



School of Graduate Studies

# **CATALOG**

**2013-14**

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## **CONTACT INFORMATION**

Southwestern Christian University

School of Graduate Studies

P.O. Box 340

Bethany, Oklahoma 73008

Phone: 405-789-7661 Ext. 3447

Admissions Information: 1-888-418-9272

Fax: 405-495-0078

Web page: [www.swcu.edu](http://www.swcu.edu)

## **GENERAL INFORMATION**

### **LOCATION AND HISTORY**

The School of Graduate Studies of Southwestern Christian University is located in Bethany Oklahoma, a suburb on the west side of Oklahoma City. The campus is adjacent to the International Pentecostal Holiness Church Global Ministry Center, the sponsoring denomination.

The School of Graduate Studies shares the resources of both campuses. Southwestern Christian University has transitioned from its early beginnings in 1946 as a Bible College to a junior college to a four year School of Christian Ministries to a university in 2001, adopting the name of Southwestern Christian University. In September 1993 the first class of graduate students arrived on campus as the School of Graduate Studies was launched.

### **OTHER APPROVED CLASS SITES**

The Southwestern Christian University School of Graduate Studies has been approved by its accrediting body to hold classes on the campus of Emmanuel College in Franklin Springs, Georgia and in the Tulsa, Oklahoma metro area. However, to complete a degree, students are required to take six hours on the main campus in Bethany, Oklahoma (one of which is the *Research Methods* course).

### **ACCREDITATION**

Southwestern Christian University is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools. The undergraduate programs offer four year baccalaureate degrees. The School of Graduate Studies is approved to grant master's degrees in theological studies, religion, divinity, Christian studies or ministry. SCU is accredited by the Oklahoma State Regents for Higher Education and approved by the U.S. Department of Justice for the admission of foreign students and eligible veterans.

### **NON-DISCRIMINATION POLICY**

The School of Graduate Studies admits qualified applicants who are personally committed to faith in Jesus Christ and Christian ministry. Southwestern Christian University is in compliance with Title VI of the Civil Rights Act of 1964 and IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the

basis of race, color, national origin, sex, qualified handicap or disability in any of its policies, practices, or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.

### **FREEDOM OF INFORMATION**

With certain exceptions provided by law, Southwestern Christian University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the university with written permission to release the specific records, and to which parties the releases should be made.

### **ANNUAL FERPA NOTICE TO STUDENTS**

Southwestern Christian University informs students annually of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). This act was designed to protect the privacy of education records and afford students certain rights with respect to accessing their education records. These rights include:

**Inspect and Review.** Students have the right to inspect and review education records within 45 days of the day the university receives a request for access. Students should submit a written and signed request to the Registrar or other appropriate university official identifying specific records the student intends to review. The university official will make arrangements for access and notify the student of the location and time where the records may be inspected. If the university official to whom the request was submitted does not maintain the records in question, that official will direct the student to the appropriate official.

**Request Amendment.** Students have the right to request an amendment to their own educational records if they believe their records are inaccurate, misleading, or otherwise in violation of the student's rights under FERPA. An amendment request must be submitted in writing to the university official responsible for maintaining the record in question. The written request should clearly identify the part of the record the student wishes to amend and specify why the record it is inaccurate or misleading. If the university chooses not to amend the record, the university official will notify the student in writing of the decision and advise the student of any appeals process that might be available.

**Consent to Disclosure.** Students have the right to consent to disclosures of personally identifiable information contained in their own educational records not permitted under FERPA guidelines to be released without the student's consent. FERPA allows disclosure without consent including, but not limited to:

- a. School officials with a legitimate educational interest as defined by FERPA
- b. School officials or lending institutions in connection with financial aid for which the student has applied or which the student has received if the information is necessary determining eligibility, amount, conditions for the aid or enforcing the terms and conditions of the aid

- c. Organizations conducting studies for or on behalf of educational institutions. Student records will note when such disclosures have occurred
- d. Accrediting organizations
- e. Parents of dependant students as verified under Internal Revenue Code 1986, Section 152 (NOTE: Appropriate tax documentation must be provided by the parents.)
- f. Parents of students under the age of 21 who have violated university policies related to alcohol or controlled substances
- g. Final disciplinary proceedings against a student who is an alleged perpetrator of a violent crime (18 U.S.C. § 16) or non-forcible sex offense regardless of whether the violation was proven under the university's rules or policies
- h. Persons whose knowledge is necessary to protect the health and safety of the student or other individuals where there is an articulable and significant threat to the health and safety of a student or other individuals
- i. Legal representatives with a lawfully issued subpoena or court order
- j. Information deemed as directory information unless the student has requested in writing within 14 days of enrollment at SCU that directory information be held from disclosure (SCU directory information that may be disclosed by the university for any purpose at its discretion includes name, classification, major and degree programs, home and local addresses, e-mail address, all phone numbers, previous institutions attended, dates of attendance, full-time or part-time status, honors and awards, degree/s conferred including dates, religious affiliation, participation in official university athletic programs, physical factors such as height and weight, photograph, and birth information such as date and place.)

**File a Complaint.** Students have the right to file a complaint at the following address concerning alleged failures by the university to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Students with questions about FERPA should contact the Registrar's Office.

### **RETENTION AND GRADUATION RATES**

Retention and graduation rates are published annually at this Web site:  
<http://nces.ed.gov/collegenavigator/?id=207856>

### **FEDERAL CAMPUS CRIME AWARENESS AND CAMPUS SECURITY ACT**

Annually, SCU makes every attempt to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Drug-Free School and Communities Act Amendments. Information is reviewed and updated annually. To include information in publications or for questions, comments or remarks, the contact person is the vice president for student development.

## **OTHER COMPLAINTS**

Other complaint processes and procedures can be found in the SCU Student Handbook posted on the SCU website ([www.swcu.edu](http://www.swcu.edu)).

## **AFFILIATION AND STATEMENT OF FAITH**

The School of Graduate Studies of Southwestern Christian University, as an institution in the Holiness, Pentecostal, and Charismatic traditions, seeks to serve the kingdom of God by offering educational opportunities to Christians of various denominational backgrounds. SCU is committed to the Pentecostal dimension of Christianity in its emphasis placed on the person and work of the Holy Spirit.

As a graduate-level institution within the evangelical and Pentecostal persuasion, the School of Graduate Studies affirms the Bible as God's written word – inspired, infallible, and the authority for faith and conduct. Affiliated with the International Pentecostal Holiness Church, the school's doctrinal commitment is found in the IPHC Articles of Faith found on the IPHC website at this link: <http://www.iphc.org/beliefs>.

## **ABOUT THE GRADUATE SCHOOL**

### **MISSION STATEMENT**

The Southwestern Christian University School of Graduate Studies prepares students for Christian leadership and service through graduate-level critical thinking and research.

### **PURPOSE**

Curricula, classroom, and community life of the school are all designed to provide a dynamic context so the student will be assisted and encouraged to:

- Train the mind by studying the Bible by mastering the content, understanding the meaning and receiving renewal, through life applications, in order to become approved unto God;
- Train the heart by submitting to his lordship, relying on the Holy Spirit for guidance and growth in Christ-likeness, becoming conformed to his image;
- Train the hand by exercising spiritual and personal gifts, using them in ministry for God's glory.
- The purposes of the School of Graduate Studies for the faculty and for the students can only be achieved by the presence of the Holy Spirit

### **GOALS AND OBJECTIVES**

The goals of the School of Graduate Studies are to prepare students to equip others “for the work of the ministry” (Eph. 4:12), so they may more effectively fulfill God's call on their lives in accordance with their spiritual gifts. In light of the global task of evangelizing and making disciples of the nations (Matt. 28:19), the School of Graduate Studies seeks to train end time harvest leaders:

- To become better equipped to serve as pastors of growing churches, church planters, missionaries, Christian leaders, educators, and authors;
- To provide students with a degree program that will prepare them for pursuing higher education degrees;
- To gain a biblical understanding of the mission and purpose of the church in today's society with its diverse cultures, complex issues and challenging societal problems;
- To develop strategies for church growth and new church planting in today's changing world and its diverse needs;
- To integrate theology, biblical knowledge, and ministry practice with a Christ-like character;
- To bridge cross-cultural settings and effectively communicate with new people groups in order to reach them with the gospel;
- To develop an attitude of openness and cooperation to all in the body of Christ as partners in the task of bringing God's kingdom to earth.

Students are expected to be involved in all aspects of the School of Graduate Studies experience, including the practical life-experiences in ministry.

## **DEGREES OFFERED**

### **MASTER OF ARTS IN THEOLOGICAL STUDIES**

#### **MASTER OF MINISTRY**

- Intercultural Studies Concentration
- Leadership Concentration
- Life Coaching Concentration
- Pastoral Ministries Concentration

Each degree requires 36 semester credit hours for graduation. The student should be able to complete the program in four (4) semesters of continuous studies realized through evening or modular classes. Transfer students must complete at least 30 credit hours in the SCU program in order to earn a master's degree.

## **INSTITUTIONAL RESOURCES AND SERVICES**

### **RESEARCH FACILITIES**

#### **SCU Library, Bethany, Oklahoma**

The SCU Library is located in the C.H. Springer Building's lower level, provides students and faculty a common ground for interaction, reading, and access to nearly 30,000 resources in a variety of formats. The collection is searchable using the automated catalog with internet access available to students via the computer lab or wireless access. Professional assistance with research is available by e-mail or phone. Students, faculty, staff, and guests are issued a SCU Library card. Through a partnership with the Oklahoma Department of Libraries and Oklahoma Regents for Higher Education, the SCU Library provides online databases (accessible on site and remotely) and also issues and recognizes the OK Share Card Program, all further expanding research capabilities. Links to databases and resources are available on a webpage and blog to further



support the academic work of SCU students. *The Pentecostal Research Collection* (PRC), the *Noel Brooks Collection* (NBC) and historic displays of the university are also featured in the University Library. Contact: [scu.library@swcu.edu](mailto:scu.library@swcu.edu) or 405-789-7661 (M-Th 9 a.m. to 4 p.m.).

### **Southern Nazarene University Library, Bethany, Oklahoma**

The R.T. Williams Memorial Library on the campus of Southern Nazarene University (Bethany, OK) is available for use by all Southwestern students. Over 100,000 volumes and more than 600 periodicals are available to students ([www.snu.edu](http://www.snu.edu)).

### **Oral Roberts University Library, Tulsa, Oklahoma**

Located in Tulsa, the vast holdings of the John D. Messick Learning Resources Center are graciously made available to the students in the SCU graduate program. The library holding include approximately 700,000 books, 3000 bound periodicals, pamphlets, and various electronic provisions.

The Holy Spirit Collection is a non-circulation collection containing items tracing the history of the development of the Pentecostal and Charismatic Movements, containing 12,000 volumes, and more than 10,000 audio and video tapes.

### **IPHC Archive and Research Center**

This center, located in the IPHC Global Ministry Center (Bethany, OK), is a facility that houses the most comprehensive collection of materials produced by or about the International Pentecostal Holiness Church. The center collects, organizes and preserves materials that show the origin, history, and theology of the denomination. The collection allows restricted use of print media, photographs, videos, CD-ROMS, etc., in the Reading Room. Selected digital copies and online reference assistance are available via the Internet ([www.iphc.org](http://www.iphc.org)).

## **HOUSING**

Housing is not provided for Graduate students since classes are only scheduled four days in the modular format, or once a week for the evening program. The School of Graduate Studies office provides a list of nearby hotels that offer special rates to students.

## **TEXTBOOKS**

Required textbooks and other resource materials for the courses in the School of Graduate Studies are available through the SCU Online Book Store. A link is available on the SCU webpage or students may access the site at [swcustore.com](http://swcustore.com), then selecting the Textbooks button. Students are also free to acquire their books and materials elsewhere if they choose.

## **ADMISSIONS**

Southwestern Christian University School of Graduate Studies admits students who are committed to Christ, Christian Education, and Christian Ministry. Their lives are to demonstrate consistency with the Word of God and a pursuit of its principles. Students

must be involved in active Christian service, and capable of rigorous academic discipline.

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious academic and professional studies in Christian theology and ministries.

### **ADMISSIONS COMMITTEE**

The admissions committee will review all applicants' information files and program/course selection and make a recommendation to the school dean for approval.

### **APPLICANTS**

An applicant must fulfill the following requirements in order to be accepted into the School of Graduate Studies:

1. Submit an application (with required recommendations), along with the application fee of \$50 to the School of Graduate Studies Office;
2. Hold a four year undergraduate degree from an accredited institution, and have an official, (certified with degrees posted in a sealed envelope mailed or hand delivered) transcript (not student copy) of all college academic records sent to the School of Graduate Studies Office;
3. Achieve a 2.5 GPA in the applicant's undergraduate program;
4. Complete and submit the scores of the Millers Analogies Test (MAT) or Graduate Record Exam (GRE);
5. Be actively involved in a local church while enrolled. This is essential for theology and Christian ministry students since a feature of the program is the application and integration of the concepts being studied into a church/Christian- based ministry;
6. Proficiency in the English language.

### **PROVISIONAL ACCEPTANCE**

Applicants who cannot meet all of the above requirements may, by action of the dean of adult and graduate studies and the School of Graduate Studies Admissions Committee, be accepted on a provisional basis but will not be enrolled as a student until all requirements are met. The applicant will be informed in writing of the issues of provisional acceptance and will not be considered accepted into a graduate program until provisional issues are cleared.

### **PROBATIONARY ENROLLMENT**

A student whose undergraduate GPA is 2.0 but less than 2.5 may be considered by the admissions committee for probationary acceptance and enrollment in a graduate program. The student's probation will be considered for removal at the end of the first semester if they have attained the minimum grade point average of 3.00.

### **CONCURRENT ENROLLMENT**

Concurrent enrollment is designed to allow a student to enroll in another institution for

up to six credit hours of course work which is consistent with the student's approved ministry objectives. Work on consignment must have prior approval of the dean of the School of Graduate Studies. Total concurrent enrollment graduate course credits accepted by transfer and/or on consignment shall not exceed six (6) credit hours.

Financial aid refunds may be used for concurrent enrollment depending on the refund amount. However, a student may not receive financial aid at two institutions at one time.

## **INTERNATIONAL STUDENTS**

In addition to the regular standards for admission cited above, the International Student must:

1. Submit a completed application for admission and a \$200.00 (U.S. funds non-refundable application fee;
2. Submit an acceptable score of 500 or above on the Test of English as a Foreign Language—TOEFL (Not required for British Commonwealth Nations or Former members, and/or those who were educated in English, with verification);
3. Submit an English copy of the catalog from the school where the baccalaureate degree was earned, and English official transcripts. Applicants with an advanced degree must provide catalogs for both degrees;
4. Submit a *Certification of Financial Resource* form (available at SWCU online). Students are responsible for all expenses incurred including travel, tuition, fees, housing, board, etc. Documentation of financial responsibility will be required;
5. If dependents are to accompany the student to the United States, it must be stated on the application, and a guarantee must be given for the round trip transportation and financial support for dependents throughout the time of enrollment;
6. If the international student is a member of the International Pentecostal Holiness Church, a written recommendation is required from the homeland missionary or field representative for the applicant's country of residence;
7. Upon completion of the first six items, an acceptance letter and an I-20 form will be released to the applicant;
8. Obtain visa at a United States Embassy;
9. Students are not to arrive in the United States before being granted final acceptance by the School of Graduate Studies and the Form I-20 has been released. Applicants arriving without means of support and a student visa may be deported and may not be eligible to return to the United States.
10. Students are required to carry medical insurance for themselves and their families while they are in the United States at their own expense while enrolled in SCU. Automobile insurance is also required if a vehicle is driven or owned by a student.
11. The SCU School of Graduate Studies follows the regulations of the Immigration and Naturalization Service of the United States Department of Justice. Applicants will be admitted on the basis of an overall judgment as to their ability to carry on a program of graduate studies in the English language.
12. Upon arriving in the United States, the student must report directly to the School of Graduate Studies Office to provide copies of Visa, I-94 (showing port of entry,

- date of arrival to the United States, and F-1 status) and passport.
13. If an International Student is transferring from another United States institution, copies of these documents and a transcript from the institution must be presented with the application for admission. The student must be in good standing with the previous institution and SEVIS in order to obtain a transfer. Once the transfer is done, a new I-20 will be created showing the student has been transferred to SCU.
  14. Any student found to be out of status must be reported to Customs and Immigration Services within 21 days.

### **UNDERGRADUATES RECEIVING GRADUATE CREDIT**

Undergraduate seniors at Southwestern Christian University and other approved accredited schools which meet all the requirements for admission except completion of the baccalaureate degree may, with the approval of the Graduate Admissions Committee and dean of the graduate school, register for graduate level work during their senior year.

### **CHANGES IN REGISTRATION ADD/DROP/WITHDRAW COURSES**

If it is necessary to drop or withdraw from a course in which a student is registered, the following policy is followed:

1. To drop/add or withdraw from a course, the proper drop/add/withdraw form must be completed and submitted to the graduate school office prior to the deadline for each;
2. A course may be dropped if effected before the first class session a course;
3. A course may be added if effected before the second class session of each course;
4. A withdrawal is necessary if students wish to stop attending a course after the first class is completed.

NOTE: Any change in registration will likely impact financial aid and loans. Student should contact the Office of Financial Aid before making any changes in registration.

### **EMERGENCY WITHDRAWAL**

If a student cannot complete a course after attending a class due to an emergency situation (such as a death in the family, accident, or major illness), a "W" (Withdrawal) Refund is granted according to the drop/add/withdrawal policy covered above.

### **WITHDRAWAL FROM THE UNIVERSITY**

If it becomes necessary for a student to withdraw from the School of Graduate Studies program, the student must notify the School of Graduate Studies office with a written letter of explanation. A grade letter of "W" will be entered for all courses, in the student's transcript. Refunds will be regulated by the official refund policy above.

A student who abandons a class but does not officially withdraw from the class will receive a grade of "F" which is recorded on the transcript and no refund is granted. The

SCU School of Graduate Studies dean reserves the right under certain conditions to administratively withdraw a student from the institution.

## **FINANCIAL INFORMATION**

### **SCHEDULE OF CHARGES**

Current tuition and fees are found on the School of Graduate Studies website: [www.swcu.edu](http://www.swcu.edu).

### **PAYMENT OF FEES**

SCU endeavors to keep the costs of an education as reasonable and realistic as possible. The expense of educating each student is well in excess of the amount the student contributes through fees. Gifts from the sponsoring denomination, alumni and friends help the student by providing the majority of the funds for a student's education. To help reduce costs, the University assists large numbers of students who qualify for scholarships, grants and/or loans.

Current tuition and fees are included on the SCU website at [www.swcu.edu](http://www.swcu.edu).

All accounts must be settled by the end of each semester before a student can enroll for the next semester. All scholarship money will be applied as soon as eligibility is verified.

### **TUITION REFUNDS**

1. Full tuition can be refunded if a course is dropped prior to the beginning of the classroom lectures on campus;
2. 40% of the tuition can be refunded up to noon of the second class session if a drop is initiated before that time. No refunds are granted after this time.
3. Any course added after the first day of classes will be assessed a \$25.00 fee.

### **FULL-TIME/PART-TIME STUDENTS**

Students must enroll for a minimum of three classes or nine (9) semester hours to be considered full-time students. This is essential for the student to qualify for financial aid and/or scholarships, for which he/she may be eligible.

Students enrolled in less than nine (9) hours are part-time students.

## **FINANCIAL AID**

### **FINANCIAL AID OFFICE**

Information on scholarship, loan, and grant possibilities may be obtained by contacting the Office of Financial Aid. This office provides counseling and assistance to all students. It is the desire of this office, within the limits of its resources, to assist worthy students who, without such aid, would be unable to enroll in graduate studies.

Director of Financial Aid: 405-789-7661, Ext. 3456

Students are encouraged to go on-line to apply for financial aid - [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
(The SCU code to apply on-line is 003180.)

## **SCHOLARSHIPS**

The School of Graduate Studies at Southwestern Christian University offers scholarships sponsored by various donors. These scholarships are awarded by various criteria, including need, and individual academic qualifications.

Information on scholarship, loan, and grant possibilities may be obtained by contacting the SCU Office of Financial Aid. This office provides counseling and assistance to all students. It is the desire of this office, within the limits of its resources, to assist worthy students who, without such aid, would be unable to enroll in graduate studies.

## **FINANCIAL AID REFUNDS**

Students receiving federal financial aid, other than college work study, who withdraw during the first three full weeks of classes, are eligible for tuition refunds. However, a portion of this refund must be returned to the proper financial aid program. The amount to be returned is determined by federal regulations and is based on the college's refund policy outlined in the business policies. Students are responsible for notifying the financial aid office of any tuition refund they receive.

Students receiving federal financial aid, other than college work study, who withdraw from all classes after the first three full weeks of classes, are not eligible for a tuition refund. However, they may have received a cash refund at the beginning of the semester for aid received in excess of their tuition to cover education-related expenses. This student is required to repay a portion of his cash refund to the college for repayment to the proper financial aid program. The amount to be repaid is determined by federal regulations. Students are responsible for notifying the financial aid office at the time of their withdrawal.

## **RETURN OF TITLE IV FUNDS POLICY (R2T4)**

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Direct Student Loans (subsidized and unsubsidized), Parent Plus Loan and Federal Pell Grant.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the

semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

A student's withdrawal date is:

- ✓ The date he/she officially withdrew with the Office of the Registrar during the Registrar's withdrawal period, which can be done by written notification including email.
- ✓ The date the student was expelled/dismissed from the university.
- ✓ The date the student died, if the student passed away during the semester.
- ✓ The student must inform in a timely fashion, by email, the Financial Aid Office at [finaid@swcu.edu](mailto:finaid@swcu.edu) of any withdrawal occurring during a semester.

The Financial Aid Counselor (FAC) to which the student is assigned will determine the return of Title IV funds percentage by using the Federal R2T4 web tool. The Department endorses R2T4 on the Web as it effectuates the provisions of 20 U.S.C. 1091b, as implemented in 34 CFR 668.22, for the determination of the earned and unearned amounts of Title IV, HEA program funds when a student ceases to be enrolled from an institution prior to the planned completion date.

The R2T4 calculation is based on the amount of time completed divided by the total amount of time that was scheduled to be in the payment period or period of enrollment. Institutions must consistently use either a payment period or period of enrollment for calculating R2T4 on the Web. The following information is collected by your FAC: school calendar code (which maintains the term start and end dates and institutionally scheduled breaks of 5 or more consecutive days), net number of days in the payment period or period of enrollment, the number of days of an approved leave of absence (if you took one), the clock hours scheduled in the program, the clock hours you completed, whether the R2T4 calculation is based upon a payment period or period of enrollment, and the total number of clock hours or number of days in the payment period or period of enrollment.

The calculation report is printed and all unearned funds are returned, based on the type of aid disbursed, in the following order:

1. Private Loan
2. Federal Unsubsidized Loan
3. Federal Subsidized Loan
4. Parent Plus Loan
5. Pell Grants/Other gift aid

### **FINANCIAL AID COUNSELOR AND STUDENT RESPONSIBILITY**

The FAC should:

1. Provide each student with the information given in this policy;
2. Identify students affected by this policy and completing the Return of Title IV Funds calculation using the R2T4 web tool;
3. Inform the student of the result of the Return of title IV Funds calculation and any balance owed to the University as a result of a required return of funds;

4. Return any unearned Title IV aid that is due to the Title IV programs and, if applicable, notify the borrower's holder of federal loan funds of the student's withdrawal date
5. Notify student and /or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable;

The Student should:

1. Become familiar with the Return of Title IV Funds policy and how withdrawing from all courses affect eligibility for Title IV aid;
2. Resolve any outstanding balance owed to Southwestern Christian University resulting from a required return of unearned Title IV aid.

## **ACADEMIC REGULATIONS**

### **ACADEMIC PROBATION**

Review of student records will occur after each semester. The School of Graduate Studies reserves the right to dismiss students whose academic progress is unsatisfactory. While a student may enter a master's program with an undergraduate 2.5 GPA, a minimum grade point average of 3.0 is required for graduation from graduate programs at SCU. Any student with a cumulative grade point average that falls below 3.0 at the end of any given semester will automatically be placed on academic probation.

### **STUDENT SUSPENSION**

Students who have a GPA below 3.0 after two consecutive semesters are subject to being suspended from SCU for one or more semesters. After the specified period of suspension, a student may be considered for re-admittance upon the student's demonstration of the ability to satisfactorily complete a graduate program.

### **TRANSFER OF CREDIT**

Graduate credit may be transferred from other accredited graduate institutions provided grades of "B" or above were earned. All transfer credit is evaluated by the dean of the graduate school and must fulfill the curriculum requirement of the School of Graduate Studies. Transferred credit from such institutions shall not exceed six (6) credit hours. Each degree requires thirty (30) hours completed in the institution granting the degree.

### **COURSE SUBSTITUTION**

On rare occasions, it might become necessary to assist a student to complete a degree program by substituting a course. This can only be accomplished by the approval of the dean of the graduate school. A form will be submitted to the Office of the Registrar as before the degree can be conferred.

### **SECOND MASTER'S DEGREE**

Students who have earned a Master of Ministry degree at SCU may enroll in the Master



of Arts program. They will be required to complete thirty (30) credit hours in the MA program. No courses are transferred from the Master of Ministry program into the MA degree program, but the two electives in the MA program can be exempted.

### **STATUTE OF LIMITATION**

Work for a master's degree should be completed within four (4) years of the date of the first registration as a graduate student.

If a student's program extends beyond this limit, students will be required to make application for reactivation in a graduate program; pay a fee of \$250; and will be under the current catalog at the time of reactivation. Students may be required to take extra courses to bring them in line with the current catalog at that time.

### **MISSED CLASSES**

Class attendance is extremely important because classes meet for four hours one night a week. If a student misses one night, 20 percent of the class time has been missed. Students who have missed or must miss a night of classes, 4.8 semester class sessions have been missed, and students are required to contact the professor of the course to determine action to be taken. Extra course work may be required at the discretion of the professor. Students cannot receive credit for any course if more than two class sessions (a total of 8 hours equaling 9.6 semester class sessions) are missed.

Any exceptions to this will be determined by the professor and the dean, if circumstances warrant such action.

Therefore, if students cannot make the first hour, they should not miss the whole night session. Students class hours attended will be recorded. Course credit will be lost if a student misses more than eight clock hours of class.

### **RESIDENCY REQUIREMENTS**

Students are required to take a minimum of two courses on the Bethany campus, although they may be completing their degree program at any officially approved graduate school location.

### **NON-LECTURE COURSES**

A student may complete 49% of all graduate coursework through distance learning in a non-lecture/classroom format. This means that a student can take no more than five (5) courses in non-lecture formats such as online or by directed study. The rest of the 51% of courses must be taken on campus or an approved extension site.

### **DIRECTED STUDIES**

Within the five non-lecture course maximums, students are limited to two (2) directed studies courses. Directed study courses are normally reserved for students who, because of circumstances beyond their control or because SCU is unable to provide courses in a timely manner, are enrolled in these courses by permission of the dean of the graduate school. Courses that do not make due to low or non-enrollment will be

offered at a later date when a full class can be enrolled and will not be offered as a directed study except under special circumstances.

Directed studies must be completed by the end of the semester in which the student is enrolled in the course. Extensions of six weeks are allowable with a \$50 fee and permission of the instructor.

### **GRADES AND GRADE-POINT AVERAGES**

The graduate program operates with the following grade point weights for each course:

- A—four grade points;
- B—three grade points;
- C—two grade points;
- D—one grade point;
- F—no grade points.

Students are required to maintain a 3.0 Grade Point Average (GPA) in order to graduate.

### **INCOMPLETE GRADES**

The grade of "I" (incomplete) may be given when all requirements in a course have not been completed due to circumstances beyond the student's control such as a major illness. An "I" may not be given in order to improve a grade. The responsibility for requesting an incomplete grade rests on the student and arrangements should be made by the student with the instructor. A Request for Incomplete form may be obtained by the instructor on the faculty portal. The form is to be completed by the faculty member prior to the "I" being assigned for a course. Incompletes assigned by the instructor without prior permission will automatically be changed to an "F."

Work not completed by the deadline stated on the Request for Incomplete form will be listed on the student's transcript as an "F."

Course work to satisfy the "I" must be completed within the first six weeks following the close of the semester in which the incomplete was granted. Exceptions must be approved by the dean of the academic program. Requests for extensions must be made to the dean of the academic program prior to the six week deadline.

Once the incomplete work is completed, instructors will file a Request for Change of Grade form to the Office of the Registrar (available on the faculty portal).

### **CONTINUING STUDIES**

A grade of "CS" (continuing studies) may be issued due to circumstances beyond the student's control and is applied to courses or a project that requires more than one semester to complete and has been approved by the course instructor and the dean.

At the end of time stipulation for each course, a Request for Change of Grade form must be submitted to the Office of the Registrar.

Extensions will follow the procedures for incomplete grades.

## **ASSIGNMENTS**

Final assignments such as final research papers must be submitted to the professor within thirty (30) days of the last class period (all assignments during the course period must be submitted according to the professor's requirement). If a student has received an extension, a request for incomplete grade will be submitted to the Office of the Registrar for approval. If course work is not submitted within the time established between the instructor and the student which must be within six weeks of the end of the semester, the "I" will become an "F" automatically.

Each course syllabus should contain submission due dates for assignments and requirements for the class. Students unable to complete any or all class assignments by the due date must request an extension and/or incomplete grade of the instructor.

## **EXTENSION REQUESTS**

To have an extension considered for emergencies or medical reasons, the student must provide a written request (email, fax, or letter) to the School of Graduate Studies instructor explaining the reason(s) the extension should be considered. The student will be notified if the request for extension is granted. Students will be required to submit the completed assignment by the extended due date or be subject to receiving a grade of "0" for that assignment.

If work is not submitted on the due date and no written request for an extension has been granted by the instructor, the student will receive a failing grade (all work has to be submitted in order to receive a grade).

An extension will not be granted for more than thirty (30) days.

## **ACADEMIC APPEALS PROCESS**

In the event that any student of SCU considers an academic grievance, or that some action is not justified, or constitutes an encroachment upon the student's academic rights, the student may present, in writing, the grievance pertaining to the following issues of academic grievance:

- any question of examinations, assessments;
- student outcomes, requirements for satisfactory progress in a course;
- or personal difference with any instructor, etc.;
- any appeal must be submitted within two weeks of an issue as listed above;
- each step of the appeals process must be submitted in writing within two weeks of any action/decision, etc.

## **PROCESS DEFINED**

1. The student may seek to resolve any academic problems by direct appeal in writing to the instructor involved within two weeks of receipt of grades or other related issues. After the end of an academic semester, the faculty member should not be contacted beyond the initial appeal. (An appeal received after the end of an academic semester will not be addressed until the following semester). If this appeal does not resolve the matter to the satisfaction of the student, an appeal to

the dean of the graduate school may be made in writing within two weeks of the instructor's response.

2. If an appeal to the school dean does not resolve the matter to the satisfaction of the student, a written appeal to the SCU provost and vice president for academic affairs may be made.
3. The burden of proving grievances shall be upon the aggrieved student, but the student may be entitled to witnesses if approved by the provost. The provost may dismiss any case where, in the provost's judgment, the aggrieved student fails to make a Prima Facie case. The provost's decision will be considered final.

### **OFFICIAL SUMMONS**

A student who neglects, or disregards, an official request for a conference with a faculty member or an administrative officer, including a request from the Financial Aid or Business Office, will be subject to disciplinary action. Such requests may be delivered in person, by telephone, by email through the SCU issued email account, by campus mail, by cell phone text to student verified cell phone number, or by U.S. Postal Service. If a student neglects, disregards, or refuses an official summons for a conference with a faculty member or an administrative officer, the student's appeal will be considered closed.

### **CLASS FORMATS**

Each course generally requires an enrollment of a minimum of five students. This may be adjusted with negotiation by the professor and the dean.

### **EVENING CLASSES**

SCU offers on-campus evening programs on the Bethany campus and at the Tulsa Metro Center. Students attend class one night a week for five weeks from 6:00-10:00 p.m. Three evening classes are offered each semester at each location and typically require pre-class and post-class work in the forms of reading and reviews/papers.

### **MODULAR CLASSES**

Modular classes are scheduled for four days during a one-week period, usually Monday through Thursday, from 8:30 a.m. – 3:30 p.m. and typically require pre-class and post-class work in the forms of reading and reviews/papers.

## **GRADUATE ACADEMIC PROGRAMS**

### **Master of Arts in Theological Studies**

<b>Prefix</b>	<b>Title</b>	<b>Credit Hours</b>
BIBL 6213	Hermeneutics	3
BIBL 6403	Old Testament History and Theology	3
BIBL 6413	New Testament History and Theology	3
HIST 6113	Church History I	3
HIST 6123	Church History II	3
RESC 5813	Research Methods	3
THEO 5103	Theological Foundations of Ministry	3

THEO 5773	Pentecostal/Charismatic History and Theology	3
THEO 6113	Systematic Theology I	3
THEO 6123	Systematic Theology II	3
Elective	Any graduate level course	3
Elective	Any graduate level course	3
<b>Total Master of Arts in Theological Studies Program Credit Hours</b>		<b>36</b>

## Master of Ministry

Prefix	Title	Credit Hours
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### Core Courses

BIBL 6213	Hermeneutics	3
BIBL 6403	Old Testament History and Theology	3
BIBL 6413	New Testament History and Theology	3
HIST 6123	Church History II	3
RESC 5813	Research Methods	3
THEO 5103	Theological Foundations of Ministry	3
THEO 5773	Pentecostal/Charismatic History and Theology	3
THEO 6123	Systematic Theology II	3

**Core Course Credit Hours** **24**

### Concentration - Choose one of the following 12 credit hour concentrations

#### Intercultural Studies

ICST 5103	Missionary Life and Practice	3
ICST 5303	Foundations of World Evangelism	3
ICST 5403	World Religions	3
ICST 6503	Ministering Across Cultures	3

#### Leadership

LEAD 5553	Leadership Theory and Principles	3
LEAD 5743	Dynamics of Balanced Ministry	3
LEAD 5793	Leadership Formation, Training and Development	3
LEAD 5923	Conflict Management Skills	3

#### Life Coaching

LIFE 5103	Life Coaching: Theory and Praxis	3
LIFE 5203	Life Coaching: Perspectives on the Strategic Life	3
LIFE 5303	Life Coaching: Advanced Issues and Essentials	3
LIFE 5403	Life Coaching: Coaching as a Career	3

#### Pastoral Ministry

LEAD 5923 or PMIN 5853	Conflict Management Skills or Contemporary Communication	3
PMIN 5613	Small Groups and Community	3
PMIN 5673	Evangelism and Mission	3
PMIN 5773	Pastoral Care	3

**Total Concentration Credit Hours** **12**

**Total Master of Ministry Program Credit Hours**

**36**

**GRADUATION REQUIREMENTS**

1. Satisfactory completion of all course work required/assigned for the program of study in the prescribed time frame;
2. A minimum GPA of 3.00;
3. A completed and submitted graduation application;
4. Graduation fee paid;
5. Spring and summer graduation applications will not be submitted for approval until all course work through the fall semester is satisfactorily completed.

**COMMENCEMENT**

Commencement exercises are usually held in May of each year. All graduates are expected to participate in these exercises. A graduation application and fee are required in order for the student to participate in the Commencement ceremony and to be eligible for graduation. The application is found on the SCU website at [www.swcu.edu/graduation-application](http://www.swcu.edu/graduation-application).

Note that a graduation fee will be added to the balance of student accounts upon receipt of the graduation application. Due dates for applications can be found [www.swcu.edu/commencement](http://www.swcu.edu/commencement).

**RELEASE OF TRANSCRIPTS**

See the SCU website at [www.swcu.edu/transcript-request](http://www.swcu.edu/transcript-request) for information about how to request transcripts.

**COURSE INFORMATION**

All courses are 3 semester credit hours and use the Bible as the foundational text.

Courses numbered 5000's and 6000's are graduate level courses which are open to graduate and select undergraduate seniors.

**COURSE DESCRIPTIONS**

**BIBL (Bible)**

**BIBL 5203 Bibliology**

A study of the structure, history and validity of the Bible will be the content of this course. History of transmission, reliability, theories of interpretation as well as inspiration will be emphasized.

**BIBL 6213 Hermeneutics**

An examination of the essential techniques of biblical interpretation will be discussed. Hermeneutical response to critical issues of contemporary ministry will be evaluated.

**BIBL 6403 Old Testament History and Theology**

A comprehensive analysis of Old Testament literature in its literary and historical context is the content of this course.

**BIBL 6413 New Testament History and Theology**

New Testament literature will be examined in its prophetic, historical, and literary contexts.

**HIST (History)**

**HIST 6113 Church History I**

A basic introduction to the development of the Christian church's doctrine, faith and practice from the early patristic era to the Protestant Reformation, including constructive theology, conflict with heresies, and the writing of church creeds will be discussed in this course.

**HIST 6123 Church History II**

The course provides a basic introduction to the development of the Christian church's doctrine, faith and practice from the time of the Protestant Reformation to the Modern church era including reformation theology, revivalism, the rise of denominations, and pertinent contemporary doctrinal issues.

**ICST (Intercultural Studies)**

**ICST 5103 Missionary Life and Practice**

A study of the principles of itinerating, fund raising, gaining prayer support, networking, and mobilizing others for missions are vital dynamic aspects of this course. Relationships of missionaries to pastors, local churches, mission boards and others on the field are also examined. This class is usually held in partnership with the IPHC School of Missions.

**ICST 5303 Foundations of World Evangelism**

A study of the church's mission to the world including history, doctrine, and cultural anthropological insights.

**ICST 5403 World Religions**

A comparison of living world religions and select cults including: origins, founders, sacred texts, and central beliefs will be the content of this course. The study is historically and analytically presented from the Christian viewpoint. It is a presentation which inspires the appreciation of the unique values and blessings of Christianity.

**ICST 5693 Mobilizing the Local Church for World Evangelism**

Topics include how to mobilize the local church with a global vision, praying for the harvest, targeting an unreached people group, training of leadership, raising missions budgets, conducting missions conferences, taking short term trips and giving the local church a world vision for the harvest.

**ICST 6503 Ministering Across Cultures**

Cultural values and practices, language barriers, non-verbal communication, and other pertinent characteristics will be covered in relation to ministry. Integration of biblical essentials within the boundaries of culture is emphasized.

**ICST 6853 Issues and Trends in World Evangelization**

This course covers the major trends, both theological and strategic, in contemporary missions. These will be examined and evaluated in light of a Pentecostal perspective. The student will develop a strategy that will engage the issues and lead to greater effectiveness in reaching the unreached people groups of the world.

**LEAD (Leadership)**

**LEAD 5553 Leadership Theory and Principles**

This course is an overview of leadership within the contemporary church or ministry with special consideration given to the integration of biblical values, contemporary organizational and leadership theory, in addition to the participant's context of ministry.

**LEAD 5743 Dynamics of Balanced Leadership**

The course examines the necessity of being biblically centered on the balance of spiritual, emotional, and physical wholeness of the leader and those they serve. The need for the temperance of the leader is emphasized as being crucial for the ministry to the broken.

**LEAD 5763 Leadership and Spiritual Development**

A practical course where in which the personal growth and professional development of a leader are emphasized. Characteristics of successful leaders are studied and applied to the leader's personal life. Growth goals, time management, and personal health of a successful leader are encouraged by becoming accountable to peers.

**LEAD 5793 Leadership Formation, Training and Development**

The course features an examination of the selection process, discipling, mentoring, and empowering emerging leaders in local and para-church ministries. The maturation of such believers through spiritual growth is a vital component emphasized in this course.

**LEAD 5923 Conflict Management Skills**

This course is designed to help the leader address, analyze, and manage conflict effectively, with professional and ministerial etiquette. It explores organizational methodologies needed to effectively mediate conflict in the contemporary church. Change agent theory and other organizational methodologies needed to effectively lead the contemporary church are also explained

**LEAD 6833 Profiles in Leadership**

The lives of significant historical and current leaders are studied as to their development, personal lives, historical situation, significant decisions and legacy or



contribution. This course allows students to be mentored by these case studies and apply concepts to their own leadership development.

### **LEAD 6993 Leadership, Marketing and Consultation**

This course is an intensive study of selected biblical texts exploring leadership principles. The objective is to immerse the student in leadership concepts as reflected in persons and events from the biblical narratives.

## **LIFE (Life Coaching)**

### **LIFE 5103 Life Coaching: Theory and Praxis**

A basic introduction to the theory and praxis of the contemporary needs for facilitating a positive life transformation is the focus of this course. It is approached from a biblical, Christ-centered perspective and includes an initiation into the basic skills thereof.

### **LIFE 5203 Life Coaching: Perspectives on the Strategic Life**

An examination of various strategies and planning instruments designed to affect future outcomes and direction and introduces a biblical model of reflection that aids in the discovery of a focused life.

### **LIFE 5303 Life Coaching: Advanced Issues and Essentials**

A course that integrates advanced life coaching skills with practical tools for the purpose of identifying and engaging life stage issues in the client.

### **LIFE 5403 Life Coaching: Coaching as a Career**

An introduction to life coaching deftness needed to navigate the corporate and business world. The course helps the student to integrate marketing skills, internet prowess, biblical and personal values into a contemporary business plan for success.

## **PMIN (Pastoral Ministry)**

### **PMIN 5323 Trends in the Contemporary Church**

This is an in-depth study exploring the current "Missional Church Movement" and "Emergent Church" concepts being embraced by many evangelical churches across America. These and other trends are examined in the light of Scripture and similar shifts in church history.

### **PMIN 5423 Church Planter's School**

This course is a partnership with EVUSA of the IPHC Ministries and ARC to equip and train leaders for church planting.

### **PMIN 5443 Worship in the Contemporary Church**

An investigation of the role of worship in the life of the Church, emphasizing the development of a theology of worship. Pentecostal-Charismatic worship and its place in growing churches is explored along with a number of other worship patterns in evangelical churches around the world.

**PMIN 5613 Small Groups and Community**

This course examines small group dynamics and their relationship to building healthy congregations. Various small group models are examined for their possible contribution for church vitality.

**PMIN 5673 Evangelism and Mission**

Various types of evangelism and outreach are studied to enhance the mission, growth and impact of the local church in a community is the emphasis of this course. Outreach to all segments of society and ethnic groups is stressed so the church is faithful to the Great Commission. Practical field experience in a dynamic church is a vital aspect of this course.

**PMIN 5723 Church Revitalization and Renewal**

Students are trained to evaluate local congregations in light of key factors essential to a healthy church. Potential corrective strategies are explored concerning growth barriers as well as other factors that impact the life of the church.

**PMIN 5773 Pastoral Care**

An integration of the functions and practice of biblical pastoral ministry for the purpose of wholeness in the local body.

**PMIN 5853 Contemporary Communication**

An examination of creative and non-traditional techniques in proclamation of the gospel to the non-Christian community will be studied in this course. It includes the use of modern technology in presenting the gospel.

**PMIN 5913 Church Stewardship and Management**

A survey of the biblical foundations of stewardship principles, fundraising and capital campaigns essential to resource growing churches are investigated. The management, budgeting and financing for successful church life and ministry support are examined.

**PMIN 6453 Christian Ethics**

A study of the ethical dimensions of life and practice from a biblical and theological perspective. Sound biblical and ethical lifestyle is stressed. Units of the course include an examination of contemporary ethical issues in the church and society.

**PMIN 6723 Marriage and Family**

Ministry needs of families across multicultural contexts and how to effectively minister to them is the focus of this course. Critical issues facing marital and family relationships in today's society, the family life cycle, and the leader's home and family needs are also covered.

**THEO (Theology)**

**THEO 5103 Theological Foundations for Ministry**

The course explores a wide range of theological perspectives pertaining to a biblical basis for the nature of the church, the role of ministers in the Christian community, and

the nature of gifts and ministry. Students will be guided to articulate their personal theology of ministry.

**THEO 5773 Pentecostal/Charismatic History and Theology**

The history and practices of Pentecostalism are examined in light of their contributions to theological thought and their impact upon global Christianity.

**THEO 6453 Biblical Theology**

The course is an examination of key contemporary theological concepts and doctrines of the Bible. Selected topics, contemporary issues and themes that are significant to Holiness-Pentecostal-Charismatic movements are studied.

**THEO 6633 Theological Method**

A study of the Wesleyan quadrilateral of scriptures, tradition, experience and reason as the basis of making theological decisions is the structure of this course. Other contemporary theological methods, including various Evangelical and Pentecostal approaches are explored.

**THEO 6113 Systematic Theology I**

An intensive study of God, Christology, and Anthropology will be examined. A variety of theological traditions will be surveyed with emphasis on the Wesleyan-Armenian perspective.

**THEO 6123 Systematic Theology II**

An intensive study of Pneumatology, Ecclesiology, and Eschatology. A variety of theological traditions will be surveyed with emphasis on the Wesleyan-Armenian perspective.

**RESC (Research Curriculum)**

**RESC 5803 Research Methods**

A course designed to enable the student to conduct meaningful research and to report the findings in a clear written format. Exegetical, survey, historical, and descriptive methods will be examined carefully. The form and structure of critiques, research papers, book reviews, journal articles, research proposals, and theses will be studied. Course assignments allow the student to apply the principles and methods learned, receiving constructive evaluation throughout the process. Students will be introduced to Graduate studies, the Turabian style of writing, reminded of proper English grammar, and general writing usage.

**RESC 6913 Ministry Application Project**

The MAP project is the capstone experience within the graduate curriculum. It is designed to address a specific situation within the student's present field of ministry, giving the student practical value through the synthesis of prior course content, research, and the writing of the project. The application project is developed in conjunction with the Research Methods course as well as the MAP Advisor and MAP Director. Prerequisite: RESC 5803 Research Methods

## **GRADUATE SCHOOL FACULTY**

**Adrian Hinkle**, *Old Testament History and Literature*

Dean, School of Professional Studies/Head, Dept. of Theology and Missions (2004)

M.Ed., University of Oklahoma, present

Ph.D. Candidate, University of Wales, Trinity St. David, present

M.A., Southern Nazarene University, 2004

B.S., Southwestern Christian University, 2002

**Spencer Ledbetter**, *Theology, Bible, Religion*

Dean, School of Adult and Graduate Studies (2012)

Ph.D., Oxford Graduate School, 2005

M.T.S., Harvard Divinity School, 1993

B.A., Oberlin College, 1978

**Terry Tramel**, *Bible, Theology, Pastoral Ministry, Leadership*

Department of Theology and Missions

D. Min., Assemblies of God Theological Seminary, 2008

M. Div. Equivalent, Assemblies of God Theological Seminary, 2005

M.A., Southern Nazarene University, 2001

B.S., Bible and Theology, Mid-America Bible College, 1999

**Reggies Wenyika**, *Education, Research*

Provost and Vice President for Academic Affairs (2008)

Th.D. Candidate, University of South Africa, present

M. Min., Southwestern Christian University, 2010

Ed. D., Oral Roberts University, 2008

M.A., Oral Roberts University, 2002

B.R.A., Logos Christian College, Harare, 1998

D.M.L.T., University of Zimbabwe, 1992