Southwestern Christian University

Graduate School Catalog

2026-2027

Scholarship – Spirit – Service

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About Southwestern Christian University

University Organization

Board of Trustees

Bishop Scott Hampton, Chairman
Bishop Randell O. Drake, Secretary
Bishop Mario Ayala
Rev. Demetrius Miles
Bishop Stuart Sherrill, Vice Chairman
Bishop Talmadge Gardner. – Ex Officio
Mrs. Donna Stevens

University Administration

President's Cabinet

President/CEO
Otis Garrison, M.Min.

Vice President of Operations/CFO
J. Mark Arthur, M.Ed.

Provost and ExecutiveVice President of Academic Affairs and Institutional Operations
Dustin M Sells, Ph.D.

Vice President of Intercollegiate Athletics
Joe Blackwell, M.B.A.

Vice President of Student Development
Matthew VonWald

Director of Human Resources
Erin Brown

Academic Department Chairs

Department of Business
Adrienne Cressman, J.D.

Department of Education
Lonnie James, M.A.

Department of Creative Arts
Michael Cudd, Ph.D.

Department of Humanities and Sciences
Tami Sanders, Ed.D.

Department of Religious Studies
Keisha Gordon, M.A.

Department of Kinesiology and Health Studies
Melissa Cox, Ed. D.

Department of Social and Behavioral Sciences
Jeremy Wente, DSW

Department of Graduate Studies
Christian Ramsey, Ph. D.

Academic Administration and Program Directors

Center for Academic and Professional Success
Stephen Davis, B.S., Director

Online Learning
Misti Foster, M.Ed., Director

Graduate Studies
Christian Ramsey, Ph.D., Director

Registrar
Zachary Sherrill, M.A.

Library
Michael Lowder, M.L.I.S., Director

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 affected 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 life, 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. SCU has designated a Title IX Coordinator to handle inquiries regarding nondiscrimination policies including Title IX, Section 504 of the Rehabilitation Act of 1973, and Age Discrimination. See Title IX of the Education Act of 1972 for contact information.

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 department, 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.

The University does not release information to any party, including the student, that does not originate with the University (i.e. high school transcripts, ACT/SAT test scores, medical records, etc.)

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 is inaccurate or misleading. If the university chooses not

to amend the record, the university officials 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 dependent 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 Office of the Registrar.

Student Right-To-Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. Information about these statistics and data can be found at https://swcu.edu/about/consumer-information/579 and in the student handbook.

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.

Phone: 405-789-7661x2280
Email: titleix@swcu.edu

Federal Campus Crime Awareness and Campus Security Act

Annually, SCU makes every attempt to comply with the Jeanne Cleary Disclosure of Campus Security Policy. 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 life. SCU publishes an annual crime report and log at the following web page: https://swcu.edu/students/Campus-Safety.

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug-free School and Communities Act, SCU has put in place a Drug and Alcohol Prevention Program and policies related to drug, alcohol, tobacco and weapons use. Information can be found at https://swcu.edu/students/Campus-Safety.

Sexual Misconduct Policies and Procedures

In conjunction with the Campus Sex Crimes Prevention Act and Violence Against Women Act, SCU encourages victims who experience assault of any kind on SCU property or by members of the SCU community to report offenses immediately to the Office of Student Life or to local law enforcement. Policies and procedures for sexual misconduct can be found at https://swcu.edu/students/Campus-Safety.

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.

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

SCU is a Christ-centered liberal arts institution in the Wesleyan Holiness, Pentecostal, and Charismatic traditions equipping students for a life of scholarship, spirit, and service; integrating faith, learning, 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. The university 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, 21 bachelor's major degree options, and three master's degree programs.

Core Values

SCHOLARSHIP

Scholarship at Southwestern Christian University is pursued from the perspective of a biblical, Christian worldview. The integration of faith, learning and living is central to every academic discipline and is led by dedicated faculty members who are committed to academic excellence, the elevation of critical thinking skills, and personal, spiritual and intellectual growth. SCU is committed to:

- Holistic Christ-centered academic excellence
- Embracing change, diversity and emerging technologies to ensure relevance and the establishment of strategic and collaborative partnerships
- Research and inquiry in an assessment and data-driven academic culture
- Being an organization centered on lifelong learning, social skills and servant leadership development

SPIRIT

Southwestern Christian University is dedicated to cultivating a spirit-led environment where students grow in their spiritual relationship with God and their interpersonal relationship with others. SCU is committed to:

- Building a Christ-centered community
- Honoring our Pentecostal Holiness heritage
- Respecting diversity and various Christian backgrounds
- A campus culture where His Spirit and school spirit are prevalent and powerful

SERVICE

Southwestern Christian University is focused on serving both Christ and others. Through the development of servant-leadership, SCU empowers graduates for a life of learning, leadership and global impact. SCU is committed to:

- Developing and modeling servant leadership
- Fostering an environment of relevant social- and self-awareness, ethics, respect and integrity

- Instilling the value of stewardship in all aspects of life

University Student Learning Outcomes

The University student learning outcomes are assessed through courses in the General Education program.

Scholarship: Being A Disciplined Learner

- Demonstrate critical thinking using analytical and creative models to evaluate evidence, select alternatives, and generate options for decisions.
- Demonstrate modes of communication appropriate to a specific discipline.

Spirit: Embracing A Christ-Like Identity

- Defend truth based on the Hebrew and Christian Scriptures from the Wesleyan Holiness and Pentecostal traditions.
- Defend how biblical principles mediate behavior and promote Christian discipleship.

Service: Pursuing Servant-Minded Leadership

- Serve the needs of others through sensitivity and a civic minded contribution with an understanding of cultural diversity as one actively pursues God's will in serving others.
- Demonstrate teamwork and servant-leadership skills through a personally articulated, highly developed moral standard while respecting authority, submitting to the laws of the land, and seeking constructive change through appropriate channels.

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 (now The Higher Learning Commission). 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. After receiving approval from the Higher Learning Commission, the program offerings were expanded in 1992 to include a Master of Ministry degree.

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 2012, permission was granted for the university to expand its graduate programs to any divinity related program. 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.

Our Beliefs

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 (230 North LaSalle St., Suite. 7-500, Chicago, Illinois 60604-1413; (312) 263-0456; https://www.hlcommission.org/).

- SCU academic programs are approved by the Oklahoma State Regents for Higher Education (655 Research Parkway, Suite 200, Oklahoma City, OK 73104; (405) 225-9100); www.okhighered.org).
- 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. (PO Box 12609 Oklahoma City, OK 73157; (405) 787-7110; www.iphc.org).
- SCU is approved by the U.S. Department of Justice for the admission of international students (950 Pennsylvania Avenue, NW Washington, DC 20530-0001, www.justice.gov).
- SCU is approved by the Oklahoma Department of Veterans Affairs State Approving Agency to offer VA education (PO Box 53067, Oklahoma City, OK 73152; (405) 522-8076; https://oklahoma.gov/veterans/education/state-approving-agency.html.
- The SCU Department of Teacher Education is aligned with the national standards associated with National Council for Accreditation of Teacher Education and Council for the Accreditation of Educator Preparedness (405- 522-5399; https://www.ok.gov/oeqa/).

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 Location

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.

Bell Student Center

The Bell Student Center and commuter lounge serves as a hub for a variety of student gatherings, study groups, and other planned and unplanned campus activities. It is also being renovated to be utilized once again as campus housing. Bell Student Center contains both the Light Hall and the Irving Hall. This building was the original campus housing option for SCU's current campus.

C. H. Springer and Wallace Hamilton Administrative Offices Building

The ground floor of this facility serves as the Administrative Center of the campus. It houses the offices of the President, Vice President of Academic Affairs, the Financial Aid Office, the Office of the Registrar, 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 students and faculty a common ground for interaction, reading, and access to over 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, phone, or in person. Through a partnership with the Oklahoma Department of Libraries and Oklahoma Regents for Higher Education, the SCU Library provides online databases and resources. These resources are available to both onsite and online students. The library also issues and

recognizes the OK Share Card, providing faculty and students access to other academic libraries within the state of Oklahoma which further expands research capabilities. Links to databases and resources are available on the library's webpage. The library maintains the *Pentecostal Resource Collection* (PRC), a group of resources primarily dealing with aspects of Pentecostalism and the Pentecostal Holiness Church. A limited collection of university archives is also located in the library . The university archives are also located in the library.

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 unit contains two-bedroom suites with connecting baths. The Hall also features the Rita Tate Residence Hall (2008) on the second floor.

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.. The Patrick Building also houses the Admissions office and the coffee shop.

Learning and Living Center

The Learning and Living Center opened in fall 2016 and is located at the south end of the campus. It is a multi-functioning building with residence facilities for up to 110 students, 17 offices, seven classrooms, a 42-person capacity computer lab, an extensive large basement room used for classroom space and student activities, the Center for Academic and Professional Success. This building's basement serves as the primary Tornado Shelter for SCU's campus.

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. The building houses rehearsal rooms, practice rooms, classrooms and offices for the Department of Creative Arts faculty.

North Hall and Jim Poteet Conference Center

Completed in 2011, this three-story structure consists 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 and Fitness Center

The Pickens/Springer Gymnasium was dedicated in spring 2000. It seats up to 500 for athletic events and up to 800 for other college events. 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 fitness 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 offices for the Department of Student Development and the Department of Online Professional Studies. It also has three classrooms, a Student Life training center, faculty offices, and the Minchew Auditorium, where the weekly university chapel services are held.

The SCU Student

The SCU Lifestyle

SCU accepts any qualified student who fits the university's mission, is a Christian, and/or is willing to accept Jesus Christ as an example of a servant-leader.

Students are welcome regardless of creed, denomination, race, sex, color, nationality or disability in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act). This provision includes but is not limited to admission, employment, financial aid and educational services. Enrollment at SCU assumes, however, that the student realizes personal preferences may need to be modified for the best interests of the larger group.

Attendance in this university is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the established disciplinary process of the university to safeguard its ideals of scholarship or the moral atmosphere assumed by this lifestyle. Therefore, the student's enrollment at SCU constitutes a commitment to accept the standards of this lifestyle.

SCU Lifestyle Covenant

Since its inception in 1946, SCU has been an educational institution founded in the holiness, Pentecostal, and charismatic traditions committed to the transformation of students. The university is dedicated to providing a Christ-centered education that will promote the growth of the whole person. The university is a Christian institution, and it maintains a clear reliance upon a strong campus community. Clear expectations help the members of the community live in unity.

As part of the registration process, the student will sign the SCU Lifestyle Covenant. Failure to sign the covenant is grounds for dismissal from SCU. The university believes that, as Jesus Christ becomes the center of the student's life, the student will commit to a lifestyle that cultivates spiritual, ethical, social, physical and academic growth.

The SCU Lifestyle Covenant includes rules and consequences for students living in SCU housing and community principles for all SCU students, whether the student lives on campus or not. The SCU Lifestyle Covenant can be found in the SCU Student Handbook on our website.
https://swcu.edu/students/scu-student-handbook

The Department of Graduate Studies

Graduate Studies Contact Information

Southwestern Christian University
Department of Graduate Studies
7210 NW 39th Expressway
Bethany, Oklahoma 73008
Admissions Information: 1-888-418-9272
Fax: 405-495-0078
www.swcu.edu

About the Department

Mission Statement

The SCU graduate programs prepare students for scholarly Christian leadership, practice and service through graduate-level critical thinking and research.

Department Learning Outcomes

The Department of Graduate Studies uses multiple pedagogical approaches to engage a curriculum that incorporates critical thinking, communication, leadership, civic engagement, sensitivity to human diversity and integration of Christian Faith from Pentecostal ethos. Upon the completion of a graduate program, students will be able to:

SCHOLARSHIP

- Demonstrate competency across the discipline studied by applying the essential core principles to analyze problems and propose solutions.
- Demonstrate critical thinking through the use of analytical models to evaluate evidence, select alternatives, and generate options for decisions.

SPIRIT

- Demonstrate competency for integrating biblical truth and modeling behavior that impacts one's work environment.

SERVICE

- Demonstrate teamwork and leadership skills that function in a variety of circumstances.
- Demonstrate modes of communication that appropriately incorporate leadership characteristics and inclusiveness of human diversity.

Class Formats

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

EVENING CLASSES

SCU offers on-campus evening programs on the Bethany campus. Students attend class one night a week for five or eight weeks from 6:00-9:00 p.m. Most classes require pre-class and post-class work in the forms of reading and reviews/papers.

MODULAR CLASSES

Modular classes are scheduled for a one-week period, usually Monday through Friday, from 8:00a.m. to 5:00 p.m. These courses typically require pre-class and post-class work in the forms of reading and research assignments.

ONLINE CLASSES

Online courses are developed in order to increase the course options for students. These courses may vary in length with pre-course and post-course reading and assignments.

Institutional Resources and Services

Research Facilities

SCU LIBRARY

The SCU Library, located on the Bethany campus in the Springer Learning Center, provides students and faculty a common ground for interaction, reading, and access to over 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, phone, or in person. Through a partnership with the Oklahoma Department of Libraries and Oklahoma Regents for Higher Education, the SCU Library provides online databases and resources. These resources are available to both onsite and online students. The library also issues and recognizes the OK Share Card, providing faculty and students limited access to other academic libraries within the state of Oklahoma. Links to databases and resources are available on the library's webpage. The Pentecostal Research Collection (PRC), a group of resources primarily dealing with aspects of Pentecostalism

SOUTHERN NAZARENE UNIVERSITY LIBRARY

The R.T. Williams Memorial Library on the campus of Southern Nazarene University (Bethany, Oklahoma) is available for use by all Southwestern students through the OK Share Card. Over 100,000 physical volumes and more than 600 periodicals are available.

ORAL ROBERTS UNIVERSITY LIBRARY

Located in Tulsa, the vast holdings of the John D. Messick Learning Resources Center are graciously made available to students in the SCU graduate programs. The library holdings include approximately 700,000 books, 3000 bound periodicals, pamphlets, and various electronic resources. 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. The ORU Library does not participate in the OK Share Card program.

PHILLIPS THEOLOGICAL SEMINARY

Located in Tulsa, SCU students may apply for a Special Borrower's Card from Phillips Theological Seminary (PTS), giving them access to more than 90,000 volumes. The form can be found on the Phillips Seminary website. The PTS library is designed to provide students with basic theological literature that is necessary for an understanding of the biblical foundations and heritage of the Christian faith, the relationship of the church to human culture, and learning to live and work in our religiously diverse world.

IPHC ARCHIVE AND RESEARCH CENTER

This center, located in the IPHC Global Ministry Center (Bethany, OK), 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 due to the formatting of class offerings. Graduate Studies can provide a list of nearby hotels that offer special rates to students.

Textbooks

The required textbooks for the courses in the Department of Graduate Studies can be found with the course search feature on the textbook page of Southwestern Christian University's website. Students are encouraged to buy or rent textbooks from their preferred provider. https://swcu.edu/academics/textbooks.

Graduate Studies Admission

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 desire to undertake serious academic and professional studies in Christian theology, ministries, and leadership. Southwestern Christian University, 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 admission, employment, financial aid, and education services.

The admissions committee will review all applicants' information files and program/course selection and make a recommendation to the Graduate Studies Director 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 non-refundable application fee of $50 to the Office of Graduate Studies;
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, or digital electronic transcript sent from the other institution directly to SCU) 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. 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;
5. 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 director of the Department of Graduate studies and the Graduate Council, 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 Graduate Council 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 director of the Department 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

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.

Any international student who is interested in attending Southwestern Christian University will be issued an I-20 from the Admissions Office upon acceptance to the University.

In order to be accepted, an international student must complete the following admission procedures.

- The Application must be completed in the English language and submitted to the Graduate Admissions Office. All applicable items on the application must be completed.
- Prior to issuing an I-20, a $200.00 application fee will be added to international students' billing statement in the initial semester of enrollment to cover the costs of processing. This fee is non-refundable.
- If English is not the applicant's first language, the applicant must provide evidence of proficiency in spoken and written English. A score of the Test of English as a Foreign Language (TOEFL) must be at least 550 PBT or 196 CBT or 79 IBT (or equivalent IELTS score).
- Applicants must submit all official transcripts of previous college work. These transcripts must be translated into English, and college coursework be accompanied by a "basic, course-by-course" evaluation from World Education Services (WES) or other international transcript evaluation service provider. This evaluation will be done at the cost of the student.
- Applicants must demonstrate the ability to pay the cost of a college education at Southwestern Christian University. The CERTIFICATE OF FINANCIAL RESOURCES (CFR) section of the Estimated Cost Sheet must be submitted with the application to the International Student Advisor in the admissions office.
- 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;
- 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;
- Obtain visa at a United States Embassy;
- 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.
- 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.
- 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.

- 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.
- Any student found to be out of status must be reported to Customs and Immigration Services within 21 days.

NOTE: upon completion of all the admissions requirements, a letter of full acceptance will be sent. It is the student's responsibility to have all required Department of Immigration and Naturalization forms completed.

Undergraduates Receiving Graduate Credit

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

Readmission

Students who are not enrolled in courses for two consecutive semesters are withdrawn from the program. In order to return, the student must reapply for admission.

Students who interrupt their studies at the University for two consecutive semesters before completing degree objectives will be subject to the requirements set forth in the catalog effective for the term the student returns. Students who exceed the statute of limitations must follow the provisions established under that policy for reactivation.

Financial Information

Schedule of Charges

Current tuition and fees are found on the cost of attendance page on the admissions portion of the website. https://swcu.edu/admissions/cost-attendance-net-price-calculator-1

Payment of Fees

SCU believes that teaching sound financial stewardship is a vital part of the university experience. All students have access to their student account balance through "My Ledger" on the student portal. Secure login information for the student portal is provided upon admission to SCU. Students are expected to track their balance through their portals.

Students are expected to arrange for the payment of tuition and fees each semester before they attend any class. Therefore, all financial aid possibilities should be explored far in advance of the start of the semester, and a maximum effort to provide financial assistance on the part of the student's family is expected. Students are encouraged to contact the SCU Office of Financial Aid for assistance at any time for information about financial aid and scholarships. FAFSA forms should be submitted no later than March 1 each year to ensure availability of federal assistance.

For any outstanding balance in a student's account that is not/will not be covered by financial aid and cannot be paid in full before the first payment deadline, students will have the option of arranging to pay by payment plan with a financial agreement with the business office. Students must verify their intent to pay with the business office each semester before the first payment is due.

If students have not verified with the business office by the first payment deadline, they will be dropped from classes. Students may re-enroll after making the first payment, but scheduling changes may occur due to class

closures or cancellations. If they are residential students, they will not be allowed to move into the dorms until they are re-enrolled and cleared by the business office. VA beneficiaries shall be exempted from these limitations and from any punitive practices.

In the event that a student remains enrolled without being dropped at the start of the semester, SCU reserves the right to administratively withdraw a student from one or more courses, or from the university entirely, if the student fails to meet the financial obligations outlined in this catalog or in their signed payment agreement, or if they fail to make a payment agreement. Students who become delinquent on their payment plan, fail to make required payments by posted deadlines, or otherwise do not maintain satisfactory financial standing with the Business Office may be removed from classes. Prior to withdrawal, reasonable attempts will be made to notify the student and provide an opportunity to resolve the outstanding balance. Administrative withdrawal due to nonpayment may result in loss of course access, removal from housing, ineligibility to continue attending classes, and/or inability to receive grades or transcripts until the account is resolved. VA beneficiaries are exempt from punitive actions in accordance with federal regulations.

Students who have not satisfied their financial obligations by the end of the semester may not be allowed to enroll in classes for the following semester.

If a student's refundable financial aid exceeds tuition and other charges, a refund check is issued by the business office within 15 business days of a credit balance.

Tuition Refunds

For a tuition refund schedule, please refer to the SCU website at
https://swcu.edu/admissions/cost-attendance-net-price-calculator

Financial Aid Policies

FINANCIAL AID REFUNDS

Students receiving federal financial aid, other than college work study, who withdraw during the first full week 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 full week 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-Withdrawal 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.

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.

Registration Policies

Changes in Registration (Add/Drop/Withdraw)

Students are permitted to make changes in their schedules according to the policies listed below. Changes will not become effective until the proper registration procedures have been followed and financial adjustments have been made in the Business Office. 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.

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

WITHDRAWAL FROM THE UNIVERSITY

If it becomes necessary for a student to withdraw from the University after the drop period and before the end of the semester, the student must complete a withdrawal form available on the student portal. The withdrawal is not complete until the documentation has been submitted. Students can always email the Office of the Registrar for help with locating forms for documentation. (See also Unofficial Withdrawal for Attendance).

ADDING CLASSES

A course may be added before the second-class session of each course if the student is cleared by the Business Office.

DROPPING OR WITHDRAWING FROM A CLASS

Drop

Dropping from a class or classes can occur during the allowed drop period as indicated below. A refund will be given according to the established refund schedule published by the SCU Business Office. Dropping from a class will remove any evidence of the student's enrollment in the class(es). There will be no enrollment record on the student's transcript.

Students must notify the Office of the Registrar in writing before the end of the drop period in order for the class(es) to be removed from the student's record. The refund policy can be viewed in two parts: (times reflected are per module):

1. **Any time prior to attendance through 1st week class attendance****
   Students who drop a class any time prior to the class start date through the first week will receive a 100% refund of tuition and fees for that class. This is considered a 'drop' and will not be reflected on the student's official transcript.
2. **2nd week class attendance****
   Students who withdraw from a class after attending the second week will receive a 0% refund of tuition, books, and fees.

Students who withdraw from a class after attending the second week will receive a 0% refund of tuition, books, and fees.
Please be aware that dropping class(es) may affect your financial aid eligibility such as scholarships, loans and grants, resulting in an amount due to the University. Consult the Financial Aid and Business Offices before deciding to drop a class to be informed of the effects that dropping a class will have on your student bill.
**Please refer to the respective program's attendance policy.

Withdrawal

Withdrawing from a class or classes occurs after the allowed drop period through 60 percent of the class duration. The student's transcript will reflect a grade of "W" for a withdrawal which will not be calculated into the term or cumulative GPA. No refund will be given for a withdrawal; therefore, students will be responsible for all costs associated with the class. Students may not withdraw from class/es after 60% of the class is completed unless the student is passing as confirmed with written documentation from the instructor to the Office of the Registrar.

Withdrawing before 60 percent of the semester has completed will reduce the student's enrollment status. Therefore, if the student is receiving scholarships requiring full-time enrollment, those scholarships will be lost. Additionally, full-time enrollment is required for campus housing; therefore, withdrawing before 60% of the semester has finished will result in the student being asked to leave campus. There is no tuition refund for withdrawing from classes.
Students must notify the Office of the Registrar of the withdrawal in writing **before** 60 percent of the class is completed for a grade of "W" to reflect on the transcript. There are no refunds for withdrawals. Sixty percent of each type of class offering is listed below.

- graduate: end of the 5th week of an 8 week course

TYPES OF DROP/WITHDRAWAL

Official Drop/Withdrawal

An official drop/withdrawal occurs when the student notifies the registrar in writing of drop/withdrawal from at least one class or from the University. Forms are available on the student portal and on the SCU Website. Communicating with an official of the University other than the registrar does not constitute an official drop/withdrawal. The Office of the Registrar must receive documentation for the drop/withdrawal from the student in order for records to reflect the student's intentions accurately.

An official /drop withdrawal will be effective as of the date of the student's request. Retroactive official drop/withdrawal will not be permitted.

An official drop will remove the class/es from the student's record. There may be some charges associated with an official drop.

An official withdrawal will not relieve the student of financial obligations for the class/es associated with the withdrawal. The grade on the transcript for an official withdrawal will be "W."

Unofficial Drop/Withdrawal

An unofficial drop/withdrawal occurs when a student fails to officially withdraw/drop. There are several types of unofficial drop/withdrawal that have varying consequences. They are as follows:

Administrative Unofficial Drop/Withdrawal

An administrative unofficial drop/withdrawal may be requested by instructors and/or other University officials in the best interest of the student. The decision for administrative withdrawal will be made by the appropriate University senior administrator and communicated to the student in writing in a timely manner. For an administrative unofficial withdrawal, a "W" or "AW" will be reflected on the student's transcript.

Possible reasons for administrative unofficial drop/withdrawal include but are not limited to the following:

- Failure to verify enrollment (make first semester payment)
- Student conduct infractions
- Emergency medical issues
- Improper registration in classes
- Financial hardship

Students will be responsible for whatever costs incurred as determined by the administration up to the point of the administrative decision.

Unofficial Withdrawal for Attendance

When a student fails to officially withdraw but stops attending class/es, the student will be considered unofficially withdrawn as of the last date of attendance but will remain enrolled in the class through the duration of the class. The grade on the transcript will reflect the final grade earned for the totality of the course work. Retroactive official withdrawal will not be permitted without administrative approval from the chief academic and financial officers.

"No Show" Unofficial Drop

If a student does not attend a class during the time period as defined below, the student will be automatically dropped from the class as a "no show." The student might be responsible for partial costs due to failure to officially drop. Attendance is defined as by the following parameters:

- Face-to-Face classes:
    - graduate: attending the class during any part of the first class session
- Online classes: submitting a graded assignment during the first week of the class

Passive Withdrawal

A student who fails to enroll in continuous semesters without following official withdrawal/military leave of absence procedures will be considered unofficially withdrawn as of the last date of attendance. Students who passively withdraw must seek readmission for subsequent enrollment.

REGISTRATION APPEAL PROCESS

Students may appeal an add/drop/withdrawal policy following the procedure below:

1. Submit a written appeal to the Office of the Registrar, including supporting documentation for the reason for the appeal.
2. The registrar will consult with the appropriate senior administrator for a decision.
3. The decision will be communicated to the student by the senior administrator in writing in a reasonably timely manner.

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.

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 Director of Graduate Studies and must fulfill the curriculum requirement of the Department 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.

Military Experience

Veterans who meet the requirements for admission will be allowed advanced standing to the extent that their experience in the armed forces is applicable to the regular curriculum they expect to follow in college. The Guide to the Evaluation of Educational Experience in the Armed Forces issued by the American Council on Education will be followed in evaluating the applicant's educational experiences for such advanced standing. A total of two hours of credit in physical education will be allowed for basic or boot camp training. Credit that is accepted for transfer on the transcript will reflect as credit through validation with a grade of "P."

Ordering Prior Military Training

All students are responsible for telling the Veteran's Affairs Certification Officer that he or she has registered for classes. Failure to do so will result in no certificate of enrollment sent to the Department of Veterans Affairs, which means students will not receive a monthly stipend, and Post 9/11 students will not have tuition and fees paid to Southwestern Christian University nor receive a book stipend.

Prior Training Requirement

Students receiving veterans' education benefits at Southwestern Christian University must have all prior military and civilian training sent to and evaluated by Southwestern Christian University before any certification will be sent to the Department of Veterans Affairs.

Southwestern Christian University ATTN: Registrar
7210 NW 39th Expressway
Bethany, OK 73008

Military Transcripts

Air Force (CCAF Transcripts) is handled as a regular transcript, mailed to:

Southwestern Christian University ATTN: Registrar
7210 NW 39th Expressway

Bethany, OK 73008

Military Leave of Absence Policy

MILITARY LEAVE OF ABSENCE ELIGIBILITY

Only members 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 an 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 Office of the Registrar will notify the Office of Admissions of the student's intent to return under this policy.

Transcript Requests

See the SCU website at www.swcu.edu/academics/transcripts for information about how to request transcripts.

Curriculum Requirements

Statute of Limitations

Course work for a master's degree at SCU should be completed within four (4) years of the starting date of the first course as a graduate student. If a student's program extends beyond this limit, students will be required to make an 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.

Academic Policies

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 Vice President of Academic Affairs. 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 Vice President of Academic Affairs 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.

Academic Honor Code Appeals

Appeals of a decision regarding violations of the Academic Honor Code shall be filed with the office of the chief academic officer 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 the Graduate Council. If a majority of the appellate body is directly involved in the case, then the appeal shall be heard by the Faculty Senate. The student or the chief academic officer may appeal the decision of the appellate body. The appeal will then be heard by the Vice President of Academic Affairs (VPAA). All decisions of the VPAA shall be binding and final. Penalties for violation of the Academic Honor Code may include, but not be limited to, failure of a course, suspension, or expulsion from the institution.

Academic Probation

Review of student records will occur after each semester. The Department 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.

Academic Suspension

Students who have a GPA below 3.0 after two consecutive semesters will be 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.

Academic and Non-Academic Expulsion

Students can be expelled for violating the university's Academic Honesty Policy or the Standards of Student Conduct. Students expelled for academic or non-academic misconduct are withdrawn from the university and are not eligible to enroll at the university in a future semester. A student who receives a permanent, non-academic, expulsion will receive a "W" grade for each course on the student's schedule at the time of expulsion. A student receiving an academic expulsion for academic honesty will receive an "F" for all courses affected by academic dishonesty.

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.

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 Graduate Studies Director. 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. Students who do not attend the first class session without notifying the professor beforehand will be dropped for 'nonattendance'. Students can only miss up to a total of 2 class periods of in person classes. This includes excused and unexcused absences. If a student misses more than 2 class periods the student will automatically fail the course, unless special permission has been granted. Extra course work may be given at the discretion of the professor to compensate for course work and lecture missed time, but this is not a guarantee.

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 director 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—no grade points;
F—no grade points.

MINIMUM GRADE REQUIREMENTS

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

The minimum 3.0 cumulative GPA must be maintained to avoid academic probation. The minimum course grade for graduate studies is 3.0 (B). A student may earn one C in the program without being required to retake the course.

INCOMPLETE (I) 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 for a student to improve a grade. Internship, practicum, professional development or field experience courses may

not be assigned an incomplete grade without prior written approval from the Graduate Studies Director. Incomplete grades are neutral and do not impact the GPA. Students with incomplete grades are considered enrolled in that course only for the term in which it is offered. These courses do not count toward full-time status in any other subsequent term.

Assigning an incomplete grade is at the discretion of the course instructor. The instructor may deny the student an incomplete grade if the student does not meet eligibility requirements. The Graduate Studies Director gives final approval and authorization for an incomplete grade. The responsibility for requesting an incomplete grade rests on the student, and arrangements should be made by the student with the instructor prior to the end of the course. A Request for Incomplete Grade form may be obtained on the faculty portal by the instructor and submitted by the instructor prior to the "I" being assigned. Incomplete grades assigned without prior approval will be recorded as an "F," and the instructor notified by the Office of the Registrar.

Course work to satisfy the "I" must be completed by the due date indicated on the request form, which may not exceed past the end of the subsequent traditional semester of enrollment in the course, and should not exceed the amount of time lost due to the extenuating circumstance. If work is not completed by the deadline stated on the Request for Incomplete form, the student's grade for the course will be changed to reflect the course work completed as indicated by the incomplete form. Requests for extensions must be made in writing to the Graduate Studies Director before the due date indicated on the request form.
Once the incomplete work is completed, instructors must file a Request for Change of Grade form (available on the faculty portal) to the Office of the Registrar for the grade to be changed.

An incomplete grade means that degree and graduation requirements have not yet been met. Therefore, students intending to graduate must resolve incomplete grades before the intended graduation date or their graduation will be delayed until the next available graduation date after the incomplete grade is resolved.

Eligibility Requirements

To be eligible for an incomplete grade, the following requirements must be met:

- At least 51% of the course work has been completed
- The student's current grade for all completed work to the point of the incomplete grade request is not "F"
- The student has provided documentation to the instructor of extenuating circumstances, such as a major illness or a death in the family. Examples: doctor's note, funeral program, etc.

Note: The percentage of course work completed, and the current grade will be listed on the Request for Incomplete form by the instructor.

Special criteria can be applied for students that do not meet the requirements above are:

- the student has made special accommodations arranged through the Disability Services office (See Disability Services)
- the student is a member of the U.S. military and is called to active duty (See Military Leave of Absence Policy)

Note: Documentation of accommodation and military leave of absence approval must be provided to the instructor before the incomplete form can be submitted.

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 Graduate Studies Director.

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 into 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 Grievance

In the event that an SCU student has an academic grievance other than academic probation or suspension or feels that some action of the University is not justified or constitutes an encroachment upon students' academic rights, the student may present the grievance according to the provisions of the student academic grievance process; e.g. any question of examinations, assessments or student outcomes, or requirements for satisfactory progress in a course, etc. The four-step grievance and appeal process is defined below. (For probation/suspension appeals, see Academic Probation/Suspension Appeals.)

Step 1: Direct Appeal to Instructor

The student will seek to resolve any academic problems by direct appeal to the instructor or person(s) involved, if feasible. (Appeals made after the end of the academic semester will not be heard until the beginning of the following semester. Faculty should not be contacted by the student during the summer months for the purpose of an appeal.)

Step 2: Appeal to Department Director

If a meeting with the department chair does not resolve the matter to the satisfaction of the student, the student shall be entitled to a hearing before the Academic Council.

Step 3: Appeal to Academic Council

The appeal should be addressed to the Department Chair in a written format. The Academic Council Chair will establish a mutually satisfactory date for hearing the appeal. (Final grade appeals must be filed with the Department Chair no later than 45 days after the grade is submitted to the Office of the Registrar.) The 45-day appeal period also applies to students prevented from receiving final grade notification due to an outstanding financial account.
The Academic Council may hold informal or formal hearings as it deems necessary.

The burden of proving grievances shall be upon the aggrieved student, but the student may be entitled to witnesses if approved by the Academic Council Chair. The Academic Council Chair may dismiss any case where, in the Chair's judgment, the aggrieved student fails to make a Prima Facie case.

Step 4: Appeal to Chief Academic Officer

A final appeal may be made by submitting a written appeal to the Vice President of Academic Affairs. All decisions by the VPAA shall be final and binding upon all parties involved.

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.

Assignment Time Limits

Final assignments such as final research papers must be submitted to the professor as established in the course syllabus. Final assignments due after that last day the course meets may not be submitted after the date due.

In extenuating circumstances, such as family bereavement, a student may request a different due date from the instructor. If this date is set beyond the final due date for the course, the student must request an incomplete for the course. Before making this request, the student should review the guidelines for an incomplete grade to ensure all minimum qualifications are met. If a student has received an extension, a request for incomplete grade will be submitted to the Office of the Registrar for approval from the Graduate Studies Director. Course work not submitted by the agreed date in the extension period (which cannot exceed 6 weeks) receives a failing grade. The students final grade reflects the grade earned through all course work received by the instructor by the end of the extension period.

Each course syllabus contains 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.

Directed Studies

Directed study courses are only offered in the event that a course does not make its minimum enrollment standard. Directed study courses are not offered due to a student neglecting to enroll in a required course at the time it is offered nor failing a required course. In such circumstances, the student must wait for next course offering.

Graduation Requirements

1. Complete the Graduation Application online (www.swcu.edu/graduation-application).
2. Complete all degree, program and course requirements for the declared program of study. All official documentation indicating the completion of program requirements, including but not limited to transfer transcripts, substitution/policy exception forms, portfolio review, must be received on or before the graduation date or graduation will be delayed until the next available date. SCU does not confer degrees retroactively.
3. Have a minimum cumulative GPA of 3.00.
4. Earn a minimum of 3.0 in each course with the exception of only one course earning 2.0.
5. All contracts and financial obligations to the University must be fulfilled including payment of the graduation fee.

APPLICATION FOR GRADUATION

Degrees are conferred three times annually: on the date of Commencement exercises in May, on August 1, and on December 30. All information pertaining to the graduation application can be found on the SCU website.

No student will be placed on the prospective graduation list until the graduation application has been completed and filed with the Office of the Registrar.

PARTICIPATION IN COMMENCEMENT

Commencement at SCU is held one time per year at the end of the traditional student academic calendar, typically in May. Participation in Commencement is expected. However, to participate in Commencement, students anticipating graduation must submit a graduation application (see Application for Graduation).

All degree requirements are expected to be completed by the Commencement date for the student to be permitted participation. This means the student has completed, or will complete by the Commencement date, all courses listed in the academic program with the appropriate minimum grades and grade point averages (see Graduation Requirements). Students lacking no more than 6 credit hours (including transfer credits and prior learning credits) must submit the “August Graduate Commencement Participation Request” form found on the SCU website to the Office of the Registrar in addition to the Graduation Application to be considered for an exception to participate in the upcoming spring Commencement ceremony. The form must include a detailed plan for completing degree requirements by August 1.

Any concurrent or post-SCU transfer credits will be considered "not completed" by the Office of the Registrar until the official transcript is received by the Office of the Registrar.

Once a student is cleared to participate in Commencement, regalia will be ordered by the Office of the Registrar. To receive regalia, all financial obligations must be resolved, and financial aid exit counseling must be completed.

Students are ineligible to participate in Commencement if financial obligations to the University are not resolved even if they were initially cleared to participate.

Distance Learning Approval

Southwestern Christian University has received a Letter of Exemption from Certification issued by the Arkansas Division of Higher Education to offer church-related programs/courses and grant church-related degrees.

Arkansas Division of Higher Education
Attn: ICAC
#4 Capitol Mall, Box 21
Little Rock, AR 72201

ICAC@adhe.edu

Graduate Academic Programs

Master of Arts in Global Leadership (M.A.)

Program outcomes for the Master of Arts degree in Global Leadership are as follows.

SCHOLARSHIP

- Assess the basic content and themes of the Christian Canon within their historical, cultural, and theological underpinnings.
- Defend a biblical interpretation using the grammatical-historical method with an application for a modern cultural context.
- Create original scholarship that examines biblical and historical insight on Pentecostal ministry in a global context.

SPIRIT

- Support how national, racial, ethnic, and cultural factors impact modeling and teaching biblical truth.

SERVICE

- Prioritize leadership styles that engage and lead in diverse, global environments.

M.A. IN GLOBAL LEADERSHIP		
Prefix	**Title**	**Credit Hours**
Core Courses		
UNIV 5000	Orientation	3
ICST 5203	International Trends and Issues	3
ICST 5403	World Religions	3
ICST 5503	Modern Secular/Christian Worldviews	3
ICST 5603	Cultural Communication	3
ICST 5703	Global Experience	3
ICST 6503	Global Leadership	3
LEAD 5543	Non-Profit Leadership	3
LEAD 5553	Leadership Theory and Principles	3
LEAD 5743	Dynamics of Balanced Leadership	3
LEAD 5793	Leadership Formation, Training and Development	3
LEAD 5923	Conflict Management Skills	3
RESC 5803	Research Methods	3
Total M.A. in Global Leadership Credit Hours		**36**

Master of Arts in Theological Studies (M.A.)

Program outcomes for the Master of Arts degree in theological studies are as follows.

SCHOLARSHIP

- Assess the basic content and themes of the Christian Canon within their historical, cultural, and theological underpinnings.
- Defend a biblical interpretation using the grammatical-historical method with an application for a modern cultural context.
- Create original scholarship that evaluates the theological contributions of modern Pentecostal scholars.

SPIRIT

- Assess historical theological scholarship on the role of the Holy Spirit in spiritual formation.

SERVICE

- Defend the integrity of Pentecostal theology in the context of contemporary Christian ministry.

M.A. THEOLOGICAL STUDIES (CONCENTRATION IN BIBLICAL STUDIES)		
Prefix	**Title**	**Credit Hours**
Core Courses (15 hours)		
UNIV 5000	Orientation	0
BIBL 5103	Seminar in Biblical Literature	3
BIBL 6213	Hermeneutics	3
HIST 6113	Church History I	3
HIST 6123	Church History II	3
ICST 5403	World Religions	**3**
ICST 5503	Modern Secular/Christian Worldviews	3
PMIN 6453	Christian Ethics	3
RESC 5803	Research Methods	3
THEO 5203	Seminar in Theology	**3**
THEO 6113	Systematic Theology I	3
THEO 6123	Systematic Theology II	3
Elective	3 Hour Elective Course	3
Total Master of Theological Studies Program Credit Hours		36

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

ACCT (Accounting)

ACCT 5113 Financial Accounting

This course develops competencies in financial statement interpretation, managerial accounting, and strategic financial analysis. Students apply tools such as ratio analysis, budgeting, forecasting, and cash flow

management to evaluate organizational performance and support decision-making. Ethical financial leadership is emphasized through integration of stewardship, transparency, and integrity, including biblical principles. The course also prepares students to communicate financial insights effectively to stakeholders in real-world business contexts.

BIBL (Bible)

BIBL 5103 Seminar in Biblical Literature
The seminar in biblical literature provides a challenging introduction to specific issues in textual analysis, textual criticism, biblical theology, biblical archeology, etc. Whatever the topic, the common goal is to introduce students to theologically important texts, to engage them in an ongoing conversation about the ideas elaborated in these texts, and to encourage them to interrogate their own theological commitments.

BIBL 5113 Torah (Law)
This course provides an exegetical and theological examination of the Torah (Genesis–Deuteronomy) for scholarship and application to Christian theology and ministry.

BIBL 5123 Nevi'im (Prophets)
This course provides an exegetical and theological examination of the Former and Latter Prophets of the Hebrew Scriptures (Joshua-Kings and Isaiah-Malachi) for scholarship and application to Christian theology and ministry.

BIBL 5133 Luke-Acts
This course provides an exegetical and theological examination of Luke-Acts for scholarship and application to Christian theology and ministry.

BIBL 5143 General Epistles
This course provides an exegetical and theological examination of the General Epistles (Hebrews, James, 1–2 Peter, and Jude) for scholarship and application to Christian theology and ministry.

BIBL 5153 Ketuvim
This course provides an exegetical and theological examination of the Ketuvim (writings) of the Hebrew Scriptures (Psalms, Proverbs, Job, Song of Solomon, Ruth, Lamentations, Ecclesiastes, Esther, Daniel, Ezra, Nehemiah, Chronicles) for scholarship and application to Christian theology and ministry.

BIBL 5163 Romans
This course provides an exegetical and theological examination of Romans for scholarship and application to Christian theology and ministry.

BIBL 5173 Apocalyptic Literature
Traces the rise and development of apocalyptic traditions in Second Temple Judaism and the New Testament. Surveying from the late prophetic writings of the Hebrew Bible through the apocalyptic literature of Second Temple Judaism, emphasizing ideal prophetic figures, cosmology, and messianic traditions. NT texts examined for apocalyptic characteristics include the sayings of Jesus, Paul's writings, Jude, 2 Peter, and Revelation.

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 5413 Biblical Perspective on Economic Justice
This course examines the Old Testament prophets and their call for social justice using hermeneutical

approaches for in-depth assessment of the prophets' exhortations and teaching on God's justice for their communities. Comparing the message of the prophets with the disruption of social normalities portrayed in the Gospels, students will hermeneutically defend the Missio Dei as a non-negotiable framework that stretches throughout the metanarrative of the Christian Cannon. Students will discuss the role of leadership in developing systems of change, as portrayed in the prophets using textual analysis.

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.

BUSN (Business)

BUSN 6113 Business as Mission and Social Enterprise
This course explores business models that integrate profit with purpose to address social, economic, and spiritual needs. Students examine social enterprise approaches, impact measurement methods, and financial models that support economic development in underserved communities. The course emphasizes mission-driven and ethical entrepreneurship focused on holistic impact. It prepares students to launch or lead purpose-oriented ventures and supports the capstone project.

BUSN 6133 Business Ethics
This course examines ethical theory, corporate governance, and social responsibility frameworks essential for moral leadership in business. Students analyze ethical dilemmas using multiple perspectives and develop the ability to lead with integrity in complex organizational environments. Topics include corporate accountability, social entrepreneurship, crisis management, and integrating ethics into strategic decisions.

BUSN 6993 Strategic Capstone Project
This integrative course requires students to apply MBA competencies to a real-world strategic challenge for a client organization such as a business, nonprofit, church, or social enterprise. Students conduct strategic analysis, develop evidence-based recommendations, and present solutions to organizational leadership, demonstrating mastery of core business disciplines and ethical decision-making. Projects may include consulting engagements, business plan development, or organizational transformation initiatives. The course also includes a reflective component on the integration of faith, values, and professional practice.

ECON (Economics)

ECON 6113 Managerial Economics
This course equips students with economic principles and quantitative methods for effective business decision-making in data-rich environments. Students use economic theory and analytical approaches to evaluate market conditions, assess policy impacts, and support resource allocation decisions. Ethical considerations such as just pricing, the common good, and responsible data use are integrated throughout the course. It provides a foundation for strategic management, operations, and evidence-based leadership across business functions.

ENGL (English)

ENGL 5413 Christology and Mission
See THEO 5413

FINC (Finance)

FINC 5113 Corporate Finance
This course equips students with essential financial management tools for strategic decision-making. Students will learn to evaluate investment opportunities, manage capital structure, assess risk, and create value for stakeholders. Special emphasis on faith-based approaches to capital stewardship, ethical investing, and financing social enterprises.

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 5123 Missional Church and Leadership
This course explores the nature and practice of the Church as a missional community, with particular attention to leadership in contexts of cultural change and institutional transition. Students will examine theological and ecclesiological foundations for the Church's participation in the mission of God, considering how leadership practices shape the Church's capacity to embody faithful witness in contemporary society.

The course engages key themes in missional leadership, including adaptive leadership, organizational change, contextual discernment, and the reimagining of church structures in light of shifting cultural realities. Students will critically assess traditional and emerging models of church leadership, evaluating their effectiveness in fostering communities that are both theologically grounded and missionally responsive.

Particular emphasis is placed on the role of leaders as interpreters of culture and facilitators of communal transformation, equipping students to guide congregations and ministries through processes of renewal, innovation, and faithful engagement with their surrounding contexts.

By the end of the course, students will articulate a theologically informed and contextually aware approach to missional leadership that integrates ecclesiology, cultural analysis, and practical ministry strategy.

ICST 5203 International Issues and Trends
A study of current issues and trends in various ethnic populations worldwide including cultural and geo-political perspectives. The course will present an application of current events in the context of a global lens and will give the student a broader perspective of cultural awareness.

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 5503 Modern Secular/Christian Worldviews
This course examines worldviews, ethics, trends, psychological components of belief, and problems of modern society. Secular thought will be contrasted with Christian worldview.

ICST 5603 Cultural Communication
Cultural Communication focuses on the importance of culture in everyday lives, and the ways in which culture interrelates with and affects communication processes. The purpose of this course is to explore cultural self-awareness, other culture awareness, and the dynamics that arise in interactions between the two.

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 5703 Global Experience
Global Experience is a course that provides students with the opportunity to learn outside the formal classroom setting through travel to a location. The focus of the course is to immerse students in a culture other than their own and expand their understanding and appreciation of the world around them.

ICST 6503 Global Leadership
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 6993 Capstone Missional Integration Project
This culminating course provides students the opportunity to integrate and apply the theological, cultural, and leadership insights developed throughout the program. Students will undertake a substantial, contextually grounded project that demonstrates their ability to engage the mission of God through informed theological reflection, cultural analysis, and strategic leadership practice.

The capstone emphasizes the synthesis of key program themes, including missional theology, spiritual formation, ecclesiology, and cultural engagement. Students will identify a specific ministry, organizational, or cultural context and develop a comprehensive project that addresses real-world challenges through a theologically informed and missionally oriented framework.

Projects may take a variety of forms, such as ministry strategies, organizational change initiatives, community engagement plans, or research-based analyses, but all must demonstrate depth of theological engagement, clarity of leadership vision, and practical applicability. The course includes faculty supervision, peer interaction, and opportunities for presentation and critical feedback.

By the end of the course, students will produce a substantial integrative project that reflects graduate-level competence in theological reasoning, cultural discernment, and missional leadership, and that is suitable for implementation or further professional development

LEAD (Leadership)

LEAD 5113 Social Policy, Leadership, and Community Change
Social Policy, Leadership, and Community Change will focus on the history of social change movements, the development of social policy, and the role of the church in promoting social justice in society. Students will learn to recognize the roles of power and relational dynamics in the development of social change through the struggles and dynamics of the policy change process. Students will organize and implement a project that utilizes the skills they have developed through the program.

LEAD 5213 Organizational Leadership & Behavior
This course explores human behavior, organizational culture, and leadership effectiveness in modern workplaces. Students examine key leadership theories, such as servant and transformational leadership, and apply them to challenges involving motivation, team dynamics, and conflict resolution. Emphasizing ethical decision-making and stewardship, the course develops leadership skills grounded in integrity and the dignity of work. It also prepares students for advanced study in strategic management.

LEAD 5543 Non-Profit Leadership
The critical role of the faith-based organization (FBO) is universally acknowledged in development sectors. This course facilitates the articulation of a Pentecostal response to the subject of poverty relief and development while examining the unique contribution of the FBO in community development. Local and international legislation governing the establishment of non-government organizations (NGO) is reviewed as well as the legal requirements for registration and reporting.

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 5563 Character, Leadership and Community
A self-reflective, personal growth course incorporating emerging competencies for global leaders. Students will evaluate their personal leadership strengths, and learn to integrate a global perspective, and develop relationships with diverse populations.

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 5773 Spiritual Formation for Spiritual Leaders
This course examines the theological, historical, and practical dimensions of spiritual formation with particular attention to the development of leaders in Christian ministry. Grounded in the Christian tradition, students will explore formative practices that shape personal holiness, communal life, and sustained leadership within the Church. The course emphasizes the integration of spiritual disciplines, rhythms of life, and intentional practices that cultivate attentiveness to God's presence and guidance.

Students will engage key streams of Christian spirituality, including monastic traditions, communal discipleship, and everyday practices of faithful living, considering how these traditions inform contemporary approaches to leadership formation. Attention will also be given to the relationship between personal spiritual health and public ministry, addressing issues such as character formation, accountability, and resilience in leadership.
The course culminates in the development of a personal "Rule of Life," through which students articulate a sustainable, theologically grounded framework for spiritual growth and leadership practice.

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 6113 Leadership Practicum and Portfolio
This culminating course requires students to demonstrate mastery of program learning outcomes through a professional portfolio. Students compile evidence of competency across functional and integrative business areas and develop a five-year leadership development plan focused on career and spiritual growth. They also write an integrative essay articulating their leadership philosophy and sense of calling. The course concludes with an oral defense before a faculty committee. It serves as a holistic assessment of both professional competence and the integration of faith and practice.

LEAD 6123 Leading with Purpose: Values-Driven Organizations
This course examines how to build and sustain organizational cultures aligned with core values, including the integration of faith and work in diverse professional settings. The course also emphasizes personal vocation, calling, and authentic leadership expression in the workplace. It prepares students to articulate a personal leadership philosophy for use in the capstone and portfolio experiences.

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.

MKTG (Marketing)

MKTG 5113 Marketing Strategy
This course equips students with advanced frameworks for developing comprehensive marketing strategies in dynamic, digitally driven markets. It emphasizes analysis of consumer behavior alongside mastery of strategic planning, branding, digital marketing, and customer relationship management. Students apply data-informed and ethical marketing principles through real-world brand analyses, audits, and an integrated marketing plan project.

MGMT (Management)

MGMT 5113 Operations and Supply Chain Management
This course examines the design, optimization, and management of business processes and supply chain systems to improve organizational efficiency and competitiveness. Students analyze and improve operations across manufacturing and service settings using data-informed decision-making and problem-solving approaches. The course emphasizes sustainable and ethical operations, including environmental stewardship, fair labor practices, and human dignity.

MGMT 6113 Strategic Management
This course develops students' ability to formulate, implement, and evaluate organizational strategy in dynamic competitive environments. Students analyze industries, assess strategic options, and lead change initiatives that create sustainable, long-term value. The course emphasizes purpose-driven strategy and stakeholder-focused decision-making over short-term gains. It prepares students for the capstone project and for leadership roles in complex organizational settings.

PMIN (Pastoral Ministry)

PMIN 5101 Special Topics
A "special topics" course is defined as any course offered for credit in which the subject matter or content may vary within specific sections across terms as indicated by that course's title and description in the graduate catalog. Most special topics courses can be repeated by students for additional credit provided that the course sections attempted cover varying material. These courses are developed to cover emerging issues or specialized content not represented in the main curriculum. May be repeated three times for credit.

PMIN 5103 Urban Ministry
Urban Ministry focuses on the study of the city as the center of religion, economics, politics, and social life. Using case studies and current literature, this course will explore the needs and opportunities for living, working, and serving in an urban area.

PMIN 5201 Special Topics
A "special topics" course is defined as any course offered for credit in which the subject matter or content may vary within specific sections across terms as indicated by that course's title and description in the graduate catalog. Most special topics courses can be repeated by students for additional credit provided that the course sections attempted cover varying material. These courses are developed to cover emerging issues or specialized content not represented in the main curriculum.

PMIN 5301 Special Topics
A "special topics" course is defined as any course offered for credit in which the subject matter or content may vary within specific sections across terms as indicated by that course's title and description in the graduate catalog. Most special topics courses can be repeated by students for additional credit provided that the course sections attempted cover varying material. These courses are developed to cover emerging issues or specialized content not represented in the main curriculum.

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 are 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 Planting and Renewal
Study of the church planting, growth, and renewal dynamics from biblical, theological, historical, and cultural perspectives. Topics include church planting, growth, and renewal principles and methodologies. This course provides students with the conceptual tools necessary to understand and work effectively in planting and revitalizing churches.

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.

PSYC (Psychology)

PSYC 5103 Biblical and Theological Foundations of Counseling
Students will apply skills to address the affective, behavioral, cognitive, and spiritual domains of mankind utilizing a Christian worldview. Biblical and theological principles will be used to address individual and family issues.

PSYC 5213 Principles and Techniques of Counseling
This course is designed to familiarize students with the profession of counseling and the historical, philosophical, and theoretical basis for the theories within counseling psychology. Focus will include basic techniques of each theory and the application of techniques to a wide variety of mental health concerns. The course will emphasize biological, psychological, spiritual, and social impacts on mental health.

PSYC 5313 Marriage and Family Counseling
This course examines key areas of family and marital interactions and explores the historical foundation of multiple theories. The practice of marital and family therapy is examined through its various theories, concepts, strategies, and interventions. Difference aspects of family therapy are discussed and applied during class assignments.

PSYC 5323 Grief Counseling
The focus will be on developing conceptual frameworks and cognitive theories about death, dying, and the grieving process. Students will examine their own personal assumptions, biases, attitudes, and beliefs in order to demonstrate increase sensitivity, awareness, and counseling skills.

PSYC 5433 Advanced Developmental Psychology
This course focuses on the theoretical, developmental, and research approaches to the study of human development. Application of developmental theories and principles will be utilized to examine biological, cognitive, spiritual, emotional, and social development.

PSYC 5453 Advanced Theories of Personality
This course provides an introduction to the theories of personality (psychoanalytic, learning, behaviorist, cognitive, and humanistic). The focus is on the application of the theories in personality assessment, psychotherapy, and prevention. Different research methods related to the theories will be discussed and applied as means of addressing problems in contemporary society. Students will integrate the Christian world view pertaining to personality theory.

RESC (Research Curriculum)

RESC 5803 Research Methods
This course is designed to introduce the student to the field of research at the graduate level. The course will survey the various qualitative traditions and quantitative methods, giving the student the basic skills, knowledge and techniques required in the comprehension, planning and execution of a research project.

RESC 5813 Thesis Proposal - Preparing aThesis
Students will formulate an original research question, relevant literature review, build a bibliography, select an appropriate research methodology, and produce a complete thesis prospectus for a master's thesis using proper academic format and protocol.

RESC 6993 Master's Thesis
Building on an approved prospectus, students will produce a full scholarly Master's Thesis of 15,000-20,000 words demonstrating mastery of their theological discipline, rigorous engagement with primary and secondary sources, and an original contribution to the field.

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

SOCL (Sociology)

SOCL 5113 Social Policy, Leadership, and Community Change
See LEAD 5113 Social Policy, Leadership, and Community Change

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 5113 Theology and Culture
This course examines the dynamic relationship between Christian theology and human culture, exploring how the gospel is both shaped by and confronts cultural contexts. Students will engage theological frameworks for understanding culture, including classic and contemporary models of Christ and culture, and will analyze how theological convictions inform Christian engagement with social, political, and artistic expressions.

Particular attention is given to the processes of contextualization, cultural discernment, and faithful witness, equipping students to navigate the tensions between theological fidelity and cultural relevance. The course also considers global and cross-cultural perspectives, preparing students to interpret and respond to diverse cultural settings in ways that are both theologically grounded and missionally effective.

By the end of the course, students will develop a nuanced approach to cultural engagement that integrates theological reflection with practical ministry application in a variety of contexts.

THEO 5123 A Biblical Theology of Apologetics and Evangelism
Explores the theological foundations of Christian apologetics and evangelism, equipping students to defend and proclaim the faith with intellectual rigor and evangelical passion. Students engage classical and contemporary apologetic thought, develop reasoned arguments for the claims of Christ, and examine the theology of evangelism through the Gospel and apostolic witness. Students will integrate these foundations into a coherent framework for ministry in a pluralistic world.

THEO 5133 A Biblical Theology of Holiness
A systematic and biblical exploration of the doctrine of holiness through examination of both Old and New Testaments, tracing the scriptural call to Christlike character and moral transformation in the Wesleyan-Arminian and Pentecostal traditions. Students will engage the theological conviction that God not only commands holiness but, through the Holy Spirit, also graciously provides the means by which believers may be perfected in love. These themes are explored both academically and formatively, connecting historic doctrine to contemporary Christian discipleship and ministry practice.

THEO 5143 History of Christian Thought
Surveys major turning points in the history of the Church from its formative stages to the present. Students will examine the leading personalities, pivotal events, and formative influences that shaped the life, thought, and institutions of the Church across the centuries. Students will formulate a broad understanding of how the Church has grown and diversified across time and culture.

THEO 5203 Seminar in Theology
The seminar in theology provides a challenging introduction to specific issues in Christian theology. The particular theological topic varies and may include topics such as but not limited to: Black Theology, Contextual Theology, Liberation Theology, Liturgical Theology, Theology of john Wesley, Womanist Theology, etc. Whatever the topic, the common goal is to introduce students to theologically important primary texts, to engage them in an ongoing conversation about the ideas elaborated in these texts, and to encourage them to interrogate their own theological commitments.

THEO 5303 Pentecostal Theology
This course is a survey of the history, methods, recurring themes, and major issues in Wesleyan and Pentecostal theology. The survey is inclusive of the legacy of the Azusa Revival and other early centers of Pentecostalism, social and cultural influences in shaping contextual theologies in Pentecostalism, and contributions of Pentecostalism to global Christian theology.

THEO 5403
This course explores the biblical and theological foundations of Christian mission,examining how the mission of God shapes the identity, purpose, and practices of the Church. Students will engage the sweeping narrative of Scripture to understand how God's redemptive purposes unfold from creation through the life of Israel, the ministry of Christ, and the ongoing work of the Church in the world. Particular attention is given to the relationship between the Kingdom of God, the gospel, and the calling of God's people to participate in God's mission.

The course also examines major theological themes that inform Christian mission, including the nature of the Kingdom of God, the role of the Church as a missionary community, and the historical and contemporary development of missional thought. Students will critically reflect on how biblical theology and systematic theology together inform the practice of mission in diverse cultural contexts.

By the end of the course, students will develop a coherent theology of mission grounded in Scripture and informed by theological reflection, enabling them to articulate and apply missional principles within church leadership, ministry, and global Christian witness.

THEO 5413 Christology and Mission
Christology and Mission is organized around the relationships of historical theology, church mission, and culture. Using the writings of Dietrich Bonhoeffer as a starting point for the conversations regarding the mission of the church, the course will explore the role of mission for the church within the context of culture. Themes will include: racial and gender identity, social change movements, relationships of worship and service, spirituality, ecumenism, and church leadership.

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 6113 Systematic Theology I
An intensive study of God, Revelation, Anthropology, and Sin. A variety of theological traditions will be surveyed with emphasis on the Wesleyan-Armenian perspective.

THEO 6123 Systematic Theology II
An intensive study of Christ, Pneumatology, Salvation, Ecclesiology, and Eschatology. A variety of theological traditions will be surveyed with emphasis on the Wesleyan-Armenian perspective.

THEO 6223 Contextual Theology
In view of growing awareness of the public arena as a context for theology, this course considers the way in which local communities and cultures receive Christian faith through all four factors of Scripture, tradition, culture and social change. Students will identify principles of "public theology" including the roles of public figures/leaders and respond to theological issues encountered in intercultural contexts such as bibliology, syncretism, Pentecostalism, women as leaders, and the role of the Church. Students will use case studies as a means for responding to multiple expressions of Christian faith.

THEO 6403 Old Testament History and Theology
See BIBL 6403

THEO 6413 New Testament History and Theology
See BIBL 6413

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.

UNIV (University)

UNIV 5000 Orientation
Graduate Student Orientation is an intensive social and academic overview for new graduate students, comprised of workshops, discussions, and social activities designed to help new students prepare for some of the expected and unexpected side effects of graduate school and become familiar with the various university services available to graduate students

Graduate Faculty

Charles Chitwood

D.Min.	Dallas Theological Seminary, 1999
M.Div.	Church of God Theological Seminary, 1994
B.S.	University of North Carolina at Chapel Hill, 1991

Adrienne L. Cressman

J.D.	The University of Oklahoma, 1985
M.B.A.	The University of Oklahoma, 1985
B.B.A.	The University of Oklahoma, 1982

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Ph.D.	University of Wales, Trinity St. David, 2014
M.A.	Southern Nazarene University, 2004
B.S.	Southwestern Christian University, 2002

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Ph.D.	Oxford Graduate School, 2005
M.T.S.	Harvard Divinity School, 1993
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D.Min.	The Evangelical Theological Seminary of Indonesia, 2005
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M.A.	Wesley Biblical Seminary, 2011
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M.S.	Dimitrie Cantemir University of Tirgu-Mures, 2007
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Ph. D.	Oklahoma State University, 2025
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M.A.G.L.	Fuller Theological Seminary, 2011
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Jeremy Wente

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M.S.W.	University of Oklahoma, 2002
B.S.	Southern Nazarene University, 1997