from his prophecy in the New Testament documents. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 362

Major Prophets

This study examines the books of Jeremiah, Lamentations, and Ezekiel. Attention is given to the writings of these Old Testament prophets in terms of their cultural contexts, doctrines, and prophecies. The Babylonian captivity is shown in the historical perspective related to these particular books. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 372

Daniel

This study examines the historical and prophetic values of the book of Daniel. The introduction includes an examination of the evidence defending the book in light of critical endeavors. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 373

Minor Prophets

A careful study of the twelve shorter prophetic books of the Old Testament, Hosea through Malachi. The historical background and significance of these writings in the redemptive history of God's chosen people is examined, and contemporary applications are set forth. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 412

Psalms

A study of the Hebrew poetry as given in the Psalms. In addition to examining the various types of psalms and historical settings, emphasis is placed on the devotional benefit of the Psalms. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

ROT 422

Wisdom Literature

A careful survey of the books of Job, Proverbs, Ecclesiastes, and the Song of Solomon. Included is a study of the literary styles as well as the topical backgrounds and messages of the various writers. Practical application to contemporary life are made. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

New Testament Studies

RNT 113

New Testament Literature

Designed to give an overview of the New Testament. Included is a study of the inter-testamental period, an introduction to all New Testament books, and a cursory examination of the cultural, religious, and political activities of the period. Special stress is placed on the content of each book. Important Bible geography is also emphasized throughout the course.

RNT 212

The Gospels I

A combined and comparative study of Matthew, Mark, and Luke. Attention is given to historical background and an examination of the writer and the intended audience. The course will also include those important geographical locations that were significant in the earthly life and ministry of Jesus Christ.

RNT 222

The Gospels II

This is a special study of the Gospel according to John. The study examines the content of this book with a special grammatico-historical focus on various passages. A chronological study of the life of Christ as given by John forms the basis of this study. RNT 212 (Gospels I) is not a necessary prerequisite for this course.

RNT 232

The Gospel of Luke

This is a special study of the Gospel according to Luke. Focus will be on Luke's special emphasis in his presentation of the life and ministry of Jesus Christ.

RNT 233

The Acts of the Apostles

A study of the development of the early church as recorded by Luke. Special emphasis is placed on the culture and geography of the Roman world and the Christian impact on it. The doctrines of the Holy Spirit, the Church, and evangelism are related to the study of Scripture itself.

RNT 312

Romans

An exegetical study of the book of Romans. Stress is given to the content and doctrines seen in the epistle, especially the doctrines related to justification, sanctification, and eschatology. Practical theology is also given attention. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 322

Corinthians

An examination of background matters related to the writing of I and II Corinthians. Special emphasis is given to exegesis and interpretation. Mastery by the student of the content of these two books is a major objective of the course. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 332

Prison Epistles

This is a special study of Paul's writings while he was imprisoned—Ephesians, Philippians, Colossians, and Philemon. Special focus is placed on the major Pauline doctrines and the practical teachings found in these books. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 342

Pastoral Epistles

An in-depth consideration of I and II Timothy, and Titus. Special emphasis is given to the practical application of these books to contemporary pastoral situations. Note is made of Paul's prison experiences as they relate to portions of Scripture in this category. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 352

General Epistles

An exegetical study of the content and an interpretive analysis of James, I and II Peter, and Jude. Special attention is given to doctrinal statements and the passages related to practical living. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 413

Hebrews

A textual study of Hebrews in the light of a spiritual interpretation of Leviticus. Emphasis is placed on the preeminence of the Lord Jesus Christ, His deity, and His high priestly ministry as

a fulfillment of Old Testament theology. Focus is made on the “better things” Christ offers the believer. Prerequisites: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies *and* 9 hours of Bible.

RNT 432

Letters of John

A comprehensive study of I, II, and III John. The rendering of the original Greek is a significant focus of this course. Prerequisites: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies *and* RBL 215 and 225.

RNT 433

Galatians/Thessalonians

A special study of Paul’s letters to these early churches. This study is designed to determine the structure, purpose, content, and emphases of these writings. Special focus is placed on the major Pauline doctrines that arise from these Scriptures. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 443

Revelation

A thorough study of the Revelation with the purpose of discovering the meaning and practical significance of the highly figurative language of this book. Attention is given to an understanding of apocalyptic literature in Scripture. The Revelation is seen in its relationship to the Old Testament prophecy of Daniel. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 452

Galatians

This is an exegetical study of the content and an interpretive analysis of Galatians. The rendering of the original Greek will be included in this grammatico-historical interpretation. Both doctrinal and practical teachings will be highlighted. Prerequisite: RBL 215 and 225, *and* RGB-243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

RNT 462

Ephesians

This is an exegetical study of the content and an interpretive analysis of Ephesians. The rendering of the original Greek will be included in this grammatico-historical interpretation. Both doctrinal and practical teachings will be highlighted. Prerequisite: RGB 243 Hermeneutics *or* RGB 223 Introduction to Biblical Studies.

Division of General Education

Division Chair, Dorothy Purtle

The objective of the Division of General Education is to ensure that each program of study has an adequate foundation in the liberal arts. In order to accomplish this purpose, our aim is to fulfill the following:

1. Provide all students with a broad base in general education.
2. Equip the student with an understanding of culture and the problems of our age.
3. Prepare students to pursue further studies in their related fields.

English

English Grammar and Composition

ENG 103

Introductory to Writing Skills/Grammar

A review of fundamental English grammar and basic writing skills. The focus will be on preparing the student for ENG 113 and 123.

ENG 113

English Composition I

A concentrated review of English grammar, with a focus on developing competence through expressive and explanatory writing of non-fiction prose, primarily within the context of the student's experiences. Provides experience in a variety of writing tasks, and includes strategies for discovering ideas, gathering information, planning and organizing, drafting, revising and editing. Offered on A, B, C or No Credit basis.

ENG 123

English Composition II

A focus on the development of competency in expository, evaluative, and persuasive essays, as well as in comprehending, evaluating and synthesizing information from various sources for research writing. Prerequisite: ENG 113. Offered on A, B, C or No Credit basis only.

ENG 151-153

Publications

Includes experience in editing, proofreading, computer layout and design, planning, photography, and cropping pictures will be studied in class. Flexible credit.

ENG 312

Secondary Education Methods

Analysis of methodology and current trends in the teaching of high school English. The student will prepare lesson plans and teach a class.

Class projects and participation urge students to apply this knowledge to a variety of settings.

ENG 313

Creative Writing

The study and practice of general principles for the writing of poetry, drama, and fiction. Students will learn to read perceptively to gain knowledge of the techniques used in the three literary genres, and then apply that knowledge to their own writing and revisions. Prerequisites: ENG 113 and ENG 123.

ENG 343

Advanced Composition

Designed to help the student communicate ideas clearly and persuasively by adapting his writing to various audiences and various purposes. Personal essays, magazine reports, interviews, short stories, feature articles, and critiques will be written. Prerequisites: ENG 113 and ENG 123.

ENG 353

History of the English Language

A study of the English language in its place among other world languages from both a historic and a linguistic perspective. Considers both internal and external factors as causes of language change.



Literature

ENL 213

Introduction to Literature

An introduction to literature as a humane art, which develops skills for reading and responding to literature from a variety of time periods and genres, using a diversity of critical approaches.

ENL 233

The Short Story

Samplings from the great short stories of many periods will be studied. An in-depth study of short story techniques and analysis of the stories.

ENL 313

American Literature I

A survey of major American writers from the Puritans through the Civil War. Works by such authors as Franklin, Irving, Hawthorn, Melville, and Poe will be studied, as well as the social and historical context in which they wrote.

ENL 323

American Literature II

A survey of American writers from the Civil War to the present. May include the following, among others: Dickinson, Twain, Hemingway, Fitzgerald, Frost, and Cather, including works from different genres.

ENL 333

British Literature

A survey of British Literature from Beowulf to the present. Classic eras through the Middle Ages to the Restoration, plus the Romantic and Victorian Ages will have in depth study. Major authors such as Shakespeare, Chaucer, and Milton, will be studied, as well as the social and historical context in which they wrote.

ENL 353

Children's Literature

An exploration of books for children from pre-school (age 3) through upper elementary (age 12), based on authors and illustrators of the past and present. Develops understanding of children's needs and interests, the criteria for choosing books for them, and methods by which we can bring children and books together.

ENL 363

Literature for Adolescents

A survey of contemporary and classic literature for adolescents, developing skills necessary for evaluating literature in a manner that will be beneficial.

ENL 373

Poetry and Drama

A survey of British and American poetry and drama with a sampling from the various eras.

ENL 383

Religious Classics

A study of selected works of Christian writer with an emphasis on critical reading, thoughtful discussion, and writing.

ENL 423

The Novel

The study of novels as a literary form, beginning from their inception to the present. Outstanding novels will be studied, alternating from British to American. May be repeated once for a total study of six major writers, for additional credit.

ENL 463

Shakespeare

An intensive study of Shakespeare's sonnets and his greatest plays - history, comedy, and especially tragedy - against the backdrop of historical and biographical information, as well as the views of the critics.

Speech

ENS 113

Speech

A study of the principles and types of speech designed to develop verbal and non-verbal communication skills through outlining and delivering speeches in class.

ENS 171-173

Dramatic Arts

Provides experience in acting, design and construction of a set, stage makeup and costuming, lighting and sound, and a full-scale production. Credit value is flexible. (Materials fee)

Mathematics

MAT 093

Intermediate Algebra

Fundamental operations, graphs, linear and quadratic equations, logarithms. Prerequisite: one unit of high school algebra. This class is remedial and does not count as a math elective.

MAT 133

Business Math

A course designed to give specific mathematical skills which are common in the business environment, including taxes, insurance, payrolls, financial statements, retail sales, and business finance.

MAT 143

College Algebra

A survey of fundamental concepts of algebra; algebraic equations and inequalities, functions and graphs; zeros of polynomial functions; exponential and logarithmic functions; systems of equations and inequalities. Prerequisite: MAT 093 or one and one-half units of high school algebra.

MAT 213

Modern Mathematics

Covers topics of elementary mathematics such as sets, logic, systems of numeration, whole numbers, integers, rational numbers, real numbers, and informal geometry. Suited for those preparing for teaching.

Science

SCI 114

General Biology with Lab

An introductory course which covers biological molecules, cells, genetics, the structure and classification of plants and animals, and human physiology. (Lab fee)

SCI 233

Earth Science

A study of the soil, minerals, water, air, and other components of the earth with emphasis on the earth's physical features and processes. Attention will also be given to ecological concerns.

Social Sciences

History

SSH 213

American History to 1877

A survey course examining America's early social, political, religious, and economic beginnings from the discovery of the New World through 1877. The course covers factors that have contributed to the growth of capitalism, free enterprise, nationalism, and the Christian faith.

SSH 223

American History Since 1877

An analysis and interpretation of developments and trends in American society from the 1870's to the twenty-first century. Topics will include the Reconstruction era, industrialization, immigration, reform movements, World Wars I and II and various military involvements since 1950, social and cultural trends, and foreign policy.

Geography

SSG 233

World Geography

An introduction to geography in a framework of major world climate regions and countries. Included is the related impact of regional history, population, culture, and economic trends.

SSG 242

Geography of the Near East

A study of the Middle East with emphasis on such factors as topography, climate, natural resources, and industry. The historical and biblical significance is particularly emphasized.

Political Science

SSP 213

U.S. National Government and Politics

The basic concepts of the U.S. constitution and the development of the national government, political and electoral processes, and public policy. Current public policy issues will be explored. The course is suitable for K-12 teachers.

Sociology

SSS 101

New Student Orientation/Spiritual Formation

A combined orientation and foundational course required of all freshmen and transfer students taking six or more daytime hours. Topics such as the following are treated: study skills, test-taking skills, social development, and personal relationships.

The second segment of this course is designed to establish the foundational aspect of spiritual maturity in all areas of the student's experience. The students will be guided in the classical disciplines of the spiritual life, such as prayer, meditation, and personal and corporate worship.

SSS 213

Principles of Sociology

An introduction to the systematic study of society in terms of social organization, processes, institutions, and relationships among individuals and groups. This course examines methods of research in sociology, and describes the basic concepts and theories.

SSS 233

Cultural Anthropology

An introductory study of mankind and the development of cultures. Emphasis is placed

upon examining how a good understanding of anthropology can provide more effective cross-cultural interactions.

SSS 293

The Family

A sociological study of the American family. Factors such as dating, mate selection, marriage, and rearing of children are considered. Major emphasis is given to preparing the student for making his or her family a success and a contribution to the American society.

SSS 343

World Religions

Involves a detailed study of the history, beliefs, and practices of Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. Pre-literary societies and religions are given special emphasis. The student is taught to relate these religions to the Christian faith for the purpose of dealing evangelistically with the groups involved.

SSS 412

Senior Seminar

A writings class designed to focus on philosophy of ministry; personal values; professional, spiritual, and academic life goals; application of practical theology; development of a plan to accomplish goals; and a method for evaluating progress.

Philosophy

PHI 313

Introduction to Philosophy

A study of the major issues of philosophy as stated by the leading philosophers. Special emphasis is given to the theistic proofs and a Christian evaluation of philosophical issues.

PHI 323

Contemporary Ethical Issues

A study of the major ethical theories and alternatives open to the evangelical, as well as examination of some major contemporary ethical issues including abortion, pacifism, capital punishment, social responsibility, sexuality, and the relationship of government and morality.

Psychology

PSY 113

General Psychology

A study of biological aspects of behavior, the brain, learning and memory consciousness, sensation and perception, motivation and emotion, health, stress, coping, mental health, personality, and social behavior.

PSY 313

Human Development

Covers the development of humans from conception through death and dying. The physical, intellectual, emotional, and social changes of the individual are all considered. Prerequisite: PSY 113.

PSY 323

Introduction to Counseling

An introduction to the basic principles and practices of pastoral counseling. A brief look is taken at some of the various theories, both secular and Christian. A second component of the class emphasizes the practical side of counseling by giving the student actual in-class practice of the component skills of the counseling process (active listening skills, empathy, goal setting, strategies, etc.). Prerequisite: PSY 113.

PSY 333

Educational Psychology

Addresses various issues that apply theories of psychology to the educational environment.

Themes include cognitive processes, relevance, classroom climate, challenge, expectations, diversity, interaction, principles of learning, and the psychology of motivation. Prerequisite: PSY 113.

PSY 343

Problems in Counseling

An examination of about thirty potential problem areas (for example, anxiety, grief, finances) that a pastor or other Christian worker may encounter. Particular attention is given to what the Bible says about the problem, the causes and effects, and appropriate counseling strategies. Prerequisite: PSY 323.

PSY 363

Psychology of the Exceptional Child

A study of the atypical child with special emphasis on the emotional and social problems. The course covers the development of the child and the problems of learning in the classroom. Prerequisite: PSY 113.

Physical Education

PEM 111

Men's Basketball I

A practical course designed to teach the principles, strategies, and techniques of the sport. In addition to instruction and drill, the students are placed in competitive situations, applying the skills they have developed. (Fee)

PEM 121

Men's Basketball II

Further development of skills learned in PEM 111. (Fee)

PEM 131

Physical Education for Men I

A course designed to give the student opportunity to develop physical coordination and sportsman-

like conduct. Emphasis is on calisthenics exercise, basketball, and volleyball. (Materials fee)

PEM 141

Physical Education for Men II

A continuation of Physical Education for Men I with emphasis on softball and track and field events. (Materials fee)

PEW 111

Physical Education for Women I

A course designed to give the student opportunity to develop physical coordination and sportsmanlike conduct. Emphasis is on calisthenics exercise, basketball, and volleyball. (Materials fee)

PEW 121

Physical Education for Women II

A continuation of Physical Education for Women I with emphasis on softball and track and field events. (Materials fee)

Fine Arts - Music

Music Theory

MTH 113

Introduction to Music Theory

A fundamental course in basic music theory designed for nonmusic majors or music majors who need remedial studies. The course studies the basic concepts of music. Credit does not apply to music major.

MTH 124

Music Theory I with Lab

Studies in pitch, rhythm, sight singing, rhythmic and melodic dictation. Scale structure and chord construction. Class meets three fifty-minute periods for lecture and two for lab each week. Prerequisite: MTH 113 or successful completion

of matriculation examination.

MTH 134

Music Theory II with Lab

Part writing, dictation, and analysis of diatonic triads and 7th chords. Written and keyboard harmonization of a melody. Sight singing and ear training. Class meets three clock hours for lecture and two for lab each week. Prerequisite: MTH 124

Music Organizations

MOR 131, 141

College Instrumental Ensemble

Open by audition to students who have achieved proficiency in band instruments. (Materials fee)

MOR 151, 161

College Ensemble

Mixed group of select voices (by audition). Public appearances. The college small ensembles (see MOR 171 below) will be formed from students enrolled in College Ensemble. (Materials fee)

MOR 171, 181

Small Ensembles

Select groups. Small choral or instrumental groups. Duets, trios, and quartets formed for public appearances. May be repeated for credit (by audition). (Materials fee)

Applied Music

Applied Music Sequence

Voice, piano, organ, wind, string. For complete descriptions of specific proficiency requirements, see *Music Handbook*.

MAP 111, 121, 211, 221

Introductory Instrument

A sequence for introductory applied music for non-music majors.

MAP 131, 141, 231, 241

Non-performance Instrument

A sequence of applied music which may be taken by music majors as a minor applied concentration.

MAP 151, 161, 251, 261

Performance Instrument

A sequence for Church Music majors as a major applied concentration.

Church Music

MUS 123

Hymnology and Church Music

A study of the historical development of church music from Old Testament times to the present. Of particular interest are the rise of evangelistic music from the latter 19th century to the present and the current music styles of the church, as well as the textual and musical analysis of Christian music.

MUS 152

Conducting

Fundamentals of conducting to enable students to direct congregational singing and choral and instrumental groups. Methods of rehearsal and performance conducting.

MUS 213

Introduction to Music History and Literature

Brief overview of the music developments from antiquity to the present, featuring composers and works which are representative of various periods of music.

MUS 222

Administration and Philosophy of Music

The administrative and philosophic responsibility of the minister of music. Emphasis is placed on the development of a Bible-centered philosophy of music ministry. Concerns such as music resources in the local church and Christian school, methods, materials, and budget are treated.

MUS 232

Introduction to Christian Worship

This course is designed to acquaint the student with the various forms and functions of both classical and contemporary worship within the church. The student will be introduced to a wide variety of the possible elements that can be incorporated into the liturgy of worship.

MUS 242

Choral and Instrumental Methods for the Church

A practical study of choral and instrumental methods and literature for the local church. Philosophy, organization, and techniques for implementation of the choral and instrumental programs are discussed. Prerequisites: MTH 124 and MUS 152.

MUS 262

Worship Leadership Skills

A study of available resources and techniques employed by the worship leader. Topics of consideration will include planning, organizing, personal spiritual preparation, sound system basics, audio-visual and software basics, decision-making, the characteristics and responsibilities of a good leader. Special emphasis will also be placed upon the many and varied roles of the worship leader, such as with the pastor, vocalists/instrumentalists, and the congregation. Prerequisite: MUS 232 Introduction to Christian Worship

MUS 261

Worship Practicum

This course gives the student the opportunity to apply what has been learned in the classroom by working in a local church setting under the supervision of the pastor and/or a worship leader who acts as a mentor. This course is designed to be the culmination of the Worship Leadership program. Prerequisites: MUS 232, MUS 262.

Fine Arts - Other

FAR 132

Basic Photography

An introduction to the basic process and principles of photography. Emphasis is on becoming competent in the use of photographic materials and equipment. Includes developing negatives and making prints. (Lab fee)

FAR 151-153

Journalism

Academic credit will be given to students who are regular staff members of the campus yearbook or college webpaper. Production methods such as editing articles, proofreading, doing layout and design on the computer, planning photography, and cropping pictures will be studied in class. Credit value is flexible.

FAR 171-173

Dramatic Arts

Provides experience in acting, design and construction of a set, stage makeup and costuming, lighting and sound, and a full-scale production. Credit value is flexible. (Materials fee)

FAR 213

Introduction to Music History and Literature

Brief overview of the music developments from antiquity to the present, featuring composers

and works which are representative of various periods of music.

Foreign Languages

RBL 215

Basic New Testament Greek I

An introductory study of New Testament Greek, including intensive drill in vocabulary, conjugations, declensions, and grammatical constructions. (Lab fee)

RBL 225

Basic New Testament Greek II

A continuation of RBL 215. A special emphasis is placed on translation. Prerequisite: RBL 215. (Lab fee)

RBL 313

Advanced New Testament Greek I

A course designed for students who have completed two semesters of Basic New Testament Greek. Involved is a review and expansion of vocabulary and grammar. Stress is placed on translation, exegesis, and interpretation in addition to reading in the Greek New Testament text. Prerequisites: RBL 215 and 225.

RBL 323

Advanced New Testament Greek II

A continuation of RBL 313. Selected New Testament materials will be examined to illustrate syntactical principles. Prerequisite: RBL 313.

Division of Professional Studies

Division Chair, Gayle Woods

The objective of the Division of Professional Studies is to ensure that each student has adequate training in his chosen field of service. In order to accomplish this purpose, our aim is to fulfill the following:

1. Provide the student with a basic understanding of his chosen profession.
2. Equip the student with the necessary knowledge and skills which are prerequisite to the duties of his profession.
3. Prepare the student for his place of ministry by acquainting him with the types of people among whom he will minister.
4. Foster a sense of cooperation among those involved in the student's area of ministry and those working in other areas of ministry.

Religion

Pastoral Ministries

RPM 112

Child Evangelism

A study of the religious and psychological nature and needs of children from cradle roll through junior age. Deals with demonstrations of methods and materials, as well as organization and administration of local programs for children.

RPM 122

Child Evangelism Workshop

A practical class emphasizing the plan of salvation; involving puppets, games, visualized songs, stories, Scripture, and unusual ways to teach the Gospel. Students will be taught easy ways to make visuals and resources, and how to set up a schematic reference file for use in ministry. (Materials fee)

RPM 212

Personal Evangelism

A course devoted to the theory, methods, and practices of winning others to Christ. Scripture memorization is directed toward personal soul-winning in practical applications of the theories studied.

RPM 213

Homiletics (Preaching and Non-preaching*)

An introductory course which considers the development and delivery of sermons. The textual, topical, and expository methods of development will be examined carefully with extended attention given to exposition. Such elements as form, control factors, progression of thought, and illustrative techniques are given special attention. Students are given practice in actual sermon delivery which is followed by evaluation against objective standards. *Biblical Studies majors will be required to develop presentations such as Bible studies or Sunday School lessons which they will present to the class in place of sermons.

RPM 223

Introduction to Youth Ministry

A survey of the principles and methods involved in the ministry of the local church to its teenagers and young adults.

RPM 232

Introduction to Christian Worship

This course is designed to acquaint the student with the various forms and functions of both classical and contemporary worship within the church. The student will be introduced to a wide variety of the possible elements that can be incorporated into the liturgy of worship.

RPM 323

Pastoral Ministry

A comprehensive survey of the various aspects of the pastor's work, including his call, qualifications, preaching, pastoral tasks, personal life, and his relation to society. The class will provide skills in pastoral leadership and management, and the ability to work with individuals, committees, staffs, and boards.

RPM 333

Introduction to Counseling

An introduction to the basic principles and practices of pastoral counseling. A brief look is taken at some of the various theories, both secular and Christian. The class also emphasizes the practical side of counseling by giving the student actual in-class practice of the component skills of the counseling process (active listening skills, empathy, goal setting, strategies, etc.). Prerequisite: PSY 113.

RPM 342

Church Educational Methods

A study of effective principles and methods of teaching in the various educational ministries of the church, including Sunday school, VBS, Bible studies, children's clubs, and youth services.

RPM 343

Problems in Counseling

An examination of about thirty potential problem areas (for example, anxiety, grief, finances, etc.) that pastors and other Christian workers might encounter. Particular attention is given to what the Bible says about the problem, the causes and effects, and appropriate counseling strategies. Prerequisite: RPM 333.

RPM 352

Leading Bible Studies and Discipling New Christians

A practical study of biblical principles and methods for helping new Christians mature in the faith. Basic principles and methods of small group Bible studies will also be covered. The student will develop skills in these areas through actual field practice.

RPM 353

Computer Use in Ministry

An introduction to basic computer use for all church professionals, explaining hardware, software, and programs for multi-media applications, word processing, tabulating membership rolls, fund accounting, tracking contributions, planning, aiding in personal management, providing a framework for music, education, and administration in the local church, Christian school, or parachurch environment. (Lab fee)

RPM 362

Principles of Leadership

A study in Christian leadership qualities and goals focusing on leadership styles, motivational strategies, and intra-organizational responsibilities for the Christian leader. Special emphasis is given to personal development and spiritual growth of the leader and to developing strong interpersonal relationships.

RPM 372

Evangelistic Preaching/Lab

A study in the methods of persuasive preaching. Emphasis will be given to the style, delivery, and format of the sermon. Pre-evangelistic, evangelistic, and post-evangelistic methods will be covered, as well as the elements of the invitation, altar work, and necessity for follow-up. Actual sermon preparation and delivery, with peer evaluation, are required. Prerequisite: RPM 213.

RPM 382

Inductive Preaching/Lab

The discovery method of preaching with an exploration of the disciplines of brain theory and learning theory and their applications to preaching, as well as the development of the narrative art form of preaching. Actual sermon preparation and delivery, with peer evaluation, are required. Prerequisite: RPM 213.

RPM 412

Expository Preaching/Lab

An emphasis on Scripture analysis, background material, and expository techniques for the purpose of clearly and accurately presenting the message of the Bible. Stress is placed on effective, Spirit-anointed organization and delivery of sermon content. Actual sermon preparation and delivery, with peer evaluation, are required. Prerequisite: RPM 213.

RPM 423

Youth Programming

An overview of programming for youth in the local church. Included will be a special emphasis on Sunday School and the overall youth ministry. Students will attend a workshop in youth skills development. Prerequisite RPM 342.

RPM 433

Local Church Administration

A study designed to give the student an insight into the administration and leadership of local church regarding planning, activating, motivating and evaluating. Special attention is also given to a

study of the parliamentary law and to the officers of the local church and the Sunday School and their duties. The student will also be introduced to resource materials for all educational levels of the Sunday School.

Practical Education

DSM 111, 121, 211, 221, 311, 321

Directed Student Ministries

(For Non-religion Majors)

The Directed Student Ministries (DSM) program identifies and develops opportunities for Christian service or field work that go hand in hand with formal studies in preparation for effective service. Christian education is characterized by the place given to practical training.

Kansas City College and Bible School requires six (6) semesters of DSM for graduation with a non-religion B.A. degree, two (2) semesters for B.A. in Religion graduates, and one (1) to two (2) semesters for completion of most A.A. programs. One-half credit per semester is earned by the student toward graduation requirements.

RFE 311, 321; 411, 421

Field Education (Internship)

(For Religion Majors)

A period involving one semester of seminar work and three semesters (or two summers) serving as an intern under the supervision of a pastor of an established church selected by the instructors in the Division of Bible and Theology. Required of all religion majors. The field education program will be designed to facilitate the emphasis of each intern. Students may take one credit per semester during the school year. Field Education II and III may be taken concurrently only during a summer. Field Ed. IV may not be taken concurrently with another Field Education credit. Students who have previous pastoral experience may apply for an evaluation of their experience. Prerequisites for Field Education II, III and IV: RPM 213, RPM 323, and RFE 311.

Missions and Cross-Cultural Studies

RMI 232

Practice of Mission

An introduction to the practical issues of a new missionary's preparation, life on the field, and ministry. Lectures, activities, and reading will serve as a necessary orientation to prepare the student for missionary service.

RMI 233

Cultural Anthropology

An introductory study of mankind and the development of cultures. Emphasis is placed upon the contribution that a good understanding of anthropology can make to effective cross-cultural interactions.

RMI 313

History of Missions

Special attention is placed on the methods and principles of the Apostle Paul in developing the historical base for missions work. A survey is made of the historical progress of missions from the first century to the present. The contemporary missions picture is related to the past in a practical way.

RMI 322

Introduction to Missions

An in-depth consideration of the theological and Biblical basis of missions, the call, personal qualifications, and the selection of missionary personnel. Attention is focused also on the nature and objectives of the missionary task as well as the missionary outreach of the local church.

RMI 343

World Religions

Involves a detailed study of the history, beliefs, and practices of Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. Pre-literary societies and religions are given special

emphasis. The student is taught to relate these religions to the Christian faith for the purpose of dealing evangelistically with the groups involved.

RMI 353

Principles of Church Growth and Planting

A survey of the various principles advocated by the church growth movement. Special attention is given to theological, anthropological, and indigenous elements which affect the rate and patterns of church expansion.

RMI 413

Cross-Cultural Communication

A careful study of the theories and practices involved in communicating to persons of other language groups. Practical applications are made. Films will be viewed which will enhance the learning process. The focus of the course will be on evangelizing the people in these groups.

Women's Ministries

RWM 372

Ministries of Women

A class given to encourage women to consider the blessings, rewards, responsibilities, problems, and possibilities of being involved in Christian ministries.

Christian Teacher Education

General Education

EDG 222

Current Concepts of Health

A consideration of the ways health affects people's lives. Some topics of discussion are

physical, emotional, and spiritual growth; stress; drugs; sexuality; and health care.

EDG 252

Classroom Organization/Management

A study of teaching methods and materials, the writing of objectives for teaching, the preparation of lesson plans, and classroom management.

EDG 313

Computer Use in Education

An introduction to basic computer use for the teacher, explaining the hardware, software, and programs for multimedia applications, word processing, keeping records, computing grades, planning, and aiding in personal management. (Lab fee)

EDG 323

Foundations and Philosophy of Christian School Education

A survey of some critical issues in Christian education, including the historical, philosophical, psychological, legal, and financial foundations. This course provides guidelines for formulating a personal philosophy of Christian education.

EDG 333

Educational Psychology

The study of student motivation, learning principles, classroom management, and contemporary educational trends. Prerequisite: PSY 113.

EDG 343

Educational Measurement & Assessment

A study of the principles and methods of measuring pupil behavior with attention given to the construction of valid and reliable test items. The course also examine the scoring, marking, and interpreting of test scores.

EDG 416

Supervised Student Teaching

Observation, participation, and actual teaching under supervision of qualified teachers for senior-level students. Student teachers will be evaluated on their classroom management and their use of current methods of teaching and planning. Students are required to apply for Supervised Student Teaching and must have a cumulative GPA of at least 2.0 and a GPA of at least 2.5 in their major area.

Elementary Education

EDE 142

Methods of Teaching Children

An examination of the characteristics of the child as a learner along with appropriate teaching techniques. Special consideration given to behavior management of children within a group context.

EDE 211-221

Education Practicum

All education students who are sophomores or juniors are required to spend two hours each week in the Overland Christian School. Students are assigned to different classrooms each semester and are to act as para-professionals.

EDE 222

Science in Elementary Education

Principles of science commonly developed on the elementary level. Emphasis is placed on materials, field trips, experiments, and other activities. Prerequisite: At least one science class.

EDE 233

Reading in Elementary Education

A developmental sequential approach to the teaching of reading dealing with principles of reading readiness, directed reading lesson

methods, comprehension and word perception teaching skills, elective evaluation, and the grouping of students in the classroom.

EDE 262

Art in Elementary Education

Experience with art materials and a study of the types of art activities related to the various interest levels for the elementary child. (Lab fee)

EDE 292

Health/Physical Education in Elementary Education

The organization, planning, and administration of the elementary physical education program. The growth and development patterns and their effect on movement, motivation, and safety in conduct in the program is important.

EDE 311-321

Elementary Education Practicum

All elementary education students who are juniors are required to spend two hours each week in the grade school department. Students are assigned to different classrooms each semester and are to act as para-professionals. This is a preparatory class for student teaching.

EDE 332

Music in the Elementary School

A course in objectives, methods, and materials for use in the elementary general music class. Developing a Biblical philosophy of music education will be emphasized. Prerequisite: Permission of the instructor.

EDE 342

Social Studies in Elementary Education

A specific course in methods designed for the elementary teacher. The methods of teaching social studies in the elementary school for fostering the growth and development of the child. The students will also prepare lesson plans and teach a class.

EDE 353

Math in Elementary Education

An introduction to the purposes, methods, and materials of the elementary school mathematics class.

EDE 363

Diagnosis and Remediation of Reading Difficulties

Emphasizes study skills, corrective and critical reading, evaluation, diagnosis, and reading and oral interpretation and motivation. Each week, three hours of classroom work is required plus one hour of lab work. Prerequisite: EDE 233.

EDE 373

Children's Literature

Includes a brief history of children's literature and a study of authors and illustrators of children's books from preschool through junior high. Students will gain experience in teaching and evaluating books for these age levels.

EDE 382

Teaching Language Arts in Elementary Education

A course in the methods of teaching elementary school children to speak and write effectively. This will include acceptable English grammar, spelling, handwriting, creative writing, and the problem of the linguistically different child.

EDG 416

Supervised Student Teaching

Observation, participation, and actual teaching under supervision of qualified teachers for senior-level students. Student teachers will be evaluated on their classroom management and their use of current methods of teaching and planning. Students are required to apply for Supervised Student Teaching and must have a cumulative GPA of at least 2.0 and a GPA of at least 3.0 in their major area.

Early Childhood Education

ECE 113

Foundations/Early Childhood Education

An introductory survey of topics related to employment in early childhood programs. The class explores general principles of child development; the philosophical and historical roots, as well as values and ethics of early childhood education; the role of the teacher; curriculum design; and classroom management. Twenty hours of observation in a group child care setting are required.

ECE 123

Early Childhood Curriculum I

A methods course which focuses on aiding the student in the formulation of curricula that promote an environment that is intellectually challenging, especially in the areas of language and physical development. Prerequisite: ECE 113, or may be taken concurrently.

ECE 213

Early Childhood Development

A study of human development from conception through age eight. The genetic, biological, physical, and social influences, as well as psychological processes which affect the development of young children will be discussed.

ECE 223

Early Childhood Curriculum II

This course builds on the concepts presented in ECE 123, and focuses on curriculum areas that deal with the social and physical aspects of the environment. The scope of the course includes mathematics, science, social studies, and nutrition. Prerequisite: ECE 123.

ECE 232

Parenting

A study of effective parenting designed for teachers of young children, as well as parents and guardians. The class focuses on child-rearing methods, methods for building self-esteem in children, family types, child behavior, effective communication, parental fears and concerns, and prevention and resolution of problems. Also included is a discussion of how to build effective relationships between parents and teachers/caretakers.

ECE 233

Child Health, Safety, and Nutrition

An introduction to the general principles of selecting proper toys, equipment and educational materials, promoting safety in the learning environment, and handling suspected cases of child abuse. A First Aid and CPR class will be included. Planning of nutritious meals and snacks, learning to make food interesting and fun for the children, and menu planning will be the focus in the study of nutrition.

ECE 243

Infant/Toddler Education and Care

An introduction to the role of the educator of very young children and the creation and maintenance of a developmentally appropriate environment. The class also covers history of education and care, stages of development, curriculum development, and the health, safety, and nutritional needs of the infant and toddler. Three hours lab per week required. Prerequisite: ECE 113.

ECE 281

Early Childhood Education Practicum

Supervised experience in the child care environment designed for the student who does not plan to work toward an Associate of Arts or Bachelor of Arts degree program. The student will be required to spend six hours per week (eighty-four clock hours) with at least two different age levels, designing curriculum, teaching, observing and

interacting, planning nutritionally adequate meals and snacks, and providing a safe, age-appropriate environment.

ECE 283

Early Childhood Education Internship

Supervised experience in the child care environment designed for the student who plans to further his or her education or serve in an administrative capacity. The student will be required to spend twenty hours per week (280 clock hours) with at least two different age levels. Program organization and administration, design and presentation of curriculum, observation and interaction with children, planning of nutritionally adequate meals and snacks, and provision of a safe, age-appropriate environment are focuses of this practical experience. Prerequisites: ECE 113, ECE 123, ECE 213

Courses and programs listed in this catalog are subject to change through normal academic channels. New programs, courses, and changes in existing course work are initiated by the cognizant departments or programs, and approved by the appropriate division head, the academic committee, and the academic dean. Information concerning changes may be obtained by contacting the academic dean or registrar.

Faculty

The quality of any academic institution is based upon the quality of academic instruction. The Board of Trustees at KCCBS has endeavored to hire and retain the best instructors obtainable. This effort has been rewarded by an excellent credit transfer status based upon a highly qualified faculty. The present faculty is no exception. The personnel presented in this catalog possess spiritual stability, excellent educational credentials, practical life experiences, and personality qualities which commend them to the high calling of Christian education.

Full-Time Faculty

Harold Carpenter

Associate Professor
Social Sciences, Education

Undergraduate studies, Allegheny Wesleyan College, 1969-1972

B.R.E., God's Bible School, 1974

B.A., God's Bible School, 1985

M.Ed., MidAmerica Nazarene University, 2000

Teacher, Indiana Wesleyan School, 1972-1973, 1975-1977

Administrator/Teacher, New Bethlehem Wesleyan Methodist School, 1977-1984

Student Personnel Director, God's Bible School, 1985-1989

Owner-Operator, HVC Painting, 1989-1993

Principal, Overland Christian Grade, 1993-1995

Instructor, Kansas City College and Bible School, 1995 - present

Present Position, 1995

Don Englund

Academic Dean
Associate Professor
Science, Mathematics, Biblical Languages

B.A., Kansas City College and Bible School, 1973

Graduate work, Baptist Missionary Theological Seminary, 1979

Graduate work, Covenant Theological Seminary, 1980-1982

M.A. in Biblical Languages, Assemblies of God Theological Seminary, 1995

Graduate work, University of Missouri/Kansas City, 2000

M.A. in Linguistics, University of Kansas, 2006

Doctoral work, University of Kansas, 2007-present

Teacher, Kirksville Christian High, 1973-1975

Pastor, Moulton, IA, Church of God (Holiness), 1973-1975

Pastor, Houston, TX, Church of God (Holiness), 1975-1980

Pastor, St. Charles, MO, Church of God (Holiness), 1980-1983

Pastor, Dodge City, KS, Church of God (Holiness), 1983-1985

Pastor, Bentonville, AR, Church of God (Holiness), 1985-1992

Teacher, Mt. Zion Bible School, 1992-1999

Principal, Mt. Zion Bible School, 1995-1999

Pastor, Mansfield, MO, Brush Arbor Church of God (Holiness), 1995-1999

Pastor, Overland Park, KS, South Park Church of God (Holiness), 2000 - present

Adjunct Professor, Kansas City College and Bible School, 1996

Present position, 1999

Glenn D. McClure

Division Head — Bible and Theology
Professor
Bible and Theology

B.A. in Religion, Kansas City College and Bible School, 1982
M.A. in Biblical Literature, Assemblies of God Theological Seminary, 1987
Ph.D., Pensacola Christian College, 2000

Draftsman, Union Carbide (WV), 1966-1974
Design/Supervisor, Midwest Technology Inc., 1974-1978

Draftsman, Panhandle Eastern, 1980
Teacher, Mt. Zion Bible School, 1982-1990
Dorm Dean, Mt. Zion Bible School, 1982-1984, 1988-1989
Dean of Students, Mt. Zion Bible School, 1982-1984

Academic Dean, Mt. Zion Bible School, 1984-1990

Present position, 1990

Dorothy Purtle

Registrar
Division Head — General Studies
Assistant Professor
Music

B.A. in English, Kansas City College and Bible School, 1977
B.A. in Music Education, Kansas City College and Bible School, 1994
Graduate study, University of South Dakota, 2008 -

Federal Reserve Bank, Kansas City, 1973-1978
Teacher, Overland Christian Grade, 1976-1977, 1979-1980
Teacher, Overland Christian Grade, 1989-1994
Teacher, Overland Christian High, 1989-1999

Present position, 1994

David Woods

Assistant Professor/Director-Online Education
Religion, English

B.A. in Religion, Pastoral Emphasis, 1999
Graduate study, Indiana Wesleyan University, 2000 -

Pastor, May, OK Church of God (Holiness), 1999 - 2001
Pastor, Wichita, KS Church of God (Holiness), 2001 - 2007
Present position, 2007

Gayle Woods

President
Division Head — Professional Studies
Professor
Pastoral Ministries

B.A. in History and B.Th. in Religion, Kansas City College and Bible School, 1972
Pregraduate study, Western Washington University, 1978-1979
Graduate study, Nazarene Theological Seminary, 1979-1982
M.Div., Memphis Theological Seminary, 1985
D.Min. in Pastoral Ministry, Asbury Theological Seminary, 1989
Work on M.P.A., University of Missouri/Kansas City, 1998 - 2000

Pastor, Woodward, OK Church of God (Holiness), 1972-1975
Pastor, Everson, WA Church of God (Holiness), 1975-1979
Pastor, Parvin Road Church of God (Holiness), 1980-1982
Pastor, Burlison, TN Church of God (Holiness), 1982-1990
Academic Dean/Dean of Students/Professor, Mt. Zion Bible School, 1990-1991
Pastor, El Monte, CA Church of God (Holiness), 1991-1995

Present position, 1995

Adjunct Faculty

Greg Blake

Associate Professor
Bible, Philosophy, Pastoral Ministries

B.A.R., Kansas City College and Bible School,
1986

Graduate Studies, Nazarene Theological Seminary, Midwestern Baptist Theological Seminary,
1986-1993

Graduate Studies, Nazarene Theological Seminary, 1999 - 2002

Graduate Studies, Liberty University Graduate School, 2004

Youth Pastor, Gregory Hills Church of God (Holiness), 1986-1989

Instructor, Kansas City College and Bible School, 1988-1993

Director, Outreach Ministries, Church of God (Holiness) Home Missions, 1991-1992

Interim office manager, Church of God (Holiness) Home Missions, 1992

Church Resource Specialist, Landmark Christian Media Group, 1997-1999

Pastor, Rosedale Church of God (Holiness), 1998 to present

Present position, 1999

Terry Beckham

Librarian

Undergraduate studies, Kansas City College and Bible School, 1967-1969

B.A. in Elementary Education, University of Missouri at Kansas City, 1971

Artist, Herald and Banner Press, 1967- present

Teacher, Overland Christian School, 1970-1972

Teacher, Kansas City Christian School, 1991-1994

Teacher aide/Substitute Teacher, Liberty Christian School (Indiana), 1997-1999

Present position, 2007

Cheryl Carpenter

Associate Professor
Speech, Early Childhood Education

B.A., God's Bible School, 1989

M.Ed., MidAmerica Nazarene University, 2000

Teacher, New Bethlehem Wesleyan Methodist School, 1977-1981

Teacher, Liberty Bible Academy, 1984-1993

Teacher, Overland Christian Schools, 1993-1994

Teacher, Shawnee Mission Medical Center Child Care Center, 1994 - present

Present Position, 2002

Eric Englund

Assistant Professor
Music

Undergraduate studies, Kansas City College and Bible School, 1995-1996

B.A. in Music Education, God's Bible School and College, 2003

Present position, 2004

Ruth Grabill

Library Consultant

B.S. in Education, Northeast Missouri Teacher's College, 1965

M.L.S., Emporia State University

Teacher, Berlin (OH) Public School, 1965-1966

Teacher, Kansas City College and Bible School, 1966-1967, 1975-1976

Teacher, Mt. State Christian School, 1968-69

Teacher, Peniel Holiness Christian School (OH), 1971-1975

Business Office Secretary, Kansas City College and Bible School, 1978-1980, 1987-1988

Secretary/Treasurer, Grabill Plumbing, Inc., 1986-present

Librarian, Kansas City College and Bible School, 1993-2000

Present position, 2000

Brent D. Hulett

Professor
Missions

B.A., Kansas City College and Bible School, 1989

M.Div., Nazarene Theological Seminary, 1995

D.Min., Nazarene Theological Seminary, 2001

Assistant Pastor, Parvin Road Church of God (Holiness), 1989-1991

Project Manager, International Institute for Christian Studies, 1990-1992

Managing Director, Chic Shaver Center for Evangelism, 1993-1994

Associate Minister of Outreach, Kansas City First Church of the Nazarene, 1993-1994

Pastor, Church of the Nazarene, Grandview, MO, 1994-1999

Pastor, International Nazarene Fellowship, Manila, Philippines, 1999-2002

Regional Education Coordinator, Asia-Pacific Region, Church of the Nazarene, 1999-2002

Adjunct Professor, Asia-Pacific Nazarene Theological Seminary, Philippines, 2002

Director of Faculty Development, International Institute for Christian Studies, 2002- 2006

Vice President of Recruiting for Wycliffe Associates- 2006 - present

Present position, 2004

Ruby Rice

Associate Professor
Literature

B.A., Kansas City College and Bible School, 1954

Graduate work, University of Missouri-St. Louis

Graduate work, University of Missouri-Columbia

M.A., University of Missouri-Kansas City,

1987

Instructor, Kansas City College and Bible School, 1954-1955

Teacher, Sherman (WV) High School, 1955-1956

Teacher, Mt. Zion Bible School, 1963, 1971-1973, 1975-1976

Teacher, St. Charles (MO) Public Schools, 1965-1971

Dean of Women, Mt. Zion Bible School, 1972

Present position, 1976

Dorie E. Scofield

Associate Professor
Counseling

B.A., MidAmerica Nazarene College, 1988

M.A. in Marital and Family Therapy, Azusa Pacific University, 1995

Co-Counselor, California Counseling Center, Monrovia, CA, 1992-1995

Resident Counselor, Booth Memorial Center, Los Angeles, CA, 1995-1996

Marital and Family Therapist Intern, Reno, NV, 2003-2004

Present position, 2005

Jesse Skaggs

Associate Professor
Counseling

B.A., Kansas City College and Bible School, 1963

B.Th., Kansas City College and Bible School, 1965

M.A. in Ed., University of Missouri/Kansas City, 1970

Ed. S., University of Missouri/Kansas City, 1993

Instructor, Paseo High School and Central

Senior, 1967-1968.
Instructor, Santa Fe Trail Junior High, Olathe, KS, 1968-1970
Instructor, Coconino High School, Flagstaff, AZ, 1970-1971
Counselor, Blue Valley High School, 1971-1980
Counselor, Johnson County Community College, 1973---Present
Present position, 2004

Chris Sumpter

Associate Professor
Missions, Geography

B.A.in Religion, MidAmerica Nazarene College, 1992
M.A. in Missiology, Nazarene Theological Seminary, 1999

Disbursing clerk, US Navy, 1993-1995
Associate Pastor, El Dorado Springs Church of God (Holiness), 1995-1997
Mission Intern, Kansas City First Church of the Nazarene, 1997-1999
Associate Professor, KCCBS, 1999-2003, 2007
Missionary, Global Partners, 2002-present

Present position, 2007

Sharon Wright

Assistant Professor
Elementary Education

B.A., Kansas City College and Bible School, 1970
Graduate/Certification work, Indiana University (IUPUI), 1970-1977
Graduate/Certification work, Kansas City College and Bible School, 1989-1992
Graduate/Certification work, MidAmerica Nazarene University, 1992-1994

Teacher, Bethel Holiness Christian School, 1976-1978
Teacher, Beech Grove (IN) Nazarene School, 1976-1978
Teacher, Overland Christian Grade, 1978-2005
Teacher, Whitfield Academy, 2005 - present
Present position, 1993

Sharon (Ravenscraft) Wright

Associate Professor
Business/Elementary Education

B.A. Business Administration, MidAmerica Nazarene University, 1998
B.A. Elementary Education, MidAmerica Nazarene University, 2000
M.A. in Teaching, Webster University, 2004

Public Relations/Marketing Assistant, Mercantile Bank, 1994 - 2000
Substitute teacher, Shawnee Mission Schools, 2000 - 2001
Teacher, Briarwood Elementary, Shawnee Mission School District, 2001 - present

Present position, 1999

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