



SOUTHWESTERN CHRISTIAN
U N I V E R S I T Y

Scholarship • Spirit • Service

School of Graduate Studies

CATALOG

2014-2015

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ABOUT SOUTHWESTERN CHRISTIAN UNIVERSITY

UNIVERSITY ORGANIZATION

BOARD OF REGENTS

EXECUTIVE COMMITTEE

Rev. David Burrows, Chair	David Anderson	Tim Hooper
Rita Tate, Vice Chair	Rev. Tim Cox	Jo Ann Johnson
Bishop Randell Drake, Secretary	Rev. Richard Goad	David Light
Bishop Thomas McGhee, IPHC Liaison	Sue Ann Hamm, J.D. David Haynes	John D. Mashburn, J.D., General Counsel

MEMBERS

Bishop Greg Amos	Terry Lowder	Gary Shockley
Bishop Gordon Atwell	Bob Mills	Rev. Clyde Smith
Rev. Neil Barlow	Bishop David Moore	Evelyn I. (Deedee) Springer
Dr. Doug Beacham Jr.	Rev. Jerry C. Morris	Bishop Jaime Trevino
Rev. Charles Boyd	Jerry M. Morris	Bishop Ricky Walter
Denise Crosswhite Hader	Mark Muse	Rev. Norman Wilkie
Gary Jackson	Bishop Manuel Pate	Bishop Charles Womack
Jerry Jones	Rev. Jack Peck	Rev. John Youell, Jr.
George Kanelopoulos, J.D.	Brenda Phillips	
Tame' Lambert	Michael Salazar	

UNIVERSITY ADMINISTRATION

PRESIDENT'S CABINET

President Reggies Wenyika, Ed.D.	Vice President, Athletic Development J. Mark Arthur, M.Ed.
Provost and Vice President, Academic Affairs Connie Sjoberg, Ph.D.	Vice President, Fiscal Affairs and Site Planning Wallace Hamilton
Vice President, University Advancement Vacant	Vice President and Dean, Student Affairs Brad Davis, M.Min.

ACADEMIC DEANS

School of Adult Studies and Online Education Julian Cowart, Ph.D.	School of Education Dana Owens-Delong, Ed.D.
School of Arts and Sciences Shelley Groves, A.B.D.	School of Professional and Graduate Studies Adrian Hinkle, A.B.D.

ACADEMIC DEPARTMENT CHAIRS

Department of Business Administration Linda Garrett, Ph.D.	Department of History Chet Horn, M.A.
Department of Creative Arts David Roman, M.B.A., M.A.	Department of Language Arts Shelley Groves, A.B.D.
Department of Teacher Education James Bowen, Ed.D.	Department of Social and Behavioral Sciences Rebecca Webster, Ph.D.
Department of Health, P.E. and Sport Management Dana Owens-Delong, Ed.D.	Department of Theology and Missions Terry Tramel, D.Min.

ACADEMIC ADMINISTRATION

General Education

Rhonda Crutcher, Ph.D., Chair

Institutional Effectiveness

Dana Owens-Delong, Ed.D., Dean

Library

Jon Sparks, Ph.D., Interim Director

Konstance Wamble, M.A., Assistant Director

Registrar

Sherri J. Hendrix, M.B.A., Registrar

ACADEMIC PROGRAM DIRECTORS

Adult Studies

Gary Burchette, M.A.

Online Education

Julian Cowart, Ph.D.

ACADEMIC PROGRAM COORDINATORS

Academic and Student Success

Brittanie Wyatt, M.A.

History Education (Teacher Education)

Chet Horn, M.A.

Professional Teacher Education

James Bowen, Ed.D.

English Education (Teacher Education)

Shelley Groves, A.B.D.

P.E., Health and Safety (Teacher Education)

Phylis Hadley, M.Ed.

LEGAL NOTICES AND COMPLIANCE

CATALOG DISCLAIMER

The provisions of this publication are not to be regarded as the irrevocable terms of a contract between the student and Southwestern Christian University. Changes are effected from time to time in admission requirements, academic requirements, general regulations, tuition, fees, financial aid and scholarship policies. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and/or can be accommodated within the span of years normally required for graduation.

For information on educational expenses, student affairs, or financial aid, students should contact their advisors or the respective administrative offices. Information on current tuition and fees is published on the SCU website and/or in the student handbook.

STATEMENT OF NONDISCRIMINATION

Southwestern Christian University does not discriminate on the basis of race, sex, age, color, national or ethnic origin, marital status, or disability in the recruitment, admission, and treatment of students or access to university programs or activities including the operation of all university programs, activities, services and employment. The following person at SCU has been designated to handle inquiries regarding non-discrimination policies including Title IX, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination:

University Provost
Southwestern Christian University
7210 NW 39th Expressway
Bethany, OK 73008
405-789-7661

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 and music 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 at this website: <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 affairs. SCU publishes an annual crime report and log at the following web page: <http://www.swcu.edu/annual-crime-report-and-log>.

Title IX of the Education Amendments Act of 1972

As part of our Federal Compliance Program, please find below, information pertinent to Title IX of the Education Amendments Act of 1972. Information about Title IX and how to file a complaint for perceived violations related to sex discrimination can be found on the website of the U.S. Department of Education's Office of Civil Rights at: http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

SCU's Title IX Coordinator is the vice president for athletic development, Mark Arthur.

Email: mark.arthur@swcu.edu

Phone: 405-789-7661 ext. 3610 (office); 405-401-3395 (mobile)

Office: G-201 (located above the Wellness Center of gym)

OTHER COMPLAINTS

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

UNIVERSITY PROFILE

MISSION STATEMENT

Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

MOTTO

Scholarship . Spirit . Service

PROFILE

Southwestern Christian University is a private, four-year Christian university located on a beautifully wooded campus in the Bethany area of metropolitan Oklahoma City. SCU was founded in 1946 by the International Pentecostal Holiness Church and embraces the Holiness, Pentecostal, and Charismatic traditions. A growing Christian liberal arts university, Southwestern Christian currently offers an Associate of Arts degree, 24 bachelor's degree options, and two master's degrees: Master of Ministry and Master of Arts in Theology.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

SCHOLARSHIP: BEING A DISCIPLINED LEARNER

1. **CRITICAL**
Students will demonstrate an ability to think critically.
2. **LOGICAL**
Students will demonstrate logical learning as evidenced by the following:
 - a. A use of cognitive processing including investigation and logical reasoning.
 - b. An expression of an understanding of the belief that humanity cannot rely on reason and experience alone but that humans must also exercise faith.
3. **COMMUNICATION**
Students will demonstrate the acquisition of communication skills as evidenced by the following:
 - a. An ability to formulate, communicate and defend their ideas.
 - b. An ability to express their views clearly and effectively.

SPIRIT: EMBRACING A CHRIST-LIKE IDENTITY

1. **TRUTH**
Students will demonstrate knowledge in the principles of biblical truth and application of theology and defense of the Christian faith as evidenced by the following:
 - a. A clear understanding of the content of the Bible.
 - b. An integration of biblical thoughts into lives and actions as well as the chosen field of study.
 - c. An awareness of truth in the study of Scripture, of nature, and of humanity.
 - d. An appreciation of the beauty and order in God's creation and human creativity in the arts and sciences.
 - e. An application of the above insights to the pursuit of righteousness in the life of both the individual and society.
2. **VALUES**
Students will demonstrate a well-conceived system of biblically-based values and beliefs which mediate behavior and will have the ability to make distinctive contributions to humanity through vocation and church and community life and to enhance the spiritual well-being of those they encounter as evidenced by the following:
 - a. A personal, highly-developed and maintained moral standard to serve as a wholesome example and leader.
 - b. An expression of a life-long, clear commitment to Christ.
3. **BEHAVIOR**
Students will show a model of Christian behavior as evidenced by the following:
 - a. An ability to openly and wisely share a knowledge of the Bible and dedication to Christ
 - b. An ability to model Christian love toward others.
 - c. A demonstration of a teachable spirit.
 - b. A preparedness to fulfill Christ's commission to make disciples of all nations.
 - c. A creation of an atmosphere that encourages growth in the relationship with God, personally and communally, including understanding the role of repentance and forgiveness.

SERVICE: PURSUING SERVANT-MINDED LEADERSHIP

1. **STEWARDSHIP**
Students will demonstrate the value of stewardship by the following:
 - a. A demonstration and conviction that the Christian is to be a good citizen who respects authority.
 - b. An ability to submit to the laws of the land.
 - c. An ability to seek constructive change through appropriate channels.
2. **CONTRIBUTION**
Students will contribute to humanity and spiritual well-being of others as evidenced by the following:
 - a. A sensitivity to the needs of people and a willingness to contribute to meeting those needs.

- b. An acceptance, understanding and appreciation of the cultural contributions and distinctive of all races, cultures and ethnicities.
- c. An understanding of individual value because of the redemptive act of Jesus Christ
- d. An interest in seeking to utilize and develop gifts and abilities as they actively pursue God's will.

3. LEADERSHIP

Students will demonstrate the development and modeling of servant leadership as evidenced by the following:

- a. A wholesome example and servant-leader who displays a personal, highly-developed and maintained moral standard.
- b. A practice of life-long learning.

UNIVERSITY HISTORY

Southwestern Christian University was founded in the fall of 1946 through the vision of Dr. R. O. Corvin, C. H. Williams and others including Rev. Oral Roberts. Established as Southwestern Bible College, its goals were to establish an educational facility and to train people for leadership in the ministry. Located on the outskirts of Oklahoma City in the "Abe Hale" nightclub, fulfilling its original purpose, the University grew to a bustling junior college campus during the 1960s and 1970s.

In the 1960s, the student body and studies expanded as various junior college programs were developed. The junior college in 1964 was accredited by the Oklahoma State Regents for Higher Education. In 1973, the junior college received accreditation by North Central Association of Colleges and Schools. SCU was approved in 1979 by North Central as a four-year baccalaureate level degree-granting college in the field of religion. In 1981, the University moved to its current location in Bethany, Oklahoma and the name changed to Southwestern College of Christian Ministries.

On October 26, 2001 the name changed again to Southwestern Christian University, which more adequately defined our vision. "Southwestern" relates to our heritage and past; "Christian" reflects our heart, purpose and principle; and "University" focuses on our heading and progress. In 2004, the Higher Learning Commission of the North Central Association of Colleges and Schools granted SCU its longest period of accreditation to date. The recommendation of NCA also included the approval of the Business Administration degree as well as the ability to broaden degree programs. Southwestern Christian University remains dedicated to educating, equipping and empowering students to be leaders in their chosen fields who impact their spheres of influence with the Gospel of Jesus Christ through the power of the Holy Spirit.

WHAT WE BELIEVE

Throughout its history, SCU has sought to serve the Kingdom of God by offering educational programs that integrate Christian faith with learning. The University has urged Christian unity among all Christian denominations in a commitment to the basic doctrines of historic and orthodox Christianity. At the same time, SCU feels it has a theological contribution to higher education that is unique to the heritage of its sponsoring denomination – the International Pentecostal Holiness Church (IPHC). Therefore, SCU adheres to the foundational beliefs of the IPHC, specifically, the Apostles' Creed and the IPHC's 14 articles of faith that can be found on the IPHC website at <http://iphc.org/beliefs>.

ACCREDITATION AND AFFILIATIONS

- Southwestern Christian University is accredited by The Higher Learning Commission and is a member of the North Central Association (30 North LaSalle St., Ste 2400, Chicago, Illinois 60602; (312) 263-0456; www.ncahlc.org)
- SCU academic programs are approved by the Oklahoma State Regents for Higher Education.
- SCU enjoys the full endorsement of the General Department of Church Education Ministries of the International Pentecostal Holiness Church as an approved educational entity for training ministers, missionaries and Christian workers to serve the church around the world.

- SCU is approved by the U.S. Department of Justice for the admission of international students and is approved by the State Accrediting Agency of Oklahoma for the admission of eligible veterans.
- The School of Education Teacher Education programs are accredited by the Oklahoma Commission for Teacher Preparation and meet national standards associated with National Council Accreditation for Teacher Education.

ALUMNI ASSOCIATION

Active membership in the Southwestern Christian University Alumni Association consists of all former students since the school's founding in 1946. It is the aim of the association to conserve the spirit of fellowship between graduates and former students, to maintain a spirit of cooperation in the promotion of the Kingdom of God, and to serve the University in every way possible. Alumni of SCU include people who influence their world for Jesus Christ in many professions including, but not limited to, missions, business and management, law, public service and administration, medicine, ministry church administration, administrative support, art, education, communication, music and many other industries around the world.

CAMPUS LOCATIONS

Southwestern Christian University's main campus is located on historic Route 66 in a beautiful wooded area of Bethany, Oklahoma, a suburb of Oklahoma City. As one of the major cities in the Southwest and with a metropolitan area population of about one million, the greater Oklahoma City area is home to a large number and variety of churches, jobs, museums, sporting events and recreational activities. Three additional teaching sites are located in the Tulsa, Oklahoma metropolitan area, and for the master's programs, Franklin Springs and Atlanta, Georgia.

BETHANY CAMPUS FACILITIES

Bethany Bank Tower

To accommodate for the growing student population, class offerings, and faculty and staff offices, Southwestern Christian University leased a floor of the Bethany Bank Tower in spring 2014. Offices housed in this building include the Department of Online Education, the Department of Graduate Studies, Institutional Effectiveness, Data Management and University Advancement.

C. H. Springer Building

The ground floor of this facility serves as the Administrative Center of the campus. It houses the offices of the president, provost and vice president for academic affairs, vice president and dean for student development, vice president for fiscal affairs and site planning, registrar, financial aid, information technology and the business office. Also located in C. H. Springer on the lower level are two classrooms, a computer lab, and the library.

The library provides access to nearly 30,000 resources in a variety of formats with a wide religious collection of a size normally only found in much larger institutions. The library partners with the Oklahoma Regents for High Education (OSRHE) and the Oklahoma Council of Academic Library Directors (OCALD) to issue and recognize the OK Share Card program. This partnership expands research capabilities for our students, faculty and guests. Also featured within the library are the Pentecostal Research Collection (PRC), the Noel Brooks Collection (NBC), and historic displays of the University.

Center for Student Success

The Center for Student Success is located on the eastern side of the main campus. The Center was originally a residential home renovated to accommodate our music programs at SCU. In 2012, it was again renovated to accommodate the student support services including tutoring, a writing a math lab, and disability services. The Center houses technology for sustaining student services as well as offices for the Director for Academic and Student Success and the chair of the Department of History.

E. Terry Tripp Student Center

The Tripp Student Center provides facilities for student activities and is adjacent to the Pickens/Springer Gymnasium. The Tripp Center houses two newly renovated classrooms as of 2013.

East Hall

Opened for occupancy in January, 2004, the 56-bed, two-story student residential facility features a two-bedroom Residential Director's apartment, a laundry/vending area and a "commons" student social area, the Jane Hayes Memorial Glass House (2006). The new unit contains two-bedroom suites with connecting baths. The Hall also features the Rita Tate Residence Hall (2008) on the 2nd Floor.

Irvin Hall and Light Hall

These two residential halls together can house up to 62 students and are joined by the Bell Student Center which serves as a hub for a variety of student gatherings, study groups, and other planned and unplanned campus activities.

L. D. Patrick Building

This 10,000 square foot facility houses the Ollie Bell Dining Hall which includes a modern commercial kitchen, a large student dining area, and the more formal Rena Patrick Dining Room which seats approximately 20 and is used to entertain special guests of the University. The Patrick Building also includes two classrooms, a student lounge, and a coffee shop.

Music Center

The Music Center is a 2,400 square foot building located behind the IPHC headquarters facility on the west side of the campus. Originally a storage unit, the building was converted in July 2012 to accommodate our music programs at SCU. The building houses rehearsal rooms, practice rooms, classrooms and offices for the Department of Creative Arts faculty.

North Hall and Conference Center

Completed in 2011, this three story structure is comprised of residential suites that can house a total of up to 62 students on the top two floors. The ground level is a multifunctional facility that consists of an atrium and one large, open room with a capacity for approximately 200 people. The large room can be converted into three smaller rooms and can serve as a conference center or classrooms.

Pickens/Springer Gymnasium

The Pickens/Springer Gymnasium was dedicated in spring 2000. It seats up to 500 for athletic events and up to 800 for other college convocations. The facility houses locker rooms for visiting teams, a student/staff training room, a collegiate size basketball, and volleyball court. In 2006, the Mash/Loflin Hall of Fame room was completed along with three offices for the coaching staff, men's and women's home locker rooms, laundry facilities, and a shower room for referees. In summer 2013, an addition of a Wellness Center was completed to include additional offices for coaches and faculty as well as a fitness center complete with treadmills, weight-lifting equipment, and many other types of fitness equipment.

Roberson Building

The Roberson building houses the Office of Admissions several classrooms and the Minchew Auditorium where chapel is held twice weekly.

TULSA METRO FACILITIES

Southwestern Christian University Tulsa Metro Center is located in the RHEMA Bible Training Center (RBTC) in Broken Arrow, Oklahoma.

THE DEPARTMENT OF GRADUATE STUDIES

GRADUATE STUDIES CONTACT INFORMATION

Southwestern Christian University
Department of Graduate Studies
P.O. Box 340
Bethany, Oklahoma 73008
Phone: 405-603-7840
Admissions Information: 1-888-418-9272
Fax: 405-495-0078
Web page: www.swcu.edu

ABOUT THE DEPARTMENT

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 Department 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 Department 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 Department 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 Department of Graduate Studies seeks to train leaders:

- To be 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 Department of Graduate Studies experience, including the practical life-experiences in ministry.

CLASS FORMATS

Each course generally requires an enrollment of a minimum of five students. This may be adjusted by approval of 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.

ONLINE CLASSES

Certain courses are offered online for students unable to attend classes on campus. (See Residency Requirements for limits on the number of online courses that can be taken during the program.)

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 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).

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).

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 Department 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 Department 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, then selecting the Textbooks button. Students are also free to acquire their books and materials elsewhere if they choose.

GRADUATE STUDIES ADMISSION/REGISTRATION

Southwestern Christian University Department 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.

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

APPLICANTS

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

1. Submit an application (with required recommendations), along with the application fee of \$50 to the Department 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 Department 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 with a score of the Test of English as a Foreign Language (TOEFL) must be at least 550 PBT or 79 iBT.

PROVISIONAL ACCEPTANCE

Applicants who cannot meet all of the above requirements may, by action of the dean of the School of Professional and Graduate studies and the 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 coursework which is consistent with the student's approved ministry objectives. Work on consignment must have prior approval of the dean of the School of Professional and 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 Department 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 Department 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 Department 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 Department 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 Departments which meet all the requirements for admission except completion of the baccalaureate degree may, with the approval of the Graduate Admissions Committee and dean, 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 Department 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 Department of Graduate Studies program, the student must notify the Department 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 dean of the School of Professional and Graduate Studies reserves the right under certain conditions to administratively withdraw a student from the institution.

MILITARY LEAVE OF ABSENCE POLICY

MILITARY LEAVE OF ABSENCE ELIGIBILITY

Only member of the U.S. military are eligible for leave of absence under this policy. Members of other countries' militaries are not eligible.

Unless notice is precluded by military necessity, students will be eligible for consideration for a military leave of absence after submitting a Leave of Absence Form to the SCU Office of the Registrar. If the student is unable to submit this form due to deployment time frames or security issues, an appropriate officer of the Armed Forces or an official of the Department of Defense may also notify the Office of the Registrar in writing (registrar@swcu.edu). Orders for military deployment or active duty service should accompany requests for a military leave of absence (scan and attach to email, or fax to 405-495-0078).

MILITARY LEAVE OF ABSENCE REGULATIONS

A military leave of absence allows U.S. military personnel who are students of SCU to be readmitted and resume studies in the same degree program in which they are enrolled at the time of the leave request, meaning they will not be responsible for completing new program requirements that may be implemented during the leave period.

Students granted a military leave of absence will be given a refund of tuition and fees paid during the term in which their studies are interrupted. If applicable, housing and meal plan refunds will be prorated for time remaining in the term. These refunds do not mean students will not owe the Department any money for the term, especially if the student took out loans to pay for their tuition and fees. Students requesting a military leave of absence from the University who received financial aid should contact the Office of Financial Aid to determine their financial responsibility to the University once financial aid monies are returned to the federal government.

Students returning from military leave of absence will have guaranteed enrollment for the term in which they return if the student is granted readmission under this policy.

MILITARY LEAVE OF ABSENCE READMISSION ELIGIBILITY

The cumulative length of the absence and all previous absences from the University for serving in the U.S. military cannot exceed four years, including the time the student spent actually performing military service and any recovery time for injuries sustained during military service.

Veterans seeking admission to a different program are not eligible for readmission under this policy unless the original program of study is no longer offered at the University. If the program is no longer offered, the student must enroll in the replacement program or a program that is in the same field of study as the original program.

Veterans who received a dishonorable or bad conduct discharge are not eligible for readmission under this policy.

MILITARY LEAVE OF ABSENCE READMISSION PROCEDURES

Students qualify for leave-of-absence readmission after a period of at least 90 consecutive days serving in voluntary or involuntary active duty in the United States Armed Forces (including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority).

To be readmitted, students must submit a Admission Application (indicate "Readmission") through the Office of Admissions and a Leave of Absence Return form to the Office of the Registrar no later than the admission application deadline for the upcoming term. Forms are available online on the SCU website.

Documentation of military separation or discharge must accompany the Leave of Absence Return form (upload to form or fax, 405-495-0078). The registrar's office will notify the Office of Admissions of the student's intent to return under this policy.

FINANCIAL INFORMATION

SCHEDULE OF CHARGES

Current tuition and fees are found on the Department of Graduate Studies website: 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.

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

For a tuition refund schedule, please refer to the SCU website at www.swcu.edu/grad-tuition.

FINANCIAL AID POLICIES

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.

The withdrawal date is:

- The date the student officially withdrew in writing with the Office of the Registrar
- 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 the Office of Financial Aid in a timely fashion by email at 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:

- Private Loan
- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Parent Plus Loan
- 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.

AWARDS

Financial Aid awards to students will be considered upon receipt of the following items:

- Application to the Institution
- Institutional Student Information Record (ISIR)
- Copy of Income Taxes, if required

Financial aid awards may be revised at any time due to changes in enrollment status, additional financial resources or revised information. The student is responsible for notifying the Financial Aid Office of any changes in his/her financial or academic status. In the event a student is over-awarded, whether by school or student error, the student must repay the over-award to the school so that it can be returned to the proper financial aid account.

AWARDS DETERMINED BY NEED

Financial aid awards are determined by a student's need and the availability of funds. Recipients of financial aid awards are responsible for notifying the Financial Aid Office of any scholarships or loans they have received from outside sources so these may be included in their financial aid package.

NECESSITY OF DEGREE PROGRAM

Students receiving financial aid (loans, grants or college work study) must be enrolled in a degree program at SCU and maintain, or exceed, the minimum grade point average.

ACADEMICS

ACADEMIC REGULATIONS

ACADEMIC HONOR CODE

Personal integrity is presumed to be sufficient assurance that students complete their own work without unauthorized help. Students who are involved in forms of academic dishonesty are subject to the jurisdiction of the provost. Students who violate the Academic Honor Code may forfeit the privilege of continuing their studies at SCU.

The honor principle of the campus depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each student accepts the responsibility of not only being honorable in academic work, but also supporting the principle of honesty as it applies to others.

Students are responsible for obtaining and understanding each of their instructors' policies related to the freedom they may exercise in collaborating with other students or using outside sources including their own work prepared and submitted for another course at SCU or any other educational venue. If a student does not obtain a clear definition of the application of the Academic Honor Code, the student must assume that the provost and appellate bodies will follow the strictest interpretation of the Academic Honor Code.

Honesty and integrity in the performance of academic assignments is expected of every student.

The following are included as violations of the Honor Code:

- Cheating on an exercise, test, problem or examination. Cheating includes the use of unauthorized aids, such as crib sheets, digital tools, the aid of another instructor on a take-home exam; copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing (before, during or after the quiz/examination), in such a way as to gain or give an advantage over other students; or any similar action contrary to the principles of academic honesty.
- Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. Included, but not limited to, are infractions of submitting for credit papers or reports written by someone other than the student, providing such a paper to a student, and failure to indicate the source of ideas, expressions, phrases or sentences (lack of citations). This also includes the use of commercially prepared papers or texts.
- Non-reporting of suspected violations of the Honor Code.
- Actions designed to deceive a member of the faculty or a fellow student regarding principles contained in the Honor Code, such as securing assistance from a faculty member in another course when such assistance has been unauthorized
- Double Submissions of Work, prepared for another course, without specific prior authorization of the instructors in both courses.
- Falsification of results of study and research. Presenting material that is known to be false and/or fabricated.
- Infringing upon the right of others to fair and equal access to the library and classroom resources. Failure to sign for material and equipment taken from the library, classrooms and/or other college depositories of information and equipment. Abuse of library privileges by defacing resources, failing to check out materials, or return materials in a timely fashion.
- Actions or statements showing disrespect, contempt, or insolence for the institution's educational philosophy, mission, faculty, or administration.

Appeals of a decision by the provost regarding violations of the academic Honor Code shall be filed with the provost within 48 hours of receiving written notification of the case decision. The appeal must be in writing and shall state whether a) new information is to be presented or b) if the severity of the penalty is being appealed. Either the student or faculty member involved may appeal the decision.

The appeal shall be heard by a provost-appointed appellate body. If a majority of the appellate body is directly involved in the case, then the appeal shall be heard by the full-time faculty and those individuals who are full-time employees of the University and hold faculty status. Either party, including the provost, may appeal the decision of the appellate body.

The appeal will then be heard by the President's Cabinet. All decisions of the Cabinet shall be binding and final. Penalties for violation of the Honor Code may include, but not be limited to, suspension and/or dismissal from the institution

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.

STUDENT STATUS - FULL-TIME/PART-TIME

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.

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 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. A form will be submitted to the Office of the Registrar as before the degree can be conferred.

CLASS ATTENDANCE

Class attendance is extremely important due to the accelerated nature of the graduate programs at SCU. 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 coursework 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 eight hours equaling 9.6 semester class sessions) are missed.

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.

Any exceptions to these attendance policies will be determined by the dean if circumstances warrant such action.

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.

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."

Coursework 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. Requests for extensions must be made to the dean 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 by the instructor to the Office of the Registrar.

Extensions will follow the procedures for incomplete grades.

GRADE FORGIVENESS FOR REPEATED COURSES

The following rules apply when considering repeating a course after an unsuccessful attempt:

- Grade forgiveness means that after a student repeats a course with a passing grade, the original course grade that does not meet minimum grade standards will be forgiven and will not reflect in the cumulative GPA.
- A course with a forgiven grade will reflect on the transcript with an "R" notated to the right of the first unsuccessful attempt. The failed attempted course grade will be calculated in the term GPA, but not the cumulative GPA once the course has been successfully repeated and the grade forgiven.
- Grade forgiveness applies only to courses taken at SCU and repeated at SCU. Courses taken at other schools to replace an unsuccessful grade earned at SCU will not forgive the unsuccessful grade. The cumulative GPA will remain the same, but if the student passes the course at another school, the requirement for the academic program will be considered met.
- Only one unsuccessful attempt will be forgiven. If a student fails to meet minimum grade standards more than once, all failing grades, except the forgiven grade for the first unsuccessful attempt, will be averaged in to the cumulative GPA once the student passes the course.

- Grade forgiveness does not apply to courses that are allowed to be repeated for credit (such as some music and activity courses, e.g. Chapel Band.)

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 may be made in writing within two weeks of the instructor's response.
2. If an appeal to the 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.

DUPLICATION AND USE OF COPYRIGHTED MATERIALS

It is the intent of Southwestern Christian University to delineate, enforce, and abide by the provisions of current [United States copyright laws](#) (including the [Digital Millennium Copyright Act of 1998](#)) as they affect the life and activities of the institution, its employees, and its students.

- Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.
- Details about "fair use" (that copying and/or use which is allowed by federal law) will be made available to all instructors, students, or administrators as requested or needed. A summary of these standards will be posted or otherwise made easily available at each duplicating machine used for making copies. A summary of these standards will be made available to all in the University Library.
- The administration of SCU does not sanction illegal duplication or use in any form. Employees and students who willfully disregard the university copyright position are in violation of SCU Policy; they do so at their own risk and assume all liability personally.

CURRICULUM REQUIREMENTS

STATUTE OF LIMITATIONS

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.

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

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.

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 able to provide courses in a timely manner, are enrolled in these courses by permission of the dean. 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.

MINIMUM GRADE POINT AVERAGE

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

ASSIGNMENT TIME LIMITS

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 coursework 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.

ASSIGNMENT EXTENSIONS

An instructor may consider a 30-day extension for any given assignment due to unforeseen emergencies. The student must provide a written request by email to the instructor explaining the reason(s) the extension

should be considered along with documentation of the emergency to the department office. The student will be notified by the instructor 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.

GRADUATE ACADEMIC PROGRAMS

MASTER OF ARTS IN THEOLOGICAL STUDIES

Prefix	Title	Credit Hours
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
Total Master of Arts in Theological Studies Program Credit Hours		36

MASTER OF MINISTRY

Prefix	Title	Credit Hours
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

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. A completed and submitted graduation application found at www.swcu.edu/graduation-application;
2. Satisfactory completion of all coursework required/assigned for the program of study in the prescribed time frame;
3. A minimum GPA of 3.00;
4. Graduation fee paid and financial aid exit counseling completed;
5. Spring and summer graduation applications will not be submitted for approval until all coursework through the fall semester is satisfactorily completed.

COMMENCEMENT

Commencement exercises are usually held in May of each year. All eligible graduates are expected to participate in these exercises. Information about eligibility can be found on the SCU website.

A graduation application and fee is 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.

Note that a graduation fee will be added to the balance of student accounts upon receipt of the graduation application. The fee is nonrefundable. Due dates for applications can be found www.swcu.edu/commencement.

RELEASE OF TRANSCRIPTS

See the SCU website at 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.

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 FACULTY

Adrian Hinkle (FT-Fall 2004)

Dean, School of Professional and Graduate Studies

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

John Chasteen (FT-Fall 2004, PT-Fall 2012)

M.M., Leadership Development

B.S., Church Leadership Development, 1999

Marvin Hudson (PT-Fall 2002)

D. Min., Asbury Theological Seminary

M. Div., Phillips Theological Seminary, 1991

M.A., Southern Nazarene University, 1985

B.S., Southwestern College of Christian Ministries, 1983

Paul L. King (PT-Spring 2013)

D.Th., University of South Africa, 2002

D.Min., Oral Roberts University, 2000

M.A., Oral Roberts University, 1979

B.A., Biblical Literature, Oral Roberts University, 1975

Spencer Ledbetter (PT-Fall 2000, FT-Fall 2012)

Ph.D., Oxford Graduate School, 2005

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

B.A., Oberlin College, 1978

Randall S. Loescher (PT-Spring 2011)

D. Min., Oral Roberts University, 2001

M. Div., Oral Roberts University, 1992

B.A., Theology, Oral Roberts University, 1989

Robert D. McCroskey (PT-Fall 2012)

Ph.D., The Evangelical Theological Seminary of Indonesia, 2010

D.Min., The Evangelical Theological Seminary of Indonesia, 2005

M.A., Southern Nazarene University, 1971

B.A., Southern Nazarene University, 1969

Terry Tramel (FT-Fall 2002)

Chair, 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., Mid-America Bible College, 1999